



**Raymond Select Board Meeting**  
**April 29, 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 -**

Cynthia Ann McCoy

Donald F. Ray

Clayton Savard

**4. TO APPEAR BEFORE THE BOARD**

1. CRF Requests – Cleaning Services for Well #4 & Lagoon #1 (Stacey Grella & Scott Keddy)

**5. BOS REVIEW, APPROVAL/ACCEPTANCE**

1. Paving Bids – Pike and R&D
2. Lamprey River Advisory Committee Application/Re-appointment (Therese Thompson)
3. CIP Committee Applications (David Kelley & Carol Watjus)
4. Property Tax Prepayments & Letter (Tax Collector, Tracey Stickney)
5. Notice of Intent to Cut & Informative Documents (Nottingham Road/Autumn Trail Realty)

**6. BOS MEMBER UPDATES/COMMITTEE REPORTS**

**7. BOS UPDATES FROM WORKING SESSION**

1. Next Working Session: 5/13/24 – Topics to Discuss:
  - a. Rules of Procedure
  - b. Correcting Errors on Permanent File
  - c. E360 Code Update – Scope of Work for BOS

**8. NEW BUSINESS**

1. Scholarships
2. NHDES Wetlands Bureau Minor Impact Dredge & Fill Application – BOS copy in Executive Admin's Office

**9. OLD BUSINESS**

1. RCTV Policy Manual – with corrections

**10. OTHER BUSINESS**

**11. PUBLIC COMMENT – 15 Minutes**

**12. APPROVAL OF BOARD MINUTES – 4/8/24 (working session), 4/15/24**

**13. NON-PUBLIC SESSION - RSA 91-A:3 II (a)**

*Non-Public Session(s) that may not be listed could occur at this meeting*

## 14. ADJOURNMENT

### 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	
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	

4.25.24 Update from TM: UE is a little behind schedule. All documents from 'Evaluation of Alternatives & Draft Source Impro Plan' to 'Draft Report DES-CAP deadline' are currently in progress.

Traffic Study – (Tony to talk with Highway Safety Committee) Re: Community UPDATE?

MEGA X - who to update?

TOWN POLICY MANUAL – 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

BOS EMAIL ADDRESS Ongoing

Land Use Application – Review, Revise, Procedures BOS/TM TO REVIEW

# 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 align="center"><b>Well #4 Cleaning</b>  <b>Water Flow/Quality Testing</b></p> <p align="center">Vendors:                      Weston &amp; Sampson – Cleaning                      GZA/Emery &amp; 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

## Julie Jenks

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**From:** Stacey Grella  
**Sent:** Thursday, April 18, 2024 9:31 AM  
**To:** Julie Jenks  
**Cc:** Scott Keddy; Jackie Sampson; Ken Robichaud  
**Subject:** CRF Request - Cleaning Services for Well #4  
**Attachments:** Well #4 Cleaning 2024.pdf; 2420\_001.pdf; Emery And Garret Flow Testing Quote 2024 (Well 4 Clean).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Julie...

The Water Department is requesting the expenditure of funds from the “Water System Infrastructure CRF” in the amount of **\$48,250**. This is for the cleaning services for Well #4.

The cleaning bid was put out on February 23<sup>rd</sup> with a submittal deadline of March 21<sup>st</sup>. We only received one response to the bid and that was from Weston & Sampson for a cost of **\$32,550** (attached). As part of this cleaning process, GZA/Emery & Garrett will be conducting flow and water quality testing (attached is a quote from Emery & Garrett for **\$15,700**). GZA/Emery & Garrett are the engineers that we have always used for any ground water work, investigations, and well studies so this portion of the work was not put out to bid.

These wells are routinely cleaned on a rotating schedule, however, Well #4 has not been cleaned since its installation in 2018. This is a vital element to the proper performance of the well. It should be noted that the cleaning of Well #4 is more expensive than the cleanings of the other wells due to the fact that this is a bedrock well as opposed to a gravel well, and also because Well #4 is approximately 380 feet deep as opposed to our other wells are approximately 60 feet deep.

This work needs to be scheduled for no later than June of this year.

Jackie, Scott and I would like to be placed on the BOS agenda for their May 6<sup>th</sup> meeting to discuss this request in more detail with the Board.

If you guys need anything else, please let me know. Thank you!

S

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





## **Town of Raymond, NH Department of Public Works Request for Proposals**

### **Well #4 Cleaning Services 2024**

The Town of Raymond, New Hampshire is soliciting proposals from contractors interested in providing well cleaning and redevelopment services.

Interested contractors shall provide the Town with written descriptions of their proposal outlining experience, references, materials to be used, cost, time frame, methods, and services to be provided by the contractor, and any services anticipated to be required from the Town.

All proposals must be provided in hard copy within a sealed envelope and clearly labeled "**Well #4 Cleaning Services 2024**" by the deadline noted below:

**Deadline for receipt of proposals is 2:00 p.m., Thursday, March 21, 2024**  
***(Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH)***

Interested parties should contact the Town of Raymond, Public Works Department, 4 Epping Street, Raymond, NH 03077 to obtain a copy of the proposal criteria.

## **GENERAL**

The Town of Raymond is soliciting proposals from contractors interested in providing services for the cleaning and redevelopment of Well # 4.

## **INTRODUCTION**

The Town of Raymond hereinafter, "Town" is a municipal corporation in the State of New Hampshire, in the County of Rockingham, with an official place of business at 4 Epping Street, Raymond, NH 03077.

## **INTENT**

It is the intent of the Town of Raymond to enter into an agreement, through its Public Works Director or his/her designee and the selected contractor, for the rating, cleaning, pump cleaning and inspection, before and after video inspecting, and well redeveloping. Further, the contractor shall be responsible for furnishing all necessary equipment, labor, supplies, and personnel to satisfy this intent. **The contractor will be working with Emery and Garrett as they will be flow testing and sampling the well at different pumping rates throughout the cleaning process.**

## **SUBMITTAL**

Interested contractors shall provide the Town a written narrative proposal outlining experience, references, process, and materials to be used, cost, schedule, methods, and services to be provided by the contractor, and services anticipated to be required from the Town. This written narrative is a key consideration in the selection of a Contractor.

All material submitted in response to this RFP shall become the property of the Town and shall not be returned.

## **DUE DATE**

To be eligible for consideration, proposals must be received by the Town at its official place of business, in accordance with the instructions contained in this RFP, **no later than 2:00 pm, on Thursday, March 21, 2024 (Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH).**

## **LOCATION**

Production Well # 4 is a bedrock well located to the south-east of Raymond High School, at the far edge of the athletic field. The well is accessed by a gravel road between the SAU building that leads to the lower field.

## **CLEANING HISTORY**

Production Well #4 was drilled in January and February of 2014 and put online in 2017. The well was completed by Emery and Garrett. The well started at 375 ft deep, 6-inch diameter test well and later converted to a 380 ft 8-inch diameter well. The well is permitted for 250 GPM.

## **PROCEDURE**

Pre-Cleaning- Test pump for a minimum of one hour prior to chemical injection, recording static water level, drawdown level, pump rate, discharge rate, voltage, and amperage at each of three pump-operating points. In addition, the well interior shall be video inspected. Current specific capacity and pump performance shall be calculated.

Pump Equipment Removal & Reinstallation - The pump equipment shall be removed and visually inspected. The equipment shall be transported by and to the selected contractor's facility for disassembly, inspection, cleaning, painting, and reassemble. Any equipment not serviceable or excessively worn shall be brought to the Town's attention, with a proposal and cost estimate for repair or replacement. All old parts shall be returned to the Town. The contractor shall make authorized repairs then reassemble and reinstall the pump and equipment. A written pump inspection report shall be provided.

Well Cleaning - Performed in accordance with the selected contractor's proposal.

Sieve Analysis – Perform and record a sieve analysis.

Post-Cleaning - Conduct a one-hour pump test of the cleaned and redeveloped well and its equipment. Said test shall record and compare results of the post cleaning to the cleaning results. In addition, the well shall be video recorded after cleaning.

## **DISINFECTION**

Following completion of the work, the selected contractor shall be responsible for disinfecting the well, obtaining representative water samples, and having said samples tested to verify the well's purity.

## **FINAL REPORT**

Following completion of all the work, a written report detailing the work done, repair parts furnished, redevelopment procedures, sieve analysis, chemicals used, and the results of the redevelopment shall be made and submitted with the final invoice for the work.

## **COMMENCEMENT**

It is the Town's intent to have the selected contractor begin the work as soon as possible after contractor selection, and execution of a contract. It is anticipated the work would be performed in the months of April and/ or May, but no later than May 31, 2024. Failure to complete the work within this time frame may result in nullification of the Contract.

## **CONSIDERATIONS**

The major consideration for the Public Works Director or his/her designee is the prompt, efficient cleaning, and redevelopment of the well, in the most economical manner, at the most reasonable price, with the least amount of disruption, restoring the pump and well's specific capacity to as close to original as feasible.

## **ALTERNATIVES**

The Town is interested in any alternatives the contractor may wish to propose that address the need to provide a means to increase the well's specific capacity and pump's efficiency.

## **SELECTION CRITERIA**

Selection shall be based upon whichever proposal is determined by the Public Works Director or his/her designee to be in the best interest of the Town of Raymond, NH. After full consideration of cost schedule, methods, and overall value. **Selection shall not be made purely on cost alone.**

## **INSURANCE**

The selected contractor/developer shall be required to maintain general liability and other insurance as is appropriate for the work being performed. Excess Liability, Automotive Liability, Protective Liability, and General Liability coverage shall be a minimum of \$2,000,000 each. The Town shall be named as additional insured, on the policy.

## **PERMITS**

The Town of Raymond is in the process of and shall obtain the required groundwater discharge permit. It shall be the responsibility of the selected contractor to comply with said permit.

## **BONDS**

No bid or performance bonding is required.

## **LIMITATION**

This solicitation does not commit the Town to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for any services or supplies.

The Town reserves the right to reject or accept any and/or all the proposals received for any reason which the Board of Selectmen determines is in the best interest of the Town.

Further, the Town reserves the right to negotiate with any and/or all qualified sources, or to cancel in part, or in its entirety the solicitation for whatever reason is determined by the Board of Selectmen to be in the best interests of the Town.

## **EQUIPMENT**

All vehicles and equipment utilized shall meet all local, state, and federal regulations. The selected contractor shall be required to demonstrate they have enough equipment to assure them that there will be no delays in carrying out the work. The selected contractor shall be required to display its company name and telephone number on both sides of the vehicles or equipment utilized.

## **PERSONNEL**

The selected contractor shall provide licensed and qualified personnel through the duration of the contract to perform all tasks proposed.

## **ACCESS**

The Town shall provide and maintain adequate access for vehicles, personnel, and equipment from the public road network to the well site.

**END OF PROPOSAL**



Pricing will remain in effect for ninety (90) days.

The Town of Raymond reserves the right to modify, eliminate or alter various tasks in this contract.

**Bids will be opened at the Department of Public Works office at 4 Epping Street in Raymond, NH at 2:00pm on Thursday, March 21, 2024.**

**This Request for Proposals, if accepted, will be considered a binding Contract.**

**BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE CLEARLY MARKED "WELL #4 CLEANING SERVICES 2024"**

Executed by a *DULY AUTHORIZED* member of the company :

\_\_\_\_\_  
*Name* *Title* *Date*

\_\_\_\_\_  
*Name* *Title* *Date*

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Town of Raymond Contacts:**

**Scott Keddy, Water Foreman**  
603-895-7050  
[skeddy@raymondnh.gov](mailto:skeddy@raymondnh.gov)

**Stacey Grella, Operations Manager**  
603-895-7036  
[sgrella@raymondnh.gov](mailto:sgrella@raymondnh.gov)

**Ken Robichaud, Town Manager**  
603-895-7006  
[townmanager@raymondnh.gov](mailto:townmanager@raymondnh.gov)

March 19, 2024

Scott Keddy  
Town of Raymond  
Department of Public Works  
4 Epping Street  
Raymond, NH 03077

Re: Well #4 Cleaning Services 2024

Weston & Sampson CMR, Inc., a licensed Well Driller and Pump Installer in the State of New Hampshire, submits the following qualifications and scope of services information for the proposed cleaning and testing of the Town's bedrock Well #4.

We will assist the Town in obtaining the required NH DES Temporary Groundwater Discharge Permit for the well cleaning activities.

#### Experience

The staff of the W&S CMR, Inc Well & Pump group has decades of experience servicing and maintaining high-capacity groundwater sources of supply throughout New England and Eastern New York. With three operations offices between New Hampshire, Massachusetts, and Connecticut we have up to seven well maintenance & repair crews, two well drilling & construction crews, and a well & pump testing crew.

Client references and an equipment list have been included as attachments for your reference.

#### Approach

Prior to removing the existing submersible pump a pre-cleaning pumping test will be conducted with flow rate, water level, discharge pressure, and motor Amps being collected and recorded.

The pumping equipment will then be removed and inspected on site by our crew with a Pump Inspection Report to be prepared that will detail the condition of the equipment and offer recommendations for repair as needed. No repairs will be completed without prior written authorization from the Town.

As required, a pre-cleaning video inspection of the well casing and open borehole will be conducted and digitally recorded. During this inspection the well will be pumped to waste at a low flow rate to provide as clear a picture as possible so that structural features can be observed and noted.

The redevelopment of a bedrock well differs from the procedures that would be employed for an overburden well primarily due to the very nature of the aquifer that is dependent upon contributions from fractures in the bedrock versus a well-defined sand & gravel aquifer. Also, the uneven and sometimes unstable nature of the open bedrock boring prohibit the use of surge blocks to generate the energy required to loosen and remove deposits.

Our proposed methodology for the cleaning of Well #4 will include pumping and backwashing the well utilizing airlift pumping with the intake of the development tools placed at or just above fracture zones that have been previously identified by the Town's Consultants and confirmed by the completion of a pre-cleaning video inspection of the well. At each fracture zone the pumping and backwashing will be conducted to increase the velocity of the water as it moves in and out of the fractures with the goal of dislodging and removing mineral, sediment and biological deposits that have accumulated over time. The amount of color and materials produced will be monitored to determine the effectiveness of the effort and whether chemical additions should be made to breakdown and loosen deposits. Any proposed chemical additions would be discussed with and approved by the



Town prior to proceeding. The solutions would be placed/tremied into the fracture zone through the developing tools and then surged and backwashed into the fractures prior to being pumped to waste and neutralized as needed. Once the water being produced from a specific fracture has cleared the tools will be reset at the next fracture zone and the process repeated until all identified major fractures have been surged.

Once the developing tools have been removed a post-cleaning video inspection will be completed and recorded in the same manner as the pre-cleaning.

Prior to reinstallation of the pumping equipment the well will be disinfected by the addition of a minimum 50ppm chlorine solution.

A final test of the well and pumping equipment will be conducted in the same manner as the pre-cleaning test with the same data collected and recorded for inclusion in the final report.

Throughout the testing and redevelopment procedures the W&S CMR crew will work closely with Emery and Garrett personnel to conduct specific flow testing and sample collection as needed. We anticipate that a plan for this testing will be submitted and discussed during a pre-construction meeting so that we can be prepared and plan accordingly to accommodate these efforts.

We trust that you will find this proposal 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](mailto:hydrot@wseinc.com).

Thank you for the opportunity to provide this quotation.

Sincerely,  
Weston & Sampson CMR, Inc.



Thomas S. Hydro  
General Manager

**TOWN OF RAYMOND, NEW HAMPSHIRE**

**Bid Sheet**

**WELL # 4 CLEANING 2024**

**Bids are due by 2:00pm on March 21, 2024**

***(Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH)***

<b>Well Cleaning Tasks</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mobilization/Demobilization (Lump Sum)	<u>1</u>	<u>LS</u>	<u>\$1,850.00</u>	<u>\$ 1,850.00</u>
Perform pump test /before/after (Lump Sum)	<u>1</u>	<u>LS</u>	<u>\$ 750.00</u>	<u>\$ 750.00</u>
Remove disassemble, inspect, clean and reinstall pump (Lump Sum)	<u>1</u>	<u>LS</u>	<u>\$5,500.00</u>	<u>\$ 5,500.00</u>
Written pump inspection report (Lump Sum)	<u>1</u>	<u>LS</u>	<u>n/c</u>	<u>\$ 0.00</u>
Setup/remove well cleaning tools & equipment (Lump Sum)	<u>1</u>	<u>LS</u>	<u>\$3,200.00</u>	<u>\$ 3,200.00</u>
Video inspection before/after (Lump Sum)	<u>1</u>	<u>LS</u>	<u>\$1,400.00</u>	<u>\$ 1,400.00</u>
Well redevelopment (hourly) (Lump Sum)	<u>40</u>	<u>HR</u>	<u>\$ 350.00</u>	<u>\$ 14,000.00</u>
Written Final Report (Lump Sum)	<u>1</u>	<u>LS</u>	<u>\$ 500.00</u>	<u>\$ 500.00</u>
<hr/>				
Muriatic acid (gal.)	<u>20</u>	<u>GALLON</u>	<u>\$ 100.00</u>	<u>\$ 2,000.00</u>
Hydrated lime (lbs.)	<u>50</u>	<u>POUND</u>	<u>\$ 2.00</u>	<u>\$ 100.00</u>
Johnson, NuWell 220, Dispersant Polymer (gal.)	<u>0</u>	<u>GALLON</u>	<u>\$ 98.00</u>	<u>\$ 0.00</u>
Johnson, Nu-Well (410)	<u>0</u>	<u>GALLON</u>	<u>\$ 98.00</u>	<u>\$ 0.00</u>
Calcium hypochlorite (lbs.)	<u>25</u>	<u>POUND</u>	<u>\$ 8.00</u>	<u>\$ 200.00</u>
Sodium metabisulfite (lbs.)	<u>50</u>	<u>POUND</u>	<u>\$ 5.00</u>	<u>\$ 250.00</u>
Sodium Hexametaphosphate (lbs.)	<u>0</u>	<u>POUND</u>	<u>\$ 5.00</u>	<u>\$ 0.00</u>
Neutralization Chemicals	<u>0</u>	<u>LS</u>	<u>\$ 375.00</u>	<u>\$ 0.00</u>
Other (please explain) <u>Additional Pump Testing of Well EGGI</u>	<u>8</u>	<u>HR</u>	<u>\$ 350.00</u>	<u>\$ 2,800.00</u>
<b>TOTAL BID PRICE</b>				<u>\$ 32,550.00</u>

COMPANY SUBMITTING BID: Weston & Sampson CMR, Inc.

Pricing will remain in effect for ninety (90) days.


The Town of Raymond reserves the right to modify, eliminate or alter various tasks in this contract.

**Bids will be opened at the Department of Public Works office at 4 Epping Street in Raymond, NH at 2:00pm on Thursday, March 21, 2024.**

**This Request for Proposals, if accepted, will be considered a binding Contract.**

**BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE CLEARLY MARKED "WELL #4 CLEANING SERVICES 2024"**

Executed by a *DULY AUTHORIZED* member of the company :

	Stephen Richard, President	March 19, 2024
Name	Title	Date
_____	_____	_____
Name	Title	Date

Business Address: Weston & Sampson CMR, Inc.  
55 Walkers Brook Dr, Suite 100, Reading, MA 01867

Business Phone: 978-532-1900

e-mail address: richards@wseinc.com

e-mail address: \_\_\_\_\_

**Town of Raymond Contacts:**

**Scott Keddy, Water Foreman**  
603-895-7050  
[skeddy@raymondnh.gov](mailto:skeddy@raymondnh.gov)

**Stacey Grella, Operations Manager**  
603-895-7036  
[sgrella@raymondnh.gov](mailto:sgrella@raymondnh.gov)

**Ken Robichaud, Town Manager**  
603-895-7006  
[townmanager@raymondnh.gov](mailto:townmanager@raymondnh.gov)

Clerk's Certificate of Vote

The undersigned, Clerk of Weston & Sampson CMR, Inc., hereby certifies that, at a meeting duly called in accordance with the by-laws, the Board of Directors unanimously passed the following resolution on December 14, 2023.

VOTED: To authorize

Stephen J. Richard

Francis M. Ricciardi

Acting individually, to execute and deliver on behalf of the Corporation, contracts for professional services, up to \$5,000,000 in value, which are in the ordinary course of the Corporation's business, during fiscal year 2024.

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VOTED: To authorize

John A. Bocchino, Jr.  
Robert A. Goober

Michael J. Scipione

Acting individually, to execute and deliver on behalf of the Corporation, contracts for professional services, up to \$2,000,000 in value, which are in the ordinary course of the Corporation's business, during fiscal year 2024.

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VOTED: To authorize

David M. Elmer  
Salvatore V. Ferrara  
Thomas S. Hydro

Paul W. Jensen  
Daniel Sampson

acting individually, to execute and deliver on behalf of the Corporation, contracts for Professional Services which are in the ordinary course of the Corporation's business, not including contracts exceeding \$500,000, during the fiscal year 2024.

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VOTED: To authorize

Robert L. Mitchell  
Rodney Van Deusen, Jr.

Owen Murray

acting individually, to execute and deliver on behalf of the Corporation, contracts for Professional Services which are in the ordinary course of the Corporation's business, not including contracts exceeding \$100,000, during the fiscal year 2024.

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VOTED: To authorize

Vito Ciaramitaro

John Ellis

acting individually, to execute and deliver on behalf of the Corporation, contracts for Professional Services which are in the ordinary course of the Corporation's business, not including contracts exceeding \$50,000, during the fiscal year 2024.

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The undersigned further certifies that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.



Christopher M. Perkins, PE, Clerk

March 19, 2024

Date

**Weston & Sampson CMIR, Inc.**  
**Corporate Officers**

CEO:	Francis M. Ricciardi	20 Fernway, Lynnfield, MA 01940	978-532-1900
President:	Stephen J. Richard	17 Kibrel Court, Sandown, NH 03873	978-532-1900
Treasurer:	Francis M. Ricciardi	20 Fernway, Lynnfield, MA 01940	978-532-1900
Assistant Treasurer:	Jeffrey J. Alberti	12 Lawrence Drive, Franklin, MA 02038	978-532-1900
Clerk:	Christopher M. Perkins	28 Leach Road, Kittery, ME 03904	978-532-1900
Assistant Clerk:	Jeffrey J. Alberti	12 Lawrence Drive, Franklin, MA 02038	978-532-1900
Assistant Clerk:	Donald G. Gallucci	14 Sargent Street, Beverly, MA 01915	978-532-1900
Assistant Clerk:	David M. Elmer	215 Nahant Road, Nahant, MA 01908	978-532-1900
Assistant Clerk:	Vito J. Ciaramitaro	673 Western Ave, Gloucester, MA 01930	978-532-1900
Registered Agent:	CT Corporation		



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Ames &amp; Gough</b> 859 Willard Street Suite 320 Quincy, MA 02169	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(617) 328-6555</b>		<b>FAX (A/C, No): (617) 328-6888</b>
	<b>E-MAIL ADDRESS: boston@amesgough.com</b>		
<b>INSURED</b>  <b>Weston &amp; Sampson CMR, Inc.</b> 55 Walkers Brook Drive, Suite 100 Reading, MA 01867	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Valley Forge Insurance Company A(XV)</b>		<b>20508</b>
	<b>INSURER B : National Fire Insurance Company of Hartford A(XV)</b>		<b>20478</b>
	<b>INSURER C : Nautilus Insurance Company A+, XV</b>		<b>17370</b>
	<b>INSURER D : Endurance American Specialty A+, XV</b>		<b>41718</b>
	<b>INSURER E :</b> <b>INSURER F :</b>		

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			<b>6056861760</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b> MED EXP (Any one person) \$ <b>15,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>B</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			<b>6056860561</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ <b>1,000,000</b> PROPERTY DAMAGE (Per accident) \$
<b>C</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>			<b>FFX2027937-15</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	EACH OCCURRENCE \$ <b>10,000,000</b> AGGREGATE \$ <b>10,000,000</b>
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		<b>N/A</b>	<b>6056861015</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<b>D</b>	<b>Professional Liab</b>			<b>DPL30021630001</b>	<b>7/3/2023</b>	<b>7/3/2024</b>	<b>Per Claim</b> \$ <b>5,000,000</b>
<b>D</b>	<b>&amp; Pollution Liab</b>			<b>DPL30021630001</b>	<b>7/3/2023</b>	<b>7/3/2024</b>	<b>Aggregate</b> \$ <b>5,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional Insured GL Endorsement Form #CNA75079XX 10/16, if applicable. All Coverages are in accordance with the policy terms and conditions.

