



**Board of Selectmen Agenda**  
**Monday, April 4, 2022**  
**Media Center**  
**Raymond High School, 45 Harriman Hill Rd**  
**6:30 PM**

**Please Note: The Board of Selectmen may at any time during a public meeting, enter a non-public session to conduct and facilitate town business. The Board of Selectmen will announce the RSA in which the session will be conducted and follow proper protocol under the confines of State Laws.**

**MEETING CALLED TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENCE:** Charlotte M. Croteau, James S. McKinnon

**PUBLIC COMMENTS: 15 minutes (Per Board Rules of Procedure, please limit comments to 3 minutes each)**

The Public Comment and the Citizen Questions and Answer sections of the Board agendas are opportunities for residents to express their concerns or ask the Board questions on topics of interests regarding business of the town.

The Board will not tolerate disrespectful or personal attacks on the Board members, town employees or citizens in this public setting. When addressing the Board, whether in person, via mail, or email, it should be brought forward in a direct, professional manner. The Board will listen to public comments and take these remarks, or observations under advisement and if follow-up is needed, the Board Chair will make a recommendation as to when the resident can expect a reply.

If, at any time, a resident has a concern regarding an employee or employee matters, they are to request in writing to the Town Manager to make an appointment to further discuss these types of matters in a private meeting. Under no circumstances are employee matters, insults, or admonishment of any employee to be discussed in this public forum. No exceptions.

Public Comment allows the Board to hear from our residents, but it is not mandated and is a courtesy to the citizens. If this type of behavior continues, then the Board Chair has the ability to discontinue public comment at any time.

**AGENDA**

1. Election of Board Officers
2. Appointment of Board Member and Board Members to Committees
3. Re-sign Copy of Hazardous Mitigation Plan Signature Page
4. Emergency Notification System – POC – BOS Approval
5. Rockingham Planning Commission Alternate Member Appointment
6. Board to address resident questions from 3/14/22 Meeting
7. DPW Report and Department Updates
8. RFP Proposed Bid for Safety Complex Generator

**UNANTICIPATED REVENUE/DONATIONS TO THE TOWN:**

- 4<sup>th</sup> of July Parade Donations

**CRF's:**

Cemetery - Concrete Block Purchase  
Water – Water Storage Tank – Design & Bidding

**APPROVAL OF BOARD MINUTES:**

- 2/28/22 – BOS Amended Minutes – Needs Approval
- 3/14/22 – BOS Amended Minutes – Needs Approval
- 3/28/22 BOS Minutes

**OTHER BUSINESS/BOARD ANNOUNCEMENTS:**

**Board/Commission Vacancies:**

- Ethics- 2 open alternate positions
- Planning Board- 2 open alternate positions
- ZBA- 4 open alternate positions
- Cons Com- 1 full open position, 7 open alternate positions
- Historic District- 1 full open position, 3 open alternate positions
- Cable Committee- 1 open alternate positions

**BOARD CORRESPONDENCE SENT/RECEIVED:**

- Intent to Excavate
- Land Use – Library
- Land Use – Granite State Baseball League
- Letters from Town of Chester

**CITIZEN QUESTION/ANSWER COMMENTS:** *(Per Board Rules of Procedure, please limit comments to 3 minutes each)*

**TOWN MANAGER REPORT:**

**BOARD OF SELECTMEN'S REPORT:**

**ADJOURNMENT:**

**Posted: April 1, 2022**, Old Fire Station, Town Office; Town's website 24 hours in advance of meeting. **Note:** Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, call the Selectmen's Office 72 hours prior to the meeting at 603-895-7007.

<b>COMMITTEES</b>	<b>MEMBER</b>	<b>ALTERNATE</b>
Budget Committee:		
Cable Committee		
CIP Committee:		
Historic District:		
Highway Safety:		
Scholarships:		
Zoning Board of Adjustment:		
Negotiations <i>(Teamsters) 2023</i> <i>(AFSCME) 2024</i>		
<b>ADDITIONAL COMMITTEES</b>	<b>MEMBER</b>	<b>ALTERNATE</b>
4th of July		
Solid Waste Recycling Advisory (reactivate)		
Cemetery Advisory Committee		

TOWN OF RAYMOND, NH

CAPITAL RESERVE/TRUST FUND REQUEST

4 Epping Street  
 Raymond, NH 03077  
 (603) 895-7009  
 Fax (603) 895-7064



REQUEST FROM:  
**Department**  
 DPW Cemeteries Division

CONTROL NUMBER:  
 2022-05

DATE OF REQUEST	REQUISITIONER NAME	DATE OF SELECTMEN'S MEETING	REQUESTED AMOUNT
3/23/2022	David Fredrickson	4/4/2022	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST AND PROPOSED PURCHASES		
<b>Cemetery Plot Fees - Maintenance 05-8058-045</b>	<b>Concrete block purchase to create designated area for organic debris disposal. (Ex: grass clippings, leaves, etc)</b>		\$605.00
<i>Capital Reserve Fund available balance as of Feb 2022 is \$234,207.71</i>			

\_\_\_\_\_  
 Selectman Approved / Not Approved

# J.G. MacLellan Concrete Co., Inc.

180 PHOENIX AVENUE · LOWELL, MASSACHUSETTS 01852 · TEL (978) 458-1223 · FAX (978) 441-2434

## Invoice

REMIT TO: J.G. MACLELLAN CONCRETE CO., INC.

180 PHOENIX AVE.  
LOWELL, MA 01852-4997

TOWN OF RAYMOND  
4 EPPING RD.  
RAYMOND NH 03077

978-458-1223

FID# 04-2377525

DATE:	INVOICE NO.	CUSTOMER NO.	PROJECT NO.	ORDER NO.	PAGE NUMBER		
01/04/21	10228633	24205		33	Page 1 of 1		
DELIVERY ADDRESS		PURCHASE ORDER NUMBER		TERMS			
PICK UP BLOCKS- RAYMOND		PICKED UP 12-2-20		NET 10TH OF FOLLOWING MONTH			
DATE SHIPPED	QUANTITY	MATERIAL	PLANT	DELIVERED TICKET NUMBER	UNIT PRICE	TAXABLE EXTENSION	NONTAXABLE EXTENSION
01/04/2021	11.00	CONCRETE BLOCKS 8' X 2' X 2'	13	5222	55.00	605.00	605.00

PAYMENT APPROVED  
 LINE                    
 U#           
 ON LINE APPROVAL           
 DATE           
 AMOUNT 1-04-23  
 TOTAL \$ 605.  
 FINANCIAL APPROVAL         

RECEIVED  
 JAN 11 2021  
 Initial         

Do you want your Invoice Email? Send request to VDubs@jgmaclellan.com

FINANCE CHARGE (1% PER MONTH)	TOTAL TONS	TOTAL YARDS	TOTAL SALES TAX	INVOICE TOTAL
	0.00	0.00	0.00	605.00

## Board of Selectmen Vote to Accept Funds

I move to accept the donated funds for the 4<sup>th</sup> of July Festivities/Parade to the Town of Raymond in the following amounts:

Universal Electric	\$250.00
Hannaford Supermarket	\$500.00
I.C. Reed	\$1,000.00
Riverbend Realty	\$50.00

Date: 4/4/22

Motion Made By: \_\_\_\_\_

Second to the Motion By: \_\_\_\_\_

Selectman \_\_\_\_\_

Selectman \_\_\_\_\_

Selectman \_\_\_\_\_

Selectman \_\_\_\_\_

Selectman \_\_\_\_\_

Online Banking | Citizens

# Check Image

THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK



**Town of Raymond**  
4 Epping Street  
Raymond, NH 03077-  
(603)895-4735

Citizens - General Fund

Check # **00114864**  
Check Date: **1/19/2021**

Pay: **Six Hundred Five and XX/100 \*\*\*\*\* DOLLARS**

Check Amount  
**\$605.00**

To Order Of:

J.G. MacLellan Concrete Co., Inc.  
William P Davis Excavation LLC  
180 Phoenix Avenue  
Lowell, MA 01852



0211371489 < 20210218  
 Brookline Bank  
 Drawer/Trans#: 11402/0011  
 AIN: 771945550000029

0211371489 < DW 11402TRN1102/18/21

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
 PREPARED FOR PHYSICAL COUNTER SERVICE

WARNING: THE BACK OF THIS CHECK CONTAINS A SIMULATED WATERMARK. HOLD AT 45° ANGLE TO VIEW.  
 CREDITED TO ACCOUNT OF  
 THE WITHIN NAMED PAYEE IN  
 BROOKLINE BANK

This is an image of an item (check, substitute check, or debit memo) which has posted to your account. Items resulting in a non-sufficient funds situation may not have been paid. Unpaid items will show as a credit item in your account history on the business date following the date the item was presented.

5787

Universal Electric  
PO Box 151  
Raymond, NH 03077  
(603) 895-6512

Citizens Bank

54-153/114 3/26/2022

PAY TO THE ORDER OF Town of Raymond

\*\*250.00

\$

Two Hundred Fifty and 00/100\*\*\*\*\* DOLLARS

Town of Raymond



*[Signature]*  
AUTHORIZED SIGNATURE

MP

MEMO 2022 4th of July Parade

5787

Universal Electric

Town of Raymond

3/26/2022

2022 4th of July Parade

250.00

250.00

Business Citizens 2022 4th of July Parade



**Town of Raymond**  
 Raymond Town Hall  
 4 Epping Street  
 Raymond, NH 03077  
 Telephone: (603) 895-7007

March 24, 2022

Hannaford Supermarket  
 2 Freetown Rd  
 Raymond, NH 03077

10-3608801

Re: 2022 July 4<sup>th</sup> Parade Contributions

Dear Hannaford Supermarket:

The Town of Raymond is excited to announce that we will again be organizing this year's 4<sup>th</sup> of July Parade and Town Common activities.

We are reaching out to you as a local business to see if you would be willing to help offset some of the costs for this event by becoming a sponsor/donor. Last year was our first year organizing this event and we quickly realized how easily the costs can add up. The total donations we received last year valued \$1,950.00 and we are hoping to double that this year with your help.

**Donor Tiers**  
**Platinum Sponsors \$1,000.00 plus**  
**Gold Sponsors \$500.00 plus**  
**Silver Sponsors \$250.00 plus**  
**Bronze Sponsors \$50.00 plus**

All Sponsors/Donors will be recognized for their contributions on our Town Website, at the common on the 4th, and on the monitor in the Town Hall Lobby.

If you are able to donate, please send your donation directly to my attention at the address above made payable to Town of Raymond – 4<sup>th</sup> July Fund - we are asking that all donations be submitted by June 17<sup>th</sup> if possible.

*If you are unable to donate but would like to help in some way, we would be grateful to have additional hands helping plan an*

We would like to thank you

Sincerely,

Sharon Baker  
 Account Manager  
 Finance Dept.  
 603-895-7009  
 sbaker@raymondnh.gov

THIS DOCUMENT CONTAINS A FINE WATERMARK - HOLD UP TO LIGHT TO VIEW

WesternUnion WU WESTERN UNION FINANCIAL SERVICES INC. - ISSUED IN - Denver, Colorado  
 Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

**MONEY ORDER**

19-360549891

A 133476 D 032922  
 T 1024 03  
 193605498910 L 008120

\$ 500.00

PAY EXACTLY FIVE HUNDRED DOLLARS AND NO CENTS  
 PAY TO THE ORDER OF Town of Raymond HANNAFORD SUPERMARKET & PHARMACY #8120  
 2 FREETOWN ROAD  
 RAYMOND, NH 03077

PURCHASER'S ADDRESS



Notice of Intent Excavate – Aggregate Industries

The PA-38 is submitted to the town and to the State of NH once a year, for earth excavation.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO EXCAVATE

RSA 72-B

For Tax Year April 1, 2022 to March 31, 2023

(Assigned by Municipality)

YR	TOWN	OP#
22	383	03
		E

PLEASE TYPE or PRINT (if filling in form on-line; use TAB key to move through fields)

- 1. Town/City of: RAYMOND
- 2. Tax Map/Block/Lot #: M10 L3
- 3. Name of Access Road: 91 CHESTER RD
- 4. Total Acreage of Lot: 6.74
- 5. Date of Permit per RSA 155-E:2: 7-31-2000  
(Municipal Excavation Permit)
- 6. Date of Report, if required, per RSA 155-E:2, 1 (d):
- 7. Permit Number per RSA 485-A:17, if any: POBP-2541  
WPC-397713  
(Alteration of Terrain Permit)
- 8. Incidental Construction/155-E:2-a Exception: Check if YES
- 9. Total Permitted Area (acres): 6.74
- 10. Excavation Area (acres) as of April 1: 6 +/-
- 11. Reclaimed Area (acres) as of April 1: -
- 12. Remaining Cubic Yards of Earth to Excavate:
- 13. Type of Ownership:

- Owner of land
- Previous owner retaining deeded earth excavation rights
- Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	
LOAM	
STONE PRODUCTS	<u>295,000</u>
OTHER ( )	
TOTAL	

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

AGGREGATE INDUSTRIES  
PRINT CLEARLY OR TYPE NAME OF OWNER

[Signature] 3/16/22  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

SHAWN CIANCY - QUARRY MANAGER  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

<u>91 CHESTER RD</u>	
MAILING ADDRESS	
<u>RAYMOND</u>	<u>NH 03077</u>
CITY OR TOWN	STATE ZIPCODE
<u>LAURA.NORSEC.AGGREGATE-US.COM</u>	
E-MAIL ADDRESS	
<u>603-895-0132</u>	
HOME PHONE (Enter number without dashes)	CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN:

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS	
Amount of Security Required \$	
Security Posted (Bond, Certified Check, etc.) \$	
SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE	
The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:	
1. All owners of record have signed the Intent;	
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;	
3. The form is complete; and	
4. Any bond required under RSA 72-B:8 has been received.	
5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8	
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

**Certificate of Adoption**

WHEREAS the Town of Raymond received funding from the NH Office of Homeland Security and Emergency Management under a Pre-Disaster Mitigation Grant and assistance from Rockingham Planning Commission in the preparation of the Raymond Hazard Mitigation Plan Update 2022; and

WHEREAS several public planning meetings were held between February 2020 and November 2021 regarding the development and review of the Raymond Hazard Mitigation Plan Update 2022; and

WHEREAS the Raymond Hazard Mitigation Plan Update 2022 contains several potential future projects to mitigate hazard damage in the Town of Raymond; and

WHEREAS a duly noticed public meeting was held by the Raymond Board of Selectmen on February 28, 2022, to formally approve and adopt the Raymond Hazard Mitigation Plan Update 2022.

NOW, THEREFORE BE IT RESOLVED that the Raymond Board of Selectmen:

- The Plan is hereby adopted as the official plan of the Town of Raymond;
- The respective individuals identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
- Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as part of this resolution for a period of five (5) years from the date of this resolution;
- An annual report of the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by the Town's Emergency Management Director or Town Administrator.

NOW, THEREFORE BE IT RESOLVED that the Raymond Board of Selectmen adopts the Raymond Hazard Mitigation Plan Update 2022.

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the corporate seal of the Town of Raymond on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_ Selectman

\_\_\_\_\_ Selectman

\_\_\_\_\_ Selectman

\_\_\_\_\_ Selectman

\_\_\_\_\_ Selectman

ATTEST

\_\_\_\_\_

Public Notary



**Please Note:**

Requests must be received 30 days in advance of use (whenever possible). Requests must go before the Land Use Working Group, they may also need approval from the Emergency Management Working Group and the Board of Selectmen.

**Application for Use of Public Lands  
Or Town Facilities  
Town of Raymond, NH**

Date of Application: 3/22 Date Received (office use only): \_\_\_\_\_

Organization Requesting Use: Dudley-Tucker Library

Responsible Person's Name: Alyssa May White

Address: 6 Epping Street

Telephone: (H) 603-895-7057 (C) \_\_\_\_\_

Email Address: awhite@raymondnh.gov

Public Land to be used: The Common

Public Roads to be used: (if applicable): N/A

➤ **Attach maps with routes marked to show plan for any event on public roads. (Attach extra sheets to this form, if applicable)**

Are you requesting any public road closures: YES /  NO / list roads: \_\_\_\_\_

Detailed Description of use: We will be hosting a poetry slam.

Description of Raymond Community Impact: It should be an evening of fun that promotes art and literacy.

Date(s) of proposed use: 4/26/2022

Starting Time: 5:30 PM Ending Time: 7:50 PM

(Make sure to include set-up and clean-up time)

Will an inclement weather date be needed? If yes, what is the proposed date: 5/3/2022

Maximum (estimated) number of people attending event: 30

{ 1 }

**Land Use Working Group Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b><i>Office Use Only</i></b>
<b>Total Fees:</b> _____
<b>Paid: CASH / Check #</b> _____
<b>Date:</b> _____
<b>Total Fines:</b> _____
<b>Paid: CASH / Check #</b> _____

**Emergency Mgt. Working Group Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Board of Selectmen, Chair Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Town of Raymond, New Hampshire Fee Schedule for Facilities/Events

Location/Event	Non-Profit Organizations		For-Profit Organizations	
	Hour	Game Block	Hour	Game Block
Town Common	\$50		\$200	
Riverside Park	\$50		\$200	
- Disc Golf Course (Tournament)	\$6 per player		\$10 per player	
<b>Cammett Rec Area</b>	<b>Hour</b>	<b>Game Block</b>	<b>Hour</b>	<b>Game Block</b>
- CRA Baseball 1	\$25	\$50	\$50	\$100
- CRA Baseball 2	\$25	\$50	\$50	\$100
- CRA Baseball 3	\$25	\$50	\$50	\$100
- CRA Soccer U14	\$75	\$125	\$125	\$225
- CRA Soccer U12	\$50	\$75	\$75	\$125
- CRA Soccer U10	\$40	\$50	\$75	\$100
<b>107 Fields</b>	<b>Hour</b>	<b>Game Block</b>	<b>Hour</b>	<b>Game Block</b>
- 107 Football Field	\$75	\$150	\$125	\$250
- 107 Babe Ruth Field	\$75	\$125	\$125	\$225
- 107 Softball 1	\$25	\$50	\$50	\$100
- 107 Softball 2	\$25	\$50	\$50	\$100
- 107 T-ball Field	\$25	\$50	\$50	\$100
Torrent Hall	\$25 (2-hours)		\$50 (2-hours)	
Road Race Permit	\$100		\$250	

- Fees are list per hour and by a one game block unless noted.
- Painting / Lining Fees per field (\$50 discount for additional fields on same date)
- Football Field \$250
- Soccer/Lacrosse/Field Hockey \$150
- Baseball/Softball \$100

*Set-up / Clean-up / Maintenance charge is \$50 per employee per hour. To be billed following the event. Any organization who does not make payment will be prohibited from future use.*

There may be additional costs associated with Port-a-Johns, Dumpster Use/Waste Disposal, Electrical Use, and Road Closures/Police Details based on the type of event. These will be charged on an actual cost for each activity if required.

**Disclosure:** Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.



Please Note:

Requests must be received 30 days in advance of use (whenever possible). Requests must go before the Land Use Working Group, they may also need approval from the Emergency Management Working Group and the Board of Selectmen.

## Application for Use of Public Lands Or Town Facilities Town of Raymond, NH

Date of Application: 3-25-2022 Date Received (office use only): \_\_\_\_\_

Organization Requesting Use: Granite State Baseball League

Responsible Person's Name: James Kenney

Address: 20B Elm St Goffstown NH

Telephone: (H) 603-205-6297 (C) 603-205-6297

Email Address: J.kenney9@yahoo.com

Public Land to be used: Welch Field

Public Roads to be used: (if applicable): \_\_\_\_\_

➤ **Attach maps with routes marked to show plan for any event on public roads. (Attach extra sheets to this form, if applicable)**

Are you requesting any public road closures: **YES / NO** list roads: NO

Detailed Description of use: We look to continue use of welch field, this has been our home field for many years.

We are the Team who have painted the shed, fixed the dugout, and decks.

Description of Raymond Community Impact: Our impact is that we always take care of the field and have many players from the Raymond community.

Date(s) of proposed use: 5/14, 6/12, 6/19, 7/31 Times Are flexible, Preferred is Sat. 2PM Sun, 10AM

Starting Time: 4-5 hour block for one game unless field is already in use then 3.5 hours  
Ending Time: \_\_\_\_\_  
(Make sure to include set-up and clean-up time)

Will an inclement weather date be needed? If yes, what is the proposed date: 5/8, 5/29

Maximum (estimated) number of people attending event: 2 Baseball teams one game est. 25 people

YES NO Will sound amplifiers / PA systems / air horns be used? If yes, describe use: No

\_\_\_\_\_

YES NO Will the applicant be generating revenue of any kind for the event? If yes, describe: \_\_\_\_\_

No

\_\_\_\_\_

YES NO Will there be fundraising, solicitation, or fees charged while on town property? If yes,

describe: No

\_\_\_\_\_

YES NO Will food / beverages\* / merchandise be sold? If so, describe: No

\_\_\_\_\_

*\*Youth sports field rentals - applicants may not run concessions unless approved by the youth sports organizations.*

YES NO Will portable bathrooms be needed? if so, number of units: Only existing one

YES NO Will the event require field preparation / painting / lining? If so, describe: \_\_\_\_\_

Yes but we have always done this ourselves as well as fixing the field when done.

\_\_\_\_\_

YES NO Will you require access to electricity? If yes, describe need: No

YES NO All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. Will a dumpster rental be necessary? If yes, what is the amount of waste anticipated? No

\_\_\_\_\_

YES NO Will police protection / traffic control / parking management be necessary? If yes, you will need to contact the Raymond Police Department (895-4747) to schedule.

No

YES NO Are there any special provisions / requests that are not addressed? No

\_\_\_\_\_

*\*Youth sports field rentals - applicants may not run concessions unless approved by the youth sports organizations.*

YES NO Will portable bathrooms be needed? if so, number of units: \_\_\_\_\_

YES NO Will the event require field preparation / painting / lining? If so, describe: \_\_\_\_\_

\_\_\_\_\_

YES NO Will you require access to electricity? If Yes, describe need: \_\_\_\_\_

YES NO All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may

be rented for the event. Will a dumpster rental be necessary? If yes, what is the amount of waste anticipated? \_\_\_\_\_

YES NO Will police protection / traffic control / parking management be necessary? If yes, you will need to contact the Raymond Police Department (895-4747) to schedule.

YES NO Are there any special provisions / requests that are not addressed? \_\_\_\_\_  
*\*Youth sports field rentals - applicants may not run concessions unless approved by the youth sports organizations.*

YES NO Will portable bathrooms be needed? if so, number of units: \_\_\_\_\_

YES NO Will the event require field preparation / painting / lining? If so, describe: \_\_\_\_\_

\_\_\_\_\_

YES NO Will you require access to electricity? If yes, describe need: \_\_\_\_\_

YES NO All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. Will a dumpster rental be necessary? If yes, what is the amount of waste anticipated? \_\_\_\_\_

YES NO Will police protection / traffic control / parking management be necessary? If yes, you will need to contact the Raymond Police Department (895-4747) to schedule.

