



Raymond Select Board Meeting
May 20, 2024
Raymond High School
45 Harriman Hill Rd
6:00 p.m.

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.

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF SILENCE
4. OPEN PUBLIC COMMENT – 15 Minutes
5. TO APPEAR BEFORE THE BOARD
 1. CRF Request – Well #3 Cleaning (Stacey Grella & Scott Keddy)
6. BOS REVIEW, APPROVAL/ACCEPTANCE
 1. Raffle Permit (American Legion – Auxiliary Unit 90)
 2. Cemetery Deed (Stephen F. Frappier)
 3. CIP Committee Appointments
 4. Property Tax Warrant & Certification of Yield Taxes Assessed
 5. CRF Request – Water Tower Rehab
7. BOS MEMBER UPDATES/COMMITTEE REPORTS
 1. Update from TM: MS-232
8. BOS UPDATES FROM WORKING SESSION
 1. March 13th, 2024 – Topics of Discussion:
 - a. Rules of Procedure
 - b. Permanent File
 - c. E360
9. NEW BUSINESS
 1. Orchard Street Water Storage Tank Demolition & Abandonment Documents
10. OLD BUSINESS
 1. Information on Warrant Articles regarding CRF Requests
11. OTHER BUSINESS
12. PUBLIC COMMENT REGARDING AGENDA ITEMS ONLY – 15 Minutes
13. APPROVAL OF BOARD MINUTES – 5/6/24, 5/13/24 Work Session
14. NON-PUBLIC SESSION - RSA 91-A:3 II
Non-Public Session(s) may occur at this meeting
15. ADJOURNMENT

BOS/TM INDIVIDUAL ACTION ITEMS FROM 5.6.24 MEETING

Patricia Bridgeo:

- Compile a letter to Cons Com, LRAC & Planning Board asking them about their concerns and feedback regarding NHDES Wetlands Bureau Minor Impact Dredge & Fill Application and ask if a Cons Com representative would relay these concerns to the state
- Forward slides regarding Underwood Engineers previously sent from TM to Tom Daigle

Tom Daigle: Look into BOS involvement with Cemetery related items

TM:

- Review water main invoices and follow-up with BOS
- Ask Underwood Engineers to come to BOS meeting on May 13th **(UE TO MEET WITH BOS ON 5/21/24)**
- Follow-up with Forrester regarding Notice of Intent to Cut and closing the loop on applications **(COMPLETE)**
- Send letter to Cemetery Trustees regarding BOS thoughts/opinions on Cemetery issues **(COMPLETE)**

FUTURE ACTION ITEMS OF NOTE/FOR REVIEW AND UPDATE:

	<u>DEADLINE</u>	<u>PARTY</u>	<u>DATE IN</u>
WATER:			
Vision Statement (request sent 10/6/23) -			12/4/23
Source/Demand Analysis -		UE	1/24/2024
BOS Approval of Design Flows	1/31/2024	Town	1/30/24
Water Quality Evaluation	2/28/2024	UE	
Preliminary list of Potential Projects/Alter	2/28/2024	UE	
BOS Appr of Prelim List of Capital Projects/Alter	3/12/2024	Town	
Evaluation of Alternatives & Draft Source Impro Plan	4/23/2024	UE	
BOS Approval of the Proposed Source Improve Plan	4/30/2024	Town	
Cost & Funding evaluation	5/13/2024	UE	
Draft report to Town	5/17/2024	UE	
BOS approval of Draft report	5/27/2024	Town	
Draft report to Town for DES submittal	5/30/2024	UE	
Draft Report to DES - CAP deadline	5/31/2024	Town	
<u>Traffic Study</u> – (Tony to talk with Highway Safety Committee) Re: Community			UPDATE?
MEGA X -			who to update?
<u>TOWN POLICY MANUAL</u> – Review and update beginning of 2024			WORK WITH TM/
E360 GENERAL CODE UPDATES AND RECODIFATION (UPGRADE)		TM	Continuing Work Session
CORRECTING PERMANENT FILE			Continuing Work Session
RULES OF PROCEDURE			Continuing Work Session
BOS EMAIL ADDRESS			Ongoing
<u>Land Use Application</u> – Review, Revise, Procedures			BOS/TM TO REVIEW

Posted: May 17, 2024, 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.

CAPITAL RESERVE FUND REQUEST

4 Epping Street
 Raymond, NH 03077
 (603) 895-7010
 Fax (603) 895-7064



REQUEST FROM:

CONTROL NUMBER:

DPW Water Division

2024-13

DATE OF SELECTMEN'S MEETING		CRF AVAILABLE BALANCE	
5/20/2024		\$220,815.71	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST & PROPOSED PURCHASES	AMOUNT REQUESTED	
Wtr Sys Infrastructure Fund 05-8028-002	Well #3 – Redevelopment Weston & Sampson	\$18,733	

Chair Patricia Bridgeo Approved / Not Approved

Vice Chair D. Rani Merryman Approved / Not Approved

Tom Daigle Approved / Not Approved

Doug Vogel Approved / Not Approved

Anthony Clements Approved / Not Approved

Julie Jenks

From: Stacey Grella
Sent: Friday, May 17, 2024 1:49 PM
To: Julie Jenks
Cc: Ken Robichaud; Jackie Sampson
Subject: Well #3 - CRF Request
Attachments: W&S Quote - RaymondNH Well 3 Redevelopment.pdf

Hi there...

The Water Department is requesting the expenditure of funds from the Water System Infrastructure CRF in the amount of \$18,733 (includes the option of pre and post video). The reason for the request is that it was recently discovered during routine flushing by the water crew that there is a serious flow issue with Well #3. This well usually pumps between 150-200 gpm (gallons per minute) and is currently pumping at 61 gpm, which indicates there is an issue with the pump/motor.

Because of this, we have reached out to Weston and Sampson to have Well #3 diagnosed and cleaned. Attached is the quote from Weston & Sampson. They have put us on their schedule for early to mid June to do the work.

