



Raymond Select Board Meeting
Monday, December 18, 2023
Raymond High School Media Center
45 Harriman Hill Rd
Public Meeting 6:00 pm

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

AGENDA

- 1. MEETING CALLED TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. OLD BUSINESS**
 - a. Town / Sand
- 5. NEW BUSINESS**
- 6. 2023 TOWN REPORT**
 - a. Review table of contents, discuss and determine Dedication Page, update elected/appointment etc.
- 7. BOS Review / Approval**
 - a. **Capital Reserve/ Trust Fund Request** - (Replace Safety Complex Generator)
 - b. Draft of Land Use Application
- 8. Other Business/Board Announcements**
 - *FYI – as so many residents have been inquiring, the Hazardous Waste Day has been rescheduled to Saturday, April 27, 2024*
 - *Town Hall Closed – Monday, December 25th and Monday - Happy Holidays*
 - *Next BOS will be on Tuesday, December 26th 6:00*
- 9. PUBLIC COMMENT* – 15 Minutes**
- 10. APPROVAL OF BOARD MINUTES: 12.4.23, 12,11.23**

ADJOURNMENT

*Please sign in

Posted: December 15, 2023, Old Fire Station, Town Office; Town's website 24 hours in advance of meeting. **Note:** Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, call the Selectmen's Office 72 hours prior to the meeting at 603-895-7007.

CAPITAL RESERVE FUNDS - TOWN						
Year Established	Name of Fund	Purpose of Fund	Principal & Income	Pending Obligated Funds	Pending Obligated Funds	
2021	Bean Tavern Renovation, Repairs, and Preservation Fund	Preservation	37,744.86		37,744.86	
1996	Bridge and Culvert	Repairs of Bridges and Culverts	278,449.48		278,449.48	
2000	Cable TV Fund	Cable TV Equipment	17,262.41		17,262.41	
2011	Cemetery Plot Fees Expansion	Cemetery Maintenance	56,446.77		56,446.77	
2011	Cemetery Plot Fees Maintenance	Cemetery Maintenance	245,618.61	(5,752.00)	239,866.61	
2021	Emergency Management Revitalization	Emergency Management	333,426.82	(7,832.90)	325,593.92	
2020	Facility Revitalization	Facility Repair & Maintenance	962,101.53		962,101.53	
2002	Fire Dept. Equipment & Vehicle CRF	Equipment Vehicle & Facilities	648,949.27	(19,338.49)	629,610.78	
2000	Gen Gov't Bldgs Improvements	Buildings Improvement	683,941.08	(71,610.00)	612,331.08	
2004	Health Insurance - Expendable Trust	Health Insurance Costs	1,358.78		1,356.78	
1999	Highway Heavy Equipment	Heavy Equipment	459,988.64	(264,789.00)	195,199.64	
2000	Hwy Dept Vehicle Replacement	New Highway Trucks	461,282.23	(74,492.95)	386,789.28	
1999	Library Improvements Fund	Improvements to Library	5,384.27		5,384.27	
2006	Master Plan Updates	Updating Master Plan	48,914.05		48,914.05	
2006	New Town Facilities	New Town Facilities	28,924.46		28,924.46	
2020	One-Time or Cyclical Procurement CRF	Town Reserves	223,733.61		223,733.61	
2008	Park Dept. Equip. Veh. & Fac. CRF	Equipment, Vehicle & Facilities	167,996.05	(182,591.44)	41,142.17	
2002	Police and Dispatch Equipment, Vehicle, and Facilities Fund	Equipment, Vehicle & Facilities	245,412.74	(110,463.70)	56,632.35	
2008	Rec Dept. Equip. Veh. & Fac. CRF	Equipment, Vehicle & Facilities	24,988.67		24,988.67	
2002	Revaluation Fund	Property Revaluation Costs	3,193.34		3,193.34	
2020	Road Revitalization	Road Repair	311,324.10		311,324.10	
2006	Sidewalk Construction & Maintenance	Sidewalks	3,763.59		3,763.59	
2019	Tax Deeded Properties Reserve Fund	Town Reserves	151,127.46		151,127.46	
2002	Town of Raymond Scholarship Fund	High School Scholarship	10,693.98		10,693.98	
2005	Town Office Technology Improvements & Repairs	Technology Improvements	509,548.83	(50,000.00)	954.83	
2021	Town Vehicle and Equipment Revitalization	Town Reserves	792,975.55		792,975.55	
2003	Vacation and Sick Leave - Union	Vacation & Sick Leave	117,986.10		117,986.10	
2004	Vacation and Sick Leave Non-Union	Vacation & Sick Leave	87,829.78		87,829.78	
Total Town Funds			\$6,460,871.06	-\$786,070.48	\$5,674,699.58	
CAPITAL RESERVE FUNDS - WATER						
Year Established	Name of Fund	Purpose of Fund	Principal & Income	Pending Obligated Funds	Pending Obligated Funds	
2006	Construct, Repair and Maintain Town Water Treatment Facility	Facility Repair & Maintenance	236,917.85	(25,095.00)	211,822.85	
2005	New Well Site Acquisitions	Water Department	68,198.04		68,198.04	
2001	Water Dept Utility Vehicle Replacement	Water Dept Vehicle	21,334.85		21,334.85	
2000	Water Storage Facilities	Repair and Maintain Water Towers	691,113.59	(162,390.00)	528,723.59	
2000	Water System Infrastructure	Maintenance of Water System	217,837.61		217,837.61	
Total Water Funds			\$1,235,401.94	-\$187,485.00	\$1,047,916.94	