YES NO Are there any special provisions / requests that are not addressed?  
\_\_\_\_\_

- **Proof of Insurance must be provided for all organizations/vendors/businesses naming the Town as the second insured prior to event and on file with the Town Office (if not a Town sponsored event)**
- **Please fill out this application and deliver to the Town of Raymond, NH, 4 Epping Street, Raymond, NH 03077, Attention: Land Use Working Group.**
- **Please note: If you are planning on using the Recreational Rails to Trails for your event, make sure you contact DRED (Department of Resources and Economic Development) at 271-2665 to get a permit.**

*If applicable, you will be asked to meet with the Land Use Work Group and/or Emergency Mgt. Working Group for final approval at a minimum of 14 days prior to event. The organization may be asked to appear before the Board of Selectmen when the request is posted to the meeting agenda. The Town Manager's Assistant will you on the Friday before the meeting.*

**Disclosure:** Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.

**Land Use Working Group Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Emergency Mgt. Working Group Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b><i>Office Use Only</i></b>
<b>Total Fees:</b> _____
<b>Paid: CASH / Check #</b> _____
<b>Date:</b> _____
<b>Total Fines:</b> _____
<b>Paid: CASH / Check #</b> _____

**Board of Selectmen, Chair Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Town of Raymond, New Hampshire

### Fee Schedule for Facilities/Events

Location/Event	Non-Profit Organizations		For-Profit Organizations	
	Hour	Game Block	Hour	Game Block
Town Common	\$50		\$200	
Riverside Park	\$50		\$200	
- Disc Golf Course (Tournament)	\$6 per player		\$10 per player	
<b>Cammett Rec Area</b>	<b>Hour</b>	<b>Game Block</b>	<b>Hour</b>	<b>Game Block</b>
- CRA Baseball 1	\$25	\$50	\$50	\$100
- CRA Baseball 2	\$25	\$50	\$50	\$100
- CRA Baseball 3	\$25	\$50	\$50	\$100
- CRA Soccer U14	\$75	\$125	\$125	\$225
- CRA Soccer U12	\$50	\$75	\$75	\$125
- CRA Soccer U10	\$40	\$50	\$75	\$100
<b>107 Fields</b>	<b>Hour</b>	<b>Game Block</b>	<b>Hour</b>	<b>Game Block</b>
- 107 Football Field	\$75	\$150	\$125	\$250
- 107 Babe Ruth Field	\$75	\$125	\$125	<del>\$225</del>
- 107 Softball 1	\$25	\$50	<del>\$50</del>	\$100
- 107 Softball 2	\$25	\$50	\$50	\$100
- 107 T-ball Field	\$25	\$50	\$50	\$100
Torrent Hall	\$25 (2-hours)		\$50 (2-hours)	
Road Race Permit	\$100		\$250	

- Fees are list per hour and by a one game block unless noted.
- Painting / Lining Fees per field (\$50 discount for additional fields on same date)
- Football Field \$250
- Soccer/Lacrosse/Field Hockey \$150
- Baseball/Softball \$100

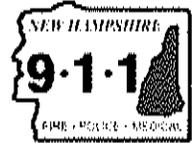
***Set-up / Clean-up / Maintenance charge is \$50 per employee per hour. To be billed following the event. Any organization who does not make payment will be prohibited from future use.***

There may be additional costs associated with Port-a-Johns, Dumpster Use/Waste Disposal, Electrical Use, and Road Closures/Police Details based on the type of event. These will be charged on an actual cost for each activity if required.

**Disclosure:** Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.



**State of New Hampshire  
Department of Safety  
Division of Emergency Services and Communications**



DESC: Data Operations  
Dwinell Building, 50 Communications Drive  
Laconia, New Hampshire 03246  
(603)527-2069  
1(800)735-2964 (NH 9-1-1 Data Operations)

Mark E. Doyle, Director

TDD Access: Relay NH  
1(800)806-1242 (Administration)

**New Hampshire Emergency Notification System (NH-ENS)  
- Primary Point of Contact Form -**

The Town/City of Raymond has appointed the following individual to serve as the Designated Primary Point of Contact for the New Hampshire Emergency Notification System (NH-ENS). The Primary Point of Contact is responsible for designating the community's authorized users. Please reference the attached Policy Guidance Section IV, Part A for the eligible titles who may be appointed as authorized Designated Officials with *EMERGENCY* access.

**Designated Primary Point of Contact:**

<b>Name</b>	Michael Labell
<b>Title</b>	Police Chief
<b>Phone</b>	603-895-4747
<b>Address</b>	1 Scribner Rd Raymond, NH 03077
<b>Email</b>	m.labell@raymondnh.gov
<b>*Signature</b>	

\*By signing this, I accept the conditions of using the NH-ENS as specified in the Policy Guidance. Please note, the attached Policy Guidance is a working document and is subject to change, pending approval.

Please list the 10 digit callback number below, to display on CallerID for all notifications originating from your community.

CallerID number: 603-895-4747

Depending on the structure of the Town/City government, any of the following people may sign this form:  
**Chairman of the Board of Selectmen; Chairman of the Town Council, Mayor, Town/City Manager, Town/City Administrator.**



Signed this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature Title

**Town/City Mailing Address:** \_\_\_\_\_

**Please return by mail or e-mail to:**  
DESC Data Operations, 50 Communications Drive, Laconia, NH 03246  
E-mail: [database@e911.nh.gov](mailto:database@e911.nh.gov)



**State of New Hampshire  
Department of Safety  
Division of Emergency Services and Communications**



DESC Data Operations  
Dwinell Building, 50 Communications Drive  
Laconia, New Hampshire 03246  
(603)527-2069  
1(800)735-2964 (NH 9-1-1 Data Operations)

Mark E. Doyle, Director

TDD Access: Relay NH  
1(800)806-1242 (Administration)

**New Hampshire Emergency Notification System (NH-ENS)  
- Authorized Official Form -  
Emergency Access**

The Town/City of Raymond, via the Primary Point of Contact, has appointed the following individuals to serve as the Designated Authorized Officials for the New Hampshire Emergency Notification System (NH-ENS) in accordance with the attached Policy Guidance. Please reference the Policy Guidance Section IV, Part A for the eligible titles who may be appointed as authorized Designated Officials with *EMERGENCY* access.

**Designated Authorized Official:**

<b>Name</b>	Paul Hammond	<b>Name</b>	David Fredrickson
<b>Title</b>	Fire Chief	<b>Title</b>	Public Works Director
<b>Phone</b>	803-895-3321	<b>Phone</b>	603-895-7036
<b>Address</b>	1 Scribner Rd Raymond, NH 03077	<b>Address</b>	4 Epping St Raymond, NH 03077
<b>Email</b>	phammond@raymondnh.gov	<b>Email</b>	dfredrickson@raymondnh.gov
<b>*Signature</b>		<b>*Signature</b>	

**Designated Authorized Official:**

<b>Name</b>	Chad Shevlin	<b>Name</b>	Stacey Grella
<b>Title</b>	Police Lieutenant	<b>Title</b>	Department of Public Works Assistant
<b>Phone</b>	603-895-4747	<b>Phone</b>	603-895-7036
<b>Address</b>	1 Scribner Rd Raymond, NH 03077	<b>Address</b>	4 Epping St Raymond, NH 03077
<b>Email</b>	cshvlin@raymondnh.gov	<b>Email</b>	sgrella@raymondnh.gov
<b>*Signature</b>		<b>*Signature</b>	

\*By signing this, I accept the conditions of using the NH-ENS as specified in the Policy Guidance. Please note, the attached Policy Guidance is a working document and is subject to change, pending approval.

**This document must be signed by the Community's Designated Primary Point of Contact on file with the DESC.**

Signed this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature

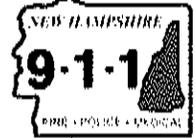
\_\_\_\_\_  
Print Name

**Please return by mail or e-mail to:**

DESC Data Operations, 50 Communications Drive, Laconia, NH 03246  
E-mail: [database@e911.nh.gov](mailto:database@e911.nh.gov)



**State of New Hampshire  
Department of Safety  
Division of Emergency Services and Communications**



DESC Data Operations  
Dwinell Building, 50 Communications Drive  
Laconia, New Hampshire 03246  
(603)527-2069  
1(800)735-2964 (NH 9-1-1 Data Operations)

Mark E. Doyle, Director

TDD Access: Relay NH  
1(800)806-1242 (Administration)

**New Hampshire Emergency Notification System (NH-ENS)  
- Authorized Official Form -  
Emergency Access**

The Town/City of Raymond, via the Primary Point of Contact, has appointed the following individuals to serve as the Designated Authorized Officials for the New Hampshire Emergency Notification System (NH-ENS) in accordance with the attached Policy Guidance. Please reference the Policy Guidance Section IV, Part A for the eligible titles who may be appointed as authorized Designated Officials with *EMERGENCY* access.

**Designated Authorized Official:**

<b>Name</b>	William Wyner	<b>Name</b>	
<b>Title</b>	Dispatch Supervisor	<b>Title</b>	
<b>Phone</b>	603-895-4747	<b>Phone</b>	
<b>Address</b>	1 Scribner Rd Raymond, NH 03077	<b>Address</b>	
<b>Email</b>	wwyner@raymondnh.gov	<b>Email</b>	
<b>*Signature</b>	<i>William Wyner</i>	<b>*Signature</b>	

**Designated Authorized Official:**

<b>Name</b>		<b>Name</b>	
<b>Title</b>		<b>Title</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Address</b>		<b>Address</b>	
<b>Email</b>		<b>Email</b>	
<b>*Signature</b>		<b>*Signature</b>	

\*By signing this, I accept the conditions of using the NH-ENS as specified in the Policy Guidance. Please note, the attached Policy Guidance is a working document and is subject to change, pending approval.

**This document must be signed by the Community's Designated Primary Point of Contact on file with the DESC.**

Signed this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature Print Name

**Please return by mail or e-mail to:**  
DESC Data Operations, 50 Communications Drive, Laconia, NH 03246  
E-mail: [database@e911.nh.gov](mailto:database@e911.nh.gov)



**State of New Hampshire  
Department of Safety  
Division of Emergency Services and Communications**



DESC Data Operations  
Dwinell Building, 50 Communications Drive  
Laconia, New Hampshire 03246  
(603)527-2069  
1(800)735-2964 (NH 9-1-1 Data Operations)

Mark E. Doyle, Director

TDD Access: Relay NH  
1(800)806-1242 (Administration)

**New Hampshire Emergency Notification System (NH-ENS)  
- Authorized Official Form -  
Non-Emergency Access**

The Town/City of Raymond, via the Primary Point of Contact, has appointed the following individuals to serve as the Designated Authorized Officials with *NON-EMERGENCY* access to the New Hampshire Emergency Notification System (NH-ENS) in accordance with the attached Policy Guidance Section III, Part B.

**Designated Authorized Official:**

<b>Name</b>	Paul Hammond	<b>Name</b>	David Fredrickson
<b>Title</b>	Fire Chief	<b>Title</b>	Public Works Director
<b>Phone</b>	603-895-3321	<b>Phone</b>	603-895-7035
<b>Address</b>	1 Scribner Rd Raymond, NH 03077	<b>Address</b>	4 Epping St Raymond, NH 03077
<b>Email</b>	phammond@raymondnh.gov	<b>Email</b>	dfredrickson@raymondnh.gov
<b>*Signature</b>		<b>*Signature</b>	

**Designated Authorized Official:**

<b>Name</b>	Chad Shevlin	<b>Name</b>	Stacey Grelia
<b>Title</b>	Police Lieutenant	<b>Title</b>	Department of Public Works Assistant
<b>Phone</b>	603-895-4747	<b>Phone</b>	603-895-7036
<b>Address</b>	1 Scribner Rd Raymond, NH 03077	<b>Address</b>	4 Epping St Raymond, NH 03077
<b>Email</b>	cshevlin@raymondnh.gov	<b>Email</b>	sgrelia@raymondnh.gov
<b>*Signature</b>		<b>*Signature</b>	

\*By signing this, I accept the conditions of using the NH-ENS as specified in the Policy Guidance. Please note, the attached Policy Guidance is a working document and is subject to change, pending approval.

**This document must be signed by the Community's Designated Primary Point of Contact on file with the DESC.**

Signed this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Please return by mail or e-mail to:**

DESC Data Operations, 50 Communications Drive, Laconia, NH 03246  
E-mail: [database@e911.nh.gov](mailto:database@e911.nh.gov)



**State of New Hampshire  
Department of Safety  
Division of Emergency Services and Communications**



DESC Data Operations  
Dwinell Building, 50 Communications Drive  
Laconia, New Hampshire 03246  
(603)527-2069  
1(800)735-2964 (NH 9-1-1 Data Operations)

Mark E. Doyle, Director

TDD Access: Relay NH  
1(800)806-1242 (Administration)

**New Hampshire Emergency Notification System (NH-ENS)  
- Authorized Official Form -  
Non-Emergency Access**

The Town/City of Raymond, via the Primary Point of Contact, has appointed the following individuals to serve as the Designated Authorized Officials with *NON-EMERGENCY* access to the New Hampshire Emergency Notification System (NH-ENS) in accordance with the attached Policy Guidance Section III, Part B.

**Designated Authorized Official:**

<b>Name</b>	William Wyner	<b>Name</b>	
<b>Title</b>	Dispatch Supervisor	<b>Title</b>	
<b>Phone</b>	603-895-4747	<b>Phone</b>	
<b>Address</b>	1 Scribner Rd Raymond, NH 03077	<b>Address</b>	
<b>Email</b>	wwyner@raymondnh.gov	<b>Email</b>	
<b>*Signature</b>		<b>*Signature</b>	

**Designated Authorized Official:**

<b>Name</b>		<b>Name</b>	
<b>Title</b>		<b>Title</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Address</b>		<b>Address</b>	
<b>Email</b>		<b>Email</b>	
<b>*Signature</b>		<b>*Signature</b>	

\*By signing this, I accept the conditions of using the NH-ENS as specified in the Policy Guidance. Please note, the attached Policy Guidance is a working document and is subject to change, pending approval.

**This document must be signed by the Community's Designated Primary Point of Contact on file with the DESC.**

Signed this day \_\_\_\_\_ of \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature Print Name

**Please return by mail or e-mail to:**  
DESC Data Operations, 50 Communications Drive, Laconia, NH 03246  
E-mail: [database@e911.nh.gov](mailto:database@e911.nh.gov)

TOWN OF RAYMOND  
REQUESTS FOR PROPOSALS

**SAFETY COMPLEX GENERATOR SYSTEM**

**1. GENERAL**

BIDS WILL BE RECEIVED BY THE BOARD OF SELECTMAN OF THE TOWN OF RAYMOND, N.H. WHO SHALL ACT AS THE OWNER'S REPRESENTATIVE, HEREIN CALLED THE "OWNER".

EACH BID MUST BE SUBMITTED IN A SEALED ENVELOPE, ADDRESSED TO THE BOARD OF SELECTMAN, TOWN OFFICE, RAYMOND, N.H. EACH SEALED ENVELOPE CONTAINING A BID MUST BE PLAINLY MARKED ON THE OUTSIDE AS **BID FOR SAFETY COMPLEX GENERATOR SYSTEM** AND THE ENVELOPES SHOULD BEAR, ON THE OUTSIDE, THE NAME OF THE BIDDER, HIS ADDRESS, AND THE NAME OF THE PROJECT FOR WHICH THE BID IS SUBMITTED.

IF FORWARDED BY MAIL, THE SEALED ENVELOPE CONTAINING THE BID MUST BE ENCLOSED IN ANOTHER ENVELOPE ADDRESSED TO THE BOARD OF SELECTMAN, TOWN OFFICE, 4 EPPING STREET, RAYMOND, N.H. 03077.

ALL BIDS MUST BE MADE ON THE REQUIRED BID FORM. ALL BLANK SPACES FOR BID PRICES MUST BE FILLED IN WITH INK OR TYPEWRITTEN AND THE BID FORM MUST BE FULLY COMPLETED AND EXECUTED WHEN SUBMITTED. ONLY ONE COPY OF THE BID FORM IS REQUIRED.

THE OWNER MAY WAIVE ANY INFORMALITIES OR MINOR DEFECTS OR REJECT ANY AND ALL BIDS. ANY BID MAY BE WITHDRAWN PRIOR TO THE ABOVE SCHEDULED TIME FOR THE OPENING OF THE BIDS OR AUTHORIZED POSTPONEMENT THEREOF. ANY BID RECEIVED AFTER THE TIME AND DATE SPECIFIED SHALL NOT BE CONSIDERED. NO BIDDER MAY WITHDRAW A BID WITHIN 60 DAYS, SATURDAYS, SUNDAYS, AND HOLIDAYS EXCLUDED, AFTER THE ACTUAL DATE OF THE OPENING THEREOF. SHOULD THERE BE A REASON WHY THE CONTRACT CANNOT BE AWARDED WITHIN THE SPECIFIED PERIOD, THE TIME MAY BE EXTENDED BY MUTUAL AGREEMENT BETWEEN THE OWNER AND THE LOWEST RESPONSIBLE QUALIFIED BIDDER DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF RAYMOND.

IT IS NOTED THAT PRONOUNS SUCH AS HE, HIMSELF, ETC., THROUGHOUT THE SPECIFICATIONS ARE USED FOR CONVENIENCE AND IS INTENDED TO BE GENDERLESS. NO GENDER PREFERENCE BY THE OWNER IS INTENDED.

**2. QUALIFICATION OF BIDDER**

THE OWNER SHALL MAKE SUCH INVESTIGATIONS AS DEEMED NECESSARY TO DETERMINE THE ABILITY OF THE BIDDERS TO PERFORM THE WORK, AND THE BIDDERS SHALL FURNISH TO THE OWNER ALL SUCH INFORMATION DATA FOR THIS PURPOSE AS THE OWNER MAY REQUEST. NO AWARD WILL BE MADE TO ANY BIDDER WHO CANNOT MEET ALL OF THE FOLLOWING REQUIREMENTS:

- A. HE SHALL NOT HAVE DEFAULTED ON ANY CONTRACT WITHIN THREE YEARS PRIOR TO THE BID DATE.
- B. HE SHALL MAINTAIN A PERMANENT PLACE OF BUSINESS.

- C. HE SHALL HAVE ADEQUATE PROPERLY TRAINED PERSONNEL, EQUIPMENT AND MATERIALS TO PERFORM THE WORK EXPEDITIOUSLY.
- D. HE SHALL HAVE SUITABLE FINANCIAL STATUS TO MEET ALL OBLIGATIONS INCIDENT TO THE ALL ASPECTS OF THE WORK OF THIS CONTRACT.
- E. HE SHALL HAVE APPROPRIATE TECHNICAL EXPERIENCE IN THE CLASS OF WORK INVOLVED.
- F. HE SHALL BE REGISTERED WITH THE SECRETARY OF STATE OF NEW HAMPSHIRE TO DO BUSINESS IN NEW HAMPSHIRE AND BE IN GOOD STANDING.
- G. HE SHALL NOT HAVE FAILED TO PERFORM SATISFACTORILY ON CONTRACTS OF A SIMILAR NATURE.
- H. HE SHALL NOT HAVE FAILED TO COMPLETE PREVIOUS CONTRACTS ON TIME.
- I. HE SHALL HAVE A MINIMUM OF FIVE (5) YEARS' EXPERIENCE AS A BUSINESS.
- J. HE SHALL HAVE COMPLETED A MINIMUM OF THREE (3) SIMILAR PROJECTS.

THE OWNER RESERVES THE RIGHT TO REJECT ANY BID IF THE FOREGOING REQUIREMENTS ARE NOT SATISFIED OR IF ANY OTHER EVIDENCE FAILS TO SATISFY THE OWNER THAT SUCH BIDDER IS PROPERLY QUALIFIED TO CARRY OUT THE OBLIGATIONS OF THE CONTRACT AND TO COMPLETE THE WORK CONTEMPLATED THEREIN.

### **3. INTERPRETATION**

ALL QUESTIONS ABOUT THE MEANING OR INTENT OF THE CONTRACT DOCUMENTS SHALL BE SUBMITTED TO THE OWNER IN WRITING NO LATER THAN 7 BUSINESS DAYS PRIOR TO THE BID DUE DATE. AN INTERPRETATION OF QUESTIONS WHICH, IN THE OWNER'S OPINION, REQUIRE INTERPRETATION WILL BE ISSUED BY ADDENDA MAILED BY CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED TO ALL PARTIES RECORDED BY THE OWNER AS HAVING RECEIVED THE BIDDING DOCUMENTS NOT LATER THAN 4 BUSINESS DAYS PRIOR TO THE BID DUE DATE. QUESTIONS RECEIVED LESS THAN 7 BUSINESS DAYS PRIOR TO THE BID DUE DATE WILL NOT BE ANSWERED. ONLY QUESTIONS ANSWERED BY FORMAL WRITTEN ADDENDA WILL BE BINDING. ORAL AND OTHER INTERPRETATIONS OR CLARIFICATIONS WILL BE WITHOUT LEGAL AFFECT.

### **4. AWARD**

THE OWNER MAY MAKE SUCH INVESTIGATIONS AS HE DEEMS NECESSARY TO DETERMINE THE ABILITY OF THE BIDDER TO PERFORM THE WORK, AND THE BIDDER SHALL FURNISH TO THE OWNER ALL SUCH INFORMATION AND DATA FOR THIS PURPOSE AS THE OWNER MAY REQUEST. THE OWNER RESERVES THE RIGHT TO REJECT ANY BID FOR ANY REASON THAT THE OWNER DETERMINES TO BE IN THE PUBLIC INTEREST OR IF THE EVIDENCE SUBMITTED BY, OR INVESTIGATION OF, SUCH BIDDER FAILS TO SATISFY THE OWNER THAT SUCH BIDDER IS PROPERLY QUALIFIED TO CARRY OUT THE OBLIGATIONS OF THE AGREEMENT AND TO COMPLETE THE WORK CONTEMPLATED HEREIN.

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE QUALIFIED BIDDER DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF RAYMOND.

**INSURANCE REQUIREMENTS:**

THE CONTRACTOR SHALL PURCHASE AND MAINTAIN SUCH COMPREHENSIVE GENERAL LIABILITY AND OTHER INSURANCE AS IS APPROPRIATE FOR THE WORK BEING PERFORMED. THE INSURANCE SHALL INCLUDE THE SPECIFIC COVERAGES AND BE WRITTEN FOR NOT LESS THAN THE LIMITS OF LIABILITY AND COVERAGES IDENTIFIED OR REQUIRED BY LAW, WHICHEVER IS GREATER. ALL POLICIES SHALL CONTAIN A PROVISION THAT THE COVERAGE WILL NOT BE CANCELED, CHANGED OR RENEWAL REFUSED UNTIL A THIRTY (30) DAY WRITTEN NOTICE IS GIVEN TO THE OWNER. ALL INSURANCES SHALL REMAIN IN EFFECT UNTIL FINAL PAYMENT. CERTIFICATIONS FROM THE INSURANCE CARRIER SHALL BE SUBMITTED IN THREE (3) COPIES AND SHALL STATE THE TYPE OF COVERAGE, LIMITS OF LIABILITY, AND EXPIRATION DATE.