Well #3 was last cleaned in 2022 and was on schedule to be cleaned next year.

Jackie, can you please put this on the agenda. Scott and I are both planning on attending the meeting to answer any questions.

S

*Stacey J. Grella, Director
Department of Public Works
4 Epping Street
Raymond, NH 03077
603-895-7035
sgrella@raymondnh.gov
M-F 7:30am – 4:00pm*





55 Walkers Brook Drive, Suite 100, Reading, MA 01867

tel: 978-532-1900

www.westonandsampson.com

May 17, 2024

Raymond Water Department
4 Epping Street
Raymond, NH 03077

Re: Well Redevelopment - Well 3

Attn: Scott Keddy,

Following is our proposal for the removal and inspection of the pumping equipment and chemical redevelopment of one of the Town's Well 3.

Scope of Services

- Assist as needed to obtain the required NH DES Temporary Groundwater Discharge Permit.
- Mobilize men & equipment to/from Raymond, MA.
- Pull, disassemble, clean and inspect existing pumping equipment.
 - Upon completion of the inspection a Pump Inspection Report detailing the condition of the equipment will be prepared and submitted for review.
 - No repairs will be made without prior written authorization from the Town.
- Set, maintain and later remove developing tools including triple agitator surge block and submersible can or centrifugal pump.
- Set up equipment and conduct a minimum 1-hour pre-cleaning flow test.
- Redevelop well for up to 30-hours by a combination of chemical treatments and mechanical surging & pumping.
 - All chemical solutions will be neutralized in a temporary holding tank prior to being discharged to waste at a location designated by the Town.
- Disinfect well by the addition of a minimum 50ppm chlorine solution.
- Reassemble, install and test reconditioned pumping equipment.
- Prepare and deliver a detailed Well Cleaning Report summarizing the on-site activities, data collected and any equipment modifications.

Fee

<u>DESCRIPTION</u>	<u>ESTIMATE</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
Mobilization / Demobilization	1	/lump sum	\$1,000.00	\$1,000.00
Remove / Clean/ Inspect / Reinstall Pump	1	/each	\$3,150.00	\$3,150.00
Set Up / Tear Down of Surge Rig & Equipment	1	/foot	\$1,750.00	\$1,750.00
Machine Time for Redevelopment	30	/foot	\$350.00	\$10,500.00
Chemicals				
Muriatic Acid	110	/gallon	\$9.00	\$990.00
Phosphates	50	/pound	\$5.00	\$250.00
Chlorine	2	/gallon	\$9.00	\$18.00
Neutralization Chemicals	1	/lump sum	\$325.00	\$325.00
Estimated Cost for Well Redevelopment:				\$17,983.00

Optional Task

Pre & Post Video Inspection	1	/lump sum	\$750.00	Yes / No
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Terms

- Due to the use of heavy equipment and hazardous chemicals, the W&S field crew will consist of two (2) men for all on-site activities.
- No additional out-of-scope work will be completed without prior written approval from the Town.
- Pricing is valid for 45-days and excludes payment of prevailing wage rates and taxes. Payment terms are net 30-days.
- Field work will be scheduled only upon return of a signed copy of both this proposal and the attached Terms & Conditions.
- If this work is tax exempt, please provide a Tax Exempt Certificate along with the signed proposal for our records.

We trust that you will find this quote complete, however, if you have any questions or require additional information please contact Tom Hydro at 978-333-2273 or via email at hydrot@wseinc.com.

Thank you for the opportunity to provide this quotation.

Weston & Sampson CMR, Inc.

Thomas S. Hydro
General Manager

Scope, Pricing and Terms & Conditions Accepted by:

(for the Raymond Water Department)

Date: _____ P.O. #: _____

Total Amount Approved: \$ _____



Town of Raymond Permit to Conduct a Raffle

In accordance with RSA 287-A, the Raymond Board of Selectmen hereby grants this permit for the use by American Legion Auxiliary Unit 90, a charitable organization, in the conduction of a raffle drawing. The drawing will be Thursday 6/27/2024 at the AL Post 90. The prizes will be Summer Fun Filled Cooler.

The price will be \$ 5.00 for ~~1 ticket or 3 tickets for \$~~ 6 tickets.

Any violations of the provisions of the RSA 287-D-2 will be cause for revocation of this permit. In particular, all tickets must be printed with the following information:

Name of Organization
Place of the drawing
Amount of "donation"

Date & Time of the drawing
Prize(s) Awarded

RAYMOND BOARD OF SELECTMEN

	<u>[Signature]</u> 5/20/2024
Chairman	
	<u>[Signature]</u> 5/20/2024
Vice Chairman	
	<u>[Signature]</u> 5/20/24
Selectman	
	<u>[Signature]</u> 5/20/24
Selectman	
	<u>[Signature]</u> 5/20/24
Selectman	

Date

cc: Raymond Police Department

Date: 05/04/23

To: Representative, ALA Unit 90 (Name of Organization)

From: Executive Administrative Assistant

In order for consideration of the submitted permits requested to be approved, the Board of Selectmen and the Raymond Police Department, are hereby requesting the additional information for compliancy purposes:

1. Rules of the Game:

Purchase tickets

2. Pay Out Plan:

Summer Fun Filled Cooler including gift cards, tablecloth, solar lights, paper products, dish towel etc.

3. Time Frame of Games:

now until 6/27/24

Representative Signature

Jan Howarth - Auxiliary Member

Print Name Here

Thank You for providing this information. Upon receipt and review you will be notified once a determination of the permit requests is made by the Board of Selectmen.

If you have any questions, or need additional information in the meantime, please call 603-895-7007.

KNOW ALL MEN BY THESE PRESENTS

That the Town of Raymond, in the County of Rockingham and State of New Hampshire, in consideration of \$325.00 Dollars paid to it by of Marcia A. Frappier, 34 Norrie Drive, Raymond, NH 03077 the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey to the said Marcia A. Frappier, heirs and assigns, burial space in the New Pine Grove Cemetery and numbered (121 Lot). ss in section K on the plan of this area.