Board of Selectmen Vote

I move to Accept and Approve the below:

BOS 2024 Approved Budget with corrected bottom line as outlined in attached 2024 Town/Water Expense Budget and Estimated 2024 Revenue Budget

\$9,570,274

Date: 12/18/23

Motion Made by: PATRICIA BRIDGEO Second to the Motion By: Anthony Clements

Approvals:

Selectman: [Signature]
Scott Campbell, Board Chair

Selectman: [Signature]
Patricia Bridgeo, Board Vice Chair

Selectman: [Signature]
Doug Vogel, Board Member

Selectman: [Signature]
D. Rani Merryman, Board Member

Selectman: [Signature]
Anthony Clements, Board Member

Municipal Division	2023 Budget	2023 YTD 11/30/2023	2024 TM REVISIED Proposal	2024 +/- 2023 Budget	2024 +/- 2023 Budget	Initial Proposal	Initial Proposal DECREASE	2024 Default	+/- 2024 Budget	+/- 2024 Budget
TCTC	\$ 236,649	\$ 183,163	\$ 219,072	\$ (17,577)	-7%	\$ 220,272	\$ (1,200)	\$ 235,458	\$ 14,386	6.57%
Town	\$ 674,867	\$ 549,374	\$ 725,153	\$ 50,286	7%	\$ 723,961	\$ 1,192	\$ 702,961	\$ (22,191)	-3.06%
Elections	\$ 18,467	\$ 11,765	\$ 47,689	\$ 29,222	158%	\$ 47,929	\$ (240)	\$ 47,505	\$ (184)	-0.39%
Cemetery	\$ 40,772	\$ 45,690	\$ 11,180	\$ (29,593)	-73%	\$ 55,179	\$ (43,999)	\$ 11,130	\$ (50)	-0.45%
GGB	\$ 250,469	\$ 176,757	\$ 254,175	\$ 3,706	1%	\$ 254,175	\$ -	\$ 254,971	\$ 796	0.31%
Assessing	\$ 100,290	\$ 92,745	\$ 102,408	\$ 2,118	2%	\$ 102,408	\$ -	\$ 102,410	\$ 2	0.00%
Planning	\$ 186,418	\$ 159,705	\$ 210,639	\$ 24,221	13%	\$ 215,257	\$ (4,618)	\$ 187,843	\$ (22,795)	-10.82%
Legal	\$ 50,601	\$ 144,589	\$ 100,750	\$ 50,149	99%	\$ 100,750	\$ -	\$ 50,601	\$ (50,149)	-49.78%
Reg. Assoc.	\$ 20,000	\$ 19,884	\$ 20,479	\$ 479	2%	\$ 20,479	\$ -	\$ 20,000	\$ (479)	-2.34%
Ethics	\$ 300	\$ 10	\$ 300	\$ -	0%	\$ 300	\$ -	\$ 300	\$ -	0.00%
Budget	\$ 270	\$ 70	\$ 270	\$ -	0%	\$ 270	\$ -	\$ 270	\$ -	0.00%
Police	\$ 2,101,273	\$ 1,668,886	\$ 2,497,217	\$ 395,944	19%	\$ 2,498,617	\$ (1,400)	\$ 2,464,048	\$ (33,170)	-1.33%