THE LIMITS OF LIABILITY FOR THE LIABILITY INSURANCE REQUIRED SHALL PROVIDE COVERAGES FOR NOT LESS THAN THE FOLLOWING AMOUNTS OR GREATER WHERE REQUIRED BY LAW:

WORKMAN'S COMPENSATION AND EMPLOYEE'S LIABILITY	\$ 100,000 (EACH ACCIDENT) \$ 500,000 (DISEASE POLICY LIMIT) \$ 100,000 (DISEASE EACH EMPLOYEE)
OWNER'S CONTRACTOR'S PROTECTIVE LIABILITY	\$1,000,000 (COMBINED SINGLE LIMIT)
UMBRELLA FORM EXCESS LIABILITY	\$1,000,000 (B.I. & P.D. COMB.) EACH OCCURRENCE
AUTOMOTIVE LIABILITY (ALL OWNED AUTO'S, HIRED AUTO'S, NON-HIRED AUTO'S PRIVATE OR OTHERWISE) UNINSURED MOTORIST	\$1,000,000 (B.I.-PER PERSON) \$1,000,000 (B.I.-PER PERSON) \$1,000,000 (P.D.) \$1,000,000
GENERAL LIABILITY (COMPREHENSIVE PREMISES OPERATIONS, EXPLOSION PRODUCTS, CONTRACTUAL INDEPENDENT CONTRACTORS, BOARD FORM PROPERTY DAMAGE, PERSONAL INJURY)	\$1,000,000 (B.I.& P.D.COMB.) (EACH OCCURRENCE) \$1,000,000 (B.I.& P.D.COMB.) (AGGREGATE)

**ADDITIONAL INSURED**

ALL LIABILITY POLICIES SHALL INCLUDE THE TOWN OF RAYMOND, NEW HAMPSHIRE AS NAMED  
ADDITIONAL INSURED.

- 1) THE CONTRACTOR'S INSURANCE SHALL BE PRIMARY IN THE EVENT OF A LOSS.
- 2) THE ADDITIONAL INSURED ENDORSEMENT MUST INCLUDE LANGUAGE SPECIFICALLY STATING THAT THE ENTITY IS TO BE COVERED FOR ALL ACTIVITIES PERFORMED BY, OR ON BEHALF OF, THE CONTRACTOR, INCLUDING THE TOWN OF RAYMOND'S GENERAL SUPERVISION OF THE CONTRACTOR.
- 3) TOWN OF RAYMOND, NEW HAMPSHIRE SHALL BE LISTED AS A CERTIFICATE HOLDER AND ADDITIONAL INSURED.

INSURANCE CERTIFICATES MUST BE PROVIDED PRIOR TO COMMENCEMENT OF THE WORK.

## **SAFETY COMPLEX GENERATOR SYSTEM**

### **SCOPE OF WORK:**

1. CONFIRM FUNCTIONALITY OF THE EXISTING WIRING AND CIRCUITS FOR REUSE FOR THE PROPOSED GENERATOR
2. REMOVE EXISTING GENERATOR SYSTEM
3. ROUTE NEW WIRING AS NECESSARY TO SERVE THE PROPOSED GENERATOR SYSTEM
4. INSTALL NEW GENERATOR SYSTEM ( COMPLETE SYSTEM ) PER MANUFACTURERS REQUIREMENTS AND RECOMMENDATIONS.
5. TEST SYSTEM TO CONFIRM PROPER OPERATION. TRAIN STAFF ON PROPER OPERATION. PROVIDE OPERATIONS LITERATURE.

### **THE GENERATOR SYSTEM SPECIFICATIONS:**

Kohler #kg60, 120/208V THREE-PHASE GENERATOR SYSTEM WITH ONE 200A LINE BREAKER, BLOCK HEATER, SOUND ENCLOSURE, EMERGENCY STOP BUTTON, BATTERY AND BATTERY CHARGER. PLACEMENT; ONE PRECAST GENERATOR PAD AND SITE WORK AS REQUIRED. ELECTRICAL COMPONENTS; NEW U.G. GENERATOR FEEDER FROM NEW GENERATOR TO NEW TRANSFER SWITCH, CONDUITS / CONDUCTORS FOR BATTERY CHARGER CIRCUIT BLOCK HEATER CIRCUIT, AND CONTROL WIRING FROM BUILDING TO GENERATOR,

### **DESIGN CONSIDERATIONS**

GENERATOR WILL BE RELOCATED FROM INSIDE TO OUTSIDE, APPROXIMATELY 20' FROM THE BUILDING

EXTERIOR PREFORMED CONCRETE PAD:

INSTALL ON THE NEW PREFORMED CONCRETE PAD AS PER MANUFACTURER RECOMMENDATIONS

PROPANE HOOK-UP:

NEW GENERATOR WILL GET HOOKED UP TO THE EXISTING PROPANE TANKS THAT ARE CURRENTLY LOCATED APPROXIMATELY 20' FROM THE PROPOSED SITE OF THE NEW GENERATOR.

### **LABOR AND EQUIPMENT NEEDED:**

PROVIDE SUFFICIENT NUMBER OF QUALIFIED TRAINED STAFF AND ALL EQUIPMENT, TOOLS, PARTS, FASTENERS, SPLICE KITS, CONNECTION KITS, ATTACHMENT ACCESSORIES, ADHESIVES AND ASSOCIATED MATERIALS TO EFFECT A PROPER, SUCCESSFUL AND EFFICIENT INSTALLATION OF THE OF THE PROPOSED GENERATOR SYSTEM.

EQUIPMENT INCLUDES WHATEVER MECHANICAL LIFT EQUIPMENT THAT THE CONTRACTOR MAY REQUIRE TO COMPLETE THE WORK.

### **SEQUENCE OF WORK**

1. DAILY COORDINATION MEETING WITH POLICE AND FIRE MANAGEMENT TO ADDRESS NEEDS OF THE DAY

2. REMOVE EXISTING GENERATOR SYSTEM. PROPERLY TERMINATE ANY CIRCUITS THAT WILL NOT BE USED.
3. CONFIRM FUNCTIONALITY OF THE EXISTING WIRE AND CIRCUITS FOR REUSE FOR THE PROPOSED GENERATOR SYSTEM.
4. INSTALLATION OF GENERATOR SYSTEM
5. CLEAN-UP AT THE END OF EACH DAY.

**COORDINATION OF WORK:**

THIS CONSTRUCTION ACTIVITY WILL BE OCCURRING IN AND AROUND ACTIVE POLICE, AMBULANCE AND FIRE OPERATIONS. FULL COORDINATION AND COOPERATION WITH THESE FIRST RESPONDER ENTITIES IS ESSENTIAL. DAILY MEETINGS AT THE START OF WORK WILL BE REQUIRED.

**POST INSTALLATION OBLIGATIONS:**

CONTRACTOR TO MAKE TWO SITE VISITS DURING THE EARLY WINTER SEASON, WITH DESIGNATED TOWN REPRESENTATIVE, TO INSPECT AND VERIFY PROPER OPERATION OF THE SYSTEM. DATES OF INSPECTIONS TO BE COORDINATED WITH ICING CONDITIONS TO VERIFY PROPER OPERATION AND FUNCTIONALITY OF THE SYSTEM.

**GUARANTEE:**

ALL WORK TO BE GUARANTEED FOR ONE YEAR FROM DATE OF SUCCESSFUL FINAL TEST.

## BID FORM

PRICE FOR FULL AND COMPLETE SYSTEM AS SPECIFIED: \$ \_\_\_\_\_  
[ ALL MATERIALS AND INCIDENTAL ITEMS ]

PRICE FOR LABOR: \$ \_\_\_\_\_

PRICE FOR EQUIPMENT RENTAL PER DAY (\$ \_\_\_\_\_) TOTAL: \$ \_\_\_\_\_

**TOTAL FOR ALL LABOR, EQUIPMENT AND MATERIALS: \$ \_\_\_\_\_**

BIDDER RESPONSES REQUIRED FOR EACH OF THE FOLLOWING QUESTIONS:

1. IN YOUR OPINION, IS THERE SUFFICIENT OVERALL SYSTEM VOLTAGE PROVIDED TO THE SAFETY COMPLEX TO OPERATE THE PROPOSED GENERATOR SYSTEM WITHOUT IMPACTING OTHER EQUIPMENT OR FACILITIES?

2. IN YOUR OPINION, ARE THE EXISTING WIRES, CIRCUITS AND OTHER ELEMENTS OF THE ELECTRICAL SYSTEM APPROPRIATE FOR THE INSTALLATION OF THE PROPOSED GENERATOR SYSTEM?

3. IDENTIFY ANY CHALLENGING WIRING AND/OR INSTALLATION ISSUES:

4. IDENTIFY ANY ISSUES WITH THE SPECIFIED SYSTEM SUCH AS;  
TYPE AND MODEL OF GENERATOR  
TYPE AND RATING OF 200A LINE BREAKER  
TYPE AND CONFIGURATION OF INSTALLATION  
TYPE AND LOCATION OF GENERATOR SYSTEM

5. PROVIDE ANY RECOMMENDATIONS REGARDING THIS SYSTEM AND / OR ITS INSTALLATION:

SUBMITTED BY: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE OR OWNER

DATE

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

# Memo

**To:** Raymond Board of Selectmen  
**From:** Christina McCarthy  
**Date:** March 29, 2022  
**Re:** RPC Commissioner Alternate Recommendation

---

On March 17, 2022 the Raymond Planning Board voted to recommend the following person to be an alternate member of the Rockingham Planning Commission:

Thomas Luszcz- Raymond Resident

1 Planning Board Minutes  
2 March 17, 2022  
3 7:00 PM  
4 Media Center Raymond High School  
5

6 **Planning Board Members Present:**

7 Brad Reed  
8 Gretchen Gott  
9 Patricia Bridgeo  
10 George Plante (Selectmen ex officio)  
11 Dee Luszcz (Alternate)(Seated)  
12 Jonathan Wood (Alternate) (Seated)  
13

14 **Planning Board Members Absent:**

15 None  
16

17 **Staff Present:**

18 Madeleine Dilonno -Circuit Rider Planner, RPC  
19 Glenn Coppelman - Circuit rider  
20

21 Also present was Kevin Woods, newly elected member, and James Mcleod potential  
22 alternate for the Planning Board.

23 **Pledge of Allegiance:**

24 Mr. Reed recused himself for application 2021- 024 and excused himself from  
25 the table.

26 Ms. Bridgeo

27 Application 2021-24 is requesting a continuance until April 21, 2022.

28 **Motion:**

29 Mrs. Luszcz made a motion to continue the application until April 21, 2022 at  
30 Raymond High School at 7 pm. Mr. Plante second the motion. The motion  
31 passed with a vote of 4 in favor, 0 opposed and 0 abstentions.

32 Mr. . Reed returned to the table and asked Jonathan Wood to be seated as an  
33 alternate.

34 Mr. Reed had the request regarding the representatives to the Rockingham  
35 Planning Commission.

36 Thomas Luszcz 39 Old Manchester Road requested appointment to the  
37 Rockingham Planning Commission as an alternate. Mr. Luszcz explained that

38 there can be up to three alternates to the Commission, and he needed a  
39 recommendation from the Planning Board to go before the Board of  
40 Selectmen for the nomination.

41 Mrs. Luszczy recused herself from the discussion because she is married to  
42 Mr. Luszczy.

43 Motion:

44 Mr. Plante made a motion to recommend Thomas Luszczy as an alternate  
45 member to the Rockingham Planning Commission. Ms. Bridgeo seconded the  
46 motion. The motion passed with a vote of 5 in favor, 0 opposed and 0  
47 abstentions.

48 Ms. Bridgeo also mentioned that there can be two more alternates to the  
49 Rockingham Planning Commission. Mr. Reed noted that the Planning Board  
50 also needs alternates for the Board.

51 Mr. Reed acknowledged Jim McLeod as attending his third meeting and they  
52 would vote at the end of the meeting to nominate him as an alternate to the  
53 Planning Board. Kevin Woods was also acknowledged as a Planning Board  
54 Member Elect but cannot officially sit until after April 2, 2022 when the election  
55 is officially ratified.

56 Motion:

57 Mr. Reed made a motion to accept Paul Ayer's Letter of Resignation and  
58 thank him for his service. Ms. Bridgeo seconded the motion. The motion  
59 passed unanimously with a vote of 6 in favor, 0 opposed, and 0 abstentions.

60 The Board then had a discussion about the Planning Board Rules of  
61 Procedures. It was agreed that the election of officers would wait until after  
62 April 2, 2022 when the election is ratified.

63 Mr. Reed said he would investigate further with the Town Office that *in the*  
64 *event of inclement weather, the Tuesday following the canceled meeting shall*  
65 *serve as the makeup date, unless another date is specified.* Mrs. Luszczy  
66 suggested putting that note right on the agenda, so the abutters are notified at  
67 the time of the meeting.

68 *All Planning Board meetings shall start no earlier than 7:00 p.m. unless*  
69 *otherwise specified. All Planning Board meetings shall be held in the Media*  
70 *Center at Raymond High School, located at 45 Harriman Hill Road, unless*  
71 *otherwise specified. 1.300 MEETING SCHEDULE Public hearings shall be*  
72 *scheduled for the first and third Thursday of each month unless otherwise*  
73 *designated by the Chairman. Work sessions shall be scheduled for the*  
74 *second Thursday of each month unless otherwise designated by the*

75 Chairman.

76 Ms. Gott

77 It would be more accurate to say, in the 1.200, that meetings are held  
78 Thursdays, as designated by not saying every Thursday because we don't  
79 meet every Thursday anymore. And then. And we do sometimes meet before  
80 seven o'clock, we've had work sessions that began at 630. Not very often, but  
81 they have happened. And I think we should say we could eliminate the 1.3  
82 and just incorporate that into the 1.2 by saying public hearings are generally  
83 scheduled the first and third and work sessions generally the second and  
84 generally it is nonspecific. It gives us some idea but it's not definite.

85 Mr. Reed

86 I want to know how many of you could make at least the first and third  
87 Thursday with the second Thursday for work sessions, we are so behind on  
88 everything. I want to at least do three Thursdays a month.

89 In section 2.400 it was suggested the paragraph read *requested to be*  
90 *broadcast*.

91 Ms. Gott requested that 2.300 Oath of Office. Could we specify that the oath  
92 of office take place at town hall? That way we make sure that the different  
93 documents that a new person gets are handed out things like the code of  
94 ethics. The Board discussed this process.

95 *2.500 PROCESS FOR FILLING VACANT MEMBER SEATS In the event that*  
96 *a Member's seat becomes vacant due to resignation or any other reason, the*  
97 *Board shall appoint a new Member to sit in the vacant seat until the next Town*  
98 *Election, at which time the remainder of the vacated Member's term shall be*  
99 *up for election, per RSA 673:12. Alternate Members will be given first*  
100 *consideration when filling a vacant Member seat, and, whenever possible, a*  
101 *vacant seat will be filled by an Alternate Member before anyone else.*  
102 *Alternate Members will be considered for appointment to the Member's vacant*  
103 *seat first based upon seniority, then based upon the Alternate Member's*  
104 *attendance at posted meetings and site walks. In the case of multiple*  
105 *Alternate Members having been appointed on the same date, the Alternate*  
106 *Member with the better attendance record will be considered for appointment*  
107 *to the vacant Member's seat. If another tiebreaker is needed, a coin flip shall*  
108 *determine which Alternate Member will be considered for appointment to the*  
109 *vacant Member's Seat.*

110

111

112 Ms. Gott

113 I think we need to think about whether we just want to say, based on seniority,  
114 I crossed that part of the sentence out and just say based on the alternate  
115 member, attendance, and involvement at meetings.

116 Mr. Reed

117 I want to highlight that give it some thought, again, this is our first time as a  
118 board that we've gone through this entire document that I recall anyway.

119

120 *2.700 INDIVIDUAL BOARD MEMBER TRAINING AND REFERENCE*  
121 *MATERIALS Pursuant to RSA 673:3-a, it is recommended that any new*  
122 *Member of the Planning Board undertake six (6) hours of training within six (6)*  
123 *months of assuming their position on the Board for the first time.*

124 *The Community Development Department shall provide new Members with*  
125 *the following documents and reference materials and recommends that new*  
126 *Members review them. The materials provided shall include but not be limited*  
127 *to:*

- 128 • *New Hampshire Planning & Land Use Regulation (RSA book)*
- 129 • *Town of Raymond Zoning Ordinance*
- 130 • *Town of Raymond Subdivision Regulations*
- 131 • *Town of Raymond Site Plan Review Regulations*
- 132 • *Town of Raymond Excavation Regulations*
- 133 • *Town of Raymond Floodplain Development Ordinance*
- 134 • *The Planning Board in New Hampshire – A Handbook for Local*  
135 *Officials (by the NH Office of Energy and Planning)*

136

137 Mr. Plante

138 I think the way it's worded is correct. Recommended.

139 James Mcleod

140 If it's just recommended, then it doesn't make sense to require that you have  
141 to log in.

142

143 Ms. Bridgeo said she would like to see that they all know when the training is  
144 available. Maddie Dilonno said she could send the page around to everyone with  
145 the e-mail information.

146 The consensus of the Board was that they would prefer not to document each  
147 members training.

148

149 Regarding section 2.600

150 Kevin Woods

151 I am just trying to clean up some of the wording throughout this document. That  
152 document states, a training session with legal points, legal counsel will be scheduled  
153 within two months of the annual town meeting. We don't truly have an annual town  
154 meeting. My recommendation would be to reword this to that a training session with  
155 Towns legal counsel will be scheduled within two months of the second session of  
156 the annual town meeting now under Senate Bill Two, we have two sessions. We  
157 have the deliberative and second session known as voting day. So, if you clear that  
158 up, he says thing, annual town meeting. It's the second session of the annual town  
159 meeting.

160 Ms. Gott

161 In that same section, I would like to suggest that the words non meeting be included  
162 in that training session with legal because it's not, it's not a public meeting. It's a non-  
163 meeting.

164 Mr. Reed said that he would ask legal if it should be a non-meeting and ask if voting  
165 day is the end of the Town Meeting. " So, if I were going to look at this, I would say  
166 that the training needs to happen within two months of the conclusion of the town  
167 meeting."

168 Ms. Gott asked do we want to make this legal training session mandatory for people.  
169 I feel pretty strongly that we need to have everybody there. We have not had people  
170 who have not been there have asked questions and said things during meetings that  
171 they would have known if they'd been at that training session.

172 Mr. Reed responded "Well, making any meeting mandatory is really tough when  
173 things come up, you know, I mean, that's just reality." Mr. Reed suggested that  
174 members and alternates are strongly suggested to attend a training session with the  
175 board's legal counsel, which will be scheduled within two months of the annual town  
176 meeting. He would run it by legal to see if it is enforceable.

177 Ms. Bridgeo suggested adding the Master Plan to the list of documents each  
178 member receives.

179

180

181 3.100 PROCESS FOR ELECTING OFFICERS During the first meeting following the  
182 annual Town Election, said meeting will be convened by the Community  
183 Development Director, who will then request nominations for the position of  
184 Chairman.

185 Mr. Reed said that they have several references to a position that no longer exists.  
186 It was suggested that they put Town Planner or designee in its place throughout the  
187 document.

188 Maddie Dilonno confirmed she is currently the contracted Town Planner from  
189 Rockingham Planning Commission.

190 A discussion was had on the 3.400 regarding the Secretary taking minutes in the  
191 absence of the Planning Technician or the Town Planner.

192 4.100 BOARD STAFF The Board may appoint other agents, as necessary, to  
193 perform duties for the Board. The following are designated agents of the Board:

194 The Board agreed to change Community Development Director to Town Planner or  
195 designee.

196 The Board discussed adding Town Engineer to item C under 4.100 BOARD STAFF.

197

#### 198 ARTICLE V – MEMBER RESPONSIBILITIES

199 A discussion was had about the member responsibilities.

200

#### 201 ARTICLE VI – NOTICE FOR PLANNING BOARD MEETINGS

202 Kevin Woods

203 So, I would just like to say the agenda for the Planning Board meeting shall be  
204 posted in the case located outside of the recreation, Public Works office  
205 building and should be posted on the website as allowed by 91A.

206 Mr. Reed said agendas for Planning Board meetings will be posted in the  
207 town office lobby, in the display case located outside the recreation, Public  
208 Works office building and on the town website as available.

209

#### 210 ARTICLE VII – PLANNING BOARD MEETINGS

211 Ms. Gott asked, "Does that mean that even if the full member returns at the  
212 next meeting that they cannot sit?"

213 Mr. Reed responded the question would be if an alternate sat through a whole  
214 presentation, all that and then came back two weeks later to finish an

215 application, they have all the history, all the knowledge. He said they can  
216 check on that. We can ask the question of legal and let them weigh in on it  
217 and see what they say.

218

#### 219 7.500 CONDUCT OF PUBLIC HEARINGS

220 It was suggested that in sections J and K that the applicant or the abutter first  
221 come to the table and sit where there's a mic. And to introduce themselves for  
222 the record. Mr. Wood then suggested that the change should go between  
223 sections E and F. The addition might read as *all persons wishing to speak to*  
224 *the board and identify themselves for the public record.*

225 Mr. Wood recommended that sections D and E should be reversed.

226 Ms. Gott recommended that they strike out *Any recused Members must leave*  
227 *the room at this time.*

228 The Board agreed that they would make the suggested changes.

229

#### 230 7.600 CONDUCT OF SITE WALKS

231 Mr. Reed asked the part about needing a town staff member, if you have  
232 permission, Is that actual legal requirement by state law?

233 Ms. Gott said she wanted to add to that section if someone does go to that  
234 site which is not part of the official site walk. That they disclose that they have  
235 been there and that they have looked at the site.

236 Mr. Reed added the following sentence: *disclosure of this visit must be*  
237 *disclosed at the next hearing.* That would be the last sentence to the first  
238 paragraph.

239 Ms. Gott made it known that members of a site walk do not need to sign a  
240 letter of indemnity; it is not legal to make them sign. Mr. Plante added that if  
241 the applicant invites you or the board to their property it is the public process.  
242 Ms. Gott suggested getting a legal opinion about this matter.

243

#### 244 ARTICLE VIII – JOINT MEETINGS AND HEARINGS

245

246 The Board had a discussion about the upcoming joint Planning/ZBA meeting.

247 Mr. Wood said that "It just comes down to really the questions. Question them

248 significantly. Not necessarily repeating your question, but you want to hear  
249 what they're saying to both boards."

250 No changes were made to this section.

251

252 *ARTICLE IX – PLANNING BOARD DECISIONS*

253 No changes.

254

255 *ARTICLE X – PLANNING BOARD RECORDS*

256 A discussion was had regarding minutes of the meeting. Mr. Wood made a  
257 recommendation that actually follows what the New Hampshire Municipal  
258 Association and the guide Open Government suggests for minutes. It says  
259 that the planning board minutes shall include the names of members and  
260 alternates present names of persons appearing before the public body and a  
261 brief description of the subject matter discussed and final decisions, the  
262 minutes shall not be word for word transcription. Strike out after the meeting  
263 minutes have been approved by the planning board and the planning  
264 technician. The planning technician shall destroy all means employed to  
265 prepare the minutes well, we actually prepare them from information that  
266 comes from RCTV. And any means utilized to prepare the minutes i.e., RCTV  
267 video recordings that are not destroyed. The minutes are the actual legal  
268 document.