### Evidence of Insurance

### CERTIFICATE HOLDER

### CANCELLATION

For Proposal Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Jared Maxwell*

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that WESTON & SAMPSON CMR, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on December 29, 2006. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **569699**

Certificate Number: **0006529150**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 8th day of January A.D. 2024.

A handwritten signature in black ink, appearing to read "D. Scanlan", written over a horizontal line.

David M. Scanlan  
Secretary of State

Business License No: 1924  
Individual License No: W1955



BE IT KNOWN THAT  
**THOMAS HYDRO**  
DBA  
**WESTON & SAMPSON CMR, INC**  
is licensed in accordance with the provisions of RSA 482-B:5  
as a  
**PUMP INSTALLER**  
in the State of New Hampshire  
New Hampshire Water Well Board

Exp. Date: 6/30/2024

Chair: *Bart Cushing*



Business License No: 1924  
Individual License No: W1955



BE IT KNOWN THAT  
**THOMAS HYDRO**  
DBA  
**WESTON & SAMPSON CMR, INC**  
is licensed in accordance with the provisions of RSA 482-B:5  
as a  
**WWC**  
in the State of New Hampshire  
New Hampshire Water Well Board

Exp. Date: 6/30/2024

Chair: *Bart Cushing*

# WELL & PUMP SERVICES

inspection, maintenance & repair

**For more information, contact:**

Thomas Hydro  
(978) 977-0110 x 5021  
hydrot@wseinc.com

Blake Martin  
(978) 977-0110 x 2290  
martinb@wseinc.com



■ **Annual Well & Pump Inspection & Testing Service**

Flow testing to evaluate condition of well and pumping equipment  
Beneficial for budget and maintenance planning

■ **Emergency Pump & Motor Inspection & Repair Service**

■ **Downhole Color Video Inspection Services**

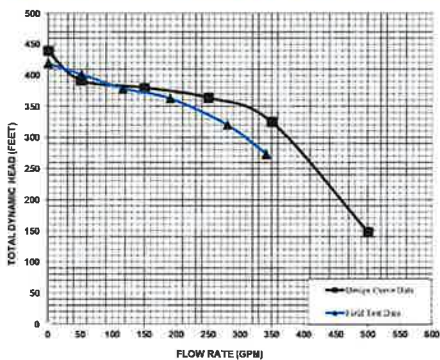
Firsthand view of well casing & screen  
Pre- & post cleaning inspections  
Verification of well construction details

■ **Well Cleaning & Redevelopment**

Chemical treatments  
Surge & pump development

■ **Vertical Turbine & Submersible Well Pump Sales & Service**

Goulds Pumps  
US Vertical Hollow Shaft Motors  
Centripro & Franklin Electric Submersible Motors



**Weston & Sampson** offers comprehensive maintenance services for potable groundwater supply wells and associated pumping equipment. Our staff conducts annual inspection flow tests to evaluate well and pump conditions, assists with maintenance scheduling and budget planning, and provides complete rehabilitation services, including customized chemical treatments, surge and pump redevelopment, and pumping equipment repair/replacement. Weston & Sampson staff have nearly 90 years of experience in the field, and the expertise to assist both municipal and industrial clients with the management of one of their most valuable assets.



# CONSTRUCTION CAPABILITIES

construction, maintenance, & repair

For more information, contact:

800.SAMPSON

info@westonandsampson.com



**Weston & Sampson** is licensed to perform construction as a general contractor. We specialize in water, sewer, utility, and drainage related projects for both public and private clients throughout the region.

Our portfolio of construction projects includes:

- Treatment plants
- Pump stations
- Pipelines (water, sewer, and drain)
- Swimming Pools
- Intakes/outfalls

Specialized services include:

- Excavation
- Dewatering/cofferdams
- Poured-in-place foundations
- Prefabricated systems/buildings
- Block and brick, and/or wood construction

Our staff is directed and managed by licensed professional engineers who are construction industry specialists and have extensive experience as both design engineers and as construction contractors.

Weston & Sampson's clients include municipal, institutional, and private utility owners and operators, management companies, condominium associations, and industrial/ commercial plant managers as well as all types of property and facility managers.



**Weston & Sampson CMR, Inc.**

**Well & Pump Services Qualifications & Experience Personnel**

**Tom Hydro**, Project Manager – 31 years in water well industry – CT, MA, ME, NH, RI & VT Licensed Driller

**Tom Williams**, Senior Well & Pump Inspector – 48 years in water well industry as Installer and Well & Pump Inspector

**Doug Johnson**, Senior Pump Technician – 35 years in water well industry as Installer and Operations Superintendent

**Weston & Sampson CMR Experience**

Well & Pump Inspection Projects		
Pepperell, MA Water Dept.	Hanson, MA Water Dept.	West Rutland, VT Water Dept.
United Water – Gardner, MA	Canaan, VT Water Dept.	Quonset Development Corp. (RI)
Rumford, ME Water District	Fairlee, VT Water Dept.	Northampton, MA Water Dept.
Springfield, VT Water Dept.	Northfield, VT Water Dept.	Kingston, MA Water Dept.
Wellesley, MA Water Dept.	North Conway, NH Water Precinct	Pembroke, NH Water Works
Guilford-Sangerville, ME Water District	Cotuit, MA Water Dept.	Gilbertville, MA Water District
Wareham, MA Fire District	Ashland, NH Water Dept.	Wheelwright, MA Water District
Pembroke, MA Water Dept.	Portland, CT Water Dept.	Adams, MA Fire District
Goffstown, NH Water Precinct	Farmington Village Corp. (ME)	Lincoln, NH Water Dept.
Avon Water Company (CT)	North Berwick, ME Water District	Enosburg Falls, VT Water Dept
Plainville, MA Water Dept.	Littleton, NH Water Dept.	Cromwell, CT Fire District

Well & Pump Rehabilitation Projects			
Owner	Project Description	Contact	Project Value
Bennington, VT State Hatchery	Well redevelopment – 3 wells	Fonda Papineau - 860-673-2340	\$21,595.00
Cumberland, RI Water Dept.	Well repairs/liner screen, redevelopment & pump replacement – 5 wells	Chris Champi - 401-658-0666	\$84,515.00
East Chelmsford Water District	Well repairs/liner screen & redevelopment – 1 well	Rob Conroy - 978-453-0121	\$39,455.30
Hanson, MA Water Dept.	Well redevelopment & pump replacement – 2 wells	Richard Muncey - (781) 447-1200	\$43,116.61
Hazardville Water Co, CT	Remove & replace well pump	Robert Sherwood - (860) 749-0779	\$7,650.00
Kensington, CT State Hatchery	Well redevelopment & pump replacement – 1 well	860-424-3000	\$24,415.50
Monadnock Paper Mills	Well redevelopment & pump repairs – 1 well	Dave Burnham - (603) 588-3311	\$15,250.00
North Kingstown, RI Water Dept.	Well redevelopment & pump replacement – 4 wells	Tim Cranston - 401-268-1521	\$94,197.00
Old Town, ME Water District	Well redevelopment & motor replacement – 1 well	Steve Lane - (207) 827-2145	17,696.50
Orono-Veazie, ME Water District	Well redevelopment & pump repairs – 2 wells	Ron Hidu - (207) 866-4449	\$53,857.00
Portsmouth, NH Water Dept.	Well redevelopment & pump repairs – 1 well	Albert Pratt - (603) 427-1530	\$27,020.87
Raymond, NH Water Dept.	Well redevelopment & pump replacement – 1 well	Scott Keddy - (603) 895-7036	\$14,716.00
Springfield, VT Water Dept.	Well field redevelopment – 10 wells	Roy Ferrar - 802-886-2208	\$7,400.00
United Water Rhode Island	Well repairs/liner screen, redevelopment & pump replacement – 1 well	Ed Harper - (401) 727-4300	\$37,528.80
Warren, MA Water District	Well redevelopment & pump replacement – 1 well	David Johnson - 413-436-9819	\$15,710.00
Woburn, MA Water Dept.	Well redevelopment, pump repairs, & liner screen – 1 well	Jay Corey - 781-897-5882	\$69,985.00

Well Redevelopment Projects			
Project Name	Dates of Service	Contact	Summary of Work
Cumberland, RI- Well Redevelopment & Pump Repairs	June 2020 to September 2021	Bill Descoteaux (401) 309-3904	Chemical treatment & redevelopment of Manville Wells 1, 1A, 2 & 2A
Kent County Water- Well Redevelopment & Pump Repairs	June 2020 to October 2020	Thom Burney (401) 633-2372	Chemical treatment & redevelopment of Minshnock Wells 3, 4 & 5
North Kingstown, RI- Well Redevelopment & Pump Repairs	May 2021 to June 2021	Tim Cranston (401) 268-1521	Chemical treatment & redevelopment of Well 5
Quonset Development Corp.- Well Redevelopment & Pump Repairs	January 1, 2022, to present	James Folco (401) 295-0044	Chemical treatment & redevelopment of Wells 3A & 14A



**Weston & Sampson CMR, Inc.  
Well & Pump Services**

**Well Rehabilitation Equipment**

Weston & Sampson CMR, Inc. utilize specialized equipment for the most efficient access and performance of the well rehabilitation procedures. The standard equipment includes the following:

(3) Rear Mount Crane Pump Rigs Equipped with Hydraulic Surging Piston w/1 to 6-Foot Stroke Length

(3) Rear Mount Crane Pump Rigs Equipped with Eccentric Wheel Surge Action

(2) Cable Tool Drill Rigs with Walking Beam Surge Action

4" Steel Developing Pipe

Multiple High-Capacity Submersible Developing Pumps

Multiple 1,000- and 1,500-Gallon Neutralization Tanks

(3) Color Downhole Video Cameras w/On Screen Depth Counter

Reinforced Rubber Surge Blocks and Multiple Size Nylon Brushes

Misc. Suction & Discharge Hoses

Multiple Orifice Pipe(s)

Amperage/Voltage Meters

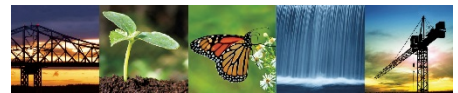
Vibration Meters

Misc. Hand Tools

Multiple 1,300 psi Pressure Washer

**Safety Note:**

**Due to the use of heavy equipment and hazardous chemicals and the potential for exposure to electrical hazards, the Weston & Sampson CMR, Inc. field crews will consist of 2-men for all on-site activities associated with well redevelopment projects.**



VIA EMAIL: [skeddy@raymondnh.gov](mailto:skeddy@raymondnh.gov)

August 1, 2023 Revised January 10, 2024  
File No. 33.P000034.24

Mr. Scott Keddy  
Town of Raymond  
Public Works Department  
4 Epping Street  
Raymond, NH 03077

**Re: Proposal for Assessing the Water Quality of Production Well #4 – Town of Raymond, New Hampshire**

Dear Mr. Keddy:

Emery & Garrett Groundwater Investigations (EGGI), a Division of GZA GeoEnvironmental, Inc. (GZA) has prepared this proposal with regards to further evaluating the water quality of Production Well #4 in the Town of Raymond, New Hampshire.

### **PROJECT UNDERSTANDING AND OBJECTIVES**

In recent years, suspended solids composed of iron and/or manganese compounds have been causing elevated turbidity in the distribution system near Production Well #4. Although the groundwater from Well #4 does not exceed drinking water limits for iron and has manganese concentrations slightly above the drinking water limit, suspended material is still developing, despite the addition of a sequestering agent engineered to keep the iron/manganese in solution. Limited testing of the water quality in June 2023 during a short-term testing program allowed useful characterization of the groundwater chemistry, but did not confirm what the best solution is to the problem.

This proposed scope of services will build on the results of the earlier testing, including longer-term testing, visual observation of the borehole, and a more robust groundwater sampling program designed to better understand the complex hydrogeochemical character of the groundwater withdrawn from Well #4.

### **SCOPE OF SERVICES**

Our proposed Scope of Services to meet the Project Objectives discussed above is detailed in the following tasks:

### **GENERAL**

Task 1 – EGGI shall make direct observations of the pumping/discharge pipe installed in Well #4 and the borehole itself. These activities are best performed in concert with planned maintenance (re-development) of Well #4 when the pumping equipment is being removed

from the borehole. Direct observation of the discharge pipe and submersible pump will allow better characterization of the suspended material and provide an opportunity to identify any biological activity (iron bacteria, slime bacteria, etc.) that could be contributing to the problem. Once the pumping equipment is removed from the borehole, a downhole video will provide direct observation of the borehole wall and particularly the water-bearing fracture zones before any well maintenance or rehabilitation is performed. This may provide insight into the cause for suspension of the dissolved iron/manganese compounds and the potential effects of biofouling.

Following maintenance/rehabilitation of Well #4, EGGI will coordinate with the drilling subcontractor to perform another downhole video for comparison with the first.

Task 2 – While the pumping equipment is removed, EGGI shall install a temporary submersible pump and pump Well #4 at a low rate (25-30 gallons per minute) for several hours. This will allow collection of groundwater samples undisturbed by the large pump and excessive pressures/velocities experienced in the permanent discharge system. Ordinarily, groundwater samples are not collected until they reach the pump station, so this will provide an opportunity to sample “raw” water quality directly from Well #4.

Task 3 – Once Well #4 has been reconnected to the pumping and distribution system, EGGI proposes to pump the well to waste at various pumping rates for 24 to 48 hours. During that testing, groundwater levels in Well #4 and another nearby well will be monitored to compare groundwater level variations with those observed during the initial testing of the Production Well. Testing of Well #4 after maintenance/rehabilitation will allow a better assessment to be made regarding the source of the turbidity, especially with regard to whether the turbidity seen at higher pumping rates is coming from the water-bearing fractures or as a result of the existing pumping/discharge system (primarily scaling on pipes).

Frequent observations of various field chemistry and physical parameters will be made throughout the testing interval. In addition, groundwater samples will be collected for laboratory analyses of iron, manganese, dissolved organic carbon, and other parameters of interest based on the interim findings from earlier phases of the investigation. Groundwater sample analyses will also include those parameters necessary to assess the effectiveness of sequestering agents recommended by a water treatment specialist.

Task 4 – EGGI shall prepare a Final Report documenting the results of the testing program and making recommendations for future maintenance and operations of Well #4. It is to be noted that a change to the diameter of the riser pipe may need to be considered.



**BASIS OF BILLINGS AND BUDGET**

Billings for EGGI’s/GZA’s professional services will be based on lump sum payments. Our budget to complete the work described in our Scope of Services is summarized in the table below.

<b>TASK DESCRIPTION</b>	<b>COST</b>
Task 1 – Direct Observations of Pumping Equipment and Borehole	\$1,700
Task 2 – Raw Water Monitoring Under Short-Term Pumping Conditions	\$3,700
Task 3 – Long-Term Pumping and Groundwater Sampling	\$5,800
Task 4 – Submittal of Final Report	\$4,500
<b>COST:</b>	<b>\$15,700</b>

This budget is based on the anticipated Scope of Services outlined above, which represents our judgment as to the level of effort required.

*Invoices for our services will be emailed to skeddy@raymondnh.gov. Should your email or mailing addresses be different than shown herein, please notify the undersigned so that appropriate changes can be made.*

**SCHEDULE**

EGGI/GZA will initiate work on the project in coordination with the Town and its drilling subcontractor following your written authorization to proceed. It is anticipated the work will be performed in early 2024.

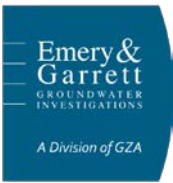
**CONDITIONS OF ENGAGEMENT**

This proposal and the attached Terms and Conditions for Professional Services (02/23-Edition/05-9010) will form the basis for engagement between the parties.

**ACCEPTANCE**

***This proposal may be accepted by signing in the appropriate spaces and returning one complete copy (with attachments) to us.*** An executed proposal must be received prior to initiation of the services described above. Issuance of a purchase order explicitly acknowledges acceptance of the Scope of Services and Conditions of Engagement. This proposal is valid for a period of 60 days from the date of issue.





We appreciate the opportunity to work with you on this project. Please contact us if you have any questions regarding this proposal.

Very truly yours,

EMERY & GARRETT GROUNDWATER INVESTIGATIONS, A DIVISION OF GZA

James M. Emery, PG  
Principal/District Office Manager  
Senior Hydrogeologist

JME:rlk

\\GZAMeredith\Proposals\Props\Proposals M-Z\Raymond\_RBW-Well 4 Water Quality\_33.P000034.24\RBW Well4 Water Quality\_33.P000034.24 Revised1-10-24.docx

Attachments: Terms and Conditions for Professional Services (02/23-Edition/05-9010)

This Proposal for Groundwater Exploration and Development Services and the attached Terms and Conditions for Professional Services (02/23-Edition/05-9010) are hereby accepted and executed by a duly authorized signatory, who by execution hereof warrants that he/she has full authority to act for, in the name of, and on behalf of the Town of Raymond, New Hampshire.

By:

Title:

\_\_\_\_\_ for the Town of Raymond, New Hampshire

Typed Name:

Date:

\_\_\_\_\_

\_\_\_\_\_

Billing Address (if different from above):

\_\_\_\_\_

\_\_\_\_\_



# TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

© 2023 by GZA GeoEnvironmental, Inc.

Client ("You"): Town of Raymond

Proposal No: 33.P000034.24

Site: Raymond Production Well #4

These Terms and Conditions, together with GZA's Proposal, make up the Agreement between GZA and you, Client, named above.

**BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND GZA.**

**1. Services.** GZA will perform the services set forth in its Proposal and any amendments or change orders authorized by you (the "Services"). Any request or direction from you that would require extra work or additional time for performance or would result in an increase in GZA's costs will be the subject of a negotiated amendment or change order.

**2. Standard of Care; Warranties.**

a. GZA will perform professional Services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality.

b. EXCEPT AS SET FORTH IN SUBSECTIONS 2a ABOVE, NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY GZA'S PROPOSAL OR BY ANY OF GZA'S ORAL OR WRITTEN REPORTS.

c. GZA assigns to you any manufacturers' warranties of equipment or materials purchased from others, to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.

**3. Payment.**

a. Except as otherwise stated in the Proposal, you will compensate GZA for the Services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.

b. Any retainer specified in GZA's Proposal shall be due prior to the start of Services and will be applied to the final invoice for Services.

c. GZA will submit invoices periodically, and payment will be due within 30 days from invoice date. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. GZA may terminate the Services upon 15 days' written notice anytime your payment is overdue on this or any other project and you will pay for all Services through termination, plus termination costs. You will reimburse GZA's costs of collecting overdue invoices, including reasonable attorneys' fees (including costs for time expended by in-house counsel, which will be charged to you at the prevailing market rate for attorneys of similar experience practicing in the jurisdiction).

**4. Your Responsibilities.**

a. Except as otherwise agreed in writing, you will secure the access agreements, approvals, permits, licenses and consents necessary for performance of the Services. If you are the owner or operator of the Site, you will provide GZA with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site (including, if applicable, asbestos containing materials ["ACM"]) and other information that may be pertinent to the Services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to GZA. Unless otherwise indicated in writing, GZA will be entitled to rely on documents and information you provide.

**5. Right of Entry; Site Restoration.** You grant GZA and its subcontractor(s) permission to enter the Site to perform the Services. If you do not own the Site, you represent and warrant that the owner has granted permission for GZA to enter the Site and perform the Services; you will provide reasonable verification on request; and you will indemnify the GZA Indemnitees for any claims by the Site owner related to alleged trespass by GZA or its subcontractors. Although GZA will exercise reasonable care to limit damage to landscaping, paving, systems and structures at the Site, you acknowledge that some damage may occur even with the exercise of due care and you agree to compensate GZA for any restoration it is asked to perform, unless otherwise indicated in the Proposal.

**6. Underground Facilities.** GZA's only responsibility under this Agreement will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless GZA with respect to personal injury and property damages due to GZA's interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:

- (i) that are not correctly shown on any plans and information you or governmental authorities provide to GZA; or
- (ii) that are not correctly marked by the appropriate utility.

7. **Reliance.** The services, information, and other data furnished by you shall be at your expense, and GZA may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the Services provided by GZA is directly related to the accuracy and completeness of the information and data that you furnish to GZA. **GZA'S REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO GZA. YOU SHALL INDEMNIFY AND HOLD HARMLESS THE GZA INDEMNITEES FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES, INCLUDING ATTORNEYS' FEES, ARISING OUT OF OR RESULTING FROM ANY USE, REUSE, OR MODIFICATION OF THE DOCUMENTS WITHOUT WRITTEN VERIFICATION, COMPLETION, OR ADAPTATION BY GZA AND SUCH LIMITED LICENSE TO YOU SHALL NOT CREATE ANY RIGHTS IN THIRD PARTIES.**
8. **Lab Tests and Samples.** GZA is entitled to rely on the results of laboratory tests using generally accepted methodologies. GZA may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate GZA for storage and/or shipping beyond 30 days.
9. **GZA Professionals.** GZA employees or consultants may act as licensed, certified or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, Certified Hazardous Materials Managers,, or Certified Industrial Hygienists collectively referred to in this section as "GZA Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state or local agency or other third party may audit the Services of GZA or other contractor/consultant(s), which audit may require additional Services, even though GZA and such GZA Professionals have each performed such Services in accordance with the standard of care set forth herein. You agree to compensate GZA for all Services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
10. **Hazardous Materials; GZA "Not a Generator".** Before any hazardous or contaminated materials, including, if applicable, ACMs (the "Wastes") are removed from the Site, you will sign manifests naming you as the generator of the Wastes (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any Wastes are taken. GZA will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any Wastes at or removed from the Site. GZA will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. GZA will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any Wastes at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify and hold the GZA Indemnitees harmless for any costs or liability incurred by GZA in defense of or in payment for any legal actions in which it is alleged that GZA is the owner, generator, treater, storer or disposer of any Wastes.
11. **Limits on GZA's Responsibility.** GZA will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. GZA will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall GZA's professional activities nor the presence of GZA or its employees and subcontractors be construed to imply that GZA has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by GZA of probable costs of labor, materials, equipment or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.
12. **Changed Conditions.**
- You recognize the uncertainties related to the Services (including, without limitation, environmental and geotechnical Services), which often require a phased or exploratory approach, with the need for additional Services becoming apparent during the initial Services. You also recognize that actual conditions encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.
  - If changed or unanticipated conditions or delays make additional Services necessary or result in additional costs or time for performance, GZA will notify you and the parties will negotiate appropriate changes to the scope of Services, compensation and schedule.
  - If no agreement can be reached, GZA will be entitled to terminate the Services and to be equitably compensated for the Services already performed. GZA will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond GZA's reasonable control, and you will compensate GZA for any resulting increase in its costs.
13. **Documents and Information.** All documents, data, calculations and work papers prepared or furnished by GZA are instruments of service and will remain GZA's property. Designs, reports, data and other work product delivered to you are for your use only, for the limited purposes disclosed to GZA. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to GZA. Any technology, methodology or technical information learned or developed by GZA will remain its property. Provided GZA is not in default under this Agreement, GZA's designs will not be used to complete this project by others, except by written agreement relating to use, liability and compensation.
14. **Electronic Media.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated by GZA, you covenant and agree that all such electronic files are instruments of service of GZA, who shall be deemed the author and shall retain all common law, statutory law and other rights, including copyrights. In the event of a conflict between the signed documents prepared by GZA and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of GZA will be at the user's sole risk and without any liability to GZA.
15. **Confidentiality; Subpoenas.** Information about this Agreement and GZA's Services and information you provide to GZA regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as GZA reasonably believes is necessary: (a) to perform the Services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws, regulations, court orders and professional obligations. GZA will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be



considered confidential. You will reimburse GZA for responding to any subpoena or governmental inquiry or audit related to the Services, at the rates set forth in the applicable Proposal, amendment or change order.

