



Board of Selectmen Agenda
Monday, October 24, 2022
Raymond High School Media Center
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:

WORK SESSION:

1. Review: 2023 Operating Budget and Capital Improvement Discussion

TOWN MANAGER REPORT:

1. Underwood Engineers, System Development Charge Authorization
2. CIP Committee Appointments, Members at Large. Robert Burke and Kenneth Hajjar, 04/30/2023

BOARD OF SELECTMEN'S REPORT:

APPROVAL OF BOARD MINUTES:

- a. Public Meeting Minutes, 10/17/22

NON PUBLIC SESSION:

RSA 91-A:3 II. (a) personnel, (e) litigation

ADJOURNMENT:

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:
 2022-17

DATE OF REQUEST	REQUISITIONER NAME	DATE OF SELECTMEN'S MEETING	REQUESTED AMOUNT
10/20/2022	David Fredrickson	10/24/2022	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST AND PROPOSED PURCHASES		
Wtr Storage Facilities Fund 05-8028-005	Underwood Engineers, Inc. Development of a System Development Charge (SDC) for new/upgraded connections to water system. <i>Per BOS Request on 9/19/2022 Meeting</i>		\$4,500
<i>Capital Reserve Fund available balance as of September 2022 is \$574,175.91</i>			

Chair George Plante	Approved / Not Approved
Vice Chair Kathy Hoelzel	Approved / Not Approved
Alissa Welch	Approved / Not Approved
Carlos Maldonado	Approved / Not Approved
Scott Campbell	Approved / Not Approved

ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED

To: Underwood Engineers, Inc.
25 Vaughan Mall
Portsmouth, New Hampshire 03801

ESR No.: 24
File No.:
Date: October 6, 2022
Description: *System Development Charge*

From: Town of Raymond
4 Epping Street
Raymond, NH

Town of Raymond Contact(s): David Fredrickson, Director of Public Works
Underwood Engineers Contact(s): Meagan L. McCowan, P.E., Sr. Project Engineer

Under agreement for Professional Services as Consulting Engineer for the Town of Raymond, NH, (General Services Agreement UE #1219 dated April 22, 2005), the Engineer is authorized to proceed with the following work:

Description

The Town of Raymond has requested engineering services for the development of a System Development Charge (SDC) for new and upgraded connections to its water system. An SDC is a charge designed to cover the costs associated with the existing equity of the system or the incremental cost of offsite improvements needed to serve new development. The SDC is charged in addition to the cost of the connection itself.

Scope of Services

Task 1 – System Development Charge

- Based on information provided by the Town, UE will calculate a System Development charge for the Raymond Water Department.
- UE will provide a summary table, including the connection meter size, meter equivalent ratio, estimated consumption, and suggested SDC.
- SDC recommendations will be issued in a letter report format as part of the Rate Study (ESR #23).

Task 2 – System Asset Value Calculation (Allowance)

- Task 2 includes an allowance for UE to calculate the system asset value for the Raymond Water system, if one is not included in the Auditor's report.

Information to be provided by the Town

- Annual domestic/residential consumption for 2019-2021 (assume this will be provided as part of the Rate Study)
- Annual number of domestic/residential users for 2019-2021 (assume this will be provided as part of the Rate Study)
- Average day design capacity of each water supply well.



- Current Net Asset Value of the water system (may be in Auditor's report). If this is not available, the follow information will need to be provided:
 - Pipes: diameter, length, year installed, original installation cost if available
 - Other water system assets (e.g. wells, treatment facilities, pump stations, storage tanks etc.): year installed, original installation cost
- Note if grant money or another funding source (such as the tax base) was used to pay for any or a portion of the water system asset items. If so, how much.
- Existing debt schedules for water system assets (assume these will be provided as part of the Rate Study).

Work Not Included

- Cost of Service Study
- Changing the rate design
- Field work
- CIP preparation or system evaluation

Budget Costs:

Task 1 – System Development Charge	2,500
Task 2 – System Asset Value Calculation (Allowance)	2,000
TOTAL	\$4,500

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit. Fees also include reimbursement for transportation expenses (per mile), out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Budget will not be exceeded without written authorization.