269 Kevin Woods expressed concerns about permanently making RCTV videos  
270 available for public inspection and who is going to retain them. Who would pay  
271 to retain them?

272 Mr. Reed suggested looking at alternate examples of meeting minutes and  
273 address it at the next meeting.

274 Motion:

275 Ms. Gott made a motion to table the draft minutes from February 17 and  
276 March 3, 2022 until the next meeting. The motion passed with a vote of 5 in  
277 favor, 0 opposed and 1 abstention.

278

279

280

281 Motion:

282 Ms. Bridgeo made a motion to accept Jim McLeod as an alternate to the  
283 Planning Board. Mr. Plante seconded the motion. The motion passed  
284 unanimously with a vote of 6 in favor, 0 opposed and 0 abstentions.

285

286 Mr. Woods informed the board that the 2005 warrant article 18 created capital  
287 reserve fund pursuant to 35A for the purposes of master plan updates, you  
288 currently have a balance as of the end of January a \$47,510. In that account,  
289 to be used towards master plan updates.

290 Mr. Woods continued saying last year the planning and zoning departments,  
291 actual expenditures for the period ending 12/31 for \$76,512. The  
292 appropriations for those two departments for this year was reduced to 59,373.  
293 It looks like the Zoning and Planning budget was cut from 76,000 to 59,300.  
294 But there is money to be used for master plan updates. For those who may  
295 have had difficulty finding the master plan online at the town website. It is  
296 available under **forms and documents**. And the documents all open just fine.

297 Mr. Woods asked if Maddie had researched the process for notifying people  
298 that have been noticed for a meeting if a meeting gets canceled or changed.  
299 Maddie Dilonno responded by saying according to Christina McCarthy there is  
300 no process in place right now.

301 Mr. Woods said he would like to see this board play an active role in the job  
302 description and the hiring of the town planner. He would like to see the board  
303 have input on the job description for the Town Planner.

304 Mr. Woods also noted that we are the only town in the surrounding Seacoast  
305 area that does not have a printed capital improvements plan available online.

306

307 Motion:

308 Mr. Plante made a motion to adjourn. Ms. Bridgeo seconded the motion. The  
309 motion passed unanimously with a vote of 6 in favor, 0 opposed and 0  
310 abstentions.

311 The meeting was adjourned at approximately 9:48pm.

312

313 Respectfully submitted,

314 Jill A. Vadeboncoeur

TOWN OF RAYMOND, NH

CAPITAL RESERVE/TRUST FUND REQUEST

4 Epping Street  
 Raymond, NH 03077  
 (603) 895-7009  
 Fax (603) 895-7064



REQUEST FROM:  
**Department**  
 DPW Water Division

CONTROL NUMBER:  
 2022-06

DATE OF REQUEST	REQUISITIONER NAME	DATE OF SELECTMEN'S MEETING	REQUESTED AMOUNT
3/23/2022	David Fredrickson	4/4/2022	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST AND PROPOSED PURCHASES		
<b>Wtr Storage Facilities Fund 05-8028-005</b>	<b>Water Storage Tank – Design &amp; Bidding</b>		\$137,890.00
<i>Capital Reserve Fund available balance as of Feb 2022 is \$470,889.04.</i>			

- \_\_\_\_\_  
 Selectman Approved / Not Approved

March 8, 2022

Mr. David Fredrickson,  
Director of Public Works  
Town of Raymond  
4 Epping Street  
Raymond, NH 03077

**RE: Raymond Water Storage Tank  
Proposal for Engineering Services – Design & Bidding**

Dear Mr. Fredrickson:

In accordance with your request, Weston & Sampson Engineers, Inc. (Weston & Sampson) hereby submits this proposal for engineering services related to the construction of a new water storage tank to replace the existing Orchard Street and Route 156 water storage tanks in the Town of Raymond, NH (the town/ the OWNER). The following details the proposed scope of services.

### *Project Understanding*

The existing conditions of the town's Orchard Street Tank and Route 156 Tank were identified as significant deficiencies by the New Hampshire Department of Environmental Services (DES) during the town's 2019 Sanitary Survey. The Orchard Street tank is an 1893 riveted steel construction tank and has reached the end of its useful life. The Route 156 tank was rehabilitated in 1992 and is currently in need of costly repairs to the shell plate steel and coating systems protecting the underlying steel. Per information received from the town, the Route 156 tank was not brought to bare steel during the previous tank rehabilitation efforts and is believed to contain lead paint on the exterior of the tank.

Weston & Sampson previously conducted a water storage analysis report on behalf of the town. The town's desired approach to address the storage needs of the town and the existing deficiencies with the tanks is to construct a new water storage tank to replace the combined existing storage volume of the Orchard Street and Route 156 tanks. Following discussions on best path forward, the town has selected the existing Orchard Street tank site as the preferred location for the new tank. The existing site is forested and no longer has a clearly defined access point. The town's preferred access to the site is cross country from Wight Street which involves a crossing of the Rockingham Recreational Trail. This feature is currently administered by The New Hampshire Department of Natural and Cultural Resources (DNCR).

It is understood that construction of the tank is a priority for the town and that town funds from the American Recovery Plan Act (ARPA) have been allocated to assist in the funding of this project. The town has contacted Weston & Sampson to assist with the design and bidding of the replacement water tank. A detailed breakdown of the proposed Scope of Work is as follows:

### *Scope of Services*

#### 2.1 Water Storage Tank Design Initiation

- 2.1.1 Conduct a kick-off meeting with the OWNER's staff. Identify project goals and client preferences with the OWNER.
- 2.1.2 Conduct wetlands flagging along the proposed access route from Wight Street and generate a wetlands report for the project site. Wetlands delineation will determine the presence of any wetland areas on site and allow the proposed access routing to avoid any potential areas encountered.

- 2.1.3 Complete a ground survey of the proposed tank site and property within 100-feet of the tank. Survey coverage will also include a 50-foot wide access route to the site from Wight Street. Survey will provide detail of existing structures and property bounds if available, access ways/driveways, wetland flags, key site features, and underground utilities. Obtain information from the OWNER regarding existing property line locations and provide boundary survey of the tank parcel. If additional property line survey of any adjacent parcels is needed to accurately depict any portion of the work, additional compensation shall be provided by the OWNER to the ENGINEER to conduct such survey. Survey will also be generated to identify and record an easement for the crossing of the Rockingham Recreational Trail. This effort consists of denoting approximate boundaries and recorded easement language. If survey-grade depiction of the Rail Trail limits are required, additional compensation will be required.
- 2.1.4 Perform pre-demolition soil sampling at both the Orchard Street and Route 156 sites to determine the concentration and extents of lead contamination in the surficial (top 6-inches) soil at both tank sites and an additional sample at a depth between 6- to 12-inches at the Orchard Street site. Perform lead soil sample testing in 20 locations at each site. Perform lead analysis on up to 50 total samples with TCLP testing on up to 20 samples. Issue a memorandum on findings to include with the bid documents and guide the final design methodology. Should the Route 156 site be found with high lead soil levels, additional sampling may be required to best inform the design, including additional samples between 6- to 12-inches deep. Compensation for additional sampling shall be provided by the OWNER if warranted.
- 2.1.5 Assist the OWNER with coordinating with DNCR for proposed access to the tank site across the Rockingham Recreational Trail. This includes preparation for and attendance at meetings (in-person or virtual), preparation of figures or drawings for review, and providing documentation as available. This preliminary effort is limited to 50 hours for coordination and negotiation until final usage requirements can be established.
- 2.1.6 Prepare and submit applications on behalf of the OWNER seeking funding assistance from the Drinking Water and Groundwater Trust Fund as well as the State Revolving Loan Fund through the New Hampshire Department of Environmental Services (NHDES). This effort is limited to the initial application preparation and submission. Additional compensation for funding program oversight will be provided by the OWNER in a Construction Services contract amendment if funding becomes available for the project.

## 2.2 Water Storage Tank Preliminary Design

- 2.2.1 Conduct a brief analysis of proposed water storage tank styles and provide the results in a memorandum to the OWNER comparing these options.
- 2.2.2 Assess the need for tank mixing systems within the new tank and provide a brief analysis and technical memorandum to the OWNER comparing tank mixing options.
- 2.2.3 Discuss design standards for the project including tank size and final dimensions, proposed piping and valve changes, paving and fencing requirements, site restoration, water mixing systems, SCADA and controls, construction methods and schedule.
- 2.2.4 Retain the services of a boring subcontractor to perform three days of soil borings/probes at the site of the proposed storage tank and access road as recommended by AWWA to determine the bearing capacities necessary for the design of the structures. Inspection of this work shall be provided and detailed logs shall be prepared. Fifteen (15) feet of rock coring is included. A

geotechnical report shall be generated detailing this work and the subsurface conditions of the tank site. The OWNER shall be responsible for providing suitable access to the tank site by the ENGINEER for this task.

- 2.2.5 Establish the design criteria for the tank demolition(s). This will include: the level of restorative landscaping; potential disposal of lead-based soil; potential air monitoring during demolition, public notification, coordination of the demolition work; and coordination and attendance at meetings. We have assumed that coordination with DES will not be required for this project. If the initial lead sampling results require additional coordination with state agencies additional scope will be required. The costs for developing lead-based soil removal specifications is presented separately in the fee schedule in this proposal and will not be expended if not warranted by the initial lead-sampling test results.

### 2.3 Water Storage Tank Final Design

- 2.3.1 Complete design of the demolition of the existing riveted steel Orchard Street tank and the welded steel Route 156 tank including health and safety plans, lead paint containment and disposal, and secure staging areas and site restoration.
- 2.3.2 Prepare contract documents (plans and specifications) for public bidding for the construction of the proposed water storage tank, tank water main and valve improvements, site work, and electrical and SCADA improvements to maintain previous tank settings within the existing SCADA system. Contract documents to be in accordance with appropriate American Water Works Association (AWWA) and NHDES requirements.
- 2.3.3 Prepare and attend two (2) public meetings to assist the OWNER for presenting the project to the public such as conservation commission, public information meeting, etc.
- 2.3.4 Provide assistance with the preparation of documents and graphics for Planning Board approval. Attend one public meeting with Planning Board. We have assumed that a zoning variance will not be required.
- 2.3.5 Meet with the OWNER for three progress meetings during the Design Phase to coordinate the design of the entire project and obtain review comments.
- 2.3.6 Assist the OWNER with submission of the project for Design Review of the project by NHDES.
- 2.3.7 Prepare an opinion of probable construction cost at the completion of the 75% and 100% design. The ENGINEER does not warrant or represent that bids or negotiated prices will not vary from the OWNER'S budget for the project, or from any estimate of the Cost of the Work evaluation prepared or agreed to by ENGINEER.
- 2.3.8 Conduct ENGINEER's in-house technical review of the project.
- 2.3.9 Provide two sets of the contract documents to the OWNER at the completion of the final design.

### 2.4 Water Storage Tank Bidding Assistance

- 2.4.1 Post project documents on a website online plan room for review and receipt by available construction contractors. Assist the OWNER with advertising the project in Construction Summary and in a local newspaper. The OWNER shall be responsible for advertising in a local newspaper

and directly paying for all charges. Provide and issue 4 sets of contract documents to the town and successful construction contractor.

- 2.4.2 Issue additional information to bidders as required during the bidding period, which addresses bidders' questions through issuance of up to two addenda to the bid documents.
- 2.4.3 Attend and conduct a pre-bid meeting with interested bidders and the OWNER regarding the construction. Attend the bid opening on behalf of the OWNER.
- 2.4.4 Assist the OWNER: (1) in securing and tabulating bids for the PROJECT; (2) in the review and analysis of the bid results; and (3) in recommending the award of the contract. Attendance at the bid opening is not anticipated or included in this scope of services.
- 2.4.5 Prepare formal contract documents for execution by the OWNER and the successful bidder.

#### *Assumptions*

The following assumptions have been made to prepare the above scope of services. If these services are required for ultimate advancement and/or completion of the project additional compensation will be required.

- No environmental permitting (wetlands, alteration of terrain, etc.) is included due to the use of an existing tank site. It is also assumed that impacts to wetlands can be avoided by changing the orientation of the access road to the site.
- The proposal assumes the tank and access road will be sited on the existing Orchard Street tank parcel/town-owned land and that no easements or property acquisition is required for the project excepting the crossing of the Rockingham Recreational Trail.
- Property line survey of parcels adjacent to the tank site is not required.
- Preparation and submission of a permanent easement plan for the access road crossing of the Rockingham Recreational Trail is approximate and does not include a deeded description of the Rail trail limits.
- Soil and tank sampling parameters will not require coordination with DES for the proposed tank demolition process. This will be confirmed upon receipt of initial sampling results.

#### *Compensation*

Weston & Sampson will perform the work for the fee of \$137,890, broken down as follows:

Tank Design Initiation	\$ 40,270
Tank Preliminary Design	\$ 30,470
Tank Final Design	\$ 54,690
Soil Removal Design	\$ 5,100
Bidding Assistance	\$ 7,360

It is understood that the Scope of Services provided above represents a best estimate of necessary services. However, if the approach were to require additional reporting iterations or attendance at additional hearings or workshops, for example, additional compensation will be required.

Work and payment for work will be provided on a time and expense basis in accordance with the existing On Call Engineering Contract between the Town of Raymond and Weston & Sampson Engineers, Inc. dated April 19, 2021.

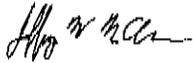
*Schedule*

Weston & Sampson is prepared to initiate work on this project immediately upon receipt of an executed agreement. Weston & Sampson agrees to provide services for the estimated duration of work, which is expected to be not more than ten (10) months for design and an additional two (2) months for bidding. Design schedule may require extension to meet requirements from DNCR to access the site across the Rockingham Recreational Trail.

If you agree with this proposal and wish to retain us to provide the proposed services, please provide authorization to proceed with performance of the above defined services. Please contact me if you have any questions regarding this proposal.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Jeffrey W. McClure, P.E.  
Senior Associate

\\wsc03.local\WSE\Projects\NI\Raymond\222XXX - Tank Design\Contract\Raymond Tank Proposal.docx

AGREEMENT FOR ENGINEERING SERVICES  
BY AND BETWEEN THE  
TOWN OF RAYMOND, NEW HAMPSHIRE  
AND  
WESTON & SAMPSON ENGINEERS, INC.

THIS AGREEMENT is made this 19<sup>th</sup> day of April, 2021, by and between TOWN OF RAYMOND, NEW HAMPSHIRE, acting herein by and through its office at 4 Epping Street, Raymond 03077, hereinafter called the OWNER and WESTON & SAMPSON ENGINEERS, INC., with offices at 100 International Drive, Suite 152, Portsmouth, New Hampshire, 03801 hereinafter called the ENGINEER.

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF THE ENGINEER AND STANDARD OF CARE

- 1.1 THE OWNER hereby engages the ENGINEER, and the ENGINEER hereby accepts the engagement to perform certain professional engineering services for On Call Engineering Services, hereinafter called the PROJECT.
- 1.2 The ENGINEER's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The ENGINEER makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

ARTICLE 2 - SCOPE OF SERVICES

- 2.1 The specific scope of services to be executed by the ENGINEER will be determined on a task order by task order basis. To the extent required by the specific project, ENGINEER shall perform the necessary engineering analysis, design and produce the agreed upon scope of construction documents for various:
  - Road horizontal and vertical alignment modifications.
  - Road drainage system design.
  - Culvert replacements ranging in size from 24\_ diameter culverts to single spans in excess of 10 feet.
  - Culvert and bridge condition analysis.
- 2.2 Perform the necessary Federal, State, and Local environmental permitting associated with tasks noted above.
- 2.3 Traffic Analysis as requested.
- 2.4 Miscellaneous CADD drafting services as requested.

2.5 Other professional engineering services as mutually agreed upon.

### ARTICLE 3 - TIME OF PROJECT

- 3.1 The contract shall run from March 15, 2021 to March 15, 2024. The term of March 15, 2022 to March 15, 2023 shall be agreed upon by February 20, 2022. The term of March 15, 2023 to March 15, 2024 shall be agreed upon by February 20, 2023.
- 3.2 The duration of each task order will be determined on a task order by task order basis.

### ARTICLE 4 - PAYMENTS TO THE ENGINEER

- 4.1 For services performed under this AGREEMENT, the OWNER agrees to pay the ENGINEER within thirty (30) days of the invoice date, as charges accrue on a time charged plus expense basis. For this PROJECT, the rates of the ENGINEER are provided in the rate sheet in Attachment A. Rates are subject to change as defined in Attachment A on January 1<sup>st</sup> of each year. Compensation shall be payable monthly, as earned.
- 4.2 If the OWNER fails to make any payment due the ENGINEER for services and expenses within thirty (30) days after receipt of the ENGINEER'S statement therefore, the ENGINEER may, after giving seven (7) days' written notice to the OWNER, suspend services under this AGREEMENT. Unless the ENGINEER receives payment within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ENGINEER shall have no liability to the OWNER for delay or damage caused the OWNER because of such suspension of services.
- 4.3 When the costs incurred total approximately 60 percent of the total estimated costs listed in ARTICLE 4.1, or if, at any time, the ENGINEER has reason to believe that the total costs will be greater or substantially less than the then total estimated cost, the ENGINEER shall notify the OWNER giving a revised estimate of the total cost of services to be furnished. Should the revised total estimated cost exceed the total estimated cost, this AGREEMENT shall either be amended to cover the increase in estimated cost or the scope of services shall be reduced to stay within the total estimated cost.

### ARTICLE 5 - INSURANCE

#### 5.1 General Liability Insurance

The ENGINEER shall secure and maintain, for the duration of this PROJECT, the following General Liability Insurance policy or policies at no cost to the OWNER. With respect to the operations the ENGINEER performs, the ENGINEER shall carry Commercial General Liability Insurance for bodily injury, death, and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

5.2 Automobile Liability Insurance

The ENGINEER shall secure and maintain, for the duration of this PROJECT, Automobile Liability Insurance covering the operation of all motor vehicles, including those hired or borrowed, used by the ENGINEER in connection with this AGREEMENT, in the amount of \$1,000,000 combined single limit per accident.

5.3 Umbrella Liability Insurance

In addition to the above-mentioned coverage, the ENGINEER shall carry a minimum of One Million Dollar (\$1,000,000) umbrella liability policy for the duration of the PROJECT.

5.4 Professional Services Liability Insurance

The ENGINEER shall secure, at its own expense, a Professional Services Liability Insurance policy with a limit of \$3,000,000 per claim and in the aggregate, and maintain such policy for the duration of the PROJECT.

5.5 Workers Compensation Coverage

5.5.1 The ENGINEER shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the State of New Hampshire.

5.5.2 The OWNER shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the State of New Hampshire.

5.6 Additional Insured

OWNER shall be named an additional insured for insurance coverage included in Articles 5.1, 5.2 and 5.3 only.

ARTICLE 6 - LIMITATION OF LIABILITY AND INDEMNIFICATION

6.1 To the fullest extent permitted by law, the ENGINEER agrees to indemnify and hold harmless the OWNER and its officers, directors, employees, agents, and independent professional associates, and any of them, from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death of, injuries, or damages to any person, or damage or destruction of any property, in connection with the ENGINEER'S services under this AGREEMENT to the extent caused by the negligent acts, errors, or omissions of the ENGINEER or its officers, subconsultants, directors, employees, agents or independent professional associates, or any of them.

6.2 Hazardous Waste Indemnifications

6.2.1 The ENGINEER and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous

waste in any form at the PROJECT site. Accordingly, the OWNER hereby agrees to bring no claim for negligence, breach of contract, strict liability, indemnity, contribution or otherwise against the ENGINEER, its principals, employees, agents or consultants if such claim in any way arises from services provided related to the waste. The ENGINEER shall not be liable for any damages or injuries, of any nature whatsoever, due to any delay or suspension in the performance of its services caused by or arising out of the discovery of hazardous substances or pollutants at the PROJECT site.

- 6.2.2 The OWNER hereby warrants that, if he or she knows or has any reason to assume or suspect that hazardous materials may exist at the PROJECT site, he or she has so informed the ENGINEER. The OWNER also warrants that he or she has done his or her best to inform the ENGINEER of such known or suspected hazardous materials' type, quantity, and location.
- 6.2.3 If, in the performance of the work, hazardous materials are encountered and are judged by the ENGINEER to be an imminent threat to on-site personnel and/or the general public, the ENGINEER shall inform Local and State Emergency Personnel of the release and shall take all steps immediately available which are, in his judgment, prudent and necessary to mitigate the existing threat. The OWNER agrees to compensate the ENGINEER for any time spent or expenses incurred by the ENGINEER which are reasonable and necessary to mitigate an imminent threat to the health or safety to on-site personnel and/or the general public, in accordance with the ENGINEER'S prevailing fee schedule and expense reimbursement policy, provided however that the ENGINEER has notified the OWNER of such a threat as soon as the threat is discovered. Such services shall be incorporated into written amendments to this AGREEMENT or into a new written AGREEMENT.
- 6.2.4 The OWNER recognizes that special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program, implemented with appropriate equipment and experience with personnel under the direction of a trained professional who functions in accordance with the prevailing standard of care may fail to detect certain hidden conditions. For similar reasons, actual environmental, geological, and technical conditions that the ENGINEER properly inferred to exist between sampling points may differ significantly from those that actually exist. The passage of time also must be considered, and the OWNER recognizes that due to natural occurrences or direct or indirect human intervention at the Site or distance from it, actual conditions may quickly change.

Subsurface sampling may result in unavoidable contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream or other hydrous body not previously contaminated and capable of spreading hazardous materials off-site and OWNER accepts that risk. Because nothing can be done to eliminate the risk of such an occurrence, and because subsurface sampling is a necessary aspect of the work which the ENGINEER will perform on the OWNER'S behalf, the OWNER waives

any claim against the ENGINEER which may arise as a result of alleged cross-contamination caused by sampling.

- 6.2.5 The ENGINEER will hold soil samples collected during the subsurface investigation for three [3] months after the completion of the PROJECT at their offices. After the three-month period, the ENGINEER shall contact the OWNER requesting information regarding the disposition of the soil samples. At the OWNER'S request, after receiving written instructions, ENGINEER will either [1] ship the samples to the OWNER for the OWNER'S use or [2] dispose of the samples. If the Engineer does not receive a response from the OWNER within thirty (30) days of submitting the request for information relative to the disposition

#### ARTICLE 7 - EXTENSION OF SERVICES

##### 7.1 Additional Work

In the event the ENGINEER, as requested by the OWNER, is to make investigations or reports on matters not covered by this AGREEMENT, or is to perform other services not included herein, additional compensation shall be paid the ENGINEER as is mutually agreed upon by and between the OWNER and the ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

##### 7.2 Changes in Work

The OWNER, from time to time, may require changes or extensions in the Scope of Services to be performed hereunder. Such changes or extensions, including any increase or decrease in the amount of compensation, to be mutually agreed upon by and between the OWNER and the ENGINEER, shall be incorporated into written amendments to this AGREEMENT.