**16. Insurance.** During performance of the Services, GZA will maintain workers' compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. GZA will furnish you certificates of such insurance on request.

**17. Indemnification.** You agree to hold harmless, indemnify, and defend the GZA Indemnitees against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the Services, except to the extent they are caused by GZA's negligence or willful misconduct.

**18. Limitation of Remedies.**

- a. To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") for all claims arising out of this Agreement or the Services is limited to \$50,000 or, if greater, 10% of the compensation received by GZA under this Agreement.
- b. You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
- c. Any claim will be deemed waived unless written notice of such claim is received by GZA within one year of substantial completion of the Services.
- d. GZA will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.
- e. GZA will not be liable to you or the Site owner for injuries or deaths suffered by GZA's or its subcontractors' employees.
- f. You will look solely to GZA for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any GZA principal, officer, employee or agent. To the extent damages are covered by property insurance or any other insurance, both you and GZA waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in this Agreement. The you or GZA, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

**19. Disputes.**

- a. All disputes between you and GZA shall be subject to non-binding mediation.
- b. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
- c. The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
- d. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice. However, where non-payment of an invoice has occurred and GZA sends you a final demand letter for payment, your failure to respond within ten (10) days of receipt (or, for certified mail, the date of the first attempt to deliver the letter to your address of record if you ultimately do not accept receipt of the letter) of such letter will be deemed to be a waiver of your right to enforce this mediation clause and GZA may immediately file suit to enforce the terms of this Agreement.

**20. Miscellaneous.**

- a. This Agreement and all claims relating thereto shall be governed by the substantive and procedural laws of the State of New Hampshire as they presently exist or may hereafter be amended, without regard to principles of conflict of laws.
- b. The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the Services under this Agreement and the termination of the contract for any cause.
- c. Any amendment to these Terms and Conditions must be in writing and signed by both parties. No modification of these Terms and Conditions will be binding against GZA unless specifically approved in writing by a Principal of GZA.
- d. Having received these Terms and Conditions, your oral authorization to commence Services, your acceptance of performance of the Services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e. This Agreement supersedes any contract terms, purchase orders or other documents issued by you, even if signed by an authorized representative of GZA.
- f. Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g. Your failure or the failure of your successors or assigns to receive payment, reimbursement, insurance proceeds or grant funds from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to GZA under this agreement.
- h. These Terms and Conditions shall govern over any inconsistent terms in GZA's Proposal.
- i. The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
- j. The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.
- k. Any reports generated by GZA will be subject to GZA's standard report limitations for that particular type of report.

**21. Asbestos Abatement Services (If Applicable).** If the Services include asbestos abatement services, then the following terms and conditions will apply and will supersede any conflicting terms contained elsewhere in this Agreement.

- a. You acknowledge that conditions can vary from those encountered at the times and locations of explorations and data collection, and that the limitation on available data may result in some level of uncertainty with respect to the interpretation of those conditions, despite due professional care. GZA therefore cannot guaranty specific results such as the identification or removal of all asbestos or other contamination.



- ~~22. **Microbial Services (If Applicable).** If the Services include microbial services, then the following terms and conditions will apply and will supersede any conflicting terms contained elsewhere in this Agreement.~~
- ~~a. You recognize that meeting the standard of care does not establish an assurance that corrective procedures will be permanent. Because Microbial infestations are created by near-omnipresent living microscopic spores, grows very quickly and are influenced by nanoclimatological conditions that are very difficult to detect and sources of water intrusion, elevated moisture or relative humidity over which GZA has neither control or responsibility, GZA cannot and does not claim that its Services will eliminate the risk of a Microbial infestation recurring.~~
  - ~~b. You acknowledge that the Services entail risk of personal injury and property damage (including cross-contamination) that cannot be avoided, even with the exercise of due care. You also acknowledge that environmental conditions can vary from those encountered at the times and locations of explorations and data collection, and that the limitation on available data may result in some level of uncertainty with respect to the interpretation of these conditions, despite due care. GZA therefore cannot guaranty specific results such as the identification of all contamination or other environmental conditions or problems nor their resolution.~~
  - ~~c. You acknowledge that Microbial infestations may be hidden from view and concealed in locations that are difficult to discover. Accordingly, you agree that despite GZA's efforts, some Microbial locations may remain undetected. In such situations, you agree that you will have no claim against GZA provided GZA followed all applicable laws and regulations pertaining to the Work.~~
  - ~~d. For purposes of this Agreement, Microbial is defined as any and all fungal and/or bacterial growth including but not limited to mold, mildew, yeast, fungus, fungi, bacteria, spores, odors, particulates, vapors, gas, or other emissions produced by or arising out of or toxins emanating therefrom.~~
  - ~~e. You further agree that where GZA shall performs Services intended to minimize the risk of Microbial infestations, GZA shall not be liable for damages resulting from Microbial contamination including but not limited to fungal or bacterial infestations and water damage or dry or wet rot and you agree to waive any Microbial infestation claim(s) against GZA, and you agree to indemnify, defend and hold the GZA Indemnitees harmless from any claim alleging that GZA's Services caused or aggravated a Microbial infestation or did not prevent a Microbial infestation from re-occurring.~~

# 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	<b>Lagoon #1 – Cleaning/Sludge Removal</b>  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

## Julie Jenks

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**From:** Stacey Grella  
**Sent:** Thursday, April 18, 2024 1:58 PM  
**To:** Julie Jenks  
**Cc:** Scott Keddy; Jackie Sampson; Ken Robichaud  
**Subject:** CRF Request - Lagoon Cleaning Services  
**Attachments:** 2421\_001.pdf; 2422\_001.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Julie...

The Water Department is requesting the expenditure of funds from the “Construction/Repair & Maintenance of WTP CRF” in the amount of **\$54,398**. This is for the cleaning/sludge removal for Lagoon #1.

The lagoon cleaning bid was put out on February 23<sup>rd</sup> with a submittal deadline of April 4<sup>th</sup>. We received two responses to the bid; B. Beard Trucking & General Contracting bid \$54,600, and Environmental Restoration bid \$54,398 (attached). It was very close in price, but the Town has decided to award the bid to Environmental Restoration.

This cleaning is done approximately every five years and is required to keep the lagoons clean so the sludge doesn't push further into the ground and contaminate the wells years down the road.

This work will need to be completed before winter, preferably no later than October.

Jackie, can you add Scott and I to the BOS agenda for their May 6<sup>th</sup> meeting to discuss this request in more detail with the Board.

If you guys need anything else, please let me know. Thank you!

s

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



## Town of Raymond, NH Department of Public Works Request for Proposals

### 2024 Backwash Lagoon # 1 Cleaning

#### **INTRODUCTION**

The Town of Raymond hereinafter, "Town" is a municipal corporation in the State of New Hampshire, in the County of Rockingham, with an official place of business of Town Office, 4 Epping Street, Raymond, NH 03077.

It is the intent of the Town to enter into an agreement, through its Director of Public Works or his/her designee, with the selected contractor for permitting, cleaning and removal of sludge in the backwash Lagoon # 1 at the Water Treatment Plant in the late spring through late fall no later than October 30, 2024.

Bids will be received by the Town of Raymond, New Hampshire, at the Public Works Office until:

**Deadline for receipt of proposals is 2:00 p.m. on Thursday, April 4, 2024**  
***(Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH)***

Each bid must be submitted in a sealed envelope addressed to the Public Works Director, Old Fire House, 4 Epping Street, Raymond, New Hampshire 03077. Each sealed envelope containing "Bid" must be plainly marked on the outside as "**Bid for Sludge Lagoon # 1 Cleaning 2024**".

**All Bids must be made on the attached Bid Form.**

The Director of Public Works or his/her designee reserves the right to waive any informalities or minor defects in the Bid and/or reject any and/or all Bids, for whatever reason is determined to be in the best interest of the Town of Raymond.

#### **SCOPE OF WORK**

The contractor will be required to Dig Safe and excavate the sand bed bottom of the Backwash Lagoon and remove the sludge as well as removing debris from the slopes and the lagoon divider. The slopes and bed bottom of the lagoon will be cleaned and shaped to original design specification.

Materials will be transferred off site and disposed of at an approved landfill. The contractor is responsible for applying for all permits and paperwork required to dispose of the material. The Contractor will be responsible for ensuring that the sludge material is in the best solid form to avoid spilling or leaking out of the body of the vehicle during transportation to the approved landfill.

The Contractor will be responsible for any fuel or hydraulic leaks from equipment or trucks on the property during the project. The contractor will need the appropriate spill containment equipment on site should it be needed. **All fueling operations will be conducted off the property.**



The Contractor will supply the Town copies of Dig Safe notifications, landfill permits and the amount of sludge material that was disposed of at the approved landfill.

The contractor with the approved permits will be allowed to clean the lagoon anytime from late spring to late fall, but no later than October 30, 2024.

## PRODUCTS

N/A

## EXECUTION

- a. The Contractor will Dig Safe and inspect the lagoon sludge depth as well as the slopes and divider to see how much debris removal work will need to be performed.
- b. The Water Division will supply the contractor with the original lagoon design specification before the work is performed.
- c. The Contractor may prep the lagoon at any time but will not remove the sludge unless all Dig Safe notifications and approved permits are submitted to the Town and the weather conditions are favorable to avoid getting the material wet and leaking onto the ground or roadway during transportation.
- d. During excavation the Contractor will clean the lagoon to the sand bed bottom without disturbing original grade. The contractor will be responsible for replacing the sand if over excavated and replacing it with non-contaminated sand and showing proof of where it is coming from.
- e. All trucks will be equipped with load covers and gate locks to prevent materials from accidentally spilling onto the property or the roadway during transportation. All material being removed must be dry or materials added to the sludge to prevent it from being wet and leaking out of the body of the truck. **The contractor is responsible for any clean up and costs associated with spills during the project or transportation to the approved landfill.**
- f. The Contractor will observe the project to ensure that any leaks that occur on trucks or equipment is properly contained and cleaned up properly. **(See Scope of Work) All fueling operations will be performed off site.**
- g. The Contractor will provide the Town with copies of the slips from disposal.

## INSPECTION

- a. All copies of permits and disposal tickets will be submitted to the Water Foreman or the Public Works Director.
- b. The contractor is encouraged to look at the job site before the project starts and meet with the Town representative to answer any questions or request information regarding the project.
- c. The contractor is responsible for sludge removal on and off the property as well as any trucks or equipment spills during the project.

- d. The contractor will meet with a Town representative at the end of the project to ensure that the site and the lagoon cleaning is to the Town's satisfaction.

#### **RESPONSE TO RFP**

Interested contractors shall provide the Town with a written proposal outlining experience, references, materials to be used, cost, time frame, methods, services to be provided by the contractor and services anticipated to be required from the Town. Include a list of your key personnel to be used for this contract and their level of expertise. **Deadline for receipt of proposals is 2:00 p.m. on Thursday, April 4, 2024 (Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH)**

All material submitted in response to this RFP shall become the property of the Town and shall not be returned.

#### **BIDDER QUALIFICATIONS**

The Director of Public Works or his/her designee shall make such investigations as deemed necessary to determine the ability of the Bidder to perform the work. No award may be made to any Bidder who cannot meet the following requirements.

- a. Shall not have defaulted on any previous contracts within the prior three years.
- b. Shall maintain a permanent place of business.
- c. Shall have adequate personnel and equipment to perform the work expeditiously.
- d. Shall have suitable financial status to meet obligations of the work.
- e. Shall not have failed to complete previous contracts on time.
- f. Shall have completed a minimum of three similar projects.
- g. Shall have successfully completed similar work on State NHDOT projects.

The Director of Public Works or his/her designee reserves the right to reject any Bid if the foregoing requirements are not satisfied or if any evidence fails to satisfy the Director that such Bidder is properly qualified.

#### **CONSIDERATIONS AND LIMITATIONS**

The major consideration for the Town is prompt and efficient work in the most economical manner, at the most reasonable price.

This solicitation does not commit the Town to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for any services or supplies.

The Town reserves the right to reject or accept any and/or all the proposals received for any reason which the Public Works Director or his/her designee determines is in the best interest of the Town. **Selection shall not be made purely on price alone.** Further, the Town reserves the right to negotiate with any and/or all qualified sources, or to cancel in part, or its entirety the solicitation for whatever reason is determined by the Director of Public Works or his/her designee to be in the best interest of the Town. The Town reserves the right to eliminate portions of the work.

#### **COMMENCEMENT**

It is the Town's intent to have the selected contractor begin the Lagoon Cleaning Project at a mutually agreed upon start date and following the execution of a contract and the acceptance of insurance certificates. The selected bidder shall be expected to begin the work in a prompt manner and complete the work in a timely fashion. **All work to be completed anytime from late spring and no later than October 30, 2024.**

#### **MEASUREMENT AND PAYMENT**

No payment will be made for the work or portions of the work that do not meet the requirements of this RFP.

**INDEMFICATION AND INSURANCE**

The Contractor shall defend, indemnify and hold harmless the Lessee, its officers and employees, from and against any and all losses suffered by the Lessee, its officers and employees and any and all claims, liabilities or penalties asserted against the Lessee, its officers, and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor.

The Contractor shall obtain and maintain in force during the term of the contract, Commercial General Liability and Comprehensive Liability; Excess Liability and Property Liability insurance including contractual coverage, in amounts noted below:

*Minimum Limits of Liability:*

- \$1,000,000 each occurrence*
- \$1,000,000 personal & adv. injury*
- \$2,000,000 general aggregate*
- \$2,000,000 products / completed operations aggregate*
- \$5,000 medical expenses (any one person)*

Prior to the beginning of the contract the Contractor shall provide a Certificate of Insurance demonstrating the required insurance coverage. The policy shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the Town of Raymond and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the Town of Raymond.

All liability policies shall include the Town of Raymond, New Hampshire as named as additional insured.

- a. The Contractor’s insurance shall be primary in the event of loss.
- b. 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.
- c. The Town of Raymond, New Hampshire shall be listed as a Certificate holder and additional insured.
- d. Insurance Certificates must be provided prior to commencement of work.

To the extent that this is applicable, the Contractor hereby agrees to purchase and maintain as required by the law the appropriate workmen’s compensation insurance to cover all claims of employees of said Contractor; should the Contractor fail to purchase and maintain such insurance, and should the Town of Raymond be found liable to employees of the Contractor, the Town of Raymond may recover the amount of any compensation paid to employees of the Contractor and any expenses relating thereto.

Workers’ Compensation coverage limit shall be provided when required by statute:

*Limits of Liability: Coverage A - Statutory*

- Coverage B: Each accident \$2,000,000*
- Disease: Each employee \$2,000,000*
- Disease: Policy Limit \$2,000,000*

**PERMITS**

It shall be the responsibility of the contractor to identify and secure all federal, state, and local permits which may be required and necessary to perform all aspects of the work to be performed.

**PERSONNEL**

The selected contractor shall provide qualified licensed and safety trained personnel through the duration of the contract to perform all tasks proposed.

**HOLIDAYS**

The contractor shall not be allowed to work on the holiday.

**BONDS**

No bid or performance bonding is required.

**END OF SECTION**

**Town of Raymond Contact Information**

Scott Keddy, Water Foreman  
603-895-7050  
[skeddy@raymondnh.gov](mailto:skeddy@raymondnh.gov)

Stacey Grella, Operations Manager  
603-895-7036  
[sgrella@raymondnh.gov](mailto:sgrella@raymondnh.gov)

Ken Robichaud, Town Manager  
603-895-7006  
[townmanager@raymondnh.gov](mailto:townmanager@raymondnh.gov)

# BID FORM

**Deadline for receipt of proposals is 2:00 p.m. on Thursday, April 4, 2024**  
**(Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH)**

The Contractor shall provide a **cost per ton** delivered that includes all elements of the sludge disposal.

*The single rate shall be established to address costs associated with mobilization, daily travel, equipment maintenance, fuel, transportation of material, and other tasks or materials as these items will not be paid for separately.*

***This Request for Proposals, if accepted, will be considered a binding contract.***

BIDS SHALL BE SUBMITTED IN A SEALED ENVELOPE CLEARLY MARKED **“Bid for Sludge Lagoon # 1 Cleaning 2024”**.

**COST PER TON \$ \_\_\_\_\_ Estimated cost for 150 TONS: \_\_\_\_\_**

**Overall Total Contract Value (Estimated) : \$ \_\_\_\_\_**

*Actual contract value and payment will be based on actual approved and measured total tonnage.*

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

By signing, I attest that on behalf of \_\_\_\_\_ I have read and I  
*Company name*  
understand the “Important Bidder Information” provided.

April 3, 2024

Town Of Raymond, NH Department of Public Works  
4 Epping Street  
Raymond, NH 03077

**SUBJECT: 2024 Backwash Lagoon #1 Cleaning**

Environmental Restoration, LLC. (ER) is pleased to present the following proposal for the cleaning of 2024 Backwash Lagoon. Please see below break down of services and schedule. Attached you will find a copy of my resume showing similar experience, and jobs completed in New Hampshire.

**SCOPE OF SERVICES:**

Acquire all necessary permits.  
Dig safe property.  
Ensure all utilities are marked and/or disconnected.  
Set up administrative and physical barriers around perimeter of work area.  
Take required samples for proper transportation and disposal.  
Remove 150 tons of sludge and debris from the lagoon, per town specifications.  
Transport and dispose of all material generated from the cleaning process.  
Submit copies of all disposal slips, weight tickets etc.

**COMPENSATION:**

**See attached bid form.**

**SCHEDULE:**

Once work is awarded to ER and all paperwork approved ER will set a start date that works for both parties. This work is estimated to take a week. ER will communicate with the Town of Raymond on scheduling a start date, keeping in mind weather and other conflicts recognized by both parties.

*Em award  
4/18/24  
SJJ*



46 Gray Road  
Falmouth, ME 04105  
207-536-1253

---

**KEY PERSONNEL:**

Matt Stockwell-Manager/Operator  
Ben Mitchell-Foreman  
Seth Couture-Laborer

ER appreciates this opportunity to support the Town of Raymond on this project. Should you have any questions regarding this proposal, please contact me at 207-373-8529

Sincerely,

Matt Stockwell



# BID FORM

Deadline for receipt of proposals is 2:00 p.m. on Thursday, April 4, 2024  
(Bids will be opened at the DPW Office at 4 Epping Street, Raymond, NH)

The Contractor shall provide a cost per ton delivered that includes all elements of the sludge disposal.

The single rate shall be established to address costs associated with mobilization, daily travel, equipment maintenance, fuel, transportation of material, and other tasks or materials as these items will not be paid for separately.

**This Request for Proposals, if accepted, will be considered a binding contract.**

BIDS SHALL BE SUBMITTED IN A SEALED ENVELOPED CLEARLY MARKED ""Bid for Sludge Lagoon # 1 Cleaning 2024".

COST PER TON \$ 195.00 Estimated cost for 150 TONS: \$29,250

Overall Total Contract Value (Estimated) : \$ 54,398

*Actual contract value and payment will be based on actual approved and measured total tonnage.*

Company Name: Environmental Restoration

Mailing Address: 46 Gray Road Falmouth Maine 04105

Name and Title of Authorized Signatory: Matt Stockwell, Response Manager

Signature:  Date: 4/3/24

Contact Person: Matt Stockwell

Cell Phone: 207-373-8529

e-mail: m.stockwell@erllc.com

By signing, I attest that on behalf of Environmental Restoration I have read and I  
*Company name*  
understand the "Important Bidder Information" provided.