Stephen F. Frappier

This space is suitable for one grave and shall not be used for any other purpose whatever, then as a burial space for the dead. To have and to hold the said Grantee his (her) heirs and assigns forever, subject to the Rules and Regulations of the Cemeteries of Raymond at the time of use, as they have been amended. Copies of the current Rules and Regulations are issued with the deed and are also available at the Town Offices.

In Witness, Whereof, the said Town has caused these presents to be signed by its Selectmen, duly authorized for that purpose, and sealed with their seals, this 15th day of May 2024

Signed and sealed in the presence of

[Signature] 5/20/2024
[Signature] 5/20/2024
[Signature] 5/20/2024
[Signature] 5/20/2024

By

Selectmen of Raymond

This deed was received and recorded on

Town Clerk

Adopted: April 19, 1993



Board of Selectmen Approval

I move to Accept and Approve the attached Appointments to the CIP Committee for the Town of Raymond

Date:

Motion Made by: Doug Vogel Second to the Motion By: Tom Daigle

Approvals:

Selectman: Patricia Bridgeo 5-20-2024
Patricia Bridgeo, Board Chair

Selectman: Rani Merryman
Rani Merryman, Board Vice Chair

Selectman: Doug Vogel 5/20/24
Doug Vogel, Board Member

Selectman: Tom Daigle 5/20/24
Tom Daigle, Board Member

Selectman: Anthony Clements 5-20-24
Anthony Clements, Board Member

From: [Doug Vogel](#)
To: [Dawn Merryman](#); [Patricia Bridgeo](#)
Cc: [Jackie Sampson](#)
Subject: Agenda 5/20 Request
Date: Wednesday, May 15, 2024 8:13:19 PM

Rani and Tricia,

Request the following to be placed on agenda for our next meeting:

Appointment of the following personnel to the CIP Committee in accordance with RSA 674:5 and the 2016 Town warrant Article #24.

Doug Vogel (BoS) Mar 2027
Ryan Gartley (BudCom) Mar 2027
Tom Daigle (BoS) Mar-2027 <i>W 2025 ✓ TD</i>
Scott Campbell (Planning Board) Mar 2027
Cody Cramer (BudCom) Mar 2025
Joe Saulnier (School Board) Mar 2025
Steve Scarfo (School Board) Mar 2027

Request the BoS to Suspend Town Code Chapter 212 and uphold Town Code 11 for the CIP Committee based on the results of the Legislative Body:

The Capital Improvements Planning Committee was first established by the **1998 Town Meeting Article 17** "To see if the Town will establish a committee composed of fourteen (14) individuals for the purpose of establishing and proposing Capital Improvements Plan by December 31, 1998. Said plan is to be printed in the 1998 Town Report and to be considered for adoption at the 1999 Town Meeting." On **March 11, 2008, Article 17** reestablished the Capital Improvements Committee to manage "the Capital Improvements Plan and to provide the Board of Selectmen and School Board recommendations on what is included in the plan, and how much should be funded each year." Per article 17, the committee will comprise of 3 citizens at large and 2 members from each of the following committees: Board of Selectmen, School Board, Budget Committee, and Planning Board. On **March 8, 2016, Article 24**, aligned the town operations that the Selectmen shall appoint all of the members of the committee, including the citizens at large following RSA 674:5.

Wr,
Doug

9. 2012 11-11

Run: 5/16/24
 10:38AM 0
 Warrant ID 427 9

Property Tax Warrant - Final

Town of Raymond
 2024- Yield Tax Warrant - 3

zzzzzzzzzz

COLE CIRCLE, LLC P.O. BOX 732 PELHAM, NH 03076 PID 001046 MapLotBik 023/000/002 Unit Area 27.68 MICA DRIVE	% Ownership 100.00 Land: 0 Bldg: 0 Curr: 1,993 Othr: 0	6	Gross Value	1,993.00	Date
			Exemptions	0.00	
			Net Taxable	1,993.00	Interest
			Rate 0.0000		
			Total Tax	0.00	Abated
		100-YIELDTAX	Charges	567.59	
			Credits	0.00	Tax Paid
			Betterments	0.00	
			Previous Bills	0.00	
			Prev Abate	0.00	Total
	Net Bill	567.59	PrePayments 0.00		

Totals For Letter: C

Gross Valuation	Exemptions	Unapp Exempt	Credits	UnApp Cred	Charges	Taxes Due
1,993	0.00	0.00	0.00	0.00	567.59	567.59

COPY

Property Tax Warrant - Final

Town of Raymond
2024- Yield Tax Warrant - 3

zzzzzzzzzz

TOTALS

Gross Valuation:	1,993.00	Previous Bill Total:	0.00
Exemptions:	0.00	Previous Abatements:	0.00
Unapplied Exemptions:	0.00	Net Previous Bill Total:	0.00
Total Tax:	0.00	Unapplied Prev Bills:	0.00
Charges:	567.59	Tax Due:	567.59
Credits:	0.00	PrePayments:	0.00
Unapplied Credits:	0.00		
Net Total Tax:	567.59	TIF Value:	0.00
Owner Count: 1	Exmpt Count: 0	Current Value:	0.00
Assess Count: 1	Credit Count: 0	Increm Assess:	0.00

YIELD TAX WARRANT
2024


COUNTY OF ROCKINGHAM
STATE OF NEW HAMPSHIRE

TO: Tracey Stickney, Tax Collector
Town of Raymond, NH

In the name of the State, you hereby are directed to collect the taxes in the list herewith committed to you, representing the 2024 Yield Tax assessed, and amounting in all to the sum of Five Hundred Sixty Seven Dollars and 59 Cents (\$567.59).

A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total \$1,500 or more.