##### 7.3 Litigation Support Services

In the event the ENGINEER is to prepare for or appear in any litigation on behalf of the OWNER, additional compensation shall be paid the ENGINEER.

The OWNER agrees to compensate the ENGINEER for time spent and expenses incurred in preparation for and attendance at meetings and appearances, including depositions before the OWNER'S attorney, in addition to all other support services as requested by the OWNER. Additional compensation shall be paid the ENGINEER as is mutually agreed upon by and between the OWNER and the ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

## ARTICLE 8 - OWNERSHIP AND USE OF DOCUMENTS

### 8.1 Use of Documents

- 8.1.1 All Documents are instruments of service in respect to this Project, and the OWNER shall retain an ownership and property interest therein whether or not the Project is completed.
- 8.1.2 Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- 8.1.3 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. The party delivering the electronic files will correct any errors detected within the 60-day acceptance period. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.
- 8.1.4 When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Project.
- 8.1.5 OWNER may make and retain copies of Documents for information and reference in connection with use on the Project by OWNER. Such Documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by ENGINEER, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to ENGINEER or to ENGINEER's Consultants.
- 8.1.6 If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- 8.1.7 Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

## ARTICLE 9 – TERMINATION

- 9.1 This AGREEMENT may be terminated by either party upon thirty (30) days' written notice.
- 9.2 In the event of termination under Article 9.1, the ENGINEER shall be paid for all unpaid services and unpaid other direct costs incurred to the date of receipt of written notice of termination, including sub-consultants.

## ARTICLE 10 - GENERAL PROVISIONS

### 10.1 Precedence

The terms and conditions in this AGREEMENT shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding the ENGINEER'S services.

### 10.2 Severability

If any of the terms and conditions in this AGREEMENT shall be finally determined to be invalid or unenforceable in whole or part, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties hereto. The parties agree to reform this AGREEMENT to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

### 10.3 Mediation

All claims, disputes or controversies arising between the OWNER and the ENGINEER shall be submitted to non-binding mediation prior to and as a condition precedent to the commencement of any litigation between those parties. The American Arbitration Association, or such other person or mediation service shall conduct the non-binding mediation as the parties mutually agree upon. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this AGREEMENT and the American Arbitration Association or such other person or mediation service as the parties mutually agree upon. The costs of mediation shall be borne equally by the parties. All statements of any nature made in connection with the non-binding mediation shall be privileged and will be inadmissible in any subsequent court or other proceeding involving or relating to the same claim.

### 10.4 Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ENGINEER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damagers

shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the Project.

#### 10.5 Third Party Obligations

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the OWNER or the ENGINEER.

#### 10.6 Limitation of Engineer's Responsibilities During Construction

The ENGINEER shall not be responsible for the acts or omissions of any Contractor(s), or of any subcontractor(s) or supplier(s), or any of Contractor(s)' or subcontractor(s)' or supplier(s)' agents or employees or any other persons (except ENGINEER's own employees and agents) at the site or otherwise furnishing or performing Contractor(s)' work.

#### 10.7 Engineer Not Responsible for Accuracy of Contractor-Supplied Information Used in Record Drawings

The ENGINEER shall not be responsible for any errors in or omissions in the information provided by Contractor that is incorporated in the record drawings or other record documents. ENGINEER shall not check the Contractor's record drawings information unless included in the scope of the ENGINEER's services contained in Article 2, and then ENGINEER will only be responsible for checking what is not hidden behind walls, in the floor or roof slabs, etc.

#### 10.8 Opinions of Probable Construction Cost

The ENGINEER makes opinions of probable costs using its best judgement as an experienced and qualified professional engineer generally familiar with the construction industry. ~~ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or the Contractor's methods of determining prices, or competitive bidding or market conditions or when the Project will be constructed. ENGINEER cannot and does not guarantee that Contractor's bids or actual construction costs will not vary from opinions of probable construction cost prepared by ENGINEER. If OWNER desires greater assurance as to probable construction cost, OWNER shall employ an independent cost estimator.~~

#### 10.9 Changed Conditions

If concealed or unknown conditions that affect the performances of the services are encountered, that are not ordinarily found to exist or that differ materially from those generally recognized as inherent in the services of the character provided for under this

AGREEMENT or which could not have reasonably been anticipated, notice by the observing party shall be promptly given to the other party and, if possible before the conditions are disturbed. If the ENGINEER makes the claim, ENGINEER's schedule and compensation shall be equitably adjusted to reflect additions that result from such changed conditions.

#### 10.10 Force Majeure

If delays or failures of performance of the ENGINEER are caused by occurrences beyond the reasonable control of the ENGINEER, the ENGINEER shall not be in default of this AGREEMENT. Said occurrences shall include Acts of God, or the public enemy; expropriation or confiscation; compliance with any order of any governmental authority; changes in law; act of war, rebellion, terrorism or sabotage or damage resulting therefrom; fires, floods, explosions, accidents, riots, strikes or other concerted acts of workmen, whether direct or indirect; delays in permitting; OWNER's failure to provide data in OWNER's possession or provide necessary comments in connection with any required reports prepared by the ENGINEER, or any other unforeseen causes which are beyond the reasonable control of the ENGINEER. ENGINEER's scheduled completion date shall be adjusted to account for any force majeure delay.

#### ARTICLE 11 – DISCLOSURE RIGHTS

11.1 OWNER agrees the ENGINEER has the authority to use its name as a client and a general description of the project as a reference for other prospective clients.

#### ARTICLE 12 – NOTICES

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address that appears below, and given personally, by registered or certified mail, return receipt requested, by facsimile, or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

Notices shall be provided to:

Owner:

Joseph S. Hsley  
Town Manager  
Town of Raymond, New Hampshire  
4 Epping Street  
Raymond, NH 03077

Engineer:

Christopher M. Perkins, PE  
Vice President  
100 International Drive, Suite 152  
Portsmouth, NH 03801

#### ARTICLE 13 – CONTROLLING LAW

This Agreement is to be governed by the law in the State of New Hampshire. Any suit, action, or proceeding with respect to this AGREEMENT must be brought in an appropriate court in Rockingham County, New Hampshire or, if appropriate, a Federal Court with the state of New

Hampshire, and the parties accept the exclusive personal jurisdiction of these courts.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

ACCEPTED FOR:

TOWN OF RAYMOND, NEW HAMPSHIRE    WESTON & SAMPSON ENGINEERS, INC.

By Its Director of Public Works

By:

[Handwritten Signature]

[Handwritten Signature]

April 19, 2021  
DATE

April 16, 2021  
DATE

ATTACHMENT A: Billing Rate Structure

The following table includes Weston & Sampson's calendar year 2021 billing rates for personnel to be assigned to the project.

<b>Project Role</b>	<b>Rate/Hour</b>
Principal	\$196
Technical Lead	\$182
Structural Project Manager	\$182
Project Manager	\$164
Structural Engineer	\$164
Senior Project Engineer	\$144
Civil Engineer	\$122
Civil Engineer in Training	\$106
Structural Engineer in Training	\$110
CADD Technician	\$92
Administrative Staff	\$68
Wetlands Specialist	\$98
Regulatory Permit Specialist	\$98

The rates are subject to an annual escalation factor of 3.50% for project personnel in Years 2 and 3, which partially or wholly in the calendar years 2022, 2023 and 2024, respectively.

A 10% markup will be added to direct expenses and subconsultant costs for coordination, management, and overhead/profit.

October 6, 2021

Mr. Steve Brewer  
Director of Public Works  
Town of Raymond  
4 Epping Street  
Raymond, NH 03077

Re: Water Storage Tank Site - Developer Parcel Assessment  
Proposal for Engineering Services

Dear Steve:

In accordance with your request, Weston & Sampson Engineers, Inc. (Weston & Sampson) hereby submits this proposal to the Town of Raymond (the town) for the evaluation of a new water storage tank site for the town within the water distribution system.

### *Project Understanding*

Based on prior discussions it is understood that a potential site is available for the town's use on a developer-owned parcel adjacent to Exit 4 on NH 101 and Main Street. The proposed tank would be installed at an elevated elevation area within this parcel based on acceptance of an agreement between the town and the developer. The town has recommended the proposed tank be sized to replace the existing Orchard Street tank and Route 156 tank, as the tanks have reached the end of its anticipated useful life and in need of a costly rehabilitation, respectively. The assessment will focus on the viability of this site for a new water storage tank to serve the town's distribution system. The assessment will also discuss potential benefits and impediments to modifying the water system's hydraulic gradeline if required based on site elevation or desired by the town in order to increase service to the town's more elevated customer base. Please see the following proposed scope of services:

### *Scope of Services*

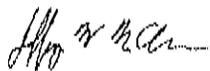
#### Task 1 – Tank Siting Assessment

1. Attend a virtual meeting with the town to discuss project background and gather existing documentation on the parcel, including existing site mapping.
2. Assess the potential location for a new storage tank located on a private developer parcel adjacent to Main Street in the vicinity of the Exit 4 area. It is assumed that only one location will be assessed within this parcel located adjacent to the high elevation area on site. The evaluation will focus on a review of available published data, existing reports/plans, and one site visit. Criteria for assessment of the site will include system hydraulics, site access, proximity to the distribution system, local impacts, environmental impacts/permits, and probable cost.

If you agree with this proposal and wish to retain us to provide the proposed services, please provide authorization to proceed with performance of the services. Please contact me if you have any questions regarding this proposal.

Sincerely,

ACCEPTED FOR:  
WESTON & SAMPSON ENGINEERS, INC.



Jeffrey W. McClure, PE  
Senior Associate

ACCEPTED FOR:  
TOWN OF RAYMOND, NEW HAMPSHIRE



BY: \_\_\_\_\_  
STACEY GRULLA FOR SAGUE BREWER.  
Title: / ADMIN ASST / DIRECTOR DPW  
Date: 10/6/21

\\wse03.local\WSE\Projects\NH\Raymond\Proposals\Tank Parcel Assessment\Raymond - Developer Parcel WST Assessment - 4-19 on call - Contract.docx



**Board of Selectmen Agenda  
Monday, September 20, 2021  
Non-Meeting with Legal Counsel - 5:30PM  
Public Meeting - 6:30PM.  
Raymond High School Media Center  
45 Harriman Hill Road, Raymond**

*Please Note: The Board of Selectmen may at any time during a public meeting, enter a non-public session to conduct and facilitate town business. The Board of Selectmen will announce the RSA in which the session will be conducted and follow proper protocol under the confines of State Laws.*

**MEETING CALLED TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENCE:**

**PUBLIC COMMENTS:**

**AGENDA**

1. Police Department Highway Safety Grant – Chief Label!
2. Governors Lake Permit Update
3. Governors Lake HOA
4. Water Tower Discussion
5. Shattigee Road Culvert Replacement Update
6. PAYT Draft RFP & Offsite Visit Update
7. Bid Openings:
  - Pavement Markings
8. CRF
  - CRF Old Fremont Road Expenses
9. Appointment of New Member to Cemetery Advisory Committee
10. Appointment to ZBA Alternates
11. 2022 Budget Process Overview
12. Volunteering for the Town

**UNANTICIPATED REVENUE/DONATIONS TO THE TOWN:** Raymond PD

**APPROVAL OF BOARD MINUTES:**

- August 23, 2021
- August 30, 2021

**OTHER BUSINESS/BOARD ANNOUNCEMENTS:**

- Next Board Meetings dates: Monday October 4<sup>th</sup> and Monday October 18<sup>th</sup>

**BOARD CORRESPONDENCE SENT/RECEIVED:**

**CITIZEN QUESTION/ANSWER COMMENTS:** *(Per Board Rules of Procedure, please limit comments to 3 minutes each)*

**TOWN MANAGER'S REPORT:**

**BOARD OF SELECTMEN'S REPORT:**

**ADJOURNMENT:**

**Posted: September 17, 2021, Old Fire Station, Town Office; Town's website 24 hours in advance of meeting. Note: Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, call the Selectmen's Office 72 hours prior to the meeting at 603-895-7007.**





**Board of Selectmen Agenda & Public Hearing**  
**Monday, August 23, 2021**  
**6:30 P.M.**  
**Raymond High School Media Center**  
**45 Harriman Hill Road, Raymond**

*Please Note: The Board of Selectmen may at any time during a public meeting, enter a non-public session to conduct and facilitate town business. The Board of Selectmen will announce the RSA in which the session will be conducted and follow proper protocol under the confines of State Laws.*

**MEETING CALLED TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENCE:** Debra Langlois, William Murnane, Ralph Ernst, Thomas David John Castle, Donald Brackett, Jack Stilkey, Jr.

**PUBLIC COMMENTS:**

**PUBLIC HEARING:**

The Raymond Board of Selectmen will hold a **Public Hearing on Monday, August 23, 2021, beginning at 6:30 pm at Raymond High School Media Center, 45 Harriman Hill Road, Raymond, NH.** The purpose of the public hearing is to take public comment and to consider the adoption of the Town of Raymond Hazard Mitigation Plan and the Town of Raymond Emergency Operations Plan. Interested persons are invited to attend and comment on the proposed plans. Anyone wishing to submit written comments prior to the hearing should address them to the Raymond Board of Selectmen, 4 Epping Street, Raymond, New Hampshire 03077

**AGENDA**

1. Appointments to Cemetery Advisory Committee – Board Action
2. Bean Tavern Steering Committee –Presentation
3. Governor's Lake Beach Infiltration Terrance
4. CRF Requests:
  - Legal Expenses
  - 10 Old Fremont Road -Expenses
  - DPW Truck Purchase
  - Police Department Vehicle
5. Proposed Water Storage Tank Site MOA
6. Overlook Drive Acceptance Update

**UNANTICIPATED REVENUE/DONATIONS TO THE TOWN:**

- Primex Funds for Premium Holiday
- Acceptance of School Supplies Donation
- Acceptance of funds – Assistance for Services
- HHHW Day Grant Funds

**APPROVAL OF BOARD MINUTES:**

- August 9, 2021
- July 26, 2021

**OTHER BUSINESS/BOARD ANNOUNCEMENTS:**

- August 30, 2021 @ 6:30 p.m. Board of Selectman Meeting
- September 20, 2021 @ 6:30 p.m. Board of Selectman Meeting
- October 18, 2021 @ 6:30 p.m. Board of Selectman Meeting
- Survey for RCFY
- 2022 Direction for Social Services
- 9-11 Ceremony

**BOARD CORRESPONDENCE SENT/RECEIVED:**

- Land Use ~ UNH – Riverside Park
- Tax Abatement – Map 4/Lot 57



**Town of Raymond Board of Selectmen Meeting  
February 28, 2022, 6:30 p.m.  
Raymond High School Media Center**

**PER BOARD MEETING ON 3/28/22, VOTE TO AMENDED 2/28/22 MINUTES - LINES 197 – 243  
TO RECORD CONVERSATION BETWEEN BOARD MEMBER AND EXECUTIVE.**

**Board of Selectmen:**

George Plante, Chair – Absent  
Kathleen Hoelzel, Vice Chair  
D. Scott Campbell  
William Weldy  
Christopher Long

**Staff:**

Interim Town Manager, Paul Hammond  
Executive Asst. Deb Intonti

**Others:**

**Public meeting opened by Vice Chair 6:31 p.m.**

**Pledge was recited.**

**Moment of Silence** - names recited by Vice Chair.

**Public Comment:** Opened 6:33 p.m.

**Trisha Bridgeo:** Came forward to give an update on the Rockingham Planning Commission meetings. She stated that the Board works hard to reduce and stabilizing our taxes and appreciate the savings but sometimes saving our time and money has not played to the best advantage to us. The Rockingham Planning Commission gave an updated TIP report and was glaringly absent from that report was which was given to you this evening is Raymond. Raymond is absent from that report. (See attached Report). I spoke about this last year, and I asked if Raymond had applied for any of these funds – we are not on this list. Looking forward we need to have our representatives sitting at the Rockingham Planning Commission (RPC) and have our voices heard. They said that we can have alternates as we have enough citizens in Raymond, we can have three representatives and three alternates to never miss out on a vote. They are going to be working on surveys for Human Services Transportation plans, coordinated public transit; again, we have not been present and we have not submitted any data. Scott Vogel of the RPC spoke to me and Keith when we were there and stated he would like to come to Raymond and talk to us. This particular one is for Elderly and Disabled. These things are coming up and we need to get involved in some of these programs; we have none. There is \$100M and we talk about bring businesses into town to help reduce our taxes when this plan shows what they are using the monies for. It is unfortunate that Raymond is not on this list. Selectman Campbell asked why Raymond is not on the listing? Correct Raymond did not apply for these funds also attending the RPC meetings there is no representatives putting in the data to allow the town to be considered for these funds. Raymond is not represented at that table at these meetings, RPC. These representatives would bring the data to the RPC in order for us to be considered and part of these programs. Selectman Weldy suggested that we put Trisha on a different section of the agenda possibly other business and board announcements to fully discuss this process and not try to cram it into a 3-minute public comment section so we can have full discussion and determine what we need to do to move forward. The board will talk with the Chair and see about doing that in the future.

**Tina Thomas:** She commented that the Chair was absent from the meeting. Vice Chair Hoelzel stated he was not feeling well. She commented and wanted on record that Sunhill Road needs to be paved; Prescott Road needs to be looked at. Cold patch works, but not effectively. Main Street: we don't know what is happening with the water tower; when is Main Street going to get paved?

**Thomas Luszcz:** 39 Old Manchester Road: He has been having conversations with Keith about the Rockingham Planning Commission and the ZBA and with some research there are some opportunities for alternates on the RPC. He would like to volunteer his services for an alternate for the RPC and also the ZBA. He was instructed to fill out the forms and give to the executive assistant.

**Diana Friant:** 14 Pamela Lane: she commented on the PAYT program and the new rules regarding trash bags and recycling. She commented that she only puts out a trash bag every 2-3 weeks but has recycling every week. She purchased a permit for the transfer station to be able to get rid of their recyclables, which is an additional fee to me, but the line is very long on a Saturday that is ill-equip to deal with the people who are bringing their own recyclables. The notice that the rules changed was a very short notice to the residents. I voted for PAYT and in my opinion I do actually pay as I throw. I purchase the bags that recently went up in price I have approximately 9 bags left, but I have no place to put my recyclables. I hope

47 that a special session of the Board where people can come and make suggestions on how the Town of Raymond can do a  
48 better job on the curbside pickup. Town Manager Hammond commented about the concerns and complaints that the  
49 town has been receiving regarding the new rules.

50 Vice Chair skipped to Board Correspondence to accommodate a person at the meeting.

51 **Land Use for Welch Field:**

52 Granite State Baseball (Grizzlies) use of the field on Sundays through Spring and Summer. J C Rooney came forward and  
53 commented that he has worked with Raymond and RYAA for the use of these fields. He wanted to put forth a permit to  
54 play baseball. He will run dates by RYAA to ensure dates don't conflict. No issues last year. Selectman Weldy stated and  
55 read off the application that the organization plans on working with Lamprey River Babe Ruth to make improvements to  
56 the field and stated that they would donate time and money. There is a fee structure of \$125.00 per game and we are  
57 willing to go over and above. Selectman Weldy made a motion to authorize the Granite State Baseball League Grizzlies to  
58 use the Welch Field with non-conflicting dates worked out with RYAA and the fee structure of \$125.00 per game, seconded  
59 by Selectman Long; MOTION CARRIED 4-0-0.

60 **Natural Hazard Mitigation Plan:** Town Manager Hammond stated that we have been working on this for quite some time,  
61 we have had public hearings on this plan and taken adjustments and submitted said adjustments and suggestions to our  
62 representative. We are now ready for the Board to vote to accept this plan and sign. Selectman Weldy motioned to  
63 authorize the Raymond Board of Selectman members to sign the Natural Hazard Mitigation Plan as submitted, seconded  
64 by Selectman Long, MOTION CARRIED 4-0-0.

65 **Raymond Emergency Management Operation Plan:** Town Manager Hammond stated that we have been working on this  
66 document also for quite some time and again have had public hearings to accept any changes or adjustments and or  
67 suggestions. We have incorporated those suggestions and we are now ready for the Board to sign and accept. Selectman  
68 Weldy motioned to authorize the Board of Selectmen to sign the Raymond Emergency Management Operation Plan,  
69 seconded by Selectman Long, MOTION CARRIED 4-0-0.

70 **Raymond Ambulance GOFFER Grant Discussion:** Town Manager Hammond explained that the Fire and Ambulance work  
71 closely when it comes to safety for the community. This is a grant money is available to the ambulance to update their  
72 stretchers and other items. The grant that they would like to apply for is in the amount of \$45,870.94. Selectman Weldy  
73 motioned to authorize the Raymond Ambulance to apply for the GOFFER grant, seconded by Selectman Long, MOTION  
74 CARRIED 4-0-0. For clarity, the Board Chair is the only signature needed, so we will present it to the Board Chair to sign on  
75 a future date.

76 **Keith Smith – Resident Discussion:** Keith Smith came before the Board and handed out an updated request for the Board  
77 to consider adding/supplementing the video links along with the Board minutes. These videos would be only for the Board  
78 of Selectmen, Planning Board and Zoning Board. He gave some examples of other towns and what they are doing. He  
79 would like to see if the Board would vote to start this program. Selectman Weldy asked about capacity and time if we  
80 chose to go this route with YouTube. How long does it stay on? How much does it cost? Keith Smith responded that it  
81 would be up to the towns IT person to set that up. It was pointed out that we do not have anyone on staff at the town hall  
82 that would take care of IT. That our information is through a third-party contract that takes care of our programs and  
83 does repairs – not sure that would be in their purview to take on this program. Kevin Woods stated that the town does  
84 not have a You Tube account. Selectman Weldy also asked if it is possible because we have RCTV, is it possible to download  
85 those video files onto our website? Kevin Woods stated that the RCTV storage for on demand does not support it and we  
86 are not paying for it currently so there would be an increased cost in that. The RCTV policies state that the written minutes  
87 are the official document of the town, and we don't maintain files – it is cleanup up 6 months a year. In order to keep  
88 them longer we would need some type of storage capacity. The webserver that we have currently for the town is the least  
89 expensive version of the product and at some point, it will max out on the amount of content we upload. Selectman  
90 Campbell asked what the cost is for You Tube. Kevin Woods did not know. RCTV has a free You Tube account and we  
91 strictly use that to stream outside of the high school media center. This is a project that needs to be researched and who  
92 would do that research. At this point we would need to know what the cost are, what is the workload to do this. The  
93 Town has an Executive Assistant that is quite capable, but she is responsible for the entire website, social media platforms  
94 and all of her regular duties; someday that will have to change. Selectman Weldy stated that he was in favor of researching  
95 the costs and the work that would be involved to do it. Selectman Weldy stated that because we are in a slightly unique  
96 situation compared to these other towns, as we do have community television with recorded meetings; is there something  
97 where we could have Kevin Woods our Cable Coordinator and Keith work together and come back with some suggestions.