<b>MATTHEW STOCKWELL</b>		Date Updated: 4/1/24	
<b>TITLE/S:</b>			
Response Manager			
<b>COMPLETE EXPERIENCE RECORD</b>			
<p>Mr. Stockwell has 6 years of on-scene technical experience including four years in managing and supervising response personnel, equipment, funds and materials during emergency, time critical and non-time critical responses to removals of biological, radiological, and hazardous chemical substance releases. This includes experience with early/interim remedial projects, disasters, and incidents involving terrorism including training events.</p>			
<b><u>Corporate Background Experience</u></b>			
Environmental Restoration, LLC, Response Manager / Foreman, 2018 to Present			
Goodall Landscaping, Operations Manager, Area Manager, 2010 to 2018			
<b>DEGREES</b>			
<b>ACCREDITATIONS: [i.e. CHMM / PMP / PE / PG / etc.]</b>			
<b>TRAINING / CERTIFICATIONS-Renewal [Require recertification]</b>			
<ul style="list-style-type: none"> <li>• OSHA 40 Hr., 2018, 8 Hr. Refresher, Current</li> <li>• OSHA 8 Hr. HAZWOPER Supervisor, 2019</li> <li>• 40 Hr. Asbestos Supervisor, 2019 Maine, 2022 New Hampshire</li> <li>• 8 Hr. Asbestos Supervisor Refresher, Current Maine, and New Hampshire</li> <li>• First Aid/CPR/AED, 2019</li> <li>• DOT HM181/126F Hazmat, 2020</li> <li>• E-Rail Railway Safety, 2021</li> <li>• Confined Space Rescue, 2021</li> </ul>			
<b>TRAINING / CERTIFICATIONS-One Time</b>			
<ul style="list-style-type: none"> <li>• OSHA 30 Hr. Construction, 2019</li> <li>• OSHA 10 Hr. Construction, 2019</li> <li>• FEMA/ICS 100,200, 700, 800 2018</li> <li>• FEMA/ICS 300, 2021</li> <li>• Blood Borne Pathogen, 2020</li> <li>• Confined Space Entry, 2020</li> <li>• NASFM LNG Pipeline Emergency, 2019</li> <li>• BNSF Railway Emergency Response Training, 2019</li> </ul>			

<b>PROJECT EXPERIENCE</b>			
Job Title / Project Name	Duration /Value	On-Site Tasks	Personnel

<b>ERTS Shelburne Excavation Shelburne, NH</b>	3/24; \$25k	<p>Response Manager/Operator. Supervisor and operator onsite for the excavation of diesel impacted soils resulting from a motor vehicle accident. Samples of soil were taken to ensure proper disposal and local landfill. A small excavator was used to dig approx. 25 tons of contaminated soils. Soil was loaded into trucks roadside. After confirmatory samples were taken the side of the road was backfilled per NHDOT and NHDES specifications</p>	1 Operator 2 Laborers 1 Sub-Contractor
<b>ERTS SEABROOK Roadside Seabrook, NH</b>	3/24; \$85K	<p>Response Manager. Supervisor onsite for the cleanup of a diesel impacted ditch and catch basin. Responsible for overseeing the work completed from the roadside with traffic control on the side of highway 95. Samples were taken to ensure proper T&amp;D of materials removed. A guzzler was utilized to collect all contaminated soil. Restoration will occur per NHDOT and NHDES specifications</p>	4 Laborers 1 Sub-contractor
<b>USEPA Region 2 Allen Street Development Jamestown, NY</b>	11/23; \$1.5M	<p><i>Response Manager.</i> Supervisor onsite for an asbestos demolition and load out. Responsible for overseeing demolition contractor while an ACM demolition was conducted, and steel was washed and recycled offsite. Once demolition activities have been completed, Loadout of ACM debris will begin until all debris has been removed offsite.</p>	2 Operators 5 Laborers 1 sub-contractor
<b>USEPA Region 1 Mansell Field Salem, MA</b>	5/23; 1.4M	<p><i>Response Manager.</i> Developed work plan and HASP for the safe and efficient removal of 4000 tons of arsenic and lead contaminated soils. Excavation as done in a park in downtown Salem. Excavations had to be completed without interrupting or breaking multiple storm drains running through the property. Pre backfill samples were taken to show levels of contaminants are below action levels. Excavations were back filled, and soil stockpiled for disposal.</p>	2 Operators 2 Laborers 1 Sub-contractor
<b>WSP Golder UST Removal Lexington, KY</b>	3/23; \$300k	<p><i>Response Manager.</i> Developed work plan and HASP for the safe and efficient removal of 8 UST's. Four diesels, one waste oil, one clean oil and one used antifreeze tank that had been filled with flowable fill. Tanks were uncovered, cleaned, and hauled away for recycling. Excavations were backfilled and compaction testing was performed before concrete was installed and site was restored to facilities specifications.</p>	2 Operators 3 Laborers 3 Sub-Contractors

<b>WSP Golder AST Removal Manchester, NH</b>	2/23; \$25k	<i>Response Manager.</i> Bid job, developed workplan and HASP for the safe removal of 2500 gallon concrete incased diesel fuel tank. Directed personnel on the cleaning and removal of a 2500-gallon AST. Tank as cleaned and hauled away for recycling. Site was restored to facilities' specifications	1 Operator 2 Laborers 3 Sub-Contractors
<b>WSP Golder UST Removal Columbus, OH</b>	1/23; \$100k	<i>Response Manager.</i> Developed HASP and workplan. Directed personnel on the excavation and removal of two underground 10,000-gallon diesel tanks. Tanks we uncovered, pumped, and cleaned out before being hauled away for recycling. The excavation was sampled by a 3 <sup>rd</sup> party to ensure no contamination. Excavation was backfilled and compacted. Once compaction test was passed, area was paved, and site was restored to facilities specifications.	1 Operator 3 Laborers
<b>USEPA Region 1 Irving Tanning Hartland, ME</b>	12/22; \$300k	<i>Forman.</i> Directed personnel on the removal of non-hazardous waste from multiple AST tanks. Insured safety and oversaw operations involving the cutting and cleaning of multiple AST tanks constructed of fiberglass, plastic, and metal. Generated media will be sampled for T&D.	1 Operator 2 Laborers
<b>WSP Golder AST Removal Scarborough Maine</b>	11/22; \$25k	<i>Response Manager.</i> Bid job, developed HASP and workplan to successfully clean and remove a 10,000-gallon AST.	1 Operator 1 Laborer
<b>Maine DEP Residential Remediation Kennebunk, ME</b>	9/22; \$32K	<i>Response Manager.</i> Directed personal and two subcontracts to install a vapor lock flooring product on a basement floor to reduce oil fumes in homeowner's house. Developed HASP, Workplan and schedule for a three-phase project.	2 laborers 2 Sub-Contractors
<b>Hazmat One Emergency Response North Reading, MA</b>	7/22; \$5K	<i>Response Manager.</i> Directed personnel on an emergency response to clean up 20 gallons of hydrochloric acid solution at a shipping facility. Developed HASP and work plan for cleanup. Impacted media was left onsite to be disposed of by generator.	2 Laborers
<b>USEPA Region 1 Allied Leather Boscawen, NH</b>	5/22- \$2.6M	<i>Foreman.</i> Directed personnel on daily operations of selective asbestos demolition, PCB demolition, helped developed site safety plan, calibrated, and monitored personal air pumps, configure job layout, and directed crew of 7. Ensured safety and efficiency of all personnel and equipment. Sampled debris and assisted with T&D coordination. Managed load out of 800 tons ACM	3 Operators 4 Laborers

<b>Hazmat One Emergency Response Scarborough, ME</b>	5/22; 18k	<i>Response Manager.</i> Directed personnel on an emergency response to identify, overpack and sample 16 drums for T&D. Profiled and manifested 14 different waste streams including Haz and Non- Haz waste.	2 Laborers 1 Truck Driver
<b>Highland Environmental Emergency Response Eliot, Maine</b>	3/22; 15k	<i>Response Manager.</i> Directed personnel on an emergency response to clean up 15 gallons of gasoline that leaked from a car drive off while fueling. Developed HASP and work plan for multi day clean up. Worked with Maine DEP onsite. Acquired two sub-contractors to pump out and wash impacted catch basins.	3 Laborers 2 Sub- contractors.
<b>Highland Environmental Emergency Response Topsham, Maine</b>	3/22; \$4K	<i>Response Manager.</i> Directed personnel on an emergency response to clean up 10 gallons of gasoline that leaked from a car drive off while fueling. Developed HASP and work plan for cleanup efforts. Worked with Maine DEP onsite. Completed Profile, label, and manifest for T&D.	2 Laborers
<b>Hazmat One Emergency Response Saco, ME</b>	2/22; \$9k	<i>Response Manager.</i> Directed personnel on an emergency response to clean up 20 gallons of diesel that had leaked from a parked truck. Developed HASP and work plan for cleanup efforts. Acquired sub-contractor to pump out impacted catch basins and haul away waste.	4 Laborers 1 Sub- Contractor
<b>Rapid Response Emergency Response Bedford, NH</b>	2/22; \$16k	<i>Response Manager.</i> Directed personnel on an emergency response to clean up 40 gallons of hydraulic fluid. Developed HASP and work plan for the multi day clean up. Profiled, labeled, and manifested T&D of 12 drums.	3 Laborers
<b>USEPA Region 1 W.W. Cross Site Jaffrey, NH</b>	8/21 to 3/22. \$600K	<i>Foreman/Operator.</i> Directed personnel on daily operations of selective asbestos demolition, helped developed site safety plan, calibrated, and monitored personal air pumps, configure job layout, and directed crew of 4. Ensured safety and efficiency of all personnel and equipment. Sampled debris and assisted with T&D coordination	2 Operators 2 Laborers
<b>Sustain Covid 19 Decon Multiple Sites, ME</b>	11-12/22; \$2- 5k	<i>Response Manager.</i> Directed personnel to perform a full Covid 19 Decon of multiple Walmart's across Maine.	3 Laborers
<b>Sustain Covid 19 Decon Gorham, NH</b>	10/21; \$3.6K	<i>Response Manager.</i> Directed personnel to perform a full Covid 19 Decon of a Walmart in Gorham New Hampshire.	3 Laborers
<b>FedEx Emergency Response Bangor, ME</b>	10/21; \$5.1k	<i>Forman.</i> Directed personnel on an emergency response to clean up 6 broken bags of Termin8 powder containing Formaldehyde. Crew donned Level B PPE to check levels throughout warehouse and both contaminated trailers.	4 Laborers



		Crew then worked from once side of facility to the other cleaning up all spilled product	
<b>Hepaco Emergency Response Portland, ME</b>	9/21; \$2.5K	<i>Foreman.</i> Directed personnel on an emergency response to clean up 5 gallons of phosphoric acid solution in a 52' Trailer	3 Laborers
<b>Tetra Tech Flood Response Manville, NJ</b>	9/21; \$10k	<i>Foreman.</i> Directed personnel and daily onsite tasks in removing water damaged materials from Manville NJ, USPS	2 Laborers
<b>Tetra Tech Cinemagic Mold Remediation ME and NH</b>	8/21 to 9/21; \$25k	<i>Foreman.</i> Directed personnel and daily onsite task in removing mold in multiple Cinemagic movie theaters in Maine and New Hampshire. Developed HASP and workplans for multi day and location job.	4 Laborers
<b>USEPA Region 3 Erie Coke and Coal Erie, PA</b>	8/21; \$3.8M	<i>Operator.</i> Directed personnel and onsite tasks necessary to safely load pallets of hazardous material	1 Operator 1 Laborers
<b>Clean Earth Emergency Response Portland, ME</b>	7/21; \$3.3K	<i>Foreman.</i> Directed personnel and onsite tasks for a hydraulic oil spill. Used Allstate Environmental to assist with their vac truck to pump out catch basins	3 Laborers 1 Truck Driver
<b>Weston Solutions Emergency Response Portland, ME</b>	7/21; \$3.4K	<i>Foreman.</i> Directed onsite tasks for drilling through asbestos/concrete flooring to install new anchor points for automated mail sorting machine.	2 Laborers
<b>USEPA Region 1 Creese &amp; Cook Tannery Danvers, MA</b>	7/21-8/21; 1.3M	<i>Foreman/Operator</i> Directs personnel on day-to-day operations of an arsenic excavation. Ensure safety of all personnel, equipment, etc.	2 Operators 3 Laborers
<b>USEPA Region 1 R&amp;R Salvage Turner Falls, MA</b>	03/21 to 07/21; \$1.2M	<i>Foreman/Operator</i> Directed personnel on day-to-day operations of an asbestos demolition. Installed drainage throughout site. Ensure the safety of all personnel, equipment, etc. Completing goals set forth by OSC and RM. Fix and maintain equipment.	1 Operator 3 Laborers
<b>Veolia Frack Tank Woburn, MA</b>	03/21; \$7k	<i>Foreman.</i> Jack hammered sludge on the bottom of a frack tank. Ensured crew safety, confined space entry. Crew used five gallons buckets to load the material into a loader and sludge was stored onsite	3 Laborers
<b>USEPA Region 1 Lavoie Properties Berlin, NH</b>	09/20 to 12/20; \$850K	<i>Foreman/Operator</i> Direct personnel on day-to-day operations for digging soil contaminated with Lead and PCB's. Creating a safe and efficient job site. Estimated fill and road materials. Building a road. Taking soil and XFR samples.	2 Operators 2 Laborers
<b>USEPA Region 1 Pero Properties</b>	07/20 to 9/20; \$200K	<i>Foreman/Operator.</i> Cleaned up abandoned property with eight 30 yard roll off cans, three	1 Operator 3 Laborers

<b>West Haven, CT</b>		52 ft. trailers and one dump truck full of asbestos material ranging from flooring, TSI, Mastic and windows. Used an excavator to dig out cans and trailers. Loaded the waste into double lined roll of can.	
<b>CURA Portland Harbor Portland, ME</b>	07/20; \$33K	<i>Foreman.</i> Oil spill from a truck accident on the harbor leaked 5 gallons of motor oil into tidal salt water. Responded immediately with 2000 feet of boom around the pier. Used pads to absorb oil. Had a subcontractor with a boat assisting us.	4 Laborers
<b>USEPA Region 1 White Mountain Freezer Winchendon, MA</b>	06/20 to 09/20; \$1.3M	<i>Foreman/Operator.</i> Demolition of the building was already completed. Directed crew with site preparation, installing gravel roads and pads for trucks and equipment. Sorted steel out of ACM debris pile. Loaded out steel and ACM. Loaded between 6-12 trucks a day.	2 Operators 4 Laborers
<b>CURA Interstate 89 Roadside Spill S. Royalton, VT</b>	02/20 to 04/20; \$50K	<i>Foreman.</i> Excavated 50tons of soil from interstate median. Site was backfilled and restored to original state.	1 Operator 2 Laborers
<b>USEPA Region 1 Gallows Hill Salem, MA</b>	4/20 to 07/20; \$700K	<i>Foreman.</i> Restored properties after arsenic excavation by building patios, installing fence and site clean up	1 Operator 3 Laborers
<b>USEPA Region 1 Hummingbird Lane Drum Site Salem, NH</b>	05/19; \$75K	<i>Foreman/Operator</i> Responded to site in which there were over 30, 55-gallon drums dumped in a field across from a residential neighborhood. Directed crew in Level B with SCBA's and used a 5-gas meter to check for harmful vapors. Once all drums were checked, took multiple samples for HAZCAT to determine T&D. Used excavator to over pack all drums and stored inside a connex box before they were picked up and disposed.	1 Operator 2 Laborers
<b>USEPA Region 1 Stenton Trust Mills Sanford, ME</b>	4/19 to 12/19; \$2.7M	<i>Foreman/Operator.</i> Built a 300ft access road for furniture company to use while job was going on. Directed personnel and subcontractor on an asbestos demolition of an old mill. Oversaw abatement by an abatement contractor. Directed personnel and subcontractors during actual demolition on the mill. First call for Snitzer Steel, Dearborn Construction, Costello Demolition, and Goulette trucking.	4 Operators 5 Laborers 4 Sub- contractors
<b>USEPA Region 1 Lincoln Paper Mill Lincoln, ME</b>	5/18 to 12/18; \$1.5M	<i>Foreman/Operator.</i> Directed a crew to remove approx. 350,000 gallons of #6 Oil tank sludge from two one million-gallon tanks. Removal of collapsed building containing Asbestos debris and the removal of six tanks containing various caustic materials.	3 Operators 9 Laborers



# PIKE INDUSTRIES, INC.

A CRH COMPANY

3 Eastgate Park Road, Belmont, NH 03220

An Equal Opportunity Employer

Established 1872

Phone: (603) 527-5100

Fax: (603) 527-5101

<b>To:</b> Town Of Raymond NH	<b>Contact:</b> Stacey Grella
<b>Address:</b> Raymond, NH	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> Raymond 2024	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b> 4/10/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Alternate</b>					
	4 Message Boards	40.00	DDAY	\$200.00	\$8,000.00
	Allowance - Police Details	25,000.00	DLR	\$1.00	\$25,000.00
	Long Line Striping	50,000.00	LF	\$0.40	\$20,000.00
	Striping - 4" Handwork	4,000.00	LF	\$1.75	\$7,000.00
	Striping - Words / Symbols	500.00	SF	\$10.00	\$5,000.00
<b>Total Price for above Alternate Items:</b>					<b>\$65,000.00</b>
<b>Church Street</b>					
403.11023	1.5" Overlay - 12.5 Mm Machine Pave	140.00	TON	\$85.00	\$11,900.00
619	Mobilization	1.00	LS	\$1,500.00	\$1,500.00
618.7	Flagging	20.00	HR	\$55.00	\$1,100.00
604.45	Adjust Castings	2.00	EACH	\$425.00	\$850.00
417.1	Trimming - Drives / Butt Joints	125.00	LF	\$2.25	\$281.25
410.22	Tack	25.00	GAL	\$4.50	\$112.50
417	Cold Plane - 1.5"	1,666.00	SY	\$2.60	\$4,331.60
604.45	Adjust Castings - WG/GV	2.00	EACH	\$225.00	\$450.00
<b>Total Price for above Church Street Items:</b>					<b>\$20,525.35</b>
<b>Epping Road</b>					
403.11023	1.5" Overlay - 12.5 Mm Machine Pave	1,015.00	TON	\$85.00	\$86,275.00
619	Mobilization	1.00	LS	\$1,500.00	\$1,500.00
618.7	Flagging	120.00	HR	\$55.00	\$6,600.00
604.45	Adjust Castings	20.00	EACH	\$425.00	\$8,500.00
417.1	Trimming - Drives / Butt Joints	2,000.00	LF	\$2.25	\$4,500.00
410.22	Tack	425.00	GAL	\$4.50	\$1,912.50
417	Cold Plane - 1.5"	12,049.00	SY	\$2.60	\$31,327.40
604.45	Adjust Castings - WG/GV	4.00	EACH	\$225.00	\$900.00
604.45	Rebuild CB / MH	1.00	VF	\$500.00	\$500.00
<b>Total Price for above Epping Road Items:</b>					<b>\$142,014.90</b>
<b>Main Street - R / P</b>					
306.108	Reclaim And Fine Grade	16,600.00	SY	\$2.50	\$41,500.00
403.11023	2.5" Base - 19mm Machine	2,325.00	TON	\$84.00	\$195,300.00
403.12	Hand Method	40.00	TON	\$285.00	\$11,400.00
417.1	Trimming - Drives / Butt Joints	2,750.00	LF	\$2.25	\$6,187.50
604.45	Adjust Castings - Lower / Raise	10.00	EACH	\$775.00	\$7,750.00
618.7	Flagging	500.00	HR	\$55.00	\$27,500.00
403.11023	1.5" Overlay - 12.5 Mm Machine	1,400.00	TON	\$85.00	\$119,000.00
304.32	Shoulder Gravel	250.00	TON	\$30.00	\$7,500.00
410.22	Tack	415.00	GAL	\$4.50	\$1,867.50
619	Mobilization	1.00	LS	\$10,000.00	\$10,000.00



Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
306.115	Removal Of Excess Reclaim	2,000.00	TON	\$8.00	\$16,000.00
604.45	Adjust Castings - Lower / Raise WG/GV	6.00	EACH	\$775.00	\$4,650.00
<b>Total Price for above Main Street - R / P Items:</b>					<b>\$448,655.00</b>

**Main Street S/O**

618.7	Flagging	60.00	HR	\$55.00	\$3,300.00
403.11023	Shim - 9.5 MM Machine	350.00	TON	\$87.00	\$30,450.00
304.32	Shoulder Gravel	250.00	TON	\$30.00	\$7,500.00
410.22	Tack	400.00	GAL	\$4.50	\$1,800.00
619	Mobilizatrion	1.00	LS	\$1,500.00	\$1,500.00
403.11023	1" Overlay - 9.5 Mm Machine	450.00	TON	\$87.00	\$39,150.00
417.1	Trimming - Drives / Butt Joints	1,500.00	LF	\$2.25	\$3,375.00
604.45	Adjust Castings - WG/GV	6.00	EACH	\$225.00	\$1,350.00
<b>Total Price for above Main Street S/O Items:</b>					<b>\$88,425.00</b>

**Old Manchester Road - R/P**

306.108	Reclaim And Fine Grade	11,250.00	SY	\$2.50	\$28,125.00
403.11023	3" Base - 19mm Machine Method	1,890.00	TON	\$84.00	\$158,760.00
417.1	Trimming	500.00	LF	\$2.25	\$1,125.00
604.45	Adjust Castings - Lower / Raise	14.00	EACH	\$775.00	\$10,850.00
618.7	Flagging	500.00	HR	\$55.00	\$27,500.00
403.11023	1.5" Overlay - 12.5 Mm Machine Pave	840.00	TON	\$85.00	\$71,400.00
304.32	Shoulder Gravel	200.00	TON	\$30.00	\$6,000.00
410.22	Tack	275.00	GAL	\$4.50	\$1,237.50
619	Mobilizatrion	1.00	LS	\$10,000.00	\$10,000.00
306.115	Removal Of Excess Reclaim	2,000.00	TON	\$8.00	\$16,000.00
604.45	Adjust Castings - Lower / Raise WG/GV	6.00	EACH	\$475.00	\$2,850.00
<b>Total Price for above Old Manchester Road - R/P Items:</b>					<b>\$333,847.50</b>

**Old Manchester S/O**

403.11023	Shim - 9.5 Mm Machine	400.00	TON	\$87.00	\$34,800.00
403.11023	1" Overlay - 9.5 Mm Machine Method	675.00	TON	\$87.00	\$58,725.00
417.1	Trimming	2,000.00	LF	\$2.25	\$4,500.00
618.7	Flagging	60.00	HR	\$55.00	\$3,300.00
304.32	Shoulder Gravel	150.00	TON	\$30.00	\$4,500.00
410.22	Tack	750.00	GAL	\$4.50	\$3,375.00
619	Mobilizatrion	1.00	LS	\$1,500.00	\$1,500.00
604.45	Adjust Castings - WG/GV	4.00	EACH	\$225.00	\$900.00
<b>Total Price for above Old Manchester S/O Items:</b>					<b>\$111,600.00</b>

**Parking Lot**

306.108	Reclaim And Fine Grade	1,000.00	SY	\$17.00	\$17,000.00
403.11023	2.5" - 19 Mm Binder	140.00	TON	\$125.00	\$17,500.00
403.12	Hand Method	5.00	TON	\$285.00	\$1,425.00
417.1	Trimming	500.00	LF	\$2.25	\$1,125.00
604.45	Castings - Lower And Plate / Raise	1.00	EACH	\$800.00	\$800.00
618.7	Flagging	100.00	HR	\$55.00	\$5,500.00
619	Mobilizatrion	1.00	LS	\$1,500.00	\$1,500.00
604.45	Adjust Castings - Lower / Raise WG/GV	3.00	EACH	\$475.00	\$1,425.00
403.11023	1.5" Overlay - 12.5 Mm Machine	85.00	TON	\$165.00	\$14,025.00
<b>Total Price for above Parking Lot Items:</b>					<b>\$60,300.00</b>

**Wright Street**

619	Mobilizatrion	1.00	LS	\$1,500.00	\$1,500.00
618.7	Flagging	20.00	HR	\$55.00	\$1,100.00
417.1	Trimming	350.00	LF	\$2.25	\$787.50
410.22	Tack	170.00	GAL	\$4.50	\$765.00
403.11023	Shim - 9.5 Mm Machine Method	125.00	TON	\$87.00	\$10,875.00
403.11023	1" Overlay - 9.5 Mm Machine Method	160.00	TON	\$87.00	\$13,920.00

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
604.45	Adjust Castings - WG/GV	4.00	EACH	\$225.00	\$900.00
<b>Total Price for above Wright Street Items:</b>					<b>\$29,847.50</b>

**Total Bid Price: \$1,300,215.25**

**Notes:**

- This estimate is provided as a baseline for the work described in RFP dated March 14, 2024 '2024 Roadway Improvements'.
- Pike Industries, Inc. reserves the right to adjust unit prices based on total revenues awarded.
- Price is valid through the 2024 construction season. This proposal assumes the town of Raymond shall receive all excess reclaim removed.
- Coordination with NHDOT for the work on Old Manchester Road is not included.
- Pike Industries, Inc. is not responsible for liquidated damages, or any disincentives associated with the work as quoted.
- Hot Mix Asphalt (HMA) as quoted is free of Refined Engine Oil Bottoms (REOB's). For more information regarding REOB's, a listing of states that have currently banned their use and potential detriments to HMA please go the following website:  
<http://commonwealthmagazine.org/transportation/004-laying-it-down-testing-it-later/>

**Payment Terms:**

Net 30 Days

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>PII - NH (Belmont)</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Joe Gasbarro (603) 387-7569 jgasbarro@pikeindustries.com</p>
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ITEMIZED BID SHEET

PROJECT LOCATION #1:

*Old Manchester Road from 39 Old Manchester Road to the islands at Route 101  
Length: 0.4 miles/2,112 feet (RECLAIM)*

*Old Manchester Road from Main Street to 39 Old Manchester Road  
Length: .68 miles/3,590 feet (SHIM & OVERLAY)*