 5/20/2024
Patricia Bridgeo - Chairman

 5/20/2024
Rani (Dawn) Merryman - Vice Chairman

 5/20/2024
Anthony Clements

 5/20/24
Thomas Daigle

 5/20/24
Douglas Vogel

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2023 to March 31, 2024

TOWN / CITY OF: Raymond, NH
COUNTY OF: Rockingham
CERTIFICATION DATE: March 14, 2024

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
 MUNICIPAL AND PROPERTY DIVISION
 P. O. BOX 487
 CONCORD, NH 03302-0487


 Robert Peterson 5-20-2024
 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	(TOTAL OF COL. # 9)
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 17-485 23-1,2,3	WHITE PINE	0.000			\$150.00	\$0.00	\$0.00	
	HEMLOCK	0.000			\$45.00	\$0.00	\$0.00	
	RED PINE	0.000			\$47.50	\$0.00	\$0.00	TOTAL TAX
	SPRUCE & FIR	0.000			\$105.00	\$0.00	\$0.00	DUE ON THIS OPERATION
	HARD MAPLE	0.080			\$212.50	\$17.00	\$1.70	
	WHITE BIRCH	0.100			\$87.50	\$8.75	\$0.88	
	YELLOW BIRCH	0.055			\$170.00	\$9.35	\$0.94	
	OAK	15.765			\$300.00	\$4,729.50	\$472.95	
	ASH	0.275			\$157.50	\$8.75	\$0.88	
	SOFT MAPLE	0.070			\$125.00	\$8.75	\$0.88	
# 3 OPERATION NUMBER 23-383-07-T	BEECH/PALLET/TIE LOGS	5.495			\$62.50	\$343.44	\$34.34	
	OTHERS :	0.190			\$62.50	\$11.88	\$1.19	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	SPRUCE & FIR		0.000		\$1.00	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.000		\$4.00	\$0.00	\$0.00	
	PINE		0.000		\$0.50	\$0.00	\$0.00	
	HEMLOCK		0.000		\$5.00	\$0.00	\$0.00	
	BIOMASS CHIPS		527.550		\$0.50	\$263.78	\$26.38	
	HIGH GRADE SPRUCE		0.000		\$20.00	\$0.00	\$0.00	
	CORDWOOD			24.000	\$10.00	\$240.00	\$24.00	
						\$5,675.76	\$567.59	

CAPITAL RESERVE FUND REQUEST

4 Epping Street
 Raymond, NH 03077
 (603) 895-7010
 Fax (603) 895-7064



REQUEST FROM:

DPW Water Division

CONTROL NUMBER:

2024-12

DATE OF SELECTMEN'S MEETING	CRF AVAILABLE BALANCE	
5/20/2024	\$538,172 (APRIL) + \$103,000 (JULY 2024 DEPOSIT) = \$641,172	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST & PROPOSED PURCHASES	AMOUNT REQUESTED
Wtr Storage Facilities Fund 05-8028-005	Water Tower Rehab 2024 WA# 13 Weston & Sampson / Contractor to be designated on May 29 th , 2024	\$500,000

Chair Patricia Bridgeo

Approved / Not Approved

Vice Chair D. Rani Merryman

Approved / Not Approved

Tom Daigle

Approved / Not Approved

Doug Vogel

Approved / Not Approved

Anthony Clements

Approved / Not Approved

*** AMENDED ***
TOWN OF RAYMOND
SECOND SESSION MINUTES
MARCH 12, 2024

Article 13: Water Tower Rehabilitation

To see if the Town will vote to raise and appropriate the sum of One Million, Seven Hundred Thousand, Dollars (\$1,700,000.) (gross budget) for the design, permitting, and rehabilitation of the route 156 water tower, and to perform related infrastructure improvements to the Rte. 156 and Long Hill Rd. water towers, as well as demolition of Orchard Street Tower (the "Project"); this is to comply with the requirements of the Administrative Order from the State of NH; and to authorize (\$500,000) of such sum for the Project to come from the Water Department Unassigned Fund Balance already on hand; and to authorize (\$700,000.) of such sum for the project to come from the Towns Unassigned Fund Balance already on hand, and to authorize (\$500,000) to come from the Water Storage Facilities CRF already on hand, and to authorize the Board of Selectmen to spend such funds. **(Majority Vote Required)**

Recommended by the Board of Selectmen
Recommended by the Budget Committee

No additional 2024 Tax Impact

YES 1,015* NO 253

COPY

Weston & Sampson

100 International Drive, Suite 152, Portsmouth, NH 03001
Tel. 978.532.1900

January 8, 2024

Mr. Ken Robichaud
Town Manager
Town of Raymond
4 Epping Street
Raymond, NH 03077

RE: *Orchard Street Water Storage Tank Demolition
Proposal for Engineering Services – Design & Bidding*

Dear Mr. Robichaud:

In accordance with your request, Weston & Sampson Engineers, Inc. (Weston & Sampson) hereby submits this proposal for engineering services related to the demolition of the existing water storage tank on Orchard Street in the Town of Raymond, NH (the town/the OWNER). The following details the project understanding as well as the proposed scope of services.

Project Understanding

The existing conditions of the town's Orchard Street Tank have been previously identified as significant deficiencies by the New Hampshire Department of Environmental Services (DES) during the town's 2019 Sanitary Survey. The town is currently under an Administrative Order (AO) from DES to address the Orchard Street tank. The tank is an 1893 riveted steel construction tank and has reached the end of its useful life. The town has indicated that it intends to remove the Orchard Street tank from service and demolish the existing structure. Access to the tank site is not currently well defined and presents an obstacle to demolition of the structure. Based on discussions with town staff the proposed access to the site will begin at Wight Street and cross a town-owned parcel identified as the Tannery Site. A temporary access road will be constructed for the purpose of mobilizing equipment to the site for the removal of the tank however, this road will not be maintained long-term. Coordination will be required with New Hampshire Department of Transportation (DOT) and the Department of Natural and Cultural Resources (DNCR) as the proposed access route will cross the Rockingham Recreational Trail. Previous soil sampling at the site has indicated the presence of lead within the topsoil surrounding the existing tank. The project will also include remediation of the site soils to comply with current DES regulations and preparation of a soil management plan to inform construction methodology. A detailed breakdown of the proposed Scope of Services for demolition of the Orchard Street tank is as follows:

Scope of Services

2.1. Demolition Design Services

- 2.1.1. Conduct project kickoff meeting to discuss with the OWNER to develop design criteria for the project, tank access road orientation and limitations, construction schedule and methods, budget cost estimates, progress of the design work, and coordination of the work.
- 2.1.2. Prepare draft drawings and technical specifications for the OWNER's review. Details and specifications will include:
 - A. Site plan showing proposed work area
 - B. Pre-demolition sampling plan results
 - C. Site remediation plan for the work area
 - D. Site access road layout and temporary improvements (Rail Trail crossing measures, temporary culverts, etc.)
 - E. Hazardous material disposal characterization

- 2.1.3. Coordinate with DOT and DNCR regarding the feasibility of a temporary construction easement across the Rockingham Recreational Trail. Previous discussions were held with these entities in 2022 regarding a permanent access easement at this location. This effort is limited to 24 hours for revisiting these conversations and coordinating the temporary easement and conditions of use.
- 2.1.4. Prepare a soil management plan for submission to DES for review and approval. No additional site sampling will be provided as the location has been an active tank site for 130 years and not used for any other purpose. It is assumed only lead is present in the soils requiring special consideration for soil handling and disposal.
- 2.1.5. Provide up to 8 hours of coordination with local officials (health officer, planning department, etc.) regarding the project.
- 2.1.6. Attend three meetings with the OWNER during the design phase of the project to review and finalize draft documents. It is anticipated that one of these meetings will be a public meeting with the Board of Selectmen or Planning Board.
- 2.1.7. Assist the town with schedule updates and information required for compliance with the Administrative Order. This effort is limited to 10 hours of effort.
- 2.1.8. Submit the project for design review to DES at the 95% completion level.
- 2.1.9. Provide final drawings, specifications, and cost estimate upon design completion. Contract Documents will bear the stamp of a Professional Engineer licensed to practice in the State of New Hampshire.

2.2. Bidding Services

- 2.2.1. Assist OWNER to advertise the contract for public bidding. OWNER shall submit the Advertisement to Bidders directly to a local paper for advertisement.
- 2.2.2. Provide final details, specifications, and cost estimate upon design completion. Provide final contract documents sealed by a New Hampshire professional engineer and suitable for public bid per New Hampshire bid requirements.
- 2.2.3. Issue additional information to bidders, as required during the bidding period, which addresses questions from bidders, subcontractors, and suppliers. Prepare addenda if necessary.
- 2.2.4. Assist OWNER in: (1) securing and tabulating bids for the project; (2) review and analysis of the bid results, and (3) recommend the award of the contract.
- 2.2.5. Prepare formal contract documents for execution by the successful bidder and OWNER.

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 permitting (wetlands, alteration of terrain, etc.) is anticipated for the project prior to construction.

- The access road will be designed and constructed to be a temporary feature for facilitating completion of the project
- Access road layout will be designed using previously collected site survey from the Orchard Street tank project in 2022. No additional survey will be conducted as part of the project.
- No permanent easements are required for completion of the work.
- No additional soil sampling will be provided. It is assumed only lead is present in the soils requiring special provisions for handling and disposal. A construction contractor will perform sampling for final waste characterization during construction.

Schedule

Weston & Sampson is prepared to initiate work upon receipt of a purchase order or notice to proceed. It is anticipated that this scope of services will be completed within six (6) months for design and an additional two (2) months for bidding. Due to the ongoing Route 156 tank rehabilitation project, it is anticipated that the tank will not be removed from service until the rehabilitation project is completed (anticipated during fall/winter 2024).

Fee

Weston & Sampson will perform the work for the fee of \$51,940, broken down as follows:

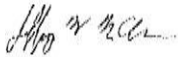
Orchard Street Tank Demolition Design	\$ 46,570
Bidding Assistance	\$ 5,370

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

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.



Jeffrey W. McClure, P.E.
Senior Associate

ACCEPTED FOR
TOWN OF RAYMOND

By: 

Title: TOWN MANAGER

Date: 1/9/2024

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COPY

Weston & Sampson^{INC.}

100 International Drive, Suite 152, Portsmouth, NH 03801
Tel: 603.431.3937

June 5, 2023

Mr. Peter Manor
Director of Public Works
Town of Raymond Department of Public Works
4 Epping Street
Raymond, NH 03077

Re: Orchard Street Water Storage Tank Abandonment

Dear Mr. Manor:

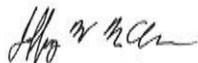
The Town of Raymond (the town) has selected a proposed tank rehabilitation project to address the Administrative Order from the New Hampshire Department of Environmental Services regarding the town's water storage tanks. As part of this project the town intends to abandon the existing Orchard Street tank and leave the structure in place prior to demolishing the tank at a later date. The existing tank is a riveted steel structure originally constructed in 1893 and is located adjacent to residential properties. As discussed previously with the town, leaving the tank in place is of potential concern for the following reasons:

- When the tank is drained and left empty the structure is more vulnerable to overturn/structural failure than when the tank is filled with water.
- When the tank is left full and a valve closed to abandon the tank in place to remove it from active service, the water in the tank is susceptible to freezing which expands the volume within the tank placing stress on the 130 year old rivets and may lead to failure of the tank via rivet bursting or shearing of the tank walls.

Abandonment in place of a 130 year old water storage tank structure must take into account these concerns to protect the tank and neighboring residents from tank failure and/or collapse. We recommend the town consider additional engineering efforts to ensure the safety and welfare of the abutting properties and the water distribution system. If the town selects to keep the tank empty, we recommend a structural engineer provide an evaluation of the structure to determine the feasibility of leaving the tank in place via wind load and current earthquake loads. If the town selects to keep the tank full of water, we recommend additional design consideration be included to facilitate heating and mixing of the water within the tank to keep the water from freezing during winter months.