98 Kevin Woods stated that technology can be simple, but bureaucracy is not so simple looking into what are we going to do,  
99 how long are we going to do it for and what happens when it is not there. RSA 91-A requires that the town keep minutes  
100 of meetings in perpetuity; so, you upload it to the cloud, and it disappears, what happens then? What are the legal  
101 requirements? 91-A does not address it. Keith Smith asked if RCTV could supply a disc (CD) to the town and the person  
102 would then upload the CD file so we could have something on file as a starting point. Selectman Campbell asked if the  
103 video could be automatically downloaded as we are recording it? Kevin Woods stated that is not possible. Once meetings  
104 are completed, we start an upload overnight to our on-demand server a third-party and if you want that file, you have to  
105 go into RCTV to get it. This is a good idea, but it needs more research than you can give it here in 15 minutes. I would  
106 recommend getting a company or get out an RFP to see what companies could supply what you are looking to do. Vice  
107 Chair Hoelzel was in favor of doing more research in order to get this done. Selectman Weldy motioned to have the Town  
108 Manager and the Chair investigate further the electronics supplement to the minutes, seconded by Selectman Long,  
109 MOTION CARRIED 4-0-0. Selectman Weldy asked Kevin Woods if it is possible to burn DVDs of the minutes? Kevin replied  
110 none of the computers bought have a DVD burners and video files are not accommodating on thumb drives. Selectman  
111 Weldy asked what it would take for RCTV to download onto DVD and file with the minutes in the town clerk's office. Art  
112 Wolinsky stated the time and the legalities if it is going to be an official project - if it is something that you are going to be  
113 providing as a convenience every one of the meeting videos has a link and as long as they are running on RCTV, the video  
114 can have a link provided to watch the meeting. Keith stated he is looking for this to be legal and binding like the other  
115 towns he mentioned.

116 **Cable Committee Re-Appointment:** This reappointment is for Kevin Woods on the Cable Committee. His term ended in  
117 January 2022, per Board vote in 2021. The Cable Committee is recommending his reappointment to the Cable Committee  
118 until April 2025. Kevin Woods stated that he would like to accept this appointment. Selectman Campbell wanted some  
119 clarification and asked if we could discuss in nonpublic later in this meeting before making a motion to accept.

120 **Acceptance of Funds:** The town received a return of funds for overpayment from a terminating employee in the amount  
121 of \$423.91. Selectman Weldy motioned to accept the funds from NHRS in the amount of \$423.91, seconded by Selectman  
122 Long, MOTION CARRIED 4-0-0.

123 **CRF Approvals:**

124 **Emergency Management Revitalization:** to purchase and install a radio (F7510)HP and a GPS Antenna in the amount of  
125 \$3,832.90. The balance of the CRF as of 1/2022 is \$323,860.47. Selectman Long motioned to accept the expenditure  
126 withdrawal from the CRF in the amount of \$3,832.90, seconded by Selectman Weldy for discussion. He asked for  
127 clarification of the amount of the items. MOTION CARRIED 4-0-0.

128 **GGB Govt Buildings – Richardson Electric:** PD – install (5) 20 AMP receptacles on new 20 Amp Circuit; HWY install (3) 20  
129 Amp Circuit, replace (5) existing receptacles with new weatherproof boxes/receptacles/covers and rental of a 19' Electric  
130 Scissor Lift – 3 days to get these items completed total amount \$4,928.00. CRF balance as of 1/2022 is \$426,950.39.  
131 Selectman Campbell motioned to accept the expenditure withdrawal of \$4,928.00, seconded by Selectman Weldy,  
132 MOTION CARRIED 4-0-0.

133 **Acceptance of Board Minutes:**

134 1/24/22 Board of Selectmen Minutes: Selectman Weldy motioned to accept the January 24, 2022 minutes as written,  
135 seconded by Vice Chair Hoelzel, MOTION CARRIED 4-0-0.

136 2/5/22 Board of Selectmen Minutes: Vice Chair Hoelzel motioned to accept the February 5, 2022 minutes as written,  
137 seconded by Selectman Weldy, MOTION CARRIED 3-1-0.

138 **Contract for the Town Manager:** Vice Chair Hoelzel stated that the Board needs to sign the contract for the Town  
139 Manager, Paul Hammond until the Board of Selectman appoint a permanent town manager. Selectman Weldy stated he  
140 did not get a chance to look over the contract and asked if there was a caveat that just in case the legislative body votes  
141 to go to a town administrator this would be still in effect? Yes, stated Vice Chair. Selectman Campbell has questions that  
142 he would like discussed in nonpublic.

143 **Other Business:** announcements were read.

144 **Board Correspondence:**

- 145 • Land Use Form – Road Race – Town Manager read the request. Selectman Weldy motioned to allow the 5K road  
146 race and waive the \$100 fee for this nonprofit road race on April 23, 2022, seconded by Selectman Campbell,  
147 MOTION CARRIED 4-0-0. Selectman Weldy amended his motion to state for the Board Chair to sign the land use  
148 form and waive the fee seconded by Selectman Long, MOTION CARRIED 4-0-0.

- Tax Abatement - Map 022/000/Lot 009 Old Manchester Rd – Selectman Campbell motioned to sign the tax abatement on the above property, seconded by Selectman Weldy, MOTION CARRIED 4-0-0.
- Tax Abatement – Map 040/003/Lot 162 13 Parker Ave – Selectman Weldy motioned to approve the abatement of \$213.00, seconded by Selectman Campbell, MOTION CARRIED 4-0-0.
- Intent to Cut – Map 21/Lots 73,74,75 – Green Road only cutting 4 acres: Selectman Weldy motioned to accept and approve the intent to cut, seconded by Selectman Campbell, MOTION CARRIED 4-0-0.
- American Legion – Raffle: Selectman Long motioned to approve, seconded by Selectman Campbell, MOTION CARRIED 3-1-0.
- IHGMS Raffle – Selectman Weldy motioned to approve the raffle, seconded by Selectman Long, MOTION CARRIED 4-0-0
- Xfinity Letters – given to Board members in their packet

**Citizen Questions/Answers:** Tina Thomas came forward to ask for clarity on why the Board approves raffles in the town – it is considered gambling under state law stated Vice Chair Hoelzel. She also asked about clarification regarding vacancy of town manager in the town code. Section 200-4 she read: if the office of the town manager should be vacant for any cause the Board of Selectmen may appoint an acting town manager to serve at the pleasure of the Board of Selectmen for not more than 90 days and shall appoint a permanent town manager in accordance with Section 200-1 within 120 days of the date of vacancy. She asked about the contract discussed earlier in the meeting and will continue to discuss in nonpublic, but it has been more than 90 days how can the Board go against the town code? Vice Chair Hoelzel stated that per the direction of the Board the contract was written by town council which was done and voted on at the deliberative session on 2/5/22. He was appointed at that session in a public meeting, now we need to sign the contract. February 10, 2022, would be the 90<sup>th</sup> day in office and now we are issuing him his contract in a public meeting.

**Kevin Woods:** gave a reminder to the Board that about a month ago this Board was discussing Domestic Partner insurance and it was tabled until such time that the Board could review personnel/union contracts. When will this be brought forward again? Is there a plan for a timeframe of when it will be discussed again? Selectman Weldy stated that we will be having further discussion. Vice Chair Hoelzel stated that she will suggest to the Chair to put on the next agenda.

**Town Manager Report:** re-appointment of Fire Wardens and Deputy Fire Wardens that needs selectmen signatures. It is the same employees, just re-appointments: Adam Brackett, Raymond Bushey, Jackson Crosby, Curt Fitton, Gerard Gallant, Kyle Grant, Jason Grant, Michael Kilrain, Wayne Larrabee and Paul Hammond. Selectman Weldy motioned to reappoint the Fire Wardens and Deputy Fire Wardens for 2023, seconded by Selectman Campbell, MOTION CARRIED 4-0-0.

**Cemetery Signs Donation:** The Town Manager has spoken to staff with regards to updating the cemetery signs. Jack Barnes and family will be donating the funds for the upgrade. We will be addressing in March.

**Memorial Day Parade:** The American Legion Post 90 has stepped forward to assist in the Memorial Day Parade. Deb will send all information and contact to the Legion members. Staff will still be involved, and any wages will be out of the Patriotic Services budget line.

**Town Council: RE: Special Meeting Requirement:** As the Board is aware, the town posting of the warrants was not done on January 31, 2022, as stated by law as we did not have them in time to post. Because of that, the requirement is for the Town to hold a special meeting to cure the procedural defect. The Board of Selectmen must hold a public hearing on March 14<sup>th</sup> to allow the public to ask questions and for the Board to explain the process of this special meeting. This special meeting is a traditional town meeting to ratify the March 8<sup>th</sup> town vote pursuant to RSA 40:16 and RSA 31:5-b II (a). At the Board public meeting, the board must sign the warrant and this warrant needs to be put in the newspaper at least 21 days prior to the special meeting, which is slated for Saturday, April 2<sup>nd</sup>. Paul Hammond brought forward a donation from Hawkins family, will bring forward at next meeting for the Board to accept.

**Board of Selectmen Report:** Selectman Long, no comment, Selectman Weldy read his statement regarding an investigation requirement into Mega-X from the Board of Selectmen with a motion made on 2/28/22 with a posted meeting to take place no later than Friday March 4<sup>th</sup>. **Seconded by Selectman Long with discussion. Selectman Hoelzel asked for clarification from Lee; are you asking for this tonight, and you want it to take place on March 4? Selectman Weldy stated we have to post it because it has to be public hearing or meeting because there is a lot of**

information that is going to have to be gathered. It has to come forward, those files. Selectman Hoelzel stated that is a lot of information to gather in just a few days. Selectman Weldy stated you come back with an answer of time. Mrs. Intonti asked for clarification as well. So you are asking for all that stuff and we have to have a meeting by March 4<sup>th</sup>? Selectman Weldy stated for a posted meeting to take place by March 4<sup>th</sup>. So you want a meeting on March 4<sup>th</sup> or you want to know when we will be having a meeting? You will come back of when you have the information, no different than a 91-A request; that is what I was asking stated Mrs. Intonti. As I don't have anything to do with Mega-X, I need to get with the staff that have that information and allow them time to collect/gather the information. Selectman Hoelzel stated we don't have to have a meeting until all the information is available. Selectman Weldy stated you will let us know March 4<sup>th</sup> when it is possible; with a time, certain Mrs. Intonti repeated. All in favor, motion carried 3-0-1. Selectman Long, Selectman Weldy, Selectman Campbell in the affirmative, Vice Chair Hoelzel, opposed. Mrs. Intonti asked for a copy of the statement. Keith Smith asked for a point of order on the motion that was just made, is that all Mega-X even Lane Road and Old Manchester Road sites? Selectmen Weldy stated the whole Mega-X project; multiple permits were issued.

2/28/2022

*I am requesting as a board we gather all information regarding MEGA-X and conduct a full investigation of all boards, committees and town personnel's communication regarding Mega-X application.*

*The motion was made by Selectman Weldy, seconded by Selectman Long to have the meeting no later than March 4<sup>th</sup>, (See attached statement attached to these minutes) MOTION CARRIED 3-0-1., Scott Campbell, no comments, Vice Chair Hoelzel no comments.*

*All communications between the town of Raymond and Mega-X-Including all communications with the previous town manager, previous town department heads as well as previous board members (planning, zoning, and selectboard members).*

- All communications with ALL employees of the town of Raymond regarding Mega-X.*
- All communications with town legal regarding Mega-X.*
- All Mega-X permits that are on file with the town to include DES permits, building permits-when the town received them and when they were approved and who approved them.*
- Copy of the checks from Mega-x for the permits and the dates of deposit.*
- All town meeting minutes that contain information about Mega-X application (TRC, Planning, Zoning).*
- Any meeting (conceptual) that took place outside of a posted meetings regarding Mega-X {dates, times, who was in attendance}.*
- Review of the qualification of town personnel making decisions on behalf of the town of Raymond for Mega-X application.*
- Documentation and recommendations from the town's engineering firm.*

*I am requesting a posted meeting with DES, town legal, all department heads of the town of Raymond to take place within (3 day from my request for a full investigation.*

*Also a second legal opinion concerning the 2011 warrant article prohibiting a gasoline station within our well-head protection area that was voted and passed in 2011.*

*I am making that motion on Feb 28th 2022 with a posted meeting to take place no later than Friday March, 4th. Board of Selectmen*

*George Plante; Kathy Hoelzel; Lee Weldy; Chris Long; Scott Campbell*

Selectman Campbell, no comment, Vice Chair Hoelzel stated that we have two things that we need to go into nonpublic for.

**Nonpublic RSA 91-a:3,II (a ) Personnel 8:17 p.m.:** Selectman Campbell motioned to enter into nonpublic under RSA 91-a:3,II (a) Personnel, for several personnel issues seconded by Selectman Weldy, Board members polled for affirmative vote, 4 yes. Board reconvened public meeting at 9:00 p.m., it was noted that:

**Personnel regarding town staff** – sealed for three (3) years 2/28/2025

**Personnel Regarding Contract:** sealed until after Town Manager or Town Administrator is hired – Selectman Campbell made an announcement that after our nonpublic meeting we have no town manager so the Board will be working as

250 the Town Manager with the Chair speaking to any issues that come up. Once it is determined by the legislative body  
251 on our form of government; town manager or town administrator.

252 **Personnel regarding Cable Committee Appointment** – not sealed; Selectman Weldy motioned to appoint Kevin  
253 Woods to the Cable Committee for 3 years (4/1/2025), seconded by Selectman Campbell, MOTION CARRIED 4-0-0

254 **Adjournment:** Selectman Weldy made a motion to adjourn the meeting seconded by Selectman Campbell - meeting  
255 was adjourned at 9:02 p.m.

256  
257 Attachments:

258 Statement from Selectman Weldy

259 Rockingham Planning Commission – Funds Summary

Minutes Recorded:  
Deborah Intonti  
Executive Assistant to Board of Selectmen  
& Town Manager

Minutes are in draft form, posted  
on website and hard copy available  
in Town Clerk's office. Draft  
minutes are subject to change.

**Town of Raymond Board of Selectman Meeting**  
**Draft Minutes**  
**March 28, 2022, 6:30 p.m.**  
**Raymond High School Media Center**

**Attendees:**

George Plante, Chair  
Kathleen Hoelzel, Vice Chair  
D. Scott Campbell, Selectman  
William Weldy, Selectman  
Christopher Long, Selectman

**Staff:**

Deborah Intonti, Exec. Asst.-ABSENT

Public Meeting Opened at 6:31 p.m.

Pledge was recited.

Moment of Silence: N/A

Statement from Selectman Weldy: It has been brought to our attention that there was a question regarding the Selectman's packet and the posting of the special meeting being this Saturday; the Selectmen are meeting at 9:00AM to make sure everything is ready for the meeting, but the special meeting is a 10:00AM posting and it has been posted properly. The meeting is posted in town hall, website, and the newspaper.

**Public Comment opened at 6:36 p.m.** The Public Comment and the Citizen Questions and Answer sections of the Board agendas are opportunities for residents to express their concerns or ask the Board questions on topics of interests regarding business of the town. The Board will not tolerate disrespectful or personal attacks on the Board members, town employees or citizens in this public setting. When addressing the Board, whether in person, via mail, or email, it should be brought forward in a direct, professional manner. The Board will listen to public comments and take these remarks, or observations under advisement and if follow-up is needed, the Board Chair will make a recommendation as to when the resident can expect a reply. If, at any time, a resident has a concern regarding an employee or employee matters, they are to request in writing to the Town Manager to make an appointment to further discuss these types of matters in a private meeting. Under no circumstances are employee matters, insults, or admonishment of any employee to be discussed in this public forum. No exceptions. Public Comment allows the Board to hear from our residents, but it is not mandated and is a courtesy to the citizens. If this type of behavior continues, then the Board Chair has the ability to discontinue public comment at any time.

**Tina Thomas:** Thanked Selectman Weldy for clarifying the meeting time for the special meeting. She came before the board on March 14<sup>th</sup> and asked some questions and I was told I would get an answer on Saturday and I have not received an answer to my questions and then I looked at the back up information a little closer and I noticed that my email was put into public comment record on page 1 of the March 14<sup>th</sup> minutes so I think that you are all set to discuss my 5 questions that I asked that I am waiting on answers. Selectman Plante state he is not as the executive assistant was not in the office today, so he was scrambling around, and I apologize, my fault no one else's. I will get them to you by the end of the week. Tina Thomas state that is fair and she wanted to say for the record that I didn't request this email to be put in the minutes and I don't remember in looking at the video that the Board of Selectmen requested, how did my email get into the minutes? I know you are going to be approving these minutes so I don't expect an answer now, but I want that brought up because I don't believe my email should be part of your minutes. I almost see that as an insubordination, because I didn't ask for that someone just put them in. The second thing I want to bring up on page 14 of the supporting documents that are online for tonight's meeting I see that the attorney general is getting involved with the filing of the candidates and I would like to go on record because I think that there is a lot of fingers pointing at me. I didn't contact the attorney general. So, I don't know what this is about, but I did put in another 91-a request, and I am not getting even acknowledgements that my requests are being received. Not that I want the answers, but just that we received your response. Chairman Plante stated that she did get a response today, didn't you? Tina Thomas replied I did but I sent one at 6:29 last Friday and I have not gotten an acknowledgement that it has been received. I sent two last Friday, one did acknowledge me today and I thanked them the other party did not acknowledge. I want to make sure that I am not being put into people spam folders in their emails. Just an acknowledgement that I have it and I get it some of these might be taking longer. The only other thing that I wanted to point out that was kind of bothersome on this letter, again it is a

47 public document; did the town clerk office hours change? Are they not open on Thursdays anymore? Because it states  
48 office hours are Monday, Tuesday, Wednesday, and Friday, but it doesn't say Thursday. I wanted to point it out to  
49 somebody that if this is official letterhead for the town, I think a correction is needed. Because on the website it says they  
50 are open on Thursdays 1-6; yes, that is what the door states also Chairman Plante acknowledged. It is just little things like  
51 this simple as seeing 9:00 for that meeting at Torrent Hall and 10:00 at the library, people are confused.

52 **Trisha Bridgeo:** Came forward to ask about Dragon Mosquito is the company that the town uses for the mosquito spraying  
53 contract and I would like to know who we sent it out to bid for, how many bids we got, what poison they use, do they list  
54 the side effects, and if that \$40,000 have we ever given out as a bid for other companies, and what alternatives they have  
55 given back to us rather than spraying. The other thing is what the public can do; there is a site, you click on a link, don't  
56 know if you can put it up on the website so you can opt out so they are not spraying on your property as some people  
57 have organic gardening, organic crops and they are not going to want to have the sprays and we should know what they  
58 are actually going to be spraying in town. Chairman Plante stated that the company test water sites and if they do have a  
59 problem in a certain area that is when they spray. Trisha stated that the posting is April 5<sup>th</sup>; also, down at the town hall  
60 they have the contract up and next to it they have an information page next to it and the problem is that it talks about  
61 EEE and affects of it but there is not date on when we had EEE in Raymond and I think that should not be up. Selectman  
62 Weldy stated that when they treat vernal pools, they were using tablets the other thing we need to do is if they are using  
63 any kind of pesticides, we need the MSDS on these products and on file with public works and that should answer your  
64 questions.

65 **Public Comment closed at 6:48 p.m.**

66 **Orchard Street Water Storage Update:** David Fredrickson, DPW Director came before the Board to give an update and  
67 is looking for an approval to proceed with the project. There was a tank and site assessment done and through that  
68 process and direction from the Board Orchard Street was selected as the location for the new tank. The access to Orchard  
69 Street is very difficult, so the process was to come into it from the old tannery site on Wight Street and parallel the back  
70 side of the Rockingham rail to trail and continue up through the property that the town owns. One of my concerns are the  
71 protection that or governance over the rail trails is pretty hefty. So, I reached out to the Bureau of Trails, the Department  
72 of Natural and Cultural Resources and the Department of Transportation to have them come to visit and discuss a possible  
73 permanent easement out on that back corner parcel. I did some deed research, and I didn't find anything specific that  
74 stated that we are allowed to traverse that corridor. I didn't want to start this project without having some formal  
75 document that states that we can cross that. The representatives that I met with agreed that there is no formal approval  
76 that we can use this area yet; they took an assessment and stated that they see exactly what we are talking about with  
77 regard to getting cranes and other equipment into this area is out of the question. We went over to the Tannery Site and  
78 inspected that area, and they agreed that we have a good line of sight however the process to get this easement is rather  
79 lengthy, but they seemed to think that they could give us a construction easement while the process to get a permanent  
80 easement for the property is dealt with. So, proceeding with the direction of the Board we reached out to Weston and  
81 Sampson who did the tank siting and is the towns on call engineering service in which we received a proposal, I don't have  
82 it yet, but wanted to mention it as I am looking for direction from the Board to proceed or not. The total for that proposal  
83 is \$137,890. This will bring us from where we are right now to full design. Of course, there will be meetings along the way  
84 and time built into discuss this project at future Board meetings. So, knowing what we know about the rail trail and the  
85 costs if we want to continue in this direction. Selectman Weldy didn't see any issues about going across the rail trail as  
86 water for our residents is a necessity and knowing that it is lengthy process, I don't feel the residents would object.  
87 Chairman Plante agreed, Selectman Campbell agreed. The Board discussed the use of the trail up to the parcel and over  
88 the years it has been not used consistently and it is monitored. David Fredrickson discussed the possibility of putting a  
89 pipe under it was a good idea. Selectman Weldy motioned to authorize the DPW Director, David Fredrickson to proceed  
90 with the engineering design for the Orchard Street Water Tower and work with Weston and Sampson engineering firm in  
91 the sum of \$137,890, to come from the ARPA funds. David Fredrickson stated although not in front of you tonight we were  
92 hoping to hit the water storage facility CRF; the initial projection was in excess of \$4M and we have already been granted  
93 \$1M from ARPA to which we will have to find funding from other places. Selectman Weldy amended his motion to  
94 withdraw the funds from the Water Tower Facility fund CRF for the engineering services, seconded by Selectman  
95 Campbell, motion carried 5-0-0.

96 **Appointee to RPC:** Chairman Plante invited Thomas Luszcz to the table to speak. He has been approved by the Planning  
97 Board to be alternate Raymond representative on the Rockingham Planning Commission. Selectman Weldy motioned to  
98 allow Thomas Luszcz as a Raymond representative alternate to the Rockingham Planning Commission, seconded by

99 Selectman Campbell, motion carried 5-0-0. Keith Smith clarified that these are term seats. Selectman Weldy motioned to  
100 approve his alternate seat for two years. Motion carried 5-0-0.