Schedule:

The proposed schedule for this work is as follows:

Collect SDC Information	October 2022
SDC Calculation	October/November 2022
Draft Report to Town (as part of rate model)	November 2022
Final Report to Town (as part of rate model)	January 2022
Presentation at Public Hearing (if needed, as part of rate model)	January/February 2022



Approval:

Approval and authorization to proceed with the work:

Ernest M. Cartier Creveling Date
Town Manager
Town of Raymond

Keith A. Pratt, P.E. Date
President, Underwood Engineers, Inc.



678 this project.

679
680 The Board took the recommendation of the DPW Director to proceed with the Bottle Glass Fused Water Storage
681 Tank.

682
683 **Motion:**

684 G. Plante made a motion to take the recommendation of the DPW Director and proceed with the project to install a
685 Bottle Glass Fused Water Storage Tank. K. Hoelzel seconded the motion. Voting in favor of the motion were George
686 Plante, Kathy Hoelzel, Alissa Welch, Carlos Maldonado and Scott Campbell. The motion passed 5-0-0

687
688 The Chair asked what the cost will be. D. Fredrickson estimated at least \$5,000,000.00

689
690 **Water Rate Study, Contract Approval**

691 **Capital Reserve Fund Request**

692 The DPW Director submitted a memo stating the following. With the Pending Administrative Order from the
693 Department of Environmental Services addressing the water storage tank, funding will be a top priority. Along with
694 other avenues that the Public Works Department and the Town Manager are pursuing, adjusting the rates to pay the
695 debt will be needed. Understanding what the impact to the users might be, is very important. The proposal that has
696 been provided to you is from Underwood Engineers for an update to the Town's water rates. Underwood is very
697 familiar with the Town and has historically prepared the water rate studies. In my professional opinion the best
698 overall value to the Town would be to utilize Underwood Engineers for this task.

699
700 Dave Frederickson 2:10:39

701 In 2016, the town contracted Underwood Engineers to perform a formal water rate study. It is recommended that
702 you look at your water rates every five years. I don't know if it was used, or the recommendations of the last water
703 rates were incorporated but with the pending Administrative Order, we're going to need to find methods to pay for
704 it. It is crucial at this point. Underwood, this is another one of those professional services type of situations.
705 Underwood has been the company that has done it for us in the past, they're ready to go and they have a lot of data
706 and history. They would require input from us, though it's not like that they can just give us a number in a few days.
707 They are very reputable. They provided us a quote for \$15,000. That is just for the analysis of our water rate, there is
708 work not included like the cost-of-service study or calculation for a system development charge, changing the rate
709 design, field work or CIP preparation or system evaluation.

710
711 **The system development charge is a very interesting charge.** It is a charge that's based on the demand for your
712 development/ business is putting on the system as well as what the overall value of your current system is.

713
714 The engineers look at how much water we produce a day, and they say, Okay, this is what it's going to cost you per
715 gallon per day. So, I took our current three quarter inch service connection, and I divided it by how many gallons per
716 day, an average three bedroom dwelling uses. So now this number is variable, the State uses 150. The new Metcalf
717 and Eddy book, is 70. The previous one was 120. That's the that's the book that you use to argue how big your
718 septic system is going to be or what you're going to need to do. The State has 150 So there's really no arguing but I
719 took an average between 120 and 150, which was 135 multiplied by the three bedrooms a day and then I divided
720 that. So, what that came out to be was \$5.71 per gallon per day. And I said, Okay, that's pretty close to where it came
721 from. It was \$4.75.

722
723 D. Fredrickson gave examples using \$10 per gallon per day. 150 dwelling units each having 2 bedrooms (300
724 bedrooms) multiplied by the average of 135 determines how much water your new development is going to put on
725 the system. Based on those numbers the connection fee would be \$275,000.00.