The concerns with the tank abandonment approach are potentially significant and should be addressed as part of the proposed tank rehabilitation project if the tank is to be left in place. Ultimately, it is the town's decision to determine the best path forward for the community. We welcome a discussion of potential options with the town at your convenience. Please reach out to us with any questions 603-431-3937.

Sincerely,
WESTON & SAMPSON ENGINEERS, INC.



Jeffrey W. McClure, P.E.
Senior Associate

shk/JWM
P:\NH\Raymond\2220436 - Tank Design\Corresp\Orchard St Tank Abandoment Letter.docx

**Town of Raymond
First Session of Annual Town Meeting
Deliberative Session
February 11, 2017**

COPY

Article 29 – Change the Purpose of the Clean Wells Capital Reserve Fund:

Shall the Town of Raymond vote pursuant to the provision of RSA 35:16 to change the name and purpose of the following existing Capital Reserve account: FROM: "Clean Wells CRF" (established pursuant to Warrant Article #20 at the 2003 Town Meeting). TO: "Water System Infrastructure", for the purpose of expanding, upgrading, repairing and maintaining elements of the water distribution system including water lines, pump stations, meters, valves, hydrants and engineer services, using the policies of the Capital Improvement Plan as its basis for such expenditures, and naming the Board of Selectmen as agents to expend. 2/3 ballot vote required.

Recommended by the Board of Selectmen.

Estimated 2017 Tax Impact: None

Moderator Hoelzel recognized Selectman Welch who read Article 29, and she recognized Public Works Director Brewer spoke to Article 29. Mr. Brewer stated that cleaning the wells is a yearly routine and it was determined that the \$21,000 should be in the operating budget instead of the CIP for general water system infrastructure.

Moderator Hoelzel called for discussion.

To Jane Bailey's inquiry, Selectman Welch noted that this would broaden the use of the fund.

There being no further discussion, Moderator Hoelzel declared that Article 29 would appear on the ballot on March 14, 2017 as written.

**Town of Raymond
Second Session of Annual Town Meeting
March 14, 2017**

Article 29 – Change the Purpose of the Clean Wells Capital Reserve Fund:

Shall the Town of Raymond vote pursuant to the provision of RSA 35:16 to change the name and purpose of the following existing Capital Reserve account: FROM: "Clean Wells CRF" (established pursuant to Warrant Article #20 at the 2003 Town Meeting). TO: "Water System Infrastructure", for the purpose of expanding, upgrading, repairing and maintaining elements of the water distribution system including water lines, pump stations, meters, valves, hydrants and engineer services, using the policies of the Capital Improvement Plan as its basis for such expenditures, and naming the Board of Selectmen as agents to expend. 2/3 ballot vote required.

Recommended by the Board of Selectmen.

Estimated 2017 Tax Impact: None

YES 1,153* NO 381

**2/3 BALLOT VOTE REQUIRED - NEEDED 1,022
VOTE WAS IN THE AFFIRMATIVE**

CAPITAL RESERVE FUND REQUEST

4 Epping Street
 Raymond, NH 03077
 (603) 895-7010
 Fax (603) 895-7064



REQUEST FROM:

CONTROL NUMBER:

DPW Water Division

2024-10

DATE OF SELECTMEN'S MEETING		CRF AVAILABLE BALANCE
4/29/2024		\$220,194.24
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST & PROPOSED PURCHASES	AMOUNT REQUESTED
Water System Infrastructure Fund 05-8028-002	<p>Well #4 Cleaning Water Flow/Quality Testing</p> <p>Vendors: Weston & Sampson – Cleaning GZA/Emery & Garrett – Water Flow/Quality Testing</p>	\$48,250

Chair Patricia Bridgeo Approved / Not Approved

Vice Chair D. Rani Merryman Approved / Not Approved

Tom Daigle Approved / Not Approved

Doug Vogel Approved / Not Approved

Anthony Clements Approved / Not Approved

Town of Raymond
First Session of Annual Town Meeting
Deliberative Session Minutes
January 30, 2016

COPY

Article 23 – Change the Purpose of the New Water Treatment Facility Capital Reserve Fund:

Shall the Town of Raymond vote pursuant to the provision of RSA 35:16 to change the name and purpose of the following existing Capital Reserve account: FROM: "New Water Treatment Facility CRF" (established pursuant to Warrant Article #17 at the 1999 Town Meeting). TO: "Construct, Repair and Maintain Town Water Treatment Facility", the purpose of which is to construct, repair, and maintain the Town's water treatment facility, using the policies of the Capital Improvement Plan as its basis for such expenditures, and naming the Board of Selectmen as agents to expend. 2/3 ballot vote required.

Recommended by the Board of Selectmen.

Estimated 2016 Tax Impact: None

Moderator Hoelzel recognized Selectman West Coates who read and spoke to this article stating that at this time the CIP realized that instead of using the funds in this account towards a new water treatment facility, the more immediate needs are to repair and maintain the current water treatment facility. By renaming the Capital Reserve account the funds can be used for this purpose and would lessen the impact on the water users.

Moderator Hoelzel called for discussion. There being none, she declared that Article 23 would appear on the ballot on March 8, 2016 as written.

TOWN OF RAYMOND
ANNUAL TOWN MEETING
SECOND SESSION MINUTES
MARCH 8, 2016

Article 23 – Change the Purpose of the New Water Treatment Facility Capital Reserve Fund:

Shall the Town of Raymond vote pursuant to the provision of RSA 35:16 to change the name and purpose of the following existing Capital Reserve account: FROM: "New Water Treatment Facility CRF" (established pursuant to Warrant Article #17 at the 1999 Town Meeting). TO: "Construct, Repair and Maintain Town Water Treatment Facility", the purpose of which is to construct, repair, and maintain the Town's water treatment facility, using the policies of the Capital Improvement Plan as its basis for such expenditures, and naming the Board of Selectmen as agents to expend. 2/3 ballot vote required.

Recommended by the Board of Selectmen.