COST: \$ 445,447.  $\frac{50}{100}$

PROJECT LOCATION #2:

*Wight Street from Old Manchester Road to Main Street  
Length: .16 miles/844 feet (SHIM & OVERLAY)*

COST: \$ 29,847.  $\frac{50}{100}$

PROJECT LOCATION #3:

*Epping Road from Main Street to Route 27  
Length: .79 miles/4,171 feet (SHIM & OVERLAY, & MILLING)*

COST: \$ 142,014.  $\frac{90}{100}$

PROJECT LOCATION #4

*Church Street from Epping Street to Main Street  
Length: .06 miles/316 feet (SHIM & OVERLAY, & MILLING)*

COST: \$ 20,525.  $\frac{35}{100}$

PROJECT LOCATION #5:

*Main Street from 35 Main Street to 123 Main Street  
Length: .97 miles/5,121 feet (RECLAIM)*

*Main Street from 123 Main Street to Route 102  
Length: .53 miles/2,798 feet (SHIM & OVERLAY, SHOULDERS AS NEEDED)*

COST: \$ 537,080.  $\frac{xx}{xx}$

TOWN OF RAYMOND  
2024 ROADWAY IMPROVEMENTS

PROJECT LOCATION #6 (ADD ON):

*Municipal Parking Lot at Town Hall, 4 Epping Street*

COST: \$ 60,300.  $\frac{25}{100}$

AC CLAUSE AT TIME OF BID: \$ 662.  $\frac{50}{100}$

TOTAL COST (PROJECTS 1-6): \$ 1,235,215.  $\frac{25}{100}$

R&D Paving Inc  
 PO Box 175  
 Franklin, NH 03235  
 603-934-6745  
 info@rdpavinginc.com  
 www.rdpavinginc.com



**ADDRESS**

Town of Raymond, NH  
 4 Epping St  
 Raymond, NH 03077

**Estimate 1726**

**DATE 04/09/2024**

**JOB NAME**

Paving Town Roads 2024

**JOB ADDRESS**

Raymond, NH

**SALES REP**

Jeff Twarog

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>PROJECT 1: OLD MANCHESTER</b>			
	RD - Approx. 5,940' x Various Widths - Approx. 21,025 SY			
<b>RECLAIM, REMOVE EXCESS MATERIAL, FINE GRADE AND COMPACT STRUCTURES</b>	Approx. 10,960 SY (Curb to Curb)	10,960	7.20	78,912.00
<b>GRIND JOINT</b>	Approx. 14 Catch Basins (Drop & Adjust after Binder)	14	995.00	13,930.00
<b>BINDER</b>	Approx. 49 Grinds (Drives, Crossroads & End Joints)	1	4,000.00	4,000.00
<b>TOP</b>	Approx. 10,960 SY at 3" - Approx. 1,870 Tons, 3/4" Binder	1,870	80.95	151,376.50
<b>SWEEPING</b>	Approx. 10,960 SY at 1.5" - Approx. 935 Tons, 1/2" Top	935	93.85	87,749.75
<b>TACK</b>	Approx. 10,065 SY - Included in price			
<b>SHIM</b>	Approx. 21,025 SY - Included in price			
<b>OVERLAY</b>	Approx. 10,065 SY at 1/2" - Approx. 290 Tons, 3/8" Mix	290	93.85	27,216.50
<b>SHOULDER GRAVEL</b>	Approx. 10,065 SY at 1" - Approx. 575 Tons, 3/8" Top	575	93.85	53,963.75
	Approx. 7,000' x 2' at 2" - Approx. 115 Tons	115	52.35	6,020.25

**Subtotal: 423,168.75**

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>PROJECT 2: WRIGHT ST -</b> Approx. 840' x 29.5' - Approx. 2,760 SY			
<b>GRIND JOINT</b>	Approx. 10 Drives	1	850.00	850.00
<b>STRUCTURES</b>	4 Structures Adjustments	4	995.00	3,980.00
<b>SWEEPING and TACK COAT</b>	Approx. 2,760 SY - Included in price			
<b>SHIM</b>	Approx. 2,760 SY at .5" - Approx. 85 Tons, 3/8" Mix	85	93.85	7,977.25
<b>OVERLAY</b>	Approx. 2,760 SY at 1" - Approx. 170 Tons, 3/8" Mix	170	93.85	15,954.50
<b>SHOULDER GRAVEL</b>	Approx. 800' x 2' at 2" - Approx. 15 Tons	15	52.35	785.25
				<b>Subtotal: 29,547.00</b>
	<b>PROJECT 3: EPPING RD -</b> Approx. 4,200' x 26' - Approx. 12,500 SY (W/Radius & Parking)			
<b>MILLING</b>	Approx. 12,500 SY at 1.5" - Approx. 1,075 Tons Milling	12,500	4.10	51,250.00
<b>GRIND JOINT</b>	Approx. 19 Grinds (Drives, Crossroads, Bridge Joints & End Joints) - Included in price			
<b>STRUCTURES</b>	Approx. 14 Catch Basins - As Needed (\$995/EA)			
<b>SWEEPING and TACK COAT</b>	Approx. 12,500 SY - Included in price			
<b>OVERLAY</b>	Approx. 12,500 at 1.5" - Approx. 1,075 Tons, 1/2" Top	1,075	93.85	100,888.75
<b>SHOULDER GRAVEL</b>	Approx. 4,500' x 2' at 2" - Approx. 76 Tons	76	52.35	3,978.60
				<b>Subtotal: 156,117.35</b>
	<b>PROJECT 4: CHURCH ST -</b> Approx. 320' x 32' - Approx. 1,150 SY (w/Radius)			
<b>MILLING</b>	Approx. 1,150 SY	1,150	4.10	4,715.00
<b>GRIND JOINT</b>	6 Drives - Included in price			
<b>STRUCTURES</b>	Approx. 2 Catch Basins - As Needed (\$995/EA)			
<b>SWEEPING and TACK COAT</b>	Approx. 1,150 SY - Included in price			
<b>OVERLAY</b>	Approx. 1,150 at 1.5" - Approx. 100 Tons, 1/2" Top	100	93.85	9,385.00
<b>SHOULDER GRAVEL</b>	None			
				<b>Subtotal: 14,100.00</b>

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>PROJECT 5: MAIN ST</b> - Approx. 7,900' x Various Widths - Approx. 27,950 SY			
<b>RECLAIM, REMOVE EXCESS MATERIAL, FINE GRADE AND COMPACT STRUCTURES</b>	Approx. 18,600 SY (Curb to Curb, Including Parking Areas)	18,600	5.35	99,510.00
<b>GRIND JOINT</b>	Approx. 8 Catch Basins (Drop & Adjust after Binder)	8	995.00	7,960.00
<b>BINDER</b>	Approx. 60 Grinds (Drives, Crossroads & End Joints)	1	5,000.00	5,000.00
<b>TOP</b>	Approx. 18,600 SY at 2.5" - Approx. 2,640 Tons, 3/4" Mix	2,640	84.20	222,288.00
<b>SWEEPING</b>	Approx. 18,600 SY at 1.5" - Approx. 1,590 Tons, 1/2" Top	1,590	93.85	149,221.50
<b>TACK</b>	Approx. 9,350 SY - Included in price			
<b>SHIM</b>	Approx. 27,950 SY - Included in price			
<b>OVERLAY</b>	Approx. 9,350 SY at .5" - Approx. 270 Tons, 3/8" Mix	270	93.85	25,339.50
<b>SHOULDER GRAVEL</b>	Approx. 9,350 SY at 1" - Approx. 540 Tons, 3/8" Top	540	93.85	50,679.00
	Approx. 11,000' x 2' at 2" - Approx. 180 Tons	180	52.35	9,423.00
				<b>Subtotal: 569,421.00</b>
	<b>PROJECT 6: MUNICIPAL PARKING LOT</b>			
<b>RECLAIM, REMOVE EXCESS MATERIAL, FINE GRADE AND COMPACT STRUCTURES</b>	1,280 SY	1,280	11.35	14,528.00
<b>BINDER</b>	3 Water Gates & 2 Structures - (W/G @ \$675 EA, C/B @ \$995 EA)	1	4,015.00	4,015.00
<b>TOP</b>	Approx. 1,200 SY at 2.5" - Approx. 175 Tons, 3/4" Mix	175	107.10	18,742.50
<b>SIDEWALKS</b>	Approx. 1,200 SY at 1.5" - Approx. 108 Tons, 1/2" Mix	108	107.10	11,566.80
<b>SHOULDER GRAVEL</b>	Pave Walks - Approx. 80 SY at 2.5" - Approx. 14 Tons, 1/2" Mix	14	185.00	2,590.00
	Approx. 85' x 2' at 4" - Approx. 4 Tons	4	52.35	209.40
				<b>Subtotal: 51,651.70</b>
	<b>PROJECT TOTALS:</b>			
<b>STRUCTURES</b>	Water Gates - @ \$675 EA, Catch Basins/Manholes - @ \$995 EA			



ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
RECLAIM, REMOVE EXCESS MATERIAL, FINE GRADE AND COMPACT	Approx. 30,840 SY			
SHOULDER GRAVEL	Approx. 390 Tons @ \$52.35 Per Ton			
BINDER	Approx. 4,685 Tons			
PER TON- 3/8" TOP	Approx. 1,930 Tons			
PER TON- 1/2" TOP NHDOT	Approx. 3,808 Tons			
HANDWORK	Any handwork @ \$185 Per Ton - Estimated 100 Tons			
POLICE DETAILS	As Needed/As directed by Town @ \$125 Per Hour			
AC APRIL 2024	NH DOT AC PRICE as of the time of this quote is \$662.50 R&D Paving reserves the right to adjust price at the time of installation based on AC Price at that time.			
	*All Prices Include Flaggers During All Shifts*			

Any decrease in the scope of work performed can result in an increase in the unit price for this contract.

Total cost is based on the units in place, quantities provided are approximate. Contract to be paid by the unit cost.

Work performed when temperatures fall below 36 degrees will not be guaranteed and done only at customers request.

This estimate may be withdrawn or re-priced if not accepted within 30 days.

If you wish to accept this proposal at quoted price and have work scheduled, this proposal MUST be signed within 30 days of creation date.

We reserve the right to impose a fuel escalation when fuel price changes from time of contract to the point of sale based on the US EIA (Energy information Administration) weekly postings, New England (PADD1A) On-highway Diesel Fuel Prices. This contract may be subject to material unit price adjustments to reflect increases.

SUBTOTAL 1,244,005.80  
TAX 0.00

*\*\* Performance Bond (IF NEEDED) \$8,500.00*

**TOTAL \$1,244,005.80**



**ITEMIZED BID SHEET**

PROJECT LOCATION #1:

*Old Manchester Road from 39 Old Manchester Road to the islands at Route 101  
Length: .04 miles/2,112 feet (RECLAIM)*

*Old Manchester Road from Main Street to 39 Old Manchester Road  
Length: .68 miles/3,590 feet (SHIM & OVERLAY)*

COST: \$ 423,168<sup>75</sup>

PROJECT LOCATION #2:

*Wight Street from Old Manchester Road to Main Street  
Length: .16 miles/844 feet (SHIM & OVERLAY)*

COST: \$ 29,547<sup>00</sup>

PROJECT LOCATION #3:

*Epping Road from Main Street to Route 27  
Length: .79 miles/4,171 feet (SHIM & OVERLAY, & MILLING)*

COST: \$ 156,117<sup>35</sup>

PROJECT LOCATION #4

*Church Street from Epping Street to Main Street  
Length: .06 miles/316 feet (SHIM & OVERLAY, & MILLING)*

COST: \$ 14,100<sup>00</sup>

PROJECT LOCATION #5:

*Main Street from 35 Main Street to 123 Main Street  
Length: .97 miles/5,121 feet (RECLAIM)*

*Main Street from 123 Main Street to Route 102  
Length: .53 miles/2,798 feet (SHIM & OVERLAY, SHOULDERS AS NEEDED)*

COST: \$ 569,421<sup>00</sup>

TOWN OF RAYMOND  
2024 ROADWAY IMPROVEMENTS

R&D Paving Inc  
563 S. Main St  
PO Box 175  
Franklin, NH 03235  
603-934-6745  
www.rdpavinginc.com



PROJECT LOCATION #6 (ADD ON):

*Municipal Parking Lot at Town Hall, 4 Epping Street*

COST: \$ 51,651<sup>70</sup>

AC CLAUSE AT TIME OF BID: \$ 662<sup>50</sup>

TOTAL COST (PROJECTS 1-6): \$ 1,244,005<sup>80</sup>

\*\*PERFORMANCE BOND (if needed) \$ 8,500<sup>00</sup>



## Board of Selectmen Approval

I move to Accept and Approve the attached Volunteer Application for the Town of Raymond

Date:

Motion Made by: Rani Second to the Motion By: Doug

### Approvals:

Selectman: [Signature] 4-29-2024  
Patricia Bridgeo, Board Chair

Selectman: [Signature] 4/29/2024  
Rani Merryman, Board Vice Chair

Selectman: [Signature] 4/29/24  
Doug Vogel, Board Member

Selectman: [Signature] 4/29/24  
Tom Dajgle, Board Member

Selectman: [Signature] 4-29-24  
Anthony Clements, Board Member



# Volunteer Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to make a contribution to the growth and welfare to the Town of Raymond and I am willing to VOLUNTEER TO SERVE on the following Board or Committee.

*Please indicate your preference by 1, 2, 3 etc...*

\_\_\_ Zoning Board of Adjustment

\_\_\_ Planning Board

\_\_\_ Friends of Raymond Recreation

\_\_\_ Cable Committee\*

\_\_\_ Conservation Commission\*

\_\_\_ Ethics Committee

\_\_\_ Historic District Commission\*

\_\_\_ Budget Committee

\_\_\_ Capital Improvement Committee\*

\_\_\_ Lamprey River Advisory

\_\_\_ 4<sup>th</sup> of July Committee

\_\_\_ Town Fair Committee

*\*Board of Selectmen approve appointments to these committees.*

*Once form is complete, please give to Selectmen's office or mail to:*

Town of Raymond  
Attn: Selectmen's Office  
4 Epping Street, Raymond, NH 03077  
or <mailto:executiveadmin@raymondnh.gov>



## LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM



### New Hampshire Rivers Management and Protection Program

RSA 483:8-a

Please complete both sides of this form and email to [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov). Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.

**Nominee Information**

Nominee Name: Therese Thompson		Date: 4-12-2024
Street Address: 170 Route 27 Unit 10A Canterbury Commons		
Town: Raymond		Zip Code: 03077
Phone (home): 603 895-3050	Phone (cell): none	Phone (work): none
Email: <a href="mailto:99theresethompson@gmail.com">99theresethompson@gmail.com</a>		

**Nomination Information**

Type of Appointment -	<input type="checkbox"/> New Appointment	<input checked="" type="checkbox"/> Reappointment
River Name: <b>Lamprey River</b> Advisory Committee		
Type of Representation - Raymond	Municipality: Raymond	Other:
Please state your interest(s) in serving on the Local River Management Advisory Committee:		
<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Conservation	<input checked="" type="checkbox"/> Agriculture
<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Recreation	<input checked="" type="checkbox"/> Riparian Landowners
<input type="checkbox"/> Other, please specify: <u>Keep the Lamprey River &amp; Watershed Healthy</u>		

**Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)**

Name:	Title:
Name:	Title:
Name:	Title:
<p><i>Note: By statute, the Commissioner of NHDES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a)</i></p>	

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)  
 PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)





NH Rivers Management and Protection Program  
**NH Rivers Management Advisory Committee**



Voting Members:

**Michele L. Tremblay**  
Chair  
Conservation  
Community

**Larry T. Spencer**  
Vice Chair  
Conservation  
Commissions

**Victoria Bunker**  
Historic/Archeological  
Interests

**Christopher Hodgdon**  
NH Fish & Game  
Commission

**Mark Lombardi**  
Granite State  
Hydropower  
Association

**Frederick J. McNeill**  
Municipal Officer

**Allan G. Palmer**  
Business & Industry  
Association

**Robert M. Roseen**  
Recreational Interests

**Ruth Ward**  
Local River Management  
Advisory Committees

**Donald L. Ware**  
Public Water Suppliers

**Stewart Yeaton**  
Agricultural Community

Non-Voting Members:

**Peter Bowman**  
NH Department of  
Natural and Cultural  
Resources

**Brian Eaton**  
NH Department of Safety

**Jennifer Gilbert**  
NH Office of  
Strategic Initiatives

**Mark Hemmerlein**  
NH Department of  
Transportation

**Shawn Jasper**  
NH Department of  
Agriculture,  
Markets & Food

**John Magee**  
NH Fish & Game  
Department

Staff:

**Tracie Sales**  
Program Administrator

**Vacant**  
Watershed Coordinator

**Vacant**  
Program Assistant

May 14, 2021

Ms. Therese Thompson  
170 State Route 27, Unit 10A  
Canterbury Commons  
Raymond, New Hampshire 03077

Dear Ms. *Therese*,  
Thompson:

I am pleased to appoint you to new three-year term to the Lamprey River Advisory Committee representing Raymond. Your new term begins on May 14, 2021 and ends on May 14, 2024.

We have been fortunate to benefit from your willingness to serve and are grateful for the considerable investment of your time, energy, and ideas. I think I can speak for the Rivers Management Advisory Committee, the New Hampshire Department of Environmental Services, and the local river management advisory committee when I say that we look forward to your continued involvement with the committee and your enduring commitment to the rivers and their many resource values.

Please contact Tracie Sales, Rivers and Lakes Programs Manager, at (603) 271-2959 or [Tracie.Sales@des.nh.gov](mailto:Tracie.Sales@des.nh.gov) if the Rivers Management and Protection Program may provide any additional assistance to you or to your committee. The long-term success of the Rivers Program is dependent on the continued cooperative relationship of the local advisory committee, the Rivers Management Advisory Committee, and the Department. We stand ready to assist you.

Sincerely,

  
Michele L. Tremblay  
Chair

*I am glad that  
you are continuing  
with the LRAC,  
Therese. Thank you.  
-W*

cc: Raymond Board of Selectmen  
Joe Foley, Chair, Lamprey River Advisory Committee  
Sylvia von Aulock, Executive Director, Southern NH Planning Commission  
Robert R. Scott, Commissioner, NHDES  
Tracie Sales, Rivers and Lakes Programs Manager, NHDES





## Board of Selectmen Approval

I move to Accept and Approve the attached Volunteer Application for the Town of Raymond

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

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

### ***Approvals:***

Selectman: \_\_\_\_\_

Patricia Bridgeo, Board Chair

Selectman: \_\_\_\_\_

Rani Merryman, Board Vice Chair

Selectman: \_\_\_\_\_

Doug Vogel, Board Member

Selectman: \_\_\_\_\_

Tom Daigle, Board Member

Selectman: \_\_\_\_\_

Anthony Clements, Board Member



## Volunteer Application

Name: David Kelley

Address: 44 Sandybrook Dr

Home #: \_\_\_\_\_ Cell #: 508-498-883

Email: djk804@gmail.com

I would like to make a contribution to the growth and welfare to the Town of Raymond and I am willing to VOLUNTEER TO SERVE on the following Board or Committee.

*Please indicate your preference by 1, 2, 3 etc...*

- |  |   |
|--|---|
| <input type="checkbox"/> Zoning Board of Adjustment                  | <input type="checkbox"/> Planning Board         |
| <input type="checkbox"/> Friends of Raymond Recreation               | <input type="checkbox"/> Cable Committee*       |
| <input type="checkbox"/> Conservation Commission*                    | <input type="checkbox"/> Ethics Committee       |
| <input type="checkbox"/> Historic District Commission*               | <input type="checkbox"/> Budget Committee       |
| <input checked="" type="checkbox"/> 1 Capital Improvement Committee* | <input type="checkbox"/> Lamprey River Advisory |
| <input type="checkbox"/> 4 <sup>th</sup> of July Committee           | <input type="checkbox"/> Town Fair Committee    |

*\*Board of Selectmen approve appointments to these committees.*

*Once form is complete, please give to Selectmen's office or mail to:*

Town of Raymond  
Attn: Selectmen's Office  
4 Epping Street, Raymond, NH 03077  
or ExecutiveAdmin@raymondnh.gov



Town of Raymond, NH  
Appointment Application

1. What Appointment are you seeking? Citizen at large, CIP
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: David Kelley

Applicant Signature: David Kelley

**Applicant Contact Information**

Address: 44 Sandybrook Dr

Cell: 5084984883

Email: [djk804@gmail.com](mailto:djk804@gmail.com)



### Board of Selectmen Approval

I move to Accept and Approve the attached Volunteer Application for the Town of Raymond

Motion Made by: Raw Date: \_\_\_\_\_ Second to the Motion By: Doug

**Approvals:**

Selectman: Patricia Bridgeo 4-2-2024  
Patricia Bridgeo, Board Chair

Selectman: Rani Merryman 4/29/2024  
Rani Merryman, Board Vice Chair

Selectman: Doug Vogel 4/29/24  
Doug Vogel, Board Member

Selectman: Tom Daigle 4/29/24  
Tom Daigle, Board Member

Selectman: Anthony Clements 4-29-24  
Anthony Clements, Board Member





## Volunteer Application

Name: Carol Watjus

Address: 28 Ham Road

Home #: N/A Cell #: N/A

Email: cwatjus@gmail.com

I would like to make a contribution to the growth and welfare to the Town of Raymond and I am willing to VOLUNTEER TO SERVE on the following Board or Committee.

*Please indicate your preference by 1, 2, 3 etc...*

Zoning Board of Adjustment

Planning Board

Friends of Raymond Recreation

Cable Committee\*

Conservation Commission\*

Ethics Committee

Historic District Commission\*

Budget Committee

Capital Improvement Committee\*

Lamprey River Advisory

4<sup>th</sup> of July Committee

Town Fair Committee

*\*Board of Selectmen approve appointments to these committees.*

*Once form is complete, please give to Selectmen's office or mail to:*

Town of Raymond  
Attn: Selectmen's Office  
4 Epping Street, Raymond, NH 03077  
or <mailto:executiveadmin@raymondnh.gov>



Town of Raymond, NH  
Appointment Application

1. What Appointment are you seeking? CIP Committee

2. Have you attended the required (3) meetings? Y  N  N/A  CIP did not exist last year  
CIP HAD 1 MEETING LAST YEAR + 1 MEETING THIS YEAR - I WATCHED BOTH ON THE VIDEOS FROM RCTV

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: Carol Watjus

Applicant Signature: *Carol Watjus*

**Applicant Contact Information**

Address: 28 Ham Road

Cell:

Email: cwatjus@gmail.com



### Board of Selectmen Approval

I move to Accept and Approve the attached Property Tax Prepayments Form from the Tax Collector for the Town of Raymond

Date:

Motion Made by: Rani M Second to the Motion by: Doug V

#### Approvals:

Selectman: Patricia Bridgeo 4-29-2024  
Patricia Bridgeo, Board Chair

Selectman: Rani Merryman 4/29/2024  
Rani Merryman, Board Vice Chair

Selectman: Doug Vogel 4/29/24  
Doug Vogel, Board Member

Selectman: Tom Dalgie 4/29/24  
Tom Dalgie, Board Member

Selectman: Anthony Clements 4-29-24  
Anthony Clements, Board Member

# Memorandum



To: Board of Selectmen

From: Tracey Stickney, Tax Collector

Re: Property Tax Prepayments

---

Dear Board of Selectmen,

I am requesting the Town of Raymond allow Prepayment of Property Tax pursuant to the guidelines stated in RSA 80:52-a.