726

727 Selectman Campbell 2:15:40
728 What are we charging right now Dave.
729
730 Dave Frederickson 2:15:43
731 The only thing that I found is the size of the pipe. So, if you have a single bedroom home, and it's 60 feet off the road,
732 a three-quarter inch service will suffice. It's \$2,200. So again, that three bedroom at 135 per bedroom would get you
733 to that \$2,200. If you come in, and you want an eight-inch line, which will serve us 4000 gallons a minute, you know,
734 you pay. I may be a little off on this. I want to say \$5,000. It's right around \$4,500.
735
736 The Chairman questioned if it mattered where the meter is installed. D. Fredrickson stated no. It will be determined
737 by demand that you are introducing to the system.
738
739 D. Fredrickson stated that this system development study is not included in the proposal price.
740
741 Selectman Campbell 2:17:23
742 How fast could you get that done.
743
744 Dave Frederickson 2:17:25
745 D. Fredrickson is bringing it up because he feels the Board may want to pursue this service in addition to the rate
746 study. He feels it is a very equitable solution. He would need to get a quote on this service because he is not certain
747 what the cost will be.
748
749 The Board was very interested in pursuing a quote for the System Development Charge.
750
751 G. Plante made a motion to waive the requirements of the procurement policy and authorize the Town Manager to
752 sign and approve the contract submitted by Underwood Engineers, Inc. in the amount of \$15,000.00 to be withdrawn
753 from the Capital Reserve Fund, Water Storage Facilities Fund 05-8028-005 for a Water Rate Study. K. Hoelzel
754 seconded the motion. Voting in favor of the motion were George Plante, Kathy Hoelzel, Alissa Welch, Carlos
755 Maldonado and Scott Campbell. The motion passed 5-0-0
756 Dave Frederickson 2:19:35
757 D. Fredrickson agreed to pursue obtaining a quote for the System Development Charge
758
759 **Trash Bag, Buy Back, September 12, 2022 – October 28, 2022**
760 Dave Frederickson 2:21:48
761 I just wanted to update you on the trash bag buyback. The comments from the Town Clerk's office have been very
762 well received. It's working very well. We did those two weeks of certain times of the week to have people bring in the
763 bags. And then, for a day, my assistant Stacey Grella. along with Charlie stuffed the envelopes and got those ready.
764 People come in with their receipt and they are given the envelope with what they're owed. They open the envelope
765 to verify it is the correct amount. Everybody seems to be happy with it.
766
767 **Recent Brush Clearing Along Shattigee Road**
768 We've been trying to figure out a way to get some of this brush on the edge of roads cleared away and a little bit
769 faster manner in which we've been doing it. We have the tractor with the arm, you've got to go back and forth and
770 traffic with cars passing you on some of these roads. What we did was we rented an excavator with a forestry head.
771 It was tracked but with rubber pads, we had it delivered to Shattigee Road. We did all of Shattigee Road. We did all of
772 Old Mill Road. If you've ever been down Lane Road and seen the curves back to Candia, we cleaned out that
773 complete side. We completed about 35 hours of work. Otherwise, it would have taken us a good solid month.
774
775 Selectman Campbell 2:23:46
776 that the biggest hole with the sorrow in the end.



Appointment to Town Office

To: **Kenneth Hajjar** of Raymond, in the County of Rockingham:

Whereas there is a vacancy in the office of the **Capital Improvements Program Committee** of said town, and whereas we the subscribers have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Kenneth Hajjar** as a **Member at Large** of the **Capital Improvements Program Committee** of said town. Upon your taking the oath of office and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

TERM OF OFFICE: **April 30, 2023**

BOARD OF SELECTMEN:

GEORGE PLANTE, CHAIRMAN

KATHLEEN HOELZEL, VICE CHAIRMAN

SCOTT CAMPBELL

CARLOS MALDONADO

ALISSA WELCH

Date

I, **Kenneth Hajjar** do solemnly swear that I will faithfully discharge and perform all the duties incumbent on me according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire, so help me God. (This I do under the pains and penalties of perjury.)

Signature of Appointee

STATE OF NEW HAMPSHIRE,

Personally, appeared the above-named **Kenneth Hajjar** who took and subscribed the foregoing oath, before me:

Date received and recorded:

Town Moderator, Town Clerk, Selectmen, Justice of the Peace,
or School District Moderator or School District Clerk

New Hire



Town of Raymond, NH
Appointment Application

Ken Haujar

1. What Appointment are you seeking? Capital Improvements Plan
2. Have you attended the required (3) meetings? Y N N/A
3. The Raymond Board of Selectmen have outlined the following expectations for members to be appointed to a Board:

Please check all boxes below

- a) Show our residents respect, compassion and willing to fully hear their concerns without regard to who the individual is, past conflicts, close associations, affiliations.
- b) Work to foster credibility, impartiality, fairness and avoid level liabilities to the Town.
- c) Avoid at all times, any question of a perceived or actual conflict of interest involving you on an issue before the Board.
- d) Work to address any question of a perceived or actual conflict of interest involving another member on an issue before the Board.
- e) At all times, put the best interests of the Town and its residents above personal interests of yourself or others you know.
- f) Ensure you have enough flexibility with your personal and professional schedule to make the required meetings.
- g) Ensure you conduct the needed individual research and review of the subjects and documentation and come to these meetings fully prepared to discuss the scheduled agenda items.
- h) Handle conflict in a professional manner and avoid personal attacks on others or disruption of official Town business (to include social media outlets)
- i) Attend recommended training to enhance your knowledge in your area.
- j) Show respect and work through your respective Chairperson to address issues.
- k) Work through the Town Manager when seeking assistance from the Town Staff.

- l) Follow all Town policies regarding conduct, stewardship of funds, communications and ethics.

- m) Help foster in a culture of civil and respectful public discourse, to help achieve the needs of the community and allow all voices to be heard.

Thank you for your willingness to serve this community.

Applicant Name: Kenneth Hajjar

Applicant Signature: 

Applicant Contact Information

Address: 17 Sherwood Rd.

Cell: 603-490-1002

Email: kenhajjaryahoo.com



Appointment to Town Office

To: Robert Burke of Raymond, in the County of Rockingham:

Whereas there is a vacancy in the office of the **Capital Improvements Program Committee** of said town, and whereas we the subscribers have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Robert Burke** as a **Member at Large** of the **Capital Improvements Program Committee** of said town. Upon your taking the oath of office and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

TERM OF OFFICE: *April 30, 2023*

BOARD OF SELECTMEN:

GEORGE PLANTE, CHAIRMAN

KATHLEEN HOELZEL, VICE CHAIRMAN

SCOTT CAMPBELL

Date

CARLOS MALDONADO

ALISSA WELCH

I, **Robert Burke** do solemnly swear that I will faithfully discharge and perform all the duties incumbent on me according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire, so help me God. (This I do under the pains and penalties of perjury.)

Signature of Appointee

STATE OF NEW HAMPSHIRE,

Personally, appeared the above-named **Robert Burke** who took and subscribed the foregoing oath, before me:

Date received and recorded:

Town Moderator, Town Clerk, Selectmen, Justice of the Peace,
or School District Moderator or School District Clerk

Bob Burke



Town of Raymond, NH
Appointment Application

Bob Burke

1. What Appointment are you seeking? CAPITAL IMPROVEMENT COMMITTEE
2. Have you attended the required (3) meetings? Y N N/A
3. The Raymond Board of Selectmen have outlined the following expectations for members to be appointed to a Board:

Please check all boxes below

- a) Show our residents respect, compassion and willing to fully hear their concerns without regard to who the individual is, past conflicts, close associations, affiliations.
- b) Work to foster credibility, impartiality, fairness and avoid level liabilities to the Town.
- c) Avoid at all times, any question of a perceived or actual conflict of interest involving you on an issue before the Board.
- d) Work to address any question of a perceived or actual conflict of interest involving another member on an issue before the Board.
- e) At all times, put the best interests of the Town and its residents above personal interests of yourself or others you know.
- f) Ensure you have enough flexibility with your personal and professional schedule to make the required meetings.
- g) Ensure you conduct the needed individual research and review of the subjects and documentation and come to these meetings fully prepared to discuss the scheduled agenda items.
- h) Handle conflict in a professional manner and avoid personal attacks on others or disruption of official Town business (to include social media outlets)
- i) Attend recommended training to enhance your knowledge in your area.
- j) Show respect and work through your respective Chairperson to address issues.
- k) Work through the Town Manager when seeking assistance from the Town Staff.

- l) Follow all Town policies regarding conduct, stewardship of funds, communications and ethics.
- m) Help foster in a culture of civil and respectful public discourse, to help achieve the needs of the community and allow all voices to be heard.

Thank you for your willingness to serve this community.

Applicant Name: *ROBERT MAURICE BURKE*

Applicant Signature: *Robert M. Burke*

Applicant Contact Information

Address:

*18 Watson Hill Rd
Raymond, NH
03077*

Cell:

603-244-0833

Email:

*robertburkeburke7117@
outlook.com*