Estimated 2016 Tax Impact: None

YES 1,040 NO 366

2/3 BALLOT VOTE REQUIRED – NEEDED 942 TO PASS – VOTE WAS AFFIRMATIVE

CAPITAL RESERVE FUND REQUEST



4 Epping Street
 Raymond, NH 03077
 (603) 895-7010
 Fax (603) 895-7064

REQUEST FROM:

DPW Water Division

CONTROL NUMBER:

2024-09

DATE OF SELECTMEN'S MEETING		CRF AVAILABLE BALANCE	
4/29/2024		\$214,385.89	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST & PROPOSED PURCHASES	AMOUNT REQUESTED	
Construct, Repair & Maintain Town Water Treatment Facility 05-8028-004	Lagoon #1 – Cleaning/Sludge Removal Vendor – Environmental Restoration, LLC	\$54,398	

Chair Patricia Bridgeo Approved / Not Approved

Vice Chair D. Rani Merryman Approved / Not Approved

Tom Daigle Approved / Not Approved

Doug Vogel Approved / Not Approved

Anthony Clements Approved / Not Approved

BOARD OF SELECTMEN

APPROVED Minutes 5/6/24 Public Meeting

45 Harriman Hill Road Raymond, NH 03077

5:00 PM

Board of Selectmen Present:

Patricia Bridgeo – Chair

Rani Merryman - Vice Chair

Anthony Clements – Member

Tom Daigle – Member

Doug Vogel - Member

Ken Robichaud – Town Manager

Meeting Call to Order: at 5:07 PM Patricia Bridgeo called the meeting to order

MOTION TO GO INTO NON-PUBLIC: Patricia Bridgeo makes a motion to go into non-public under 91-A:3 II (c, l). Seconded by Doug Vogel.

Roll Call Vote:

Tom Daigle Aye

Patricia Bridgeo Aye

Anthony Clements Aye

Doug Vogel Aye

Rani Merryman Aye

Motion Carried 5-0

Public meeting reconvened at 6:00 PM: Pledge was said before public meeting begins.

1:10 MOTION TO LEAVE NON-PUBLIC: Doug Vogel makes a motion to leave non-public session and return to public. Seconded by Tom Daigle.

Roll Call Vote:

Tom Daigle Aye

Patricia Bridgeo Aye

Anthony Clements Aye

Doug Vogel Aye

Rani Merryman Aye

Motion Carried 5-0

1:28 MOTION TO SEAL THE MINUTES FOR 3 YEARS: Doug Vogel makes a motion to seal the minutes for 3 years based on the topics. Seconded by Tom Daigle.

Roll Call Vote:

Tom Daigle	Aye
Patricia Bridgeo	Aye
Anthony Clements	Aye
Doug Vogel	Aye
Rani Merryman	Aye

Motion Carried 5-0

TO APPEAR BEFORE THE BOARD

2:11 Discussed topic on agenda Agreement and Release form TM informed BOS that legal made suggestions to letter of agreement for Chris Evans to review and approve. Chris Evans appears before the board to discuss these documents presented to him, and expressed his concerns with what he’s responsible for regarding maintenance of property he owns. BOS clarified with Chris Evans what his responsibilities are, and stated that they stand with what their legal counsel has drafted to protect the Town of Raymond.

13:25 MOTION TO ACCEPT THE CONTRACT AS PRESENTED: Rani Merryman makes a motion to accept the contract as presented by the Land Use Attorney without any change. Seconded by Tom Daigle.

Roll Call Vote:

Tom Daigle	Aye
Patricia Bridgeo	Aye
Anthony Clements	Aye
Doug Vogel	Aye
Rani Merryman	Aye

Motion Carried 5-0

15:11 Discussed topic on agenda Kathy Hoelzel – Bean Tavern Kathy McDonald of the Raymond Historical Society appears before the BOS in Kathy Hoelzel’s place as Kathy Hoelzel was unable to attend the meeting. Patricia Bridgeo recuses herself at 15:41 in RCTV minutes. Kathy McDonald said there are funds available in an account – she’s hoping to use funds to fix the roof of Bean Tavern. Kathy McDonald suggested holding fund raisers in the future to preserve the Bean Tavern. BOS and Kathy McDonald discussed how to handle costs. BOS suggested Kathy Hoelzel discuss this issue with the Historic District Commission, and discussed getting the Bean Tavern inspected to see what’s needed to make it weather tight.

24:46 Chris Evans re-appears before the board for clarification of conditions in the approval in the letter of agreement. BOS confirmed that the letter of agreement was created to move forward legally, and re-stated that they stand behind the documents provided to them from legal.

27:17 Discussed topic on agenda Financial Updates Julie Jenks (Finance Director) appears before the board to talk through fund balances and expenditures - Julie Jenks confirmed that we are in a good spot. BOS requested Julie Jenks create a burn rate total and revenue rate for them to review. BOS also requested that detailed expenditures and some additional revisions be included in next version of the financial report. BOS requested Special Revenue Fund (SRF) balances as well. TM to review water

main invoices and follow-up with BOS. BOS requested that Julie Jenks provide finance updates quarterly and TM to provide finance updates monthly.

BOS REVIEW, APPROVAL/ACCEPTANCE

55:11 Discussed topic on agenda CIP Committee Applications David Kelley appears before the board to discuss his application to become a member of the CIP Committee for 3 years.

55:57 MOTION TO APPOINT DAVID KELLEY TO THE CAPITAL IMPROVEMENT PROGRAM COMMITTEE: Doug Vogel makes a motion to appoint David Kelley for a 3-year term to the Capital Improvement Program Committee. Seconded by Rani Merryman.

Roll Call Vote:

Tom Daigle Aye
Patricia Bridgeo Aye
Anthony Clements Aye
Doug Vogel Aye
Rani Merryman Aye

Motion Carried 5-0

56:27 David Kelley takes Oath of Office from Doug Vogel to be appointed as a member of the Capital Improvement Program (CIP) Committee.

58:02 Discussed topic on agenda Property Tax Documents TM passed around revised Intent to Excavate form with an updated date per Patricia Bridgeo’s request in previous BOS meeting before discussing Property Tax Documents.