Today's policy is if at the end of the year there is a balance left over after property taxes are paid in full it is to be refunded, even if it is 1 cent. The process is time consuming and costly.

Adopting RSA 80:52-a will eliminate the burden of excessive refunding by simply allowing the balance remaining to be applied towards the next tax bill.

Several taxpayers have expressed they wish to make payments on their upcoming bill as they fear the money they have on hand could easily be consumed by unforeseen expenses.

Many have been successful utilizing our Payment Plans and have found this form of budgeting is necessary to keeping on track.

The elderly would benefit by being allowed to make payments. It can be very stressful to fund a very large bill twice a year on a fixed income.

Respectfully,

A handwritten signature in cursive script that reads "Tracey Stickney".

Tracey Stickney,  
Tax Collector  
603-895-7060  
taxcollector@raymondnh.gov

## PROPERTY TAX PREPAYMENTS

A prepayment is any amount of money that is collected in advance of a property tax bill.

RSA 80:52-a Prepayment states: "Any town by vote at a town meeting under a proper article in the warrant or by vote of the board of selectmen or the town council and any city by vote of its governing body may authorize the prepayment of taxes and authorize the collector of taxes to accept payments in prepayment of taxes. If a town or city so votes, any person, firm or corporation owning taxable property may, at any time before notice of the amount of taxes assessed against said property has been received, make payments on account of such taxes as will be due and the collector shall receive such payments and give a receipt therefor and credit the amounts paid toward the amount of the taxes eventually assessed against said property. In any town or city which shall vote to authorize the prepayment of taxes the collector of taxes shall give such bond in the form and amount which the commissioner of revenue administration shall require, and the collector shall pay over all sums so received to the town treasurer under the provisions of RSA 41:35. No taxpayer shall be allowed to prepay taxes more than 2 years in advance of the due date of taxes. No interest shall accrue to the taxpayer on any prepayment, nor shall any interest be paid to the taxpayer on any prepayment which is later subject to rebate or refund."

### Sample Prepayment Policy...

TO: Board of Selectmen  
FROM: , Tax Collector  
DATE:  
RE: Pre-payment Policy for Property Taxes

I am requesting that the Board of Selectmen adopt the following policy regarding the acceptance of tax prepayments pursuant to RSA 80:52-a.

**Taxpayers shall be allowed to prepay taxes no more than 2 years in advance of the due date of the taxes. No interest shall accrue to the taxpayer on any prepayment, nor shall any interest be paid to the taxpayer on any prepayment which is later subject to rebate or refund.**

This policy is adopted with the approval and consent of the Board of Selectmen.

SIGNED:

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# TITLE V TAXATION

## CHAPTER 79 FOREST CONSERVATION AND TAXATION

### Section 79:10

#### **79:10 Notice of Intent to Cut. –**

I. (a) Every owner, as defined in RSA 79:1, II, shall, prior to commencing each cutting operation and at the beginning of each new tax year into which the cutting operation shall continue, file with the proper assessing officials in the city, town, or unincorporated place where such cutting is to take place a notice of intent to cut as provided by the commissioner of revenue administration, stating the owner's name, residence, an estimate of the volume of each species to be cut, and such other information as may be required. Except when a bond is required pursuant to RSA 79:3-a or RSA 79:10-a, II, a supplemental notice of intent shall not be required when the total volume of the cut exceeds the total volume reported in the intent to cut by less than 25 percent. When required, the supplemental notice shall be filed in the same manner for any additional volume of wood or timber to be cut in excess of the original estimate and within the tax year.

(b) Any intent received by a city, town, or unincorporated place shall, within 15 days, be assigned a number in accordance with the guidelines provided by the commissioner of revenue administration, and be signed by the assessing officials if all conditions for approval have been met. Notwithstanding RSA 91-A, the assessing officials may sign the intent to cut outside a public meeting. When a notice is to be signed by the assessing officials outside a public meeting, public notice shall be posted by the municipality at least 24 hours, excluding Sundays and holidays, before it is signed. The notice shall be posted in the 2 places where the municipality regularly posts notices of its governing body meetings. If the conditions for approval have not been met, the assessing officials shall send a letter to the owner or the person responsible for cutting, explaining the reason for the intent not being signed. The assessing officials shall forward any signed intent to the commissioner of revenue administration within 5 business days and shall also supply a copy to the owner. Failure of the assessing officials to forward signed intent to cut forms to the department of revenue administration shall constitute a violation.

(c) If the submitting owner has met all conditions for approval and the intent is not signed by the assessing officials within 15 days pursuant to subparagraph (b), and provided that the assessing officials have not communicated to the owner a reason why conditions for approval have not been met, the owner may commence the cutting operation after submitting a copy of the intent and providing the date of filing to the commissioner of revenue administration. If the assessing officials thereafter determine that the conditions for approval have not been met, the assessing officials shall notify the owner and the person responsible for the cutting explaining why the submitted intent does not meet the conditions for signature. Upon delivery of such notice, the cutting operation shall cease until such conditions are met and the intent is signed.

(d) The assessing officials shall, within 30 days of signing a notice of intent, notify the tax collector that an intent has been filed. The notice of intent shall serve as notice that the land is holden to taxes pursuant to RSA 79:6.

(e) Upon receipt of an intent, the commissioner of revenue administration shall furnish, without cost to the owner, a certificate and a report of wood cut form. Such certificate shall be posted by the owner filing such intent in a conspicuous place within the area of cutting for each operation conducted within a city, town, or unincorporated place. An owner may start an operation upon posting the certificate or upon posting, in a water proof covering in the same place and manner that the certificate will be posted upon receipt, a copy of the intent to cut form that was signed by the assessing officials. In lieu of a signed intent to cut form, a copy of the form as submitted by the owner to the assessing officials may be substituted for posting purposes when the owner, or the person responsible for the cut, has been notified that the intent to cut form has been signed or is proceeding with a cut in accordance with subparagraph (c). The owner, or the person responsible for the cut, shall clearly print on the form the number assigned to it pursuant to subparagraph (b), and the date, time, and name of the municipal

official or employee who provided the notification and the date the intent to cut form was filed with the city, town, or unincorporated place.

(f) Starting or continuing an operation while the required certificate or intent to cut form is not posted in accordance with this section shall constitute a violation by the owner or any other person doing the cutting, or both.

(g) Starting an operation before the original notice of intent to cut or supplemental intent to cut has been filed with the city or town and signed by the appropriate municipal officials, unless such operation is proceeding in accordance with subparagraph (c), shall constitute a violation by the owner or any other person doing the cutting, or both.

(h) A copy of all intents received by the commissioner of revenue administration shall be forwarded to the division of forests and lands of the department of natural and cultural resources.

II. Notwithstanding the provisions of paragraph I, any owner who has commenced cutting operations under a valid notice of intent to cut prior to April 1 shall not be required to file for a new notice of intent if the cutting operation will be completed prior to June 30 of that year. However, any owner who will complete a cutting operation after April 1 but prior to June 30 of the same year under a valid notice of intent to cut filed before April 1 shall, prior to April 1, notify in writing the assessing officials with whom the notice of intent to cut was filed that the cutting operation will extend beyond April 1.

**Source.** 1949, 295:2, par. 8. 1951, 12:3. 1953, 256:5. RSA 79:9. 1955, 287:1, par. 10. 1959, 277:2. 1961, 111:1. 1963, 316:5. 1971, 343:2. 1973, 531:19; 544:8. 1975, 380:5. 1985, 275:10. 1989, 215:1. 1991, 355:12; 375:4. 1993, 13:1. 1996, 164:7. 2001, 90:2. 2003, 138:2. 2004, 81:1, eff. Jan. 1, 2005. 2017, 156:14, I, eff. July 1, 2017. 2018, 182:2, eff. Sept. 1, 2018. 2019, 84:1, eff. Aug. 17, 2019. 2023, 117:1, eff. Aug. 29, 2023.



(Assigned by Municipality)

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR

TOWN

OP#

24 - 383 - [ ] - T

For Tax Year April 1, 2024 to March 31, 2025

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 or USFS Sale Name & Unit No.  
035/000/001

3. Intent Type: Original  Supplemental  (Original Intent Number)

4. Name of Access Road: Nottingham Road

5a. Acreage of Lot: 28 Acreage of Cut: 27

5b. Anticipated Start Date: 05 / 01 / 2024

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Sole Owner)
  - b. Owner of Land and Stumpage (Joint Tenants)
  - c. Owner of Land and Stumpage (Tenants in Common)
  - d. Previous owner retaining deeded timber rights
  - e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER  OR LOGGER / FORESTER   
BY MAIL  OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

*[Signature]* 04 / 17 / 2024  
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Kevin Cole  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

63 Route 27  
MAILING ADDRESS

Raymond NH 03077  
CITY OR TOWN STATE ZIPCODE

kco1962@hotmail.com  
E-MAIL ADDRESS

6033650550  
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

- The Selectmen/Municipal Assessing Officials hereby certify that:
- All owners of record have signed the intent;
  - The land is not under the Current Use Unproductive category;
  - The form is complete and accurate; and

- Any timber tax bond required has been received.  
\$ \_\_\_\_\_ Date: \_\_\_\_\_
- The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
- This form to be forwarded to DRA immediately after signing.

*[Signature]* 4-29-2024  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

*[Signature]* 4/29/24  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

*[Signature]* 4/29/2024  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

*[Signature]* 4/29/24  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

*[Signature]* 4-29-24  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	12000	MBF
Hemlock	5000	MBF
Red Pine	0	MBF
Spruce & Fir	0	MBF
Hard Maple	5000	MBF
White Birch	0	MBF
Yellow Birch	0	MBF
Oak	30000	MBF
Ash	0	MBF
Soft Maple	10000	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	0	MBF
Other (Specify)	2000	MBF
<b>Pulpwood</b>		<b>Tons</b>
Spruce & Fir	0	
Hardwood & Aspen	0	
Pine	0	
Hemlock	0	
Biomass Chips	0	
<b>Miscellaneous</b>		
High Grade Spruce/Fir	0	Tons
Cordwood & Fuelwood	0	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	0	Amount:	0
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10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

*[Signature]* 04 / 17 / 2024  
SIGNATURE OF PERSON RESPONSIBLE FOR CUT DATE

Kevin Cole  
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

63 Route 27  
MAILING ADDRESS

Raymond NH 03077  
CITY OR TOWN STATE ZIPCODE

kco1962@hotmail.com  
E-MAIL ADDRESS

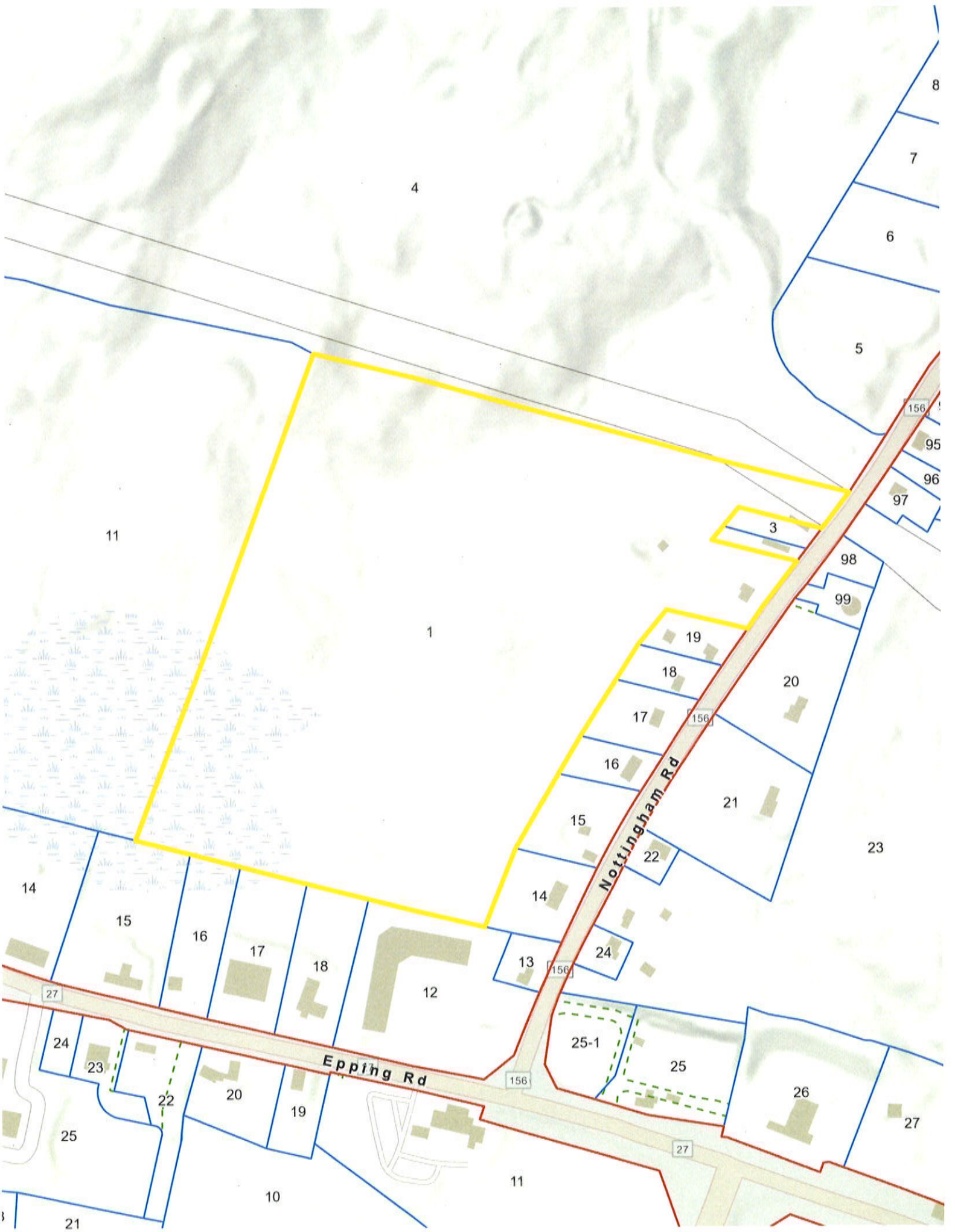
6033650550  
PHONE NUMBER

6033650550 kco1962@hotmail.com  
PHONE NUMBER E-MAIL ADDRESS

**RECEIVED**  
APR 17 2024  
TOWN OF RAYMOND

**RECEIVED**  
**APR 17 2024**  
**TOWN OF RAYMOND**









**CONSTRUCTION DETAIL**

**CONSTRUCTION DETAIL (CONTINUED)**

Element	Cd	Description	Element	Cd	Description
Style: 05		Bungalow			
Model: 01		Residential			
Grade: 03		Average			
Stories: 1		1 Story			
Occupancy: 1					
Exterior Wall 1: 11		Clapboard			
Exterior Wall 2: 03		Gable/Hip			
Roof Structure: 03		Asph/F Gls/Cmp			
Roof Cover: 02		Wall Brd/Wood			
Interior Wall 1: 09		Pine/Soft Wood			
Interior Fir 1: 06		Inland Sht Gds			
Interior Fir 2: 02		Oil			
Heat Fuel: 04		Forced Air-Duc			
Heat Type: 01		None			
AC Type: 02		2 Bedrooms			
Total Bedrooms: 1					
Total Bathrms: 0					
Total Half Baths: 1					
Total Xtra Fixtrs: 3		3 Rooms			
Total Rooms: 02		Average			
Bath Style: 02		Average			
Kitchen Style: 02		Average			
Loc Adj: 02					

CONDO DATA			
Parcel Id	C	B	Ownr
			0.0
Adjust Type	Code	Description	Factor%
Condo Fir			
Condo Unit			

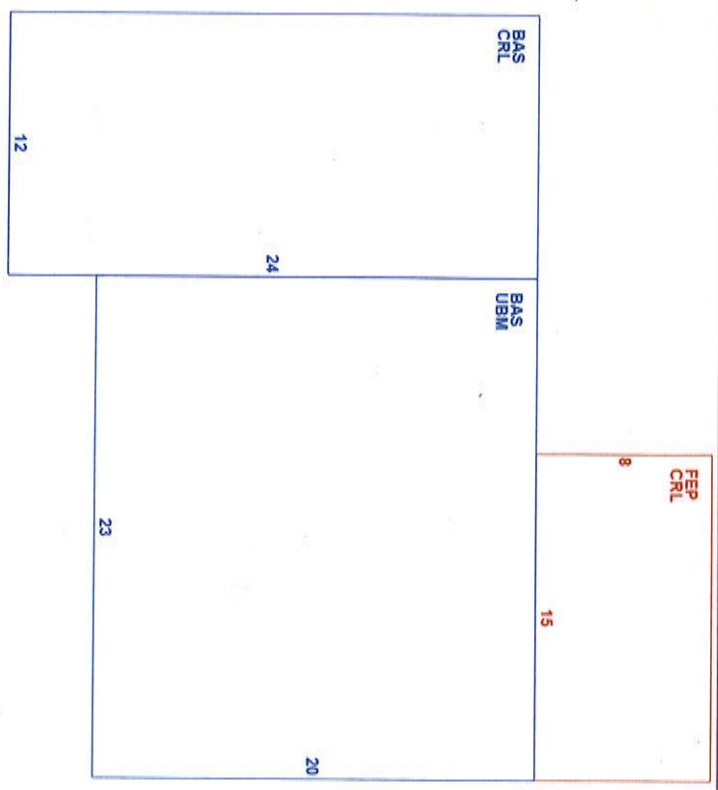
COST / MARKET VALUATION	
Building Value New	118,004
Year Built	
Effective Year Built	1920
Depreciation Code	1983
Remodel Rating	F
Year Remodeled	
Depreciation %	38
Functional Obsol	0
External Obsol	0
Trend Factor	1
Condition	
Percent Good	62
RCNLD	73,200
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	

**OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)**

Code	Description	VB	Units	Unit Price	Yr Bld	Cond.	Cd	% Gd	Grade	Grade Adj.	Appr. Value
SHD2	SHED GOOD	L	400	16,00	2000			60.0			3,800
TRL	TRAILER STG	L	1	1200.00	2000			50.0		0	600

**BUILDING SUB-AREA SUMMARY SECTION**

Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	748	748	748	127.71	95,527
CRL	Crawl Space	0	408	0	0.00	0
FEP	Porch, Enclosed, Finished	0	120	84	89.40	10,728
UBM	Basement, Unfinished	0	460	92	25.54	11,749
Totl Gross Liv / Lease Area		748	1,736	924		118,004



Town of Raymond, New Hampshire  
Raymond Community Television (RCTV)  
Policy & Procedures Manual  
Adopted April 17, 2000  
by the Board of Selectmen

Richard S. Ladd, Chairman (signed)

Norman E. Weldy, Jr. (not signed)

Harold R. Wood, Jr. (signed)

William J. Kelley (not signed)

Edward F. French (signed)

Amended: 4/1/2010 Approved by Board of Selectmen

Amended: 7/2012 Approved by Board of Selectmen

Amended: 1/22/2024 Approved by Board of Selectmen

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## **1.0 INTRODUCTION**

An overview of the Raymond Community Television (RCTV) mission, structure, and function.

### **1.1 MISSION STATEMENT**

RCTV is a Public, Educational, and Government (PEG) Access television facility that originates television programming on channels assigned by the cable television franchise provider and via the Internet in the town of Raymond, NH. As such, its primary purpose is to promote participation and awareness of governmental and educational programming and, in terms of public access, to act as a resource for the expression of free speech for those in our community. The fulfillment of that primary purpose fosters the secondary purposes, which are:

- A. A tool for communication.
- B. A means of entertainment and information.
- C. A means of education for the townspeople of Raymond; and
- D. To foster the spirit of community.

### **1.2 RAYMOND COMMUNITY TELEVISION (RCTV) STRUCTURE**

RCTV is managed by the Cable Committee of the Town of Raymond, NH, under the authority of the Board of Selectmen, who are the Franchising Authority. This authority was given to the Board of Selectmen by a vote of the Town Meeting. The Cable Committee consists of seven (7) regular members, two (2) alternates, and one (1) representative from each of the Board of Selectmen and the School Board. Cable Committee members are appointed by the Selectmen for a three (3) year term. Cable Committee officers will include a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Cable Committee is subject to all NH state laws, including RSA 91-A. The Cable Committee reports to the Board of Selectmen and participates in the Town CIP process.

RCTV is a public, educational, and governmental resource provided by the franchise agreement between the Town of Raymond and the current cable TV franchise provider. All access is administered on a non-discriminatory basis. RCTV is the logo and call name of the channels that originate programming on either cable television channels or online. The priority of programming will be determined by the RCTV Coordinator.

The Cable Committee is responsible for overseeing the budget, expenditures, equipment, control room, and studio. The Cable Committee has been chartered by the Raymond Selectmen with this task and operates under by-laws established and approved by the Board.

### **1.3 OPERATION**

The Cable Committee does not produce or own any programming. However, as private citizens outside the scope of their appointed status, Cable Committee members have the same rights as everyone else to use the resource of RCTV to exercise their First Amendment rights. The Cable Committee is a volunteer committee, which relies on other volunteers for many functions.

### **1.4 PURPOSE OF POLICY MANUAL**

The purpose of this document is to describe in detail the procedures for the use of equipment and the facilities maintained by RCTV. RCTV is committed to the idea that community and public access programming should be community television serving the greater Raymond community.

### **1.5 FUNDING**

Funding for all expenses of RCTV comes strictly from the franchise fees paid by cable subscribers as negotiated in the Cable TV Franchise Agreement and approved by the Board of Selectmen. No other tax-generated funds will be used. The franchise fee is paid to the town quarterly and is transferred into the revolving fund approved by voters in 2014 with Warrant Article 15. Any revenues generated by RCTV will be deposited in this same fund. The Cable Committee will maintain a capital reserve fund for long-term expenditures or emergency replacements. Withdrawals from the capital reserve fund will follow town procedures. Expenditures less than \$100 are approved by the RCTV Coordinator. Expenditures exceeding \$100 are voted on and approved by the Cable Committee. The Town Manager and Finance Director oversee all expenditures.

### **1.6 CODE OF CONDUCT**

RCTV has adopted, and believes in, the following Code of Conduct. Every member of RCTV will:

- A. Abide by the town-adopted Code of Ethics.
- B. Act respectfully and politely to students, members, and staff.
- C. Work for the long-term success of RCTV and its goals.
- D. Work for the long-term success of community media in general.
- E. Be expected to research, obtain, and communicate necessary facts to key people in a timely manner.



Every member, when acting in public on behalf of RCTV, will:

- A. Present themselves politely and positively when using RCTV facilities or on location for the purposes of producing programming for RCTV.
- B. Speak factually and honestly.
- C. Not misrepresent themselves or their actions in their associations with RCTV.

Every member, when acting in public as individuals, will be free to hold, express, and publicize their own beliefs or strategies, even if they differ from those expressed by RCTV, the School District, or the Town of Raymond.

## **2.0 CABLE COMMITTEE**

This section details and provides an overview of the Cable Committee's form and function.

### **2.1 CABLE COMMITTEE FUNCTION**

Develop and manage the Cable Television local organization for the Town of Raymond known as RCTV:

- A. Act as intermediaries regarding contract compliance by the cable operator.
- B. Be a point of contact for public complaints and concerns regarding cable service.
- C. Train residents in the use of cable equipment for public access productions.
- D. Assist the Board of Selectmen with the negotiations of the Cable Franchise Agreement.
- E. The Cable Committee reports to the Board of Selectmen and participates in the Town CIP process.