101 **Solid Waste and Recycling Work Session:** David Fredrickson, DPW Director came forward to discuss the plan going  
102 forward for the SW&R/PAYT with Pinard Waste Systems. The Board received all documentation in their Board packets.  
103 The Waste Management contract for SW&R will end at the end of May 2022. We have a proposal from Pinard and there  
104 are several questions on how we get it to work. We have another carryover from Waste Management that is extreme  
105 and very costly to the town if we were to extend yet again. We also have the Pinard Waste proposal. My understanding  
106 from these meetings is that we are trying to go forward with a subscription-based program. In the proposal we were  
107 interested in is Option 3 and can that go forward. The Board members discuss the different options and pricing under  
108 the proposal. David stated what I am looking for from the Board is how do we get to this subscription-based proposal  
109 that Pinard is offering. Is it the wish of the Board to decide now, or kick it into next year in that case we would need to  
110 go with the extension that Waste Management is offering? Chairman Plante read a statement from Legal

111 State Law and your MSW Ordinance allow you to proceed with Option 3. There is a grey area about whether moving away  
112 from PAYT and going to a contracted fee-for-service requires Town Meeting approval. State Law indicates “legislative  
113 body” approval is required for a town to “contract . . . with owners or operators of solid waste disposal facilities for the  
114 disposal of solid waste” – which would impliedly include haulers. However, your MSW Ordinance, which was passed at  
115 Town Meeting, gives authority to the BOS and the Town Manager to contract for SW disposal and hauling. I read this to  
116 comply with the State law requiring Town Meeting vote. However, it is not 100% clear and so there is risk to proceeding  
117 with Pinard under Option #3 without a Town Meeting vote approving the contract. The risk is that a resident disputes the  
118 Town’s authority and take the Town to Court. If the Town loses, you’ll have to either hold a Special Town Meeting to  
119 approve the Pinard contract or breach the Pinard contract and wait for Town Meeting 2023. Also, even if no one  
120 challenges this, consider putting this new process on the Warrant for 2023 for the voters to approve to remove all risk.  
121 Further, if you contract with Pinard for longer than 1 year, that does need Town Meeting approval regardless. One way  
122 to address this is to do a 1-year contract with Pinard with an automatic 5-year (or however long) renewal dependent upon  
123 ratification by Town Meeting in 2023. Additionally, you cannot use Town funds to support this program without Town  
124 Meeting appropriation, unless it can fit under some existing line item. Although I do think you can presently use Fund 18  
125 for any Town administrative costs under this Option 3. Additionally, in order to contract with Pinard and remain compliant  
126 with your current MSW Ordinance, you have to be sure the contract with Pinard satisfies all the requirements, I’ve  
127 highlighted them for you in the attached. Your Ordinance interestingly says a MSW hauler or collector can either contract  
128 with the Town or get a license. This provides you even greater support that the contract with Pinard is permitted (at least  
129 according to your Ordinance). Still, I recommend following the licensing requirements as I’m not clear the ordinance  
130 intended that the license requirements could be ignored. So, we will treat “license” and “contract” as the same thing for  
131 purposes of the Pinard Option 3. Another issue is the fees which Pinard will charge to the resident customers. The state  
132 law requires that when the Town is charging the residents, the BOS must establish the fees, and this must be done via a  
133 public hearing process. The law does allow a town to “collect charges for solid waste disposal services in some other  
134 manner.” But here, it is Pinard that will be directly charging the customer, which isn’t expressly allowed but not disallowed  
135 either. Further, Pinard won’t know the fee until it knows how many customers it will have (and this will change over  
136 time). So, to be as transparent as possible and to track the state law, I recommend that the BOS hold the public hearing  
137 on the fee table and adopting that, explaining that Pinard will be charging these fees directly. And make sure the contract  
138 ensures that Pinard cannot deviate from that Table.

139 Notice of the public hearing at least 7 days prior to hearing

- 140 · Posted in 2 public places
- 141 · Posted in newspaper
- 142 · Notice must include the schedule of fees – let Pinard know this, they’ll want to know their fees are going to be  
143 publicly posted

144 The Board members continued to discuss the different options and proposed rates. Selectman Weldy asked if we have  
145 the number of households we currently have right now? David replied not for this meeting. Selectman Long stated that  
146 there are so many unknown variables in this situation I think a little more research needs to be put into it before we can  
147 decide – we need to get out of the trash business and privatize; option 3 I am worried that there are too many open  
148 variables right now we need solid numbers. Chairman Plante stated that the state law depicts that towns have to abide

149 by the state law with respect to trash removal. **See attachments, proposed price list and questions.** Selectman Weldy  
150 stated maybe get a public hearing and get the residents opinions would be a good idea. David Fredrickson stated that we  
151 are on time constraints and a transition period with Pinard and the Board should consider that as well. The company would  
152 have to populate their system, get all customers on board. Kevin Woods came forward and posed his questions and  
153 knowledge on the subject. He stated with regard to transparency Pinard has provided us with a chart broken down based  
154 on the number of subscribers as this right now is unknown or which subscribers will fall off over time. He explained the  
155 pricing chart again and questions posed to the vendor. He also stated that if we choose to extend the Waste Management  
156 contract beyond end of May, they will not pick up recycling. David Fredrickson stated that the urgency of this topic is very  
157 high we have to come together and get this done. Currently we are paying \$20,400 a month per truck to roll through town,  
158 then on top of that we are paying a tipping fee, the more bags collected the more it costs. The new number will be \$30,000  
159 a month for a single truck and \$70 - \$82 dollars a ton and we are currently paying \$76.00 for trash. The recycling  
160 components I can't give you exact numbers depends on the commodity market and no contaminates in the recyclables.  
161 In order for this to be completely self-funded as the transition occurs, the less bags you sell, theoretically the more bag  
162 prices need to increase to offset the costs. If you are going to change the fee structure, you will need to have a public  
163 hearing to changes fees. Selectman Campbell gave a scenario we could pay a guy \$30/hour to go down on a Saturday 8  
164 hours, 12,480 a year, a resident goes in with a yellow bag, go the dump but the bags would be cheaper because you are  
165 delivering it to the dump, and it would cover the costs of the guy doing it. Tipping fee would be cheaper than what we are  
166 being charged; so, if you sent this to Rochester. Kevin Woods asked for clarification from Selectman Campbell to eliminate  
167 curb side pickup. Yes, stated Selectman Campbell go back to the way it used to be. Kevin Woods asked if he factored in  
168 the cost to haul to Rochester and the tipping fee. Selectman Weldy stated the costs of the trucks to haul is very expensive  
169 and it will come with a cost. We need to get a public hearing and get public input and Pinard did give multi-year options  
170 so we do have a one-year option at this point it would get us through the deliberative any warrant articles that need to  
171 be written to cover us and get us to the following year 2023. Chairman Plante stated to get us to where we are now and  
172 get us out of the trash business is option 3 and if we could do a one-year contract. Kevin Woods stated that there is no  
173 one-year option in the contract proposed, it is a five-year contract, and the vendor gave costs for 5 years. So, you would  
174 have to contact Pinard and ask them if they would be willing to accept a one-year contract to work this out. I think the  
175 vendor is willing to work with us and I think it is in the proposal as well. Chairman Plante stated he would like us to  
176 approach Pinard Waste Systems to see if they would entertain a one-year contract to get us out of this situation. Selectman  
177 Weldy stated with the caveat with the wording that we will put it before the legislative body in the following year per RSA  
178 (the language from the town attorney) to get the 5-year contract. Kevin Woods stated there would be significant push  
179 back regarding no curbside pickup and what would the costs of the bags given the numbers David has and the numbers  
180 we have through history what does the costs of the bags have to be in order to be a self-funded program. Chairman Plante  
181 stated he would recommend a public hearing as soon as possible after we have these discussions with Pinard to ensure  
182 that this is viable. Selectman Weldy expressed bringing the representative in when we have the public hearing to answer  
183 questions and talk scenarios. Kevin Woods posed two questions, what do you expect the town administration role will be  
184 in this program. And would the town act as a go between to implement this program. Selectman Weldy motioned to have  
185 a public hearing on the Solid Waste Disposal posted as soon as possible in the newspaper and two public places, seconded  
186 by Vice Chair Hoelzel, motion carried 4-0-0. Chair stepped away from table- no vote.

#### 187 **Approval of Board Minutes:**

188 **2-28-22:** Vice Chair Hoelzel stated she had an amendment to the 2/28/22 Board minutes – she would like the conversation  
189 between Selectman Weldy, and the Executive recorded in the minutes; and move to table the minutes until the amended  
190 minutes are presented back to the board for final approval, seconded by Selectman Weldy, motion carried 5-0-0

191 **3-14-22:** Vice Chair Hoelzel moved to amend the Board minutes of 3/14/22 so that line 217 that I left the meeting and  
192 returned on line 269. Chairman Plante stated from line 16 – 38 to redact the full email, Selectman Weldy seconded, motion  
193 carried 5-0-0.

#### 194 **Other Business/Board Announcements:**

##### 195 **Board/Commission Vacancies:**

- 196 • Ethics- 2 open alternate positions
- 197 • Planning Board- 2 open alternate positions
- 198 • ZBA- 4 open alternate positions
- 199 • Cons Com- 1 full open position, 7 open alternate positions
- 200 • Historic District- 1 full open position, 3 open alternate positions
- 201 • Cable Committee- 1 open alternate positions

202 **Board Correspondence:**  
203 Land Use – Raymond Baptist Church, use of Town Common for pray vigil for Ukraine 7-8 p.m., Vice Chair Hoelzel motioned  
204 to approve the land use form for the Church, fees waived, seconded by Selectman Weldy, motion carried, 5-0-0.  
205 Chairman Plante stated that a resident dropped off a Ukrainian Flag to be flown in the Town. Selectman Weldy stated that  
206 he believed we would need permission from the State. Chairman Plante stated he has reservations as well and we all are  
207 in support for Ukraine and would like to look into it further.

208 **Citizens Questions and Comments:**  
209 Kera Clements representative of the 4<sup>th</sup> of July Committee asking for volunteers to help at the meetings and the day of the  
210 event. We are looking into also hosting some evening meetings to get more support. Looking for youth groups and school  
211 groups to come out and celebrate this event.

212 **Board of Selectmen’s Report:** Selectman Long, no comments, Selectman Weldy, no comments, Selectman Campbell gave  
213 an update on the Mega-X investigation- he has been looking through electronic files, still missing a lot of emails I have  
214 emails that are not on the flash drive given to me. Still looking through paperwork as well. One thing that came up that was  
215 very disturbing the two state representatives that were helping me do this investigation were asked not to do it anymore  
216 by a Board of Selectman member, that there is bad. Chairman Plante read the resignation letter from Deborah Intonti, last  
217 day will be 4/8/22.

218 Chairman read a letter from the Town Clerk to the Board regarding the 91-a request about the incomplete candidate sign  
219 up sheets for the ballot. Tina Thomas also commented on the letterhead as it has missing town clerk hours are not correct.  
220 Vice Chair Hoelzel, no comments.

221 **Nonpublic RSA 91-A:3,II Personnel:** Vice Chair motioned to go into nonpublic, seconded by Selectman Weldy, Board was  
222 polled, Long Y, Weldy, Y, Campbell, Y, Plante, Y, Hoelzel, Y.

223 The Board returned to state the nonpublic minutes were sealed until March 28, 2025.

224 **Adjournment** meeting adjourned at 8:32 p.m. Minutes documented via recorded session on RCTV.

225  
226 **Attachments**  
227 **Pinard Waste Proposal & Price List**



# PINARD WASTE SYSTEMS

commercial • industrial • residential • institutional • municipal



*Solid Waste Collection & Transportation  
Proposal for Town of Raymond, NH*



PO Box 5048  
Manchester, NH 03108  
ph: (603) 623-7933  
NH: (800) 675-7933  
fax: (603) 623-7960  
[www.PinardWaste.com](http://www.PinardWaste.com)

November 10, 2021  
Town of Raymond New Hampshire  
Office of the Town Manager  
4 Epping Street  
Raymond, New Hampshire 03077

## Solid Waste Collection & Disposal Proposal for Raymond, NH

Dear Town Officials,

Thank you for furnishing our firm with the opportunity to respond to your invitation to bid on Solid Waste Handling Services within the Town of Raymond. We have serviced the Town favorably in past years and are hoping to do so again in the coming years.

We have carefully reviewed your Request and are completely familiar with all aspects of the RFQP, as well as the tasks involved, and are capable and willing to fulfill your needs in the manner described.

We have enclosed several municipal references along with this response, and hope our past services to the Town will be considered as well.

I am available at anytime to answer questions and would welcome the opportunity to meet with designated Town officials in order to further discuss our proposal and better acquaint you with our company.

Respectfully yours,

Anthony Belanger  
Vice President - Sales  
Pinard Waste Systems, Inc.



## QUALIFICATIONS

*Pinard Waste Systems, Inc. originated in 1963 as a one-truck operation serving Manchester's Mill Yard District, and today is deemed the largest independently owned carrier in the State of New Hampshire.*



- Pinard Waste Systems, Inc employs high caliber individuals, the majority of which have amassed a wealth of industry experience. Numerous members of our staff are certified by the State of New Hampshire Department of Environmental Services in the operations involved in the collection and disposal of solid waste.
- Our Drivers are courteous and productive, and are trained to conduct all operations in a safe and prudent manner.
- Pinard operates a fleet of late-model, radio-dispatched trucks throughout Central and Southeastern New Hampshire.
- Additionally, Pinard maintains an excess capacity of personnel and equipment in order to continuously fulfill our service commitments throughout periods of inclement weather, equipment failures, illness, etc.
- Our gross receipts are in excess of twenty four million dollars annually.
- Pinard Waste Systems, Inc is an active member of the New Hampshire Motor Transport Association, as well as the New Hampshire Resource Recovery Association. Memberships in these organizations assist us in keeping abreast of technological and regulatory changes within an industry experiencing constant changes.
- Pinard Waste Systems maintains an excellent credit rating, and an outstanding relationship with our financial institution.
- In the event Pinard Waste Systems is awarded the contract with the Town of Raymond, the following personnel will be responsible for providing the services:
  - Tony Belanger - Vice President Sales - 603-765-7152 - [tbelanger@pinardwaste.com](mailto:tbelanger@pinardwaste.com)  
Primary contact for all contract and resolution issues.
  - Mike Donovan - Operations Manager - 603-722-1105 [mdonovan@pinardwaste.com](mailto:mdonovan@pinardwaste.com)  
Responsible for oversight of all daily operations.
  - Ben Goldstein - Residential Dispatcher - 603-722-1108 [bgoldstein@pinardwaste.com](mailto:bgoldstein@pinardwaste.com)  
Primary contact for day to day performance. Responsible for oversight of all Residential routes.



# Town of Raymond NH - RFPQ

## Option 1

Curbside Collection of Household Trash and Recycling. Continuation of the current "Pay As You Throw" program.

If the Town chooses to continue using this option, Pinard will perform the services in the same manner as the current provider so as to present a seamless transition in the eyes of the residents and Town officials.

We will perform these services utilizing 2 rear loading waste packers, one for each stream of waste.

If awarded the contract Pinard will provide the following services for the Town.

- 1) Create and maintain an annual program guide fully describing the program and relaying any changes throughout the contract period. The program guide will be published on Pinard's website and provided to the Town to upload to their website.
- 2) Develop a non-collection & warning sticker that augments the Town's program and educates the residents.
- 3) Provide monthly performance and volume reports to designated Town officials.
- 4) Attend any meetings or events as requested by Town officials.
- 5) Provide Recycling educational materials to residents, institutions, and organizations as needed.

Included with this option we have also provided a pricing option to perform services over a five-day work week. This option is a lower cost alternative as it reduces or eliminates overtime wages and allows more time each day to offset any potential delays such as inclement weather, traffic conditions, and mechanical issues.

# Town of Raymond NH - RFPQ

## Option 2

### Curbside Collection of Household Trash [Recycling eliminated curbside]. Continuation of the current "Pay As You Throw" - program without Recycling.

If the Town chooses this option, Pinard will perform the services in the same manner as the current provider so as to present a seamless transition in the eyes of the residents and Town officials.

We will perform these services utilizing 1 rear loading waste packer.

If awarded the contract Pinard will provide the following services for the Town.

- 1) Create and maintain an annual program guide fully describing the program and relaying any changes throughout the contract period. The program guide will be published on Pinard's website and provided to the Town to upload to their website.
- 2) Develop a non-collection & warning sticker that augments the Town's program and educates the residents.
- 3) Provide monthly performance and volume reports to designated Town officials.
- 4) Attend any meetings or events as requested by Town officials.

Included with this option we have also provided a pricing option to perform services over a five day work week. This option is a lower cost alternative as it reduces or eliminates overtime wages and allows more time each day to offset any potential delays such as inclement weather, traffic conditions and mechanical issues.

# Town of Raymond NH - RFPQ

## Option 3

Curbside Collection of Household Trash and Recycling via individual subscription

This is a modified program that eliminated the sale and use of special Raymond Trash Bags and would envision the Service Provider engaging with each household as an individual customer under a subscription program.

*Program Structure:*

The Town would contract with a specific vendor to provide the curbside collection and disposal, but the Service Provider would contract directly with residents. The Service Provider would be paid for service by collecting payment from each property served. The Town would not be involved in the administration, billing and/or collection of payment for services rendered.

Policing of unacceptable recyclables is performed curbside by service provider in a manner determined by the service provider.

If the Town chooses this service we will perform these services utilizing our current subscription vehicles that already provide these services to surrounding Towns.

If awarded the contract Pinard will provide the following services for the Town.

- 1) Create and maintain an annual program guide fully describing the program and relaying any changes throughout the contract period. The program guide will be published on Pinard's website under a separate "Raymond Subscription" tab. If the Town wishes to host this publication we will provide it to them upon request.
  
- 2) Provide annual sales reports documenting how many accounts we serviced to designated Town officials.

This option is difficult to price as we cannot predict participation and density of route structure, As a result, we have provided a segmented pricing structure based on actual participation levels. We have offered a starting rate based on 50% participation and would announce price increases or decreases upon each year's anniversary.

# Town of Raymond NH - RFPQ

## Option 4

### Private Residential Contracts

Individually defined Collection and Disposal Services via individual subscription.

#### *Program Structure:*

The Town would license Service Providers to operate within the Town for residential collection. The hauler(s) would contract directly with residents for collection and disposal services. Under this program, the Town may authorize several Service Providers to operate within the Town and provide competitive pricing and a variety of subscription-based services.

If the Town chooses this service we will perform these services utilizing our current subscription vehicles that already provide these services to surrounding Towns.

If awarded the contract Pinard will offer our subscription services at the rates provided on the response sheet.



Pinard has states it will take about 4-5 weeks to populate there data base with new customers and organize routes

Town of Raymond will need 3-4 weeks of time for public notification, Website, lawn signs, Channel 22, Face Book, Select Board conversation each meeting.

Pinard has agreed to hold median pricing for first year to establish customer base and adjust annually based on participation, approximately \$33.00/ month first year.



## Town Of Raymond Pinard RFP Option 3 Questions

1. Please confirm that subscribers can chose MSW only or MSW and Recycling.
2. How many trucks will be used to service Raymond subscribers?
3. What days of the week will there be collections?
4. What holidays do Pinard observe resulting in a delay of curbside pickup?
5. Initially will subscribers be using their own bags for trash?
6. How many bags of trash are allowed per week?
7. What is the maximum allowable weight of each bag?
8. Can trash be put into a trash barrel unbagged?
9. If yes what is the maximum allowable weight for the barrel?
10. How long before you would anticipate moving to toters for trash?
11. What would the cost of toters for trash be to subscribers?
12. How is recycling put out? (Bins/Bags? Other?)
13. Can subscribers use a large plastic trash barrel for recyclables?
14. What is the maximum allowable weight of each recycling bin?
15. Is putting out a trash bag (or toter) required for recycling to be picked up?
16. How will you know if a house is a subscriber or not?
17. Is a subscriber's trash or recycling is not picked up, who can they call?
18. If a container is overweight or incorrect, how will you notify the subscriber?
19. Would you be able to offer a bulky waste day to subscribers at an additional fee?
20. What can subscribers' access via your web site? i.e. Billing history, bill pay, request for other services.
21. Can Pinard offer an annual hazardous waste collection day to the town (additional costs apply)
22. Will Pinard produce and distribute a guide like the town of Bow?

23. What if any, would be charges billed to the Town?
24. Are there any additional charges for subscribers (not including additional services)?
25. How will you communicate with subscribers regarding an interruption in service? (i.e. truck breakdown, road closure, power lines down)
26. How soon would you estimate it will be before you are ready to take on subscribers?
27. How soon would you estimate that you could begin services in Raymond?
28. What role(s) do you see the town having in this program?
29. What are you expecting from the town administration?
30. How often would you like to see this program re-evaluated?

**Town of Raymond Board of Selectman Meeting  
Draft Minutes  
March 14, 2022 6:30 p.m.  
Raymond High School Media Center**

**AMENDED MINUTES – BOARD VOTED TO REDACT LINES 16 – 38 – RESIDENT EMAIL REPLACED WITH CONVERSATION BETWEEN RESIDENT AND BOARD CHAIR; FIXED LINE 217 AND LINE 269**

**Attendees:**

George Plante, Chair  
Kathleen Hoelzel, Vice Chair  
D. Scott Campbell, Selectman  
William Weldy, Selectman  
Christopher Long, Selectman

**Staff:**

Deborah Intonti, Exec. Asst.

Public Meeting Opened at 6:31 p.m.

Pledge was recited.

Moment of Silence: Robert W. Cheney, Lawrence J. Dumont

Public Comment opened at 6:36 p.m.

**Tina Thomas:** asked the Board about the moment of silence portion of the meeting and why are the names printed on the agendas not reflected in the minutes. Concerned about the minutes not being correct and matching the agenda. Board Chair stated that it can be reflected in future minutes to list the names. This next item, I don't know if I have to go to superior court or you guys need to go to superior court; I requested a right to know request sent to town clerk last week; to have electronic copies of the town candidate's registration forms for the 21 people that registered to have their names printed on the March 8<sup>th</sup> ballot. After further reviewing those documents yesterday I found several issues. I would like to know how it is that a person can sign up as a candidate for an elected office and not write in the position that they are signing up for. Further how does the town clerk know where to put that candidate on the ballot. She shared some examples of a ballot to show to the Board members the missing information (names). I think we have a problem here, because if these are the candidates' registrations who assumed what position they were running for?

Who allowed this to happen?

Why wasn't this information triple checked prior to printing the ballots?

How are you going to deal with it?

When are you going to deal with it?

What policies and procedures will be put into place to ensure that this never happens again?

In a minute, you will all get copies of what I have. I do want an answer as to whether I need to go to superior court. Chairman Plante stated that you will not get an answer tonight. Tina Thomas replied so I guess you guys cannot go forward with your ballot because this is an issue. Chairman Plante stated that is why we are here. I stated that if anyone had any other issues other than the public hearing. Tina Thomas stated she was confused; this has nothing to do with the public meeting. Chairman Plante stated it would fall under the warrant articles to be ratified am I wrong? Tina Thomas stated that this is a completely different thing, but I will sit back and wait.

**Trisha Bridgeo:** brought up Rockingham Planning Commission is currently having all of their workforce housing meetings that have started to take place. They have a workforce housing survey that they want our town to fill out and the citizen of the town – how do we want to handle getting this completed and having the discussion about this. They did mention that Raymond didn't have some the necessary infrastructure for workforce housing but even the definition of workforce housing I think we should get together to talk about it. Does it need to go on a future agenda, or do you want me to send when they want the survey completed by? This is all planning commissions within the State and the State is working on it

43 as well. Selectman Weldy suggested to put the link on the town's website. Chairman Plante stated also mentioning it at  
44 the planning board meetings as well.