1:00:45 Discussed topic on agenda CRF Requests for Well #4 and Lagoon #1 TM explained details for the handling and disposal of sludge. TM explained the importance of cleaning Well #4 soon. BOS discussed concerns regarding CRFs and funds for corrective action plan (CAP).

1:12:44 MOTION TO HOLD OFF ON THE CONSTRUCT REPAIR AND MAINTAIN TOWN WATER TREATMENT FACILITY LAGOON #1 CLEANING: Rani Merryman makes a motion to hold off on the construct repair and maintain town water treatment facility Lagoon #1 cleaning sludge removal for \$54,000 until next year. Seconded by Doug Vogel. **MOTION AND SECOND RETRACTED.**

1:14:04 MOTION TO APPROVE THE LAGOON #1 CLEANING SLUDGE AND REMOVAL: Rani Merryman makes a motion to approve the Lagoon #1 cleaning sludge and removal as presented. Seconded by Anthony Clements.

Roll Call Vote:

Tom Daigle No
Patricia Bridgeo No
Anthony Clements No
Doug Vogel No
Rani Merryman No

Motion Failed 5-0

1:17:48 MOTION TO APPROVE WESTON AND SAMPSON TO CLEAN WELL #4: Doug Vogel makes a motion to approve the expenditure for \$32,550 from the Water System Infrastructure Fund for the purpose of Weston and Sampson to Clean Well #4. Seconded by Anthony Clements.

Roll Call Vote:

Tom Daigle	No
Patricia Bridgeo	No
Anthony Clements	Aye
Doug Vogel	No
Rani Merryman	Aye

Motion Failed 3-2

1:20:19 MOTION TO CLEAN AND WATER FLOW QUALITY TEST WELL #4: Doug Vogel makes a motion to expend \$48,250 to clean and water flow quality test Well #4. Seconded by Patricia Bridgeo.

Roll Call Vote:

Tom Daigle	No
Patricia Bridgeo	No
Anthony Clements	No
Doug Vogel	Aye
Rani Merryman	No

Motion Failed 4-1

BOS MEMBER UPDATES/COMMITTEE REPORTS

1:28:59 Patricia Bridgeo provided BOS with information on NHDES Wetlands Bureau Minor Impact Dredge & Fill Application and suggested that they reach out to the Conservation Commission (Cons Com), Lamprey River Advisory Committee (LRAC), and Planning Department regarding any concerns and comments that they have regarding this application so that they can be sent to DES. Kathy McDonald re-appears before the board to answer BOS questions regarding how Cons Com handles their NHDES Wetlands Bureau Minor Impact Dredge & Fill Application. Patricia Bridgeo to compile a letter to Cons Com, LRAC, and Planning Department asking them to put their concerns together and have a Cons Com representative present their concerns to the state. Kathy McDonald to relay information to Cons Com.

BOS UPDATES FROM WORKING SESSION

1:37:19 Patricia Bridgeo informed the public that the next BOS working session will occur on May 13th and a non-meeting with legal will occur at 5pm. The public will not be able to attend non-meeting, but are welcome to attend the public meeting that starts at 6pm.

NEW BUSINESS

1:38:32 Discussed topic on agenda Underwood Engineers Draft Documents BOS expressed concerns about the information included in draft documents from Underwood Engineers (UE). BOS to review slides TM sent previously – Patricia Bridgeo to forward slides to Tom Daigle. TM to ask UE to come in on May 13th to talk to BOS.

OLD BUSINESS

1:49:37 Discussed topic on agenda RCTV Policy Manual – with corrections BOS expressed concerns and questions regarding content in Policy Manual. BOS addressed that there are inconsistencies in the Policy Manual.

1:56:21 BOS thanked all Scholarship applicants for their applications and expressed that they were very impressed.

OTHER BUSINESS

1:59:05 Discussed topic on agenda – Bidding Process Patricia Bridgeo addressed how the bidding process has changed from how it has been in the past. TM expressed that the previous bidding process was causing confusion, and a better process should be put in place. BOS discussed what will work best moving forward regarding the bidding process. Discussion to continue at next working session.

2:09:21 Anthony Clements discussed conversation he had with Chief Hammond regarding insurance claim around contamination of Firefighter suits. Anthony Clements asked if in the future they can use Fire Department Equipment CRF to replace contaminated equipment. BOS discussed how to deal with contamination issues moving forward.

2:14:34 Tom Daigle followed-up on his homework regarding Cemetery Trustees. Tom Daigle let BOS know that RSA 635:6 covers who is responsible for maintenance of memorial materials at Cemeteries.

2:16:25 Doug Vogel asked TM for update on Dudley Tucker Library furnace

2:16:55 Due to technical failure, RCTV recording cut out. The rest of the meeting was unable to be recorded.

The Board exited public session at approximately 8:30pm

Attachments per Agenda

Full Minutes – [Raymond Community TV \(castus.tv\)](https://www.castus.tv)

Minutes taken by 5.7.24

Jackie Sampson

Executive Administrative Assistant

Town Manager and Board of Selectmen

Town of Raymond

BOARD OF SELECTMEN
AMENDED Minutes 5/13/2024 Public Work Session
45 Harriman Hill Road Raymond, NH 03077
6:30 PM

Board of Selectmen Present:

Patricia Bridgeo – Chair
Rani Merryman - Vice Chair
Anthony Clements – Member
Tom Daigle – Member
Doug Vogel – Member

Public Meeting Call to Order: at approximately 6:30 Patricia Bridgeo called the meeting to order. Pledge was said before meeting begins

Topics discussed consisted of the following:

- Permanent File
- Historical Ballots
- Rules of Procedure
- E360 Code
- Creation of Citizen's Petition

The Board exited public session at approximately 8:00pm

Attachments per Agenda

Full Minutes – [Raymond Community TV \(castus.tv\)](https://www.castus.tv)

Minutes taken by:

Jackie Sampson
Executive Administrative Assistant
Town Manager and Board of Selectmen
Town of Raymond