### **2.2 ACTIVITIES**

- A. Recommendation of users and expansion of programming that meets the broad range of community age groups and interests.
- B. Recommendation of processes to promote programming and services to encourage support and participation.
- C. Recommendation of processes to promote and encourage the development of new facilities while promoting maximum utilization of existing facilities.
- D. Reporting to the Board of Selectmen in April of each year.

## **2.3 MEMBERSHIP**

- A. The membership of the Cable Committee shall represent a range of community interests including schools, businesses, parents, civic, and youth organizations. Membership on the Cable Committee shall consist of nine voting members.
- B. At-Large Members shall be appointed by the Board of Selectmen to three-year terms, to be terminated by resignation or three consecutive absences from meetings without excuse.
- C. Individual members cannot act in the name of the Cable Committee without the express approval of the Cable Committee. However, each member can address an area of concern as a member of the Cable Committee.
- D. The following shall be members:
  - a. One Selectman's representative
  - b. One School Board representative
  - c. Seven at-large members, with a maximum of three paid operators

## **2.4 ELECTION OF OFFICERS, DUTIES**

- A. The officers of the Cable Committee shall be the Chairperson, Vice Chairperson, and Secretary, to be elected by a majority vote of members present annually at the regularly scheduled March Cable Committee meeting.
- B. Duties of the officers are as follows:

The Chairperson shall preside over the meetings and perform other such duties as pertain to the office.

The Vice Chairperson shall preside over the meetings in the absence of the Chairperson and assume the duties of the Chairperson if the Chairperson is unable.

The Secretary will record minutes of all meetings, with copies to all members.

## **2.5 MEETING SCHEDULE; NOTICE; VOTING RULES; CONDUCT**

- A. The Cable Committee will meet monthly with more frequent meetings established by the will of the Cable Committee. Special meetings may be called upon the request of the Chairperson or most of the Cable Committee members.
- B. Notice of all meetings (including special meetings) will be provided to all Cable



Committee members at least 48 hours prior to the meeting. Notice of such meetings shall conform to local requirements and state statutes.

- C. A majority vote by voting members present at any meeting shall be necessary to act, except as specified in meetings. Items not appearing on the agenda may be discussed but not voted upon.
- D. General parliamentary rules, as stated in "Robert's Rules of Order," may be observed in conducting meetings.
- E. All meetings are open to the public in accordance with RSA 91-A. All members of the community may offer opinions and comments.

## **2.6 CABLE COMMITTEE RESPONSIBILITIES**

- A. Recommend the overall philosophy and goals of RCTV.
- B. Recommend a long-range and short-range plan for meeting the goals of the organization.
- C. Recommend annual objectives for the Cable Committee.
- D. Develop and manage an annual operating budget based on the annual Franchise fee and present it to the Board of Selectmen for approval.
- E. Recommend procedures under which the Cable Committee will operate, including such areas as programs to be conducted, fees, charges, and use of facilities.
- F. Support the work of the New Hampshire Coalition for Community Media (NHCCM) and the Alliance for Community Media (ACM) and other appropriate voluntary organizations to keep informed and improve cable service and programming in the Town of Raymond.
- G. Maintain an open mind in all its work, making decisions that are in the best interest of the total community.

## **2.7 POLICY AMENDMENTS**

Changes, additions, or deletions to this document will be made in accordance with the Raymond Code Manual Chapter 213-7: "These bylaws may be amended by a majority vote of the full membership present at any regular monthly meeting, provided that a minimum of 20 days' written notice of the changes is given." Amendments will then be submitted to the Board of Selectmen for adoption.

### **2.7.1 WAIVER**

The Cable Committee may request a waiver from the Selectmen of any self-imposed regulation when such a waiver is judged to be in the public interest.

### **3.0 GENERAL FACILITY & OPERATIONS**

These sections apply to Public, Educational, and Government productions.

#### **3.1 PERSONNEL AND DUTIES**

All personnel, operators, coordinators, and producers operate under the rules set forth in this document and ultimately report to the Cable Committee, which reports to the Raymond Selectmen.

##### **3.1.1 RCTV COORDINATOR**

The RCTV Coordinator serves as an advisor to the Cable Committee and is not a voting member of the Cable Committee. The RCTV Coordinator is a town employee who reports to the Town Manager and takes direction from the Chairperson of the Cable Committee. (See Appendix 1) The RCTV Coordinator provides technical and administrative support for the Cable Committee and RCTV, including the daily operation of the Public, Educational, and Government (PEG) access cable television channel. Trains and assists Raymond School District personnel with the use of the video production facility. Works under the supervision of the Town Manager. The work schedule is variable and flexible to ensure all operational requirements are met.

##### **3.1.2 OPERATOR**

Operators are personnel who have been trained in the use of control room and field equipment. They are authorized to use the audio, video, and computer equipment for both studio and remote live or recorded broadcasts. They may use the equipment unsupervised. They understand all the RCTV procedures and rules.

##### **3.1.3 PRODUCER**

All residents of the Town of Raymond, age 18 and over, are eligible to become producers. Minors between the ages of 16 and 18 must have parental authorization. Parents assume responsibility for liabilities and equipment damage that may result from a minor's use. All producers must sign a Statement of Compliance indicating they have read and understand the policies within this document.

##### **3.1.4 GOVERNMENT ACCESS MEDIA OPERATORS**

Individuals hired by the Town of Raymond on a part-time or on-call basis for the purpose of producing and broadcasting governmental programming and/or meetings. These individuals

will report to the RCTV Coordinator and take direction from the Chair of the Cable Committee. Such individuals are subject to all the rules and regulations outlined in this document, in addition to those found in the rest of the Town's Employee Handbook.

#### **4.0 SECURITY**

Security is the responsibility of everyone. The security of the control room, studio, and all equipment, portable and fixed, shall be of utmost importance to everyone. No unauthorized personnel shall be allowed access, nor shall any unapproved activities be tolerated. Failure to abide by these provisions shall be cause for permanent revocation of all use privileges.

RCTV users are not permitted outside the High School Control Room and Studio during hours when the school is closed, and the alarms are set. RCTV users are not authorized to use any school computers or equipment not previously arranged with school personnel. RCTV users are not permitted in any offices or non-public spaces in the High School.

RCTV reserves the right to refuse the use of facilities and equipment to any person under the influence of alcohol, drugs, or otherwise not in full control of their faculties.

#### **5.0 FACILITIES**

RCTV Studio and Production Control Rooms are located at Raymond High School. The facilities will be available to all RCTV-approved individuals by appointment. The Studio is subject to the rules and regulations developed jointly by RCTV and the Raymond School District. The RCTV Master Control Room and office are currently located in Raymond High School. They are used for the playback of recorded and live programming. There are no bathroom facilities available to RCTV users when the school is closed, and the alarms are set.

##### **5.1 PARKING POLICY**

Parking is available in the front and rear parking lots of the school, both during and after school hours.

##### **5.2 FACILITY RULES**

Users should be aware of the dangers of food and liquids around electronic equipment. All food and drinks must be kept away from any equipment. Users will be held responsible for the costs of equipment repairs. There is no smoking or alcohol allowed anywhere on school grounds. Studios and edit areas should be left in an orderly fashion. Cables should be coiled neatly and put away. Microphones should be returned to the control room. Recording media and other materials should not be left behind after a recording or editing session.

Individuals using RCTV equipment or studio facilities will not change wiring or components

without permission and supervision. Only authorized personnel shall modify or repair equipment. Any damage caused in this manner will be charged to the user.

### **5.3 PROGRAM TIMING & LABELING**

All recording media should be clearly labeled with the following information:

Title

Producer's Name

Date Completed

Total Running Time (TRT)

Program lengths should be timed from the beginning of active program video or audio to the last active video or audio.

### **6.0 EQUIPMENT SIGN-OUT PROCEDURES**

Reservations for remote equipment packages can be made by contacting the RCTV Coordinator via email. Reservations are accepted on a first-come, first-served basis. On the day of pickup, specific arrangements must be made with the RCTV Coordinator. Equipment must be returned at the specified time. Failure to do so may lead to temporary revocation of sign-out privileges. Sign-in/out times should be arranged with the RCTV Coordinator.

Upon return of equipment, all items not normally belonging in camcorder cases (e.g., extra microphones, cables, lights, tapes, etc.) should be removed. Batteries should be fully charged before returning equipment. The equipment must be returned in the same condition it was in when it left. If there are any problems with the equipment while in use, notify the staff immediately upon return. Evidence of mishandling of equipment can lead to revocation of sign-out privileges.

### **7.0 PRODUCTION CONTROL ROOM USE**

Requests for production time will be made by contacting the RCTV Coordinator by email.

### **8.0 RECORDINGS**

RCTV will provide blank media upon request, but said media remains the property of RCTV, even though the producer holds the copyright of the program content. Recording media held by RCTV will be recycled after a period of two months.

## **8.1 COPIES OF RECORDINGS**

No original or master copies of recordings will be released without proper authorization.

## **8.2 RECORDINGS OF PUBLIC MEETINGS**

Digital video files of public board and committee meetings will be available for viewing or download at the RCTV on-demand website. Digital copies of recordings need only to be retained for up to one year, except for recordings of Selectmen, Planning Board, and Zoning Board meetings, which will be retained for a period of five years. All other Board or Committee meetings will be retained for a period of one year. The cost to maintain the five-year meetings will be paid for from a town budget line. Copies will be provided in accordance with town RSA-91-A policies.

## **8.3 PUBLIC ACCESS RECORDINGS**

Copies of Public Access recordings may be obtained only with the written consent of the producer.

## **9.0 BULLETIN BOARD**

RCTV provides a Community Bulletin Board designed to inform the public of activities and events of general interest, as well as Government and School notices, and RCTV program announcements. The Community Bulletin Board will run whenever a live or recorded program is not being broadcast.

### **9.1 PROHIBITED SUBMISSIONS**

Advertising material promoting the sale of commercial products and services is prohibited. Submissions by commercial businesses will not be accepted. Political announcements stating political views or opinions by or on behalf of any announced political candidate, party, or ballot measure are prohibited. RCTV reserves the right to edit the content of any bulletin board request to fit the space requirements of bulletin board pages and to reject any announcement. Acceptance or rejection at any time is not to be considered as a precedent for future decisions. Appeals or complaints about Community Bulletin Board items will be made to the Cable Committee first. Further appeal will be to the Board of Selectmen, whose decision is final.

### **9.2 SUBMISSIONS AND REVIEWING SUBMISSIONS**

The RCTV Coordinator shall be responsible for reviewing Bulletin Board items. Where specific permission to directly submit material has been granted, the originating submitter (e.g., town departments & school district officials) shall be responsible for content. All material for the Bulletin Board shall be submitted in writing via mail, email, or can be dropped off at the



Raymond Town Office. The material shall be reviewed by the RCTV Coordinator or their designee and put onto the Community Bulletin Board as soon as possible. The Cable Committee and RCTV Coordinator assume no liability for delays in putting material on the Community Bulletin Board. Announcements should be submitted at least ten days in advance of the event to ensure timely notice. Date-specific announcements shall not be posted more than three months prior to the event's date and will be removed once the event date has passed. Announcements containing multiple dates will be posted no earlier than three months prior to the first listed date and will be removed once the final listed date has passed. Announcements without specific event dates will be posted for a minimum of one month.

### **9.3 COMMUNITY BULLETIN BOARD CONTENT GUIDELINES**

Announcements should contain only the most basic information necessary to ensure that large, readable fonts can be used. Typical content should contain the following information in this order:

Name of Event

Sponsoring Organization (if applicable)

Event Date and Time

Event Location

One or two short sentences with additional information

Contact information (phone number, email address, or website) for viewers to get more information.

Announcements referring to events held at the location of a private for-profit entity shall list only the name of said entity and address information only for the purposes of informing viewers of its location. No other information (logo, nature of business, list of services, pricing information, etc.) related to said entity shall be included in the slide content.

### **10.0 DISCIPLINARY ACTION**

RCTV reserves the right to rescind access privileges for violation of any of the rules in this document according to the following schedule:

First-Time Offense: Verbal Warning

Second-Time Offense: 3 Month Suspension (includes removal of programming from cablecast schedule)

Third-Time Offense: Permanent Removal

Upon returning from a period of suspension, any regular cablecast time slots will be resumed.

## **11.0 TECHNICAL STANDARDS**

Recording media submitted for playback on RCTV should, whenever possible, conform to the following standards:

Acceptable recording media formats include DVD, MPEG files, and others at the discretion of the RCTV Coordinator.

### **11.1 PROGRAM LENGTHS**

Meetings, hearings, or other broadcasts carried live or recorded "live on tape" will be aired in the time required. The preferred lengths of produced programs should be designed to fit into the following times: 30 minutes, 1 hour, 1.5 hours, 2 hours, and 3 hours.

### **11.2 PROGRAMMING PRIORITY**

The priority of programming will be determined by the RCTV Coordinator.

## **12.0 PUBLIC ACCESS**

Public Access programming is programming that has been produced by residents of the Town of Raymond. Neither the Board of Selectmen, any other town officials and/or departments, nor the Cable Television Franchisee (Comcast) censor the content of Public Access programming in Raymond. Nor does the Board of Selectmen, any other town official or department, or the Cable Television Franchisee pre-screen and/or otherwise "rate" such Public Access programming in any manner.

### **12.1 PUBLIC ACCESS PRINCIPLES**

- A. To provide for the uncensored flow of Public Access programming and information to the Raymond community.
- B. To encourage the use of the Public Access Channel by the greatest number of Public Access users to promote a diversity of viewpoints and programming.
- C. To ensure good technical quality in Public Access programming; and
- D. To protect against violation of federal laws regarding obscene programming, copyright, and other performing rights.

## **12.2 PUBLIC ACCESS PRODUCERS**

All residents of the Town of Raymond, age 18 and over, are eligible to become Public Access producers after attending initial orientation and training and maintaining all required fees. Minors between the ages of 16 and 18 must have parental authorization (Form RCTV-5). Parents assume responsibility for liabilities and equipment damage that may result from the minor's participation. Private citizens or non-profit groups who use the equipment to produce programming seen on RCTV and/or the facilities of RCTV may have their programs broadcast. This usage is free of charge and on a first-come, first-served basis. Training on the use of equipment is scheduled on a request basis.

## **12.3 STATEMENT OF COMPLIANCE**

Producers/Endorsers must sign an RCTV Statement of Compliance that will be kept on file stating that any program submitted will adhere to these policies, which prohibit the following:

- A. Advertising material designed to promote the sale of commercial products or services, or businesses.
- B. Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or businesses with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
- C. The direct solicitation or appeals for funds or other things of value for all purposes, except for non-profit organizations.
- D. Material which is obscene as defined in New Hampshire RSA Chapter 650.
- E. Any programming that constitutes or promotes any lottery or gambling enterprise that is in violation of any local laws.
- F. Material that constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law.
- G. Campaign Advertising.
- H. Any material or programming that violates state or federal law.

## **12.4 QUESTIONABLE PROGRAMMING**

RCTV reserves the right to review all programs submitted for broadcast to ensure conformity with all laws, including those concerning indecent programming. For the purposes of these

policies, indecent programming is programming that graphically describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards. The access user or producer shall certify to RCTV if their programming contains indecent material.

## **12.5 DISCLAIMERS**

Programming which may be considered "indecent," presents adult themes, or contains strong language or explicit video will carry the appropriate disclaimer, such as "This program contains strong language/explicit video/adult themes which may not be suitable for all audiences," or other suitable wording. All promotions for that program will contain the same disclaimer. Programming not meeting these guidelines will not be shown between the hours of 6:00 AM and 10:00 PM per section 505 of the 1996 Telecommunications Act.

Programs containing personal or organizational viewpoints will include a disclaimer at the beginning and end of the program stating, "The views expressed in this program are not those of RCTV or the Town of Raymond."

## **12.6 PROGRAM CREDITS**

Program credits for underwriting and grants must be for goods, services, and in-kind contributions that aid in developing or improving programs. Credit for underwriting should be given in the form of "This program was made possible through a grant by..." or "Goods and services used in this program were contributed by..." Only the name of the underwriter or donor, not the product, service, or contribution, can be listed in the credit. Such credits can only be shown before and after the program.

## **12.7 COPYRIGHT AND LIABILITY**

All editorial control and responsibility for the content of Public Access programming lie with each program's producer. RCTV reserves the right not to air any program which violates copyright, obscenity, or libel laws, is in any way commercial in nature, or is unviewable for technical reasons. RCTV recommends obtaining signed release forms for minors who appear in recorded productions.

## **12.8 CONTROVERSIAL PROGRAMMING**

All comments and opinions expressed in Public Access programming are those of the producer and not of RCTV or the Town of Raymond. RCTV will try to honor requests but does not guarantee any specific time for cablecast. Cablecast times are at the discretion of the RCTV Coordinator.

## **12.9 SCHEDULING**

Initial cablecast requests from a producer shall be for a specific day and time. New programming will air as soon as practical. A request for a time change should be submitted at least 10 days in advance and no more often than once in 3 months. RCTV will try to honor requests but does not guarantee any specific time. Cablecast times are at the discretion of the RCTV Coordinator.

## **12.10 POLITICAL CANDIDATES AND ACCESS**

FCC regulations applying to political candidates and issues do not apply to Public Access. The two rules most often referred to are the "Equal Time" rule, which applies to political candidates, and the "Fairness Doctrine," which stated that broadcasters must give time to diverse sides of an issue. The FCC personal attack rule also does not apply to Public Access. No paid advertising will be accepted on behalf of candidates for public office or political parties on RCTV. Public Access users are under no legal obligation to show any view other than their own. Community residents with diverse viewpoints are encouraged to use Public Access to express those views.

## **12.11 CREWS**

It is each producer's responsibility to provide his or her own crew. Phone lists will be given out on a request basis only; producers may also put a notice on the Community Bulletin Board to seek crew for a program.

## **12.12 RELEASE FORMS**

Producers must obtain signed release forms for any person(s) appearing on a program that will be cablecast. This is especially important when taping children under 18, in which case a signature is needed from the child's parent or legal guardian. These forms will be kept on file at RCTV. Exceptions to this rule include recordings of public events such as government meetings, sporting events, or in some other public location or forum.

## **13.0 CHILDREN**

Young children are not allowed in the studio unsupervised. Since the use of video production equipment requires one's full attention, supervision must be by an adult who is not involved with any production during their stay. However, due to safety concerns, it is strongly encouraged that children are not brought into the studio at all. This includes guests of shows, as well as producers and audience members. If children are present for a production, they must be supervised at all times by an adult who is not engaged in the production process. This policy ensures the safety of the children and the integrity of the production environment.



## **14.0 PROGRAM SCHEDULING**

- A. Producers must provide a program schedule to the RCTV Coordinator with the subject and crew list.
- B. Producers must schedule the program at least two weeks in advance.

## **15.0 NON-LOCAL (BICYCLED) PROGRAMMING**

RCTV does provide airtime for programs produced outside of its facilities and by non-local residents. A local resident must sponsor these programs and take responsibility for the program's content. Programming must abide by the same rules as Public Access programming.

## **16.0 COMMUNITY EVENTS**

Community events are important to the residents of Raymond and, as such, operators who record and/or edit these events will be compensated at a rate in keeping with Government Access Media Operators. Events include the Memorial Day Parade, 4th of July Parade, Wreaths Across America, School District Music Concerts, Candidates Nights or Forums, Veterans Day Ceremonies, and National Day of Prayer Services.

### **16.1 GOVERNMENT ACCESS**

Government Access is defined as programs produced by staff or elected officials of the Town of Raymond, which may include coverage of government meetings, profiles of town services, and servicing the communications needs of various town departments. Producers and users of Government Access are subject to all sections of this Policy Manual.

### **16.2 GOVERNMENT ACCESS MEETINGS**

The chairperson (or vice-chair) of any Board, Committee, or Commission is responsible for their meetings. They are the only ones who determine if a meeting is to air live or when it is taken off the air. RCTV does not edit any meeting, except to remove delays for replays or online streaming. RCTV will keep the original file in accordance with meeting retention policies.

### **16.3 GOVERNMENT ACCESS MEDIA OPERATORS**

The Town of Raymond, through the Cable Committee, will hire staff to direct and run cameras for town meetings. These individuals are considered employees of the Town of Raymond and report to the RCTV Coordinator and take direction from the chair of the Cable Committee.

## **17.0 EDUCATIONAL ACCESS**

Educational Access is defined as programs produced by the faculty and students at the Raymond School District and Raymond-based private educational institutions. Producers and users of Educational Access are subject to all sections of this policy manual.

## **18.0 MEDIA OPERATOR MANAGEMENT**

Except for the RCTV Coordinator, employees will work on an as-needed or on-call basis. Hiring, management, scheduling, and supervision of operators will be a joint responsibility of the RCTV Coordinator and the Cable Committee Chair, with the approval of the Town Manager.

## **GLOSSARY**

**Access** - The right or ability of any Raymond resident and/or persons affiliated with a Raymond non-commercial institution to use designated facilities, equipment, and/or channels of the Raymond Cable Television System, subject to the conditions and procedures established by the Raymond Cable Committee.

**BB (Bulletin Board)** - Equipment that displays announcements on RCTV assigned channels when other programs are not being shown.

**Cable Committee** - The committee appointed by the Board of Selectmen in accordance with the Town Code manual Chapter 213.

**Coordinator** - Provides technical and administrative support for the Cable Television Committee and assists the Cable Chairperson in preparing agendas and budgets.

**Educational Access** - Programs produced or sanctioned by the Raymond School District and Raymond-based private educational institutions.

**Government Access** - Programs produced by staff or elected officials of the Town of Raymond and may include coverage of government meetings (as defined by RSA-91A), profiles of town services, as well as servicing the communications needs of various town departments.

**Government Access Media Operators** - Individuals hired by the Town of Raymond or the Cable Committee on a part-time or on-call basis for the purpose of producing and broadcasting governmental programming and/or meetings. (See Job Description Appendix 2)

**Live Streaming** – The broadcast of programming via the Internet that can be viewed at the same time as the event is happening.

**Master Control Room** - The room from which recorded programming is transmitted to the cable franchise provider for distribution.

**Non-Commercial Programs** - Programs created by Raymond citizens and non-profit groups.

**On Demand Streaming** – Programs available online that can be viewed at any time.

**Operator** - Someone who is authorized to use the Control Room, Studio, and/or portable equipment.

**P.E.G. (Public, Educational & Government)** - Acronym referring to the types of access programming provided by RCTV.

**Producer** - Someone who is responsible for a program developed for broadcast.

**Production Control Room** - The room at Raymond High School leased to the Town of Raymond for use in producing video programming either live or recorded.

**Public Access Channel** - A specific channel(s) on the Cable System, which is made available for use by, among others, Raymond individuals and/or organizations wishing to present non-commercial programming and/or information to the public.

**RCTV (Raymond Community Television)** - The organization responsible for the daily operation of the “public, educational and government” (PEG) access cable television channel. (See Job Description Appendix 1)

**Studio** - The room at Raymond High School shared by the school and RCTV for the production of programming.



## Appendix 1

### **Cable TV Coordinator**

Department: Administration                      Grade/Step:

Divisions: Administration/Finance      FLSA Status: P/T, Non-Exempt

Reports to: Town Manager

#### **Job Description Statements:**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

#### **Job Summary:**

Provides technical and administrative support for the cable television committee and RCTV, including the daily operation of the "public, educational, and government" (PEG) access cable television channel. Trains and assists Raymond School District personnel with the use of the video production facility.