45 **Paul McCoy:** wants to get a building permit on Long Hill/Audette Road best place for the driveway is Audette Road looking  
46 for a waiver of liability from the town. Chairman Plante asked if he had gone before the Planning Board? Mr. McCoy stated  
47 the planning board is not involved with it as the Board of Selectmen make these decisions. Because you are coming  
48 forward under public comment, we need to get you on a future agenda so the Board can see all the documents you have  
49 in order for us to make a decision. Selectman Weldy stated going before the zoning board and have them make a  
50 recommendation to the Board of Selectmen.

51 Public Comment Closed at 6:45p.m.

52 **Chair opened public hearing at 6:46 p.m.**

53 The Raymond Board of Selectmen will hold a Public Hearing on Monday, March 14, 2022, beginning at 6:30 pm  
54 at the Raymond High School Media Center, 45 Harriman Hill Road, Raymond NH. This public hearing is for the purpose of  
55 explanation and discussion for a special town meeting for voting on one warrant article to cure a procedural noticing  
56 defect to ratify the results of the March 8, 2022, annual meeting under RSA 31:5-b, II (a). See warrant article below. *To*  
57 *see if the Town will vote to ratify the results of the March 8, 2022, annual meeting pursuant to RSA 40:16 and RSA 31:5-*  
58 *b,II to cure the procedural defect that the warrant posting timeframe requirements were not met.* Interested persons are  
59 invited to attend and comment on these proposed items. Anyone wishing to submit written comments prior to the hearing  
60 should address them to the Raymond Board of Selectmen, 4 Epping Street, Raymond, New Hampshire 03077, or email the  
61 Board of Selectmen's office at the Town Hall on or before Friday, March 11, 2022, by 4:00 p.m.

62 **Wayne Welch, Town Moderator:** came forward to explain the process for the special meeting. The town missed the  
63 warrant posting deadline by one day due to late submission of approved warrant back to the town in a timely manner.  
64 Because of that, the warrant was not posted until 2/1/22. To cure the defect, we had our town voting on March 8, 2022,  
65 but we now have to have a special meeting which is scheduled for 4/2/22. The special meeting may take place not less  
66 than 21 calendar days after the 2nd session (March 8th). The special meeting is scheduled for Saturday, April 2, 2022, at  
67 Raymond High School Café beginning at 10AM. The Board of Selectmen were required to have a public hearing posted 7  
68 days prior to this public hearing (tonight) to explain the process to the public and allow for any resident questions and  
69 concerns to be answered. This will be a traditional-style meeting, to ratify all Warrant Articles. Warrant Article #26 Storm  
70 Water Planning CWSRF Loan needs a 3/5 vote. We strongly encourage all residents to attend! It will be a ballot vote at the  
71 meeting, this 1 warrant article will be a ballot vote and will be kept with the supervisors of the check list and the meeting  
72 needs to stay open for at least 1 hour. The Supervisors of the Checklist will have their session to accept new voters, or  
73 make corrections to the checklist on March 26, 2022, from 12 noon – 12:30 at the Raymond Town Hall. Deliberations can  
74 happen before the ballot vote. No amendments are allowed. If a 3/5 vote, all warrant articles pass including Warrant  
75 Article #26 Storm Water Planning CWSRF Loan. If we only get a majority vote, all but the bond warrant article passes.  
76 Tonight, after we close the public hearing, the board will vote to approve this warrant article, read above, and the Board  
77 will need to sign, date and post with all warrant articles. This 1 warrant article needs to be placed in the newspaper 14  
78 days prior to the special meeting (by March 17) and will be posted at town hall, the polling place and on the town website.  
79 If the votes do not pass, we will have to go before the superior court.

80 **Tina Thomas:** pointed out that her questions still were not addressed from her public comment. Chairman Plante stated  
81 he will look into it and does not have answers for her this evening. He will try to have an answer to her by Saturday.

82 **Public Hearing closed at 6:55 p.m.**

83 **Agenda:**

84 **Renewal Agreement – Division of Forest and Lands:** Paul Hammond came forward to discuss and get approved by the  
85 board for the Forest Fire Protection Bureau, Federal Excess Property Cooperative Agreement. This agreement between  
86 the Director of Division of Forests and Lands, Department of Natural and Cultural Resources acting on behalf of the State  
87 of NH and the Selectmen of the Town of Raymond for a consideration of the loan by the State of NH to the Town of  
88 Raymond the 1976 AMBN M35A2, serial number 76K3906211441, AG# AG0001683600 and 1979 AMGN M813 Serial  
89 number USAF79K90022511353, AG # AG0001678655. By signing, the town agrees to accept the vehicles in their existing  
90 condition, make repairs as needed, install equipment for its use as a forest fire control unit. We have two units one is a  
91 1976 and one is a 1979. Tonight, we are asking the Board to sign both agreements for each truck to accept the agreements.  
92 Vice Chair Hoelzel motioned to authorize and accept the Federal Excess Property Cooperative Agreements for the Forest  
93 Fire Protection Bureau agreements to be signed, seconded by Selectman Weldy, Motion carried 5-0-0.

94 **Land Use Form for Approval:** New Hampshire Fish and Game is asking for the use of Torrent Hall for their annual ATV  
95 class for children 12 and older on April 23<sup>rd</sup> 7:45AM – 3:30PM. They are asking to have the fees waived. Selectman Weldy

96 motioned to approve the New Hampshire Fish and Game for their ATV class for children and further to waive said fees for  
97 the use of Torrent Hall on April 23rd, seconded by Selectman Long, Motion carried 5-0-0.

98 **Acceptance of Funds: Fire Department** – received a gift certificate from a resident (Hawkins family), for GMS Pizza in the  
99 amount of \$100.00. Vice Chair Hoelzel motioned to allow the Fire Department to accept the gift certificate in the amount  
100 of \$100.00 for the Fire Department, seconded by Selectman Weldy, Motion carried 5-0-0.

101 **Personnel Policy – Board of Selectmen Work Session:** Selectman Campbell asked if we had an official work session on this  
102 topic, dedicated just to this topic. He stated that the Board needs to open the book up look at all the changes made from  
103 2016 that were not authorized by the Board of Selectmen in their yearly authorization for changes. We are not talking  
104 about just one section; we need to go back 6 years because that is the law. Ms. Intonti stated that there seems to be some  
105 confusion as to what the board wanted. She stated that the Board requested hard copies of the personnel policy which  
106 you all have had for the past month and Selectman Campbell wanted a stand-alone work session dedicated just to the  
107 personnel policy, he reiterated that he wanted a stand alone meeting and not make it part of any other meeting so that  
108 the Board was only focusing on the personnel policy. Selectman Campbell asked why the Town is continuing with  
109 SchoolCare when the SAU dropped from School Care due to the high rates. Ms. Intonti stated that the SAU and the Town  
110 are two different entities, and she was not aware that they dropped from the School Care entity. Selectman Campbell  
111 asked if we sent out bids on our healthcare as we are supposed to put everything out to bid. Ms. Intonti stated that School  
112 Care was in place since before her tenure and she could not answer his question as it would be under the Town Manager  
113 to answer those questions. Selectman Weldy motioned to table the personnel policy work session until further dates  
114 stated, Selectman Campbell amended Selectman Weldy’s statement to add when we do bring it back before the Board,  
115 make it a “stand alone” meeting; seconded by Selectman Weldy, motion carried 5-0-0.

116 **Board Vote: To Release “Privileged & Confidential” Emails from Attorney RE: Board Investigation:** due to the Board  
117 investigation motion on 2-28-22 regarding Mega-X the Board was counselled to vote to release privileged and confidential  
118 emails from the attorney with regard to Mega-X. Vice Chair Hoelzel stated that she would like the opportunity to review  
119 the contents of the emails submitted prior to approval of release. Selectman Campbell stated that these emails should be  
120 public knowledge to the residents because they are “footing the bill” it is not personnel, and this has to do with one  
121 specific project that the town is engaged in. Selectman Campbell stated he did not make any calls so anything that is on  
122 there is don’t care if the townspeople see it because they should. Selectman Weldy motioned to release the Privileged &  
123 Confidential” Emails from Attorney RE: Board Investigation regarding Mega-X, seconded by Selectman Campbell,  
124 Chairman Plante recused himself; Vice Chair Hoelzel, voted opposed, motion carried 3-1-1. Ms. Intonti asked when the  
125 “team” would be returning to continue the investigation; Selectman Campbell stated it has been so crazy lately; he stated  
126 that he would bring up his information under the Board of Selectman report later in the meeting.

127 **CRF Request: Repair of Old Firehouse Alarm System**

128 Chief Hammond commented that is a replacement of the control panel on the old firehouse (torrent hall) to keep them  
129 online. Chief Hammond explained that the old fire station does not have a system in it, and it all connects into one main  
130 panel that is in the town hall. To reiterate, there is no alarm system in that old fire station. Selectman Campbell asked how  
131 long have we been without this system? Chief Hammond stated that an actual alarm panel never existed. Selectman  
132 Campbell stated that if we have lived without it doesn’t mean we don’t need it, but there are grants coming our way that  
133 could possibly pay for this then it is not on the backs of the taxpayers. He stated that he wanted to speak on a couple of  
134 grants that he found later in the meeting, and he is going to bring some of the grant writers with him and we will sit down  
135 and go over this because it is all free money not tied into anything and we could probably get this taken care of. Chairman  
136 Plante stated that he didn’t think that it was that vulnerable but there are some vital stuff that is stored in that building.  
137 There are employees that are housed in that building that having no system is a safety issue as well. Selectman Long stated  
138 that it is better to have it and not need it than to not have it and need it. He further stated that the building is a historical  
139 building and that building holds a lot of documents. He agreed that the grant ideas were good as well. Selectman Campbell  
140 stated that he hates to hold off; a resident stated Department of Labor (DOL) issues as well as the town has employees  
141 working in that building. Selectman Campbell stated that it does not affect the DOL but again is was pointed out that the  
142 town has offices in that building which house employees. Selectman Campbell stated that if someone is working in the  
143 building and there is a fire, that the employees will know about it right away as it is common sense; he further stated that  
144 there should be 4 heat detectors as that is code; so, the DOL would not touch on that. Chief Hammond stated that heat  
145 detectors are not life safety. Selectman Weldy stated that this is similar to the grants we were hoping to come forward  
146 when we did our body cameras for the police department; we ended up paying for them and over a year later the grants  
147 became available. God help us if something happens at the old torrent hall, and we are not properly covered, and someone  
148 says you did not have the safety measures in place. I am in favor of it I would rather pay for it now then pay for it later.

149 Selectman Campbell stated that if there were no smoke detectors in the building that should have been addressed a long  
150 time ago. Selectman Weldy motioned to authorize the expenditure from the CRF for the update and the repairs of the old  
151 fire house alarm system in the amount of \$4,600 (Alarms Systems Plus), seconded by Selectman Long, motion carried 5-  
152 0-0.

153 Approval of Board Minutes of 2-28-22: Vice Chair Hoelzel motioned to table these minutes to the next board meeting,  
154 seconded by Selectman Weldy, motion carried 5-0-0.

155 **Board Announcements:**

156 **4<sup>th</sup> of July Committee** needs volunteers, next meeting is 3/24/22 @ 11:00AM at Torrent Hall. Selectman Weldy asked who  
157 Chair of that Committee was – Sharon Baker/Finance is the Chair. He suggested that having some night meetings so others  
158 who work can participate would be beneficial if the committee could make that happen, he was reassured that we may  
159 get more volunteers to help. The committee is made up of all staff and could there be a secondary committee who could  
160 meet in the evenings to also help.

161 **Donated Funds to the Town:** this donation is in the amount of \$75.00 . It was recommended by the bank that these  
162 checks sent to a former employee who we have tried on several occasions to stop payment and send again only to find  
163 that the checks are not cashed. Rather than keep re-issuing checks, we are donating these funds to the town. Chairman  
164 Plante motioned to accept the donated funds back to the town in the amount of \$75.00 from Recreation outstanding  
165 checks never cashed, seconded by Vice Chairman Hoelzel, motion carried 5-0-0. A resident ( Tina Thomas asked that the  
166 name be read into the minutes). Selectman Weldy amended the motion to include the name of Christine Coakely  
167 seconded again by Vice Chair Hoelzel, motion carried 5-0-0.

168 **Open board/committee seats:** Chairman Plante continued to read announcements – open board/committee seats will be  
169 announced at the next meeting as the information was not available in time for this meeting.

170 **Intent to Cut:** Selectman Weldy made a motion to sign the intent to cut, 10 acres for Severino Trucking Map 28 seconded  
171 by Chairman Plante, Motion carried 3-2.

172 **Warrant Article for Special meeting** – It was brought forward by Executive Assistant as the Board needs to sign in two  
173 places and has been instructed to post tomorrow at polling places along with all warrant articles. These warrants will be  
174 posted through April 2, 2022. All Board members signed.

175 **Land Use:** was done earlier in the meeting with Fire Chief.

176 **Eversource Abatement Letter of Intent** – sent up to G Sansoucy’s office for review

177 **Resident emails to BOS** – given to the Board from Kevin Woods.

178 **Correspondence: Letter from Town of Pittsfield:** Selectman Weldy read the letter regarding that Town and a public  
179 hearing to be held on Thursday March 10, 2022.

180 **Cemetery Deeds** – Board signed

181 **Raymond Ambulance Fee Schedule** – given to the Board for their review. Attached to minutes.

182 **Citizen Questions/Answer Comments: Opened at 7:43 p.m.** Mr. Woods came forward to clarify and make comments to  
183 the Board. Asked for the Board to relook at the Bean Tavern Charter and update if the Bean Tavern Committee plans on  
184 moving forward. There is an end date of August 1<sup>st</sup>. The committee is still in existence, but they have not met since August.  
185 Also, to place open board and committee openings on the agenda so residents will know what position are open.  
186 Selectman Weldy stated that at a prior meeting that these boards/committees that are reporting to the Board and giving  
187 updates, that they be put on the agenda rather than only giving them the 3-minute window to cover important  
188 information. But there was a miscommunication, Kevin Woods was looking to have open positions posted on the agendas,  
189 not being put on a future agenda. Ms. Intonti clarified. Kevin Woods read his letters to the Board into public record. And  
190 read the openings. Ms. Intonti will confirm with Town Clerk and put that information on future agendas. Selectman Long  
191 motioned that the Board attach the openings of other town boards to the minutes more consistently, seconded by  
192 Selectman Weldy, Motion Carried 5-0-0.

193 Carlos Maldonado came forward asking about Mega-X Board investigation as he saw on Facebook that the Board  
194 investigation had started. What costs are associated with that investigation and how will that be incurred by the residents  
195 of Raymond. Selectman Campbell commented that he will address that under the Board of Selectmen Reports.

196 **Town Manager’s Report:** Selectman Campbell asked the Board Chair and HR if the Town Manager’s job and the Planner  
197 position been posted? Chairman Plante stated that it cannot happen until after the ratification of the 3/8/22 vote which  
198 will be April 2, 2022, special meeting. Selectman Campbell motioned that he wants a committee together for the hiring  
199 process for the Town Manager position with townspeople and Board of Selectmen, seconded by Selectman Weldy, Motion  
200 Carried 4 affirmative unclear if 1 opposed. It was questioned if there should be a committee put together for the Planner  
201 position as well. The planner would be hired by the Town Manager, but Selectman Weldy stated that if we wait if could

202 be another 60 days. Currently the Town has a contract with RPC for a “planner” , Ms. Intonti asked for direction moving  
203 forward from the Board. Ms. Intonti stated that the Town Manager position is and has been running on the town webpage  
204 as I have not been told otherwise to take it down, so now we have candidates who applied ages ago are we starting all  
205 over and advertising and incorporating those candidates as well? Selectman Campbell stated we would start all over but  
206 send an email to those who applied previously and ask them if they are still interested. She asked for advisement once the  
207 Board has decided. Those applicants were emailed per the Board direction to let them know of the WA posting and some  
208 replied that they were still interested after March 8<sup>th</sup> vote, do I reach out again to let them know about the April 2 vote.  
209 Yes. Ms. Intonti will do tomorrow.

210 **Board of Selectmen’s Report:** Selectman Long, no comments, Selectman Weldy no comments, Selectman Campbell  
211 invited Mr. Maldonado back up to the table to answer his questions. He again asked what the costs associated with this  
212 would be for the residents and what does “full investigation” mean? Selectmen Campbell stated that he was the guy that  
213 got roped in to do the investigation, he stated there were also two state representatives assisting him and all three of us  
214 looked through the files. We pulled all the way back from 2017 original location on Lane Road and tried to follow it all the  
215 way forward until we got to up on Old Manchester Road. There are things in there that we have not found we are awaiting  
216 release of privileged and confidential emails to be released from legal counsel; the costs the town pays me \$115 a month  
217 and you will get a check just like that. Mr. Maldonado stated so you are doing the investigation, “yes” replied Selectman  
218 Campbell along with the state representatives and actually had others that were on the former budget committee  
219 members come down and help us like a fact-finding mission. Out of the things that we found, there is definitely clear (Vice  
220 Chair Hoelzel removed herself from the Board table) documentation that said and I will quote; this is from the technical  
221 review committee in 2019 and I would love to put this information out there I just don’t know where to put it; all uppercase  
222 “GASOLINE STATION AND CONVENIENCE CENTER (retail motor, fuel, outlet convenience store, doughnut shop and quick  
223 serve restaurant) it states that there is an application for conditional use permit as this development will impact ground  
224 water protection zone.” So, I have heard people say we didn’t know anything about it, I have probably 7 of these with a  
225 reference that state it will impact ground water; I don’t know how much more clear it has to be but that is pretty  
226 significant. Now the one thing that I have reach out and have not received yet is blasting. Its 2000 ft., I was told 150 ft that  
227 is not what the state wants; they want 2000 ft; they want a test well to be monitored pre and post each time; I don’t know  
228 if there is a test well, I don’t know where the documentation is for these pre and post blasts. No one seems to know. He  
229 cannot find anything about abutters being notified within the 2000 ft and have their wells been tested. I have reached out  
230 to head departments they do not have any documentation; that there leads me to say “why?” DES wanted this and put  
231 this forth into this. I do have documentation, just not sure where to post it. Vice Chair Hoelzel, stated she was removing  
232 herself from the table at 8:06 p.m. Mr. Maldonado stated putting the information on the same page that you put out the  
233 announcement would be good; Selectman Campbell stated he could do that. Every time we start to push forward on this  
234 it got stonewalled and we couldn’t get anywhere, that is why we voted to do it ourselves. Every time someone did a 91-  
235 A requests we couldn’t get that information, so enough is enough we are going to go and do it. Bond. We don’t even have  
236 a bond. They started off with one for Lane Road, then it was moved down to Old Manchester Road; I cannot find a bond.  
237 I took pictures of a lot of the documentation so if anyone asks I can go back and read some of the information I have. Mr.  
238 Maldonado asked if he did this kind of work for a living? It is not a hobby and pretty clear once you start looking at the  
239 documentation. Mr. Maldonado stated that anything that you have found you could have found several years ago?  
240 Selectman Campbell replied probably if I had known it was there. Me I don’t have a problem with the truck stop going in  
241 until I found out where it is sitting that’s when I said that is not good; we are going to end up in a lawsuit. You have  
242 contamination, you will have a big lawsuit and it would spread right down the Lamprey River that is a protected river  
243 another documentation said a ¼ mile to any protected rivers I don’t think it is even an 1/8 of a mile to the river from that  
244 location. All the documents I find are a dead end, how come someone didn’t do this; there are people who were paid to  
245 do this where were they? I am willing to do it like you I have kids and that ground water is very important to our kids and  
246 grandkids. It is the lifeblood of the community; you don’t have water you don’t have nothing and that is an aquifer. That  
247 is why we chose to look into it; it took a long time to make headway and get it going, you are welcome to come down and  
248 look through it if you want to. When I get the legal emails that we were talking about earlier we will start looking through  
249 that. Mr. Maldonado said thank you and wanted to just get an update. I was told there were no inspections done on the  
250 tanks, they are supposed to have the base looked into; I talked to Bob at NHDES and who stated that they will go down  
251 and take a look, but they are already backfilled, how can you do the inspection? He was shocked that it was done. I haven’t  
252 found it yet, but our engineers wanted 3-liner tanks for some reason they went with 2-liner I am still looking into that.  
253 Feel free to reach out to me, there is a lot that I am reading, and I am not an engineer, but I have been in construction I  
254 have some sense on how things are supposed to be rolled out.

255 Tim Cahill came up and asked a question of Selectman Campbell: you said the lamprey river is federally protected river if  
256 so does that mean that the town would be liable if we allowed and approved a project that caused a leak. Selectman  
257 Campbell stated he was not sure I thought worst case scenario if they go forward with it and how I see things; the insurance  
258 risk should go along with the insurance policy. Tim Cahill stated that the Lamprey is also part of the Great Bay Watershed  
259 are all the towns downriver from us are we liable if their water is contaminated from this project? Selectman Campbell  
260 stated there is a great possibility of that.

261 Ms. Intonti asked if they were completed with their investigation, Selectman Campbell stated the documents that were  
262 flagged for copies and the flash drive with all the electronic documents will suffice. We have enough to proceed, and it  
263 can be buttoned up. He gave her a flash drive – it was too small to hold all items needed. He will bring back another one.  
264 Chairman Plante stated that the Board was advised to not have these types of conversation regarding planning project  
265 meetings.

266 Selectman Weldy motioned the following:

267 NONPUBLIC RSA 91-a:3,II (c ) REPUTATION

268 NONPUBLIC RSA 91-a:3,II (a ) PERSONNEL

269 NONPUBLIC RSA 91-a:3,II (d ) PROPERTY/REAL ESTATE

270 Seconded by Selectman Campbell, Board polled, Weldy, Yes, Long, Yes, Plante, Y and Campbell Yes, motion carried 4-0-0.

271 **(Vice Chair Hoelzel returned to Board table)**

272 Nonpublic began at 8:18 p.m.

273 Board came out of Nonpublic at 8:40 p.m. to announce the following:

274 12/16/2019 -Nonpublic minutes – re-seal until 3/14/2025

275 04/03/2018 -Nonpublic minutes – un-seal

276 04/26/2018 -Nonpublic minutes – un-seal

277 07/02/2018 -Nonpublic minutes – un-seal

278 07/30/2018 - Nonpublic minutes – un-seal

279 07/20/2015 - Nonpublic minutes – un-seal

280 04/26/2018 - Nonpublic minutes – un-seal

281 10/29/2018 - Nonpublic minutes – un-seal

282 06/11/2018- Nonpublic minutes – un-seal

283 07/19/2019 – Nonpublic minutes – re-seal 3/14/2025

284 07/15/2019 – Nonpublic minutes – re-seal 3/14/2025

285 06/05/2017 – Nonpublic minutes – un-seal

286 08/27/2018 – Nonpublic minutes – un-seal

287 07/30/2018 – Nonpublic minutes – un-seal

288 07/19/2019 – Nonpublic minutes – re-seal 3/14/2025

289 07/02/2018 – Nonpublic minutes – un-seal

290 02/25/2019 – Nonpublic minutes – un-seal

291

292 Adjournment meeting adjourned at 8:41 p.m. Minutes recorded by Deborah Intonti

293

294 Attachment

295 Raymond Ambulance Fee Schedule