#### **Accountability:**

Works under the direction of the Town Manager. Takes direction from the chairperson of the Cable TV Committee. This is a salaried position based on 20 hours per week. The work schedule is variable and flexible to ensure all operational requirements are met.

#### **Supervision Exercised:**

Supervision of volunteers, town employees, high school students, and school district staff in the use of RCTV facilities.

#### **Equipment Use:**

Computer, computer printer, videotape-based, and computer-based video equipment, photocopier, fax machine. Proficient in the operation and installation of video, audio, graphics, and computing-related equipment and software.

#### **Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed under typical office conditions; some outdoor work may be required. Work hours are irregular and may fall on nights and weekends.



**Duties and Responsibilities:**

- Responsible for the program scheduling of all video productions, including meetings, hearings, school events, and public access productions using the playback system.
- Responsible for maintaining the PEG channel Bulletin Board system, creating slides, updating folders, and deleting files in a timely manner.
- Required to maintain proficiency in the operation of all video, audio, and computing equipment for any PEG productions.
- Required to maintain the ability to configure (set up) video, audio, and computing equipment for any PEG productions.
- Conducts afternoon and evening training sessions on the use of RCTV facilities.
- Meets with and conducts workshops for school district faculty on incorporating video production into the curriculum.
- Assists residents, high school students, and faculty in the use of the RCTV equipment and facilities.
- Makes technical repairs to cabling and equipment of RCTV equipment as able. Processes equipment for repair by outside vendors.
- Creates and maintains a volunteer database and equipment inventory.
- Assists the cable television committee chairperson with the preparation of the annual budget and the purchasing of equipment and supplies.
- Performs administrative duties as required. Processes mail, voicemail, and email. Assists with correspondence, as necessary.
- Attends Cable TV Committee meetings and reports on the status of RCTV.
- Operates camera equipment; a computer and general office equipment, such as a calculator, copier, facsimile machine, and telephone.

**Knowledge, Skills, and Abilities:**

- Ability to work independently with minimal supervision and direction.
- Proficient in the operation and installation of video, audio, graphics, and computing-related equipment and software.
- Proficient in the use of videotape-based and computer-based video editing.
- Ability to train and assist residents with developing and producing programs for use on RCTV.
- Proficient in the use of Windows-based operating systems.
- Familiarity with graphics presentation software.
- Familiarity with computer networking.
- Ability to manage, teach, and coordinate volunteers, both youth and adult.
- Maintains a flexible schedule, including evening and weekend hours as required.

**Other Requirements:**

Performs other related duties as required or requested by the Town Manager.

**Physical Activity Requirements:**

Position requires participation in physical activities, including heavy lifting and carrying. The employee is required to be in and maintain upper and lower body strength and good overall physical condition.

- Lift: up to 10 lbs.: Frequently Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Not Required; Over 50 lbs.: Not Required
- Bending: Frequently Required.
- Carry: up to 10 lbs.: Occasionally Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Not Required; Over 50 lbs.: Not Required
- Reaching: above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
- Push/Pull: Occasionally Required.
- Twisting: Frequently Required.

**Sensory Requirements:**

- Talking: Necessary for communicating with others.
- Hearing: Necessary for receiving instructions and information.
- Sight: Necessary for performing the job effectively.
- Licensure/Certification Requirements: N/A

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids and copy machine toner.

**EEO Statement:**

The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Signatures:

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

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

## **Appendix 2:**

Position Title: Government Access Media Operator (GAMO) Department: Cable

Reports To: Cable Coordinator Status: Part-time, Per Diem Benefits: None

Date: October 2010

### **GENERAL SUMMARY:**

Under the general direction of the Cable Coordinator and Cable Committee Chair, responsible for managing functions of the meeting room console during televised meetings on an as-needed basis. The meetings covered include:

Town & School Deliberative Sessions

Regularly scheduled Town & School Board and Committee Meetings

One-time meetings held by Town boards, School Board, committees, or departments (e.g., Public Hearings)

Any other meeting as determined by the RCTV Coordinator or Cable Committee Chair.

### **ESSENTIAL FUNCTIONS:**

Ability to follow and utilize the RCTV Console Operating checklist to set up and test video and audio equipment before meetings, provide video & audio coverage of the meeting (including appropriate switching of video sources), maintaining high-quality audio levels on the air and in the room, and monitoring the return signal on RCTV's access channels.

Troubleshooting and correcting technical problems.

Recording meetings from "call to order" to "adjournment."

Labeling and securing recording media for archival and replay use.

### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Duties require knowledge of video equipment, computers, and the production process. Training will be provided by the Cable Coordinator or qualified experienced Government Access Media Operators.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Ability to work late nights, including evenings and weekends.

Promotes and maintains positive community relations.

Ability to interact effectively with a wide variety of people.

Performs other related duties as required.

As Town employees, Operators represent the Town and RCTV and shall comply with all dress, safety, and other items in the Town of Raymond Personnel Policy Manual.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Normal office environment.

Occasional walking, lifting, carrying, standing, climbing, and periods requiring uncomfortable physical positions.

Brief periods of strenuous physical exertion, requiring the ability to lift, carry, and position heavy objects of no more than 50 lbs., utilizing proper body mechanics and techniques.

May spend extended periods using robotic camera controllers, computers, video, and audio controls. This requires eye-hand coordination, finger dexterity, close vision, color vision, and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

**Appendix 3**

RCTV – Raymond Community Television

Phone: 895-6405

Email: [rctvnh@gmail.com](mailto:rctvnh@gmail.com)

Website: [www.raymond.tv.org](http://www.raymond.tv.org)

Statement of Compliance

Producer/Endorser: \_\_\_\_\_

Program: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I have read and agree to abide by the policies and procedures of Raymond Community Television. Additionally:

1) I am familiar with the nature of this program and accept full responsibility for its content.

(initial) \_\_\_\_\_

2) I understand that the following material is prohibited, and I alone am responsible (not RCTV) to make sure the program complies with the following:

- Advertising material designed to promote the sale of commercial products or services, or material which identifies any product, service, trademark, or brand name in a manner which is not reasonably related to the non-commercial use of such a product, service, trademark, or brand name on the program.
- Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or businesses with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
- The direct solicitation or appeals for funds or other things of value for all purposes except for non-profit organizations.
- Material which is obscene as defined in New Hampshire RSA Chapter 650.
- Any programming that constitutes or promotes any lottery or gambling enterprise that is in violation of any local laws.
- Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law.
- Campaign Advertising

(initial) \_\_\_\_\_



- 3) I have obtained all the clearances and releases (permissions) from all organizations, individuals, and groups that are necessary to legally record and/or cablecast this program. (initial) \_\_\_\_\_
- 4) In recognition of the fact that neither RCTV staff nor any employees or representatives of the Town of Raymond or Comcast are censoring the content of this program, I understand and agree to indemnify and hold harmless RCTV, the Town of Raymond, and Comcast from any liability or other injury (including reasonable costs of defending claims or litigations) arising from or in connection with claims for failure to comply with any applicable laws, rules, regulations, or other requirements of local, state, and/or federal authorities; for claims of libel, slander, invasion of privacy, or infringement of common or statutory copyright for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties by the company; and for any other injury or damage in law or equity which claims result from the producer/sponsor's use of RCTV or PEG (Public, Education, Government) channels. (initial) \_\_\_\_\_
- 5) I am aware that PEG channels, the RCTV Studio, and its equipment cannot be used for financial gain or other commercial purposes. I understand that all programs made utilizing the RCTV studio and equipment must be cablecast on one of the PEG channels unless such use has been specifically outlined as an exception in the Policies and Procedures. (initial) \_\_\_\_\_
- 6) I understand that the RCTV staff may cablecast this program as often as they deem appropriate and that scheduling times are at the discretion of the RCTV Coordinator or their designee. (initial) \_\_\_\_\_
- 7) I understand that the RCTV staff may make this program available for viewing online at the time they deem appropriate. (initial) \_\_\_\_\_

By signing this document, the submitter agrees to these terms and acknowledges that failure to comply with these guidelines may result in the rejection of programming content and/or future submission privileges.

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

(If the producer or endorser is a minor, a parent or legal guardian's signature is required.)

In section 1.2, "Cable Committee of the Town of Raymond, NH, (Cable Committee)" was changed to "Cable Committee of the Town of Raymond, NH," to remove the unnecessary and inconsistent parenthetical abbreviation since "Cable Committee" had already been established as a proper noun.

In section 1.2, "The Cable Committee has been chartered by the Raymond Selectmen with this task and operates under by-laws established and approved by the Board." was changed to "The Cable Committee has been chartered by the Raymond Selectmen with this task and operates under by-laws established and approved by the Board." to maintain consistency in the capitalization of "Selectmen" as it refers to the proper noun "Raymond Selectmen."

In section 1.6, the list of behaviors expected of every member when acting in public on behalf of RCTV was changed from numerical to alphabetical to maintain consistency with the rest of the document's formatting.

In section 2.3 D, "Seven at-large members, with a maximum of 3 paid operators" was changed to "Seven at-large members, with a maximum of three paid operators" to maintain consistency in the style of numbering throughout the document.

In section 2.5 E, "RSA:91-A" was changed to "RSA 91-A" to correct the punctuation and maintain the proper citation format for the New Hampshire state statute.

In section 2.7, "a minimum of 20 days' written notice of changes is given" was changed to "a minimum of 20 days' written notice of the changes is given" for clarity and to maintain consistency in the language used to describe the notice requirement.

Lowercased "personnel," "operators," "coordinators," and "producers" in section 3.1 as they are not proper nouns.

Changed "public, educational, and government" to "Public, Educational, and Government (PEG)" in section 3.1.1 to maintain proper noun capitalization and added the acronym for clarity.

Changed "Parental Authorization" to "parental authorization" in section 3.1.3 as it is not a proper noun.

Changed "Chair of the Cable Committee" to "Chairperson of the Cable Committee" in section 3.1.4 for consistency with previous sections.

Changed "his or her faculties" to "their faculties" in section 4.0 to maintain consistency with modern gender-neutral language.

Added bullet points for clarity in section 5.3.

Changed "e-mail" to "email" in section 7.0 for consistency with modern spelling conventions.

Changed "said media" to "such media" in section 8.0 for better clarity and formality.

Changed "RSA-91" to "RSA-91-A" in section 8.2 to correct the citation of the New Hampshire statute.

In 6.0 - Changed "by email" to "via email" for a more formal tone.

Changed "MUST" to "must" to maintain consistency in the use of capitalization for emphasis.

Changed "i.e.," to "e.g.," to correct the usage; "e.g.," is used for providing examples, while "i.e.," is used for clarification.

Added "the" before "staff" to correct the article usage when referring to staff members.

Made minor adjustments to punctuation and wording for clarity and formal tone.

Changed "e-mail" to "email" in section 9.2 for consistency with modern spelling conventions.

Changed "e.g.," to "e.g.," in section 9.2 for proper punctuation.

Changed "ten" to "ten" in section 9.2 for consistency with numerical style in the document.

Added bullet points for clarity in section 9.3.

Changed "Verbal Warning" to "Verbal Warning" in section 10.0 for consistency with the rest of the list.

Standardized the capitalization of "Public Access" to maintain consistency.

Clarified the language regarding the submission of programs and the responsibilities of producers.

Added missing punctuation and corrected grammatical errors for better readability.

Ensured that all lists were properly formatted with consistent punctuation and capitalization.

Made minor adjustments to sentence structure for clarity without altering the meaning of the policies.

Lowercased "town officials" in the first paragraph of section 12.0 for consistency, as it is not a proper noun.

Capitalized "Public Access" where it refers to the specific channel or programming to maintain proper noun usage.

Added "and" before "other performing rights" in section 12.1D for grammatical correctness.

Clarified the age range "between the ages of 16 and 18" in section 12.2 for better readability.

No other changes were necessary as the rest of the text is consistent with the rules of capitalization and does not contain inconsistencies within the context provided.

### 13.0 Changes Made:

Added a sentence to clarify that if children are present, they must be supervised by an adult not engaged in the production process.

Emphasized the safety concerns and the importance of not bringing children into the studio unless absolutely necessary.

Ensured the policy is clear and unambiguous regarding the presence and supervision of children in the studio environment.

Standardized the term "two weeks" instead of "2 weeks" for consistency in section 14.0.

Removed redundant language and clarified roles and responsibilities in sections 16.0, 16.1, 16.2, and 16.3.

Ensured that all references to the RCTV Coordinator and the Cable Committee Chair were consistent and properly capitalized. Made minor grammatical corrections for clarity and readability throughout the text.

**BOARD OF SELECTMEN**  
**APPROVED Minutes 4/8/2024 Public Work Session**  
**45 Harriman Hill Road Raymond, NH 03077**  
**6:30 PM**

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**Board of Selectmen Present:**

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

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

Topics discussed consisted of the following:

- Rules of Procedure
- Correcting errors on the Permanent File
- E360 Code – Scope of Work for the BOS

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**The Board exited public session at approximately 8:30pm**

***Attachments per Agenda***

Full Minutes – [Raymond Community TV \(castus.tv\)](#)

**Minutes taken by:**

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

**BOARD OF SELECTMEN**

**APPROVED Minutes 4/15/24 Public Meeting**

**45 Harriman Hill Road Raymond, NH 03077**

**6:00 PM**

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**Board of Selectmen Present:**

Patricia Bridgeo – Chair

Rani Merryman - Vice Chair (Arrived at 10:46 in RCTV recording)

Anthony Clements – Member

Tom Daigle – Member

Doug Vogel - Member

Ken Robichaud – Town Manager

**Meeting Call to Order:** at 6:00 Patricia Bridgeo called the meeting to order. Pledge was said and moment of silence for Peter Lawrence Petey Genest Jr., Theodore J. Janusz Jr., Jeffrey R. Ebitson Sr., and Patricia Ann Blanchard before meeting begins.

**1:41** Doug Vogel swears in Owen McGhee as a ZBA member for Raymond NH for a term of 3 years.

**PUBLIC HEARING**

**3:00 Discussed topic on agenda Public Hearing Regarding Acceptance of Unanticipated Funds and Establishing of System Development Charges** – TM updates BOS that a generator will be installed in public safety complex. BOS to determine where the old generator will go. No public comment.

**7:57 MOTION TO ACCEPT UNANTICIPATED FUNDS OF A GRANT FOR \$29,000 FOR DEPARTMENT OF SAFETY WITH 50% MATCHING FUNDS FOR PUBLIC SAFETY COMPLEX TO PURCHASE THE GENERATOR:** Doug Vogel makes amotion to accept unanticipated funds of a grant for \$29,000 for Department of Safety with 50% matching funds for Public Safety Complex to purchase the generator. **MOTION RETRACTED.**

**8:33 MOTION THAT SELECT BOARD ACCEPTED THE TERMS OF THE EMERGENCY MANAGEMENT PERFORMANCE GRANT:** Doug Vogel makes a motion that the Select Board in a majority vote accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$29,000 for the EOC generator project. Furthermore, the Board acknowledges that the total cost of this project will be \$58,000, in which the town will be responsible for a 50% match (\$29,000). Seconded by Anthony Clements.

**Roll Call Vote:**

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

**Motion Carried 4-0**



**10:46** Rani Merryman appears to join BOS, and second portion of public hearing regarding establishing of system development charges begins. BOS presents and discusses details of system development charges and rates.

**14:19** Jim McLeod appears before the BOS to discuss rates for gallons per day (GPD) and reasoning for rates. BOS also discusses procedures for water usage and who owns the process.

**23:32 MOTION TO ACCEPT THE PRESENTED FEE SCHEDULE FOR ESTABLISHING SYSTEM DEVELOPMENT CHARGES AS PRESENTED:** Rani Merryman makes a motion to accept the presented fee schedule for establishing system development charges as presented. Seconded by Anthony Clements.

**Roll Call Vote:**

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

**Motion Carried 5-0**

**25:59** BOS suggests to TM that they may want to request the procedure in writing for BOS to review. Jim McLeod adds additional public comments regarding funds and process around funds.

**TO APPEAR BEFORE THE BOARD**

**27:14 Discussed topic on agenda Tuckaway Shore Development Documentation (Chris Evans)** – Chris Evans appears before the board to discuss permits that he says had been approved in the past by BOS and review/discuss items in the packet provided by Chris Evans for the BOS. Chris Evans is requesting form approval and to have a form be signed by BOS.

**45:20** Brian Thompson appears before the board to join Chris Evans to help defend his side of the situation. BOS decided that TM needs to follow up with legal for more information.

**BOS REVIEW, APPROVAL/ACCEPTANCE**

**54:34 Discussed topic on agenda ZBA Volunteer Application (Brian Thompson)** – BOS and Brian Thompson discussed why he wants to join the ZBA as an alternate.

**57:03 MOTION TO PLACE BRIAN THOMPSON AS A ZBA ALTERNATE:** Doug Vogel makes a motion to place Brian Thompson as a ZBA alternate. 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**

**58:51 Discussed topic on agenda Application for Use of Public Lands (Scouts BSA)** – Doug Vogel appears before the board to discuss holding the Flag Retirement Ceremony at the Town Common, explained what occurs at the Ceremony, and asked the BOS to attend.

**1:03:28 MOTION TO ACCEPT THE APPLICATION FOR USE OF PUBLIC LAND FOR THE BOY SCOUTS**

**USA:** Rani Merryman makes a motion to accept the Application for Use of Public Land for the Boy Scouts USA and Doug Vogel administering the Flag Retirement Ceremony on the 14<sup>th</sup> of June this year from 6:30 to 9:30. Seconded by Tom Daigle.

**Roll Call Vote:**

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

**Motion Carried 4-0**

**1:04:54** Doug Vogel swears in Brian Thompson as a ZBA alternate for the town of Raymond, NH for a term of 3 years.

**1:06:04 Discussed topic on agenda Notice from Tax Collector under RSA 41:38** – TM lets BOS know that the Tax Collector would like a new Deputy and does not currently have one in place.

**1:06:42 MOTION TO ACCEPT AND APPROVE THE ATTACHED LETTER FROM THE TAX COLLECTOR:** Rani Merryman makes a motion to accept and approve the attached letter from the Tax Collector to replace the Deputy position as of April 8, 2024 under RSA 41:38 for the town of Raymond. 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**

**BOS MEMBER UPDATES/COMMITTEE REPORTS**

**1:07:26** Doug Vogel provides updates on BudCom (Budget Committee). Meetings will occur the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.

**1:08:00** Doug Vogel provides updates on CIP. Meetings will start on the 2<sup>nd</sup> Tuesday of each month at 6:30pm at the Raymond High School Media Center. In need of 3 Citizens at Large.

**1:08:52** Rani Merryman provides additional info/background info on CIP Committee and who makes up the CIP Committee. BOS addressed conflicting issues with Warrant Articles – discussed how to handle this moving forward.

**1:22:35** Anthony Clements provided updates on Historic District Commission – not sure if meetings are posted on website so he didn't attend the last meeting. Anthony Clements expressed that there is a lack of communication

regarding Historic District Commission items. TM to follow-up.

### **BOS UPDATES FROM WORKING SESSION**

**1:25:18 MOTION TO CANCEL THE RULES OF PROCEDURE FOR THE BOARD OF SELECTMEN:** Doug Vogel makes a motion to cancel the Rules of Procedure for the Board of Selectmen and delete it in its entirety. Seconded by Anthony Clements. BOS discussed how to handle the Rules of Procedure moving forward before roll call was taken.

**Roll Call Vote:**

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

**Motion Failed 3-2**

**1:31:20 MOTION TO PLACE JUST THE FIRST BULLET POINT READING ONE 15-MINUTE PUBLIC COMMENT INPUT SESSION WILL BE ALLOWED DURING EACH BOARD OF SELECTMEN MEETING:** Rani Merryman makes a motion to place just the first bullet point reading one 15-minute public comment input session will be allowed during each Board of Selectmen meeting and strike the rest of the document leaving the document in place for the public to see. Seconded by Anthony Clements with suggestion to add the word 'may' before have a 15-minute instead of 'will' to allow for some breathing room.

**Roll Call Vote:**

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

**Motion Carried 3-2**

**1:32:52 Discussed topic on agenda Correcting Errors on Permanent File** – BOS updated the public that they discussed the permanent file with various RSAs given to the town to vote in or vote out at their working session. BOS discussed that the permanent file is not up to date and needs to be updated – BOS to read through documents and follow-up with each other and TM.

**1:39:44 Discussed topic on agenda E360 Code Update/Scope of Work for BOS** – BOS to each read 3 years of documents researched by Rani Merryman. BOS to follow-up with Town Clerk on records and make sure they're correct.

### **NEW BUSINESS**

**1:49:27 Discussed topic on agenda New Town Website** – Kevin Woods appears before the BOS to discuss current town website and present new town website and background on the site created via Revize. BOS to look into E360 costs to make updates to website. BOS expressed concerns with transferring files from old website to new website - new website will not be launched until TM approves launch.

**2:07:01** Dee Luszcz appears before the board to join Kevin Woods. Dee Luszcz suggests having a work session/workshop regarding new website. TM to get more information and Kevin Woods to send URL linking to new website to BOS.

**2:16:28 Discussed topic on agenda RCTV Policy Amendments and Letter** – Kevin Woods appears before the BOS to discuss amendments to the RCTV policy regarding change in number of members and use of artificial intelligence (AI). TM to follow-up with Art. RCTV Policy Amendments and Letter tabled for now per BOS. Cable Committee rep (Rani Merryman) to follow-up.

**2:29:34 Discussed topic on agenda Letter from Thomas Tombarello** – BOS cannot have Thomas Tombarello come before the board. BOS thanks Thomas Tombarello for submitting his letter.

**2:30:24 Discussed topic on agenda Property Tax Warrant & Notice of Intent to Excavate (Severino)** – BOS wanted to know how much land has been excavated to ensure checks were written for correct amounts.

**2:37:00 MOTION TO ACCEPT THE PROPERTY TAX WARRANT OF \$1,272.84 FOR EXCAVATION TAX:**

Rani Merryman makes a motion to accept the Property Tax Warrant which is final in the name of the state we are accepting \$1,272.84 for excavation tax. 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**

**2:38:47** Patricia Bridgeo suggested tabling the Intent to Excavate form until additional information is included and existing information is updated. BOS agreed to table Intent to Excavate form.

**OLD BUSINESS**

**2:41:56** Anthony Clements updated BOS on status of culvert on Shattigee Road, and said it looks great. BOS is in agreement.

**APPROVAL OF BOARD MINUTES** 4/1/24

**2:44:24** Patricia Bridgeo stated that at 2:35 in 4/1/24 minutes there needs to be an additional note that Patricia Bridgeo expressed that as an abutter she could not have this brought before the board and discussed and that they need to go to the Town Manager.

**2:44:53 MOTION TO APPROVE 4/1/24 MINUTES AS AMENDED:** Rani Merryman makes a motion to approve 4/1/24 minutes as amended. 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**

**NON-PUBLIC SESSION**

**2:45:32 MOTION TO ENTER NON-PUBLIC:** Anthony Clements makes a motion to enter non-public under RSA 91-A:3 II (a, c, l, m). Seconded by Tom Daigle. Will return to public to adjourn.

**Roll Call Vote:**

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

**Motion Carried 5-0**

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**The Board exited public session at approximately 8:45 pm**

***Attachments per Agenda***

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

**Minutes taken by 4.16.24.**

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