Fire	\$ 597,691	\$ 480,277	\$ 817,520	\$ 219,829	37%	\$ 836,503	\$ (18,984)	\$ 784,548	\$ (32,972)	-4.03%
EM	\$ 2,809	\$ 667	\$ 2,629	\$ (180)	-6%	\$ 2,854	\$ (225)	\$ 2,809	\$ 180	6.85%
Building	\$ 94,149	\$ 69,137	\$ 108,832	\$ 14,683	16%	\$ 108,832	\$ -	\$ 104,531	\$ (4,301)	-3.95%
Dispatch	\$ 494,259	\$ 332,590	\$ 579,715	\$ 85,455	17%	\$ 580,340	\$ (625)	\$ 559,494	\$ (20,220)	-3.49%
Hydrant	\$ 168,464	\$ 117,524	\$ 170,090	\$ 1,536	1%	\$ 175,203	\$ (5,203)	\$ 170,000	\$ -	0.00%
Highway	\$ 782,167	\$ 530,216	\$ 800,220	\$ 18,052	2%	\$ 803,220	\$ (3,000)	\$ 789,716	\$ (10,503)	-1.31%
Str Lights	\$ 22,001	\$ 14,410	\$ 16,001	\$ (6,000)	-27%	\$ 22,001	\$ (6,000)	\$ 22,001	\$ 6,000	37.50%
DPW Admin	\$ 157,913	\$ 109,899	\$ 225,708	\$ 67,794	43%	\$ 228,070	\$ (2,362)	\$ 169,650	\$ (56,058)	-24.84%
DPW Fleet	\$ 131,253	\$ 101,063	\$ 128,244	\$ (3,010)	-2%	\$ 128,244	\$ -	\$ 125,729	\$ (2,515)	-1.96%
Transfer	\$ 67,060	\$ 54,533	\$ 82,236	\$ 15,176	23%	\$ 82,236	\$ -	\$ 83,811	\$ 1,575	1.92%
Ambulance	\$ 49,298	\$ 36,974	\$ 49,298	\$ -	0%	\$ 49,298	\$ -	\$ 49,298	\$ -	0.00%
Econ Dev	\$ 7	\$ -	\$ 755	\$ 748	10686%	\$ 755	\$ -	\$ 7	\$ (748)	-99.07%
Welfare	\$ 59,688	\$ 49,629	\$ 51,440	\$ (8,248)	-14%	\$ 60,070	\$ (8,630)	\$ 59,083	\$ 7,643	14.86%
Library	\$ 332,475	\$ 290,125	\$ 344,150	\$ 11,674	4%	\$ 350,503	\$ (6,353)	\$ 338,680	\$ (5,469)	-1.59%
Recreation	\$ 348,534	\$ 308,255	\$ 391,478	\$ 42,944	12%	\$ 393,325	\$ (1,847)	\$ 389,407	\$ (2,071)	-0.53%
Patriotic	\$ 6,371	\$ 5,164	\$ 5,119	\$ (1,252)	-20%	\$ 5,119	\$ -	\$ 4,514	\$ (604)	-11.80%
Cons Com	\$ 925	\$ 560	\$ 925	\$ -	0%	\$ 925	\$ -	\$ 925	\$ -	0.00%
Town Fair	\$ 8,735	\$ 5,309	\$ 8,563	\$ (172)	-2%	\$ 8,563	\$ -	\$ 8,849	\$ 286	3.34%
Parks	\$ 148,834	\$ 122,515	\$ 162,708	\$ 13,874	9%	\$ 162,708	\$ -	\$ 157,011	\$ (5,697)	-3.50%
Insurances	\$ 1,370,565	\$ 1,092,727	\$ 1,435,403	\$ 64,838	5%	\$ 1,435,502	\$ (499)	\$ 1,435,403	\$ -	0.00%
Town Budget	\$ 8,523,576	\$ 6,774,212	\$ 9,570,274	\$ 1,046,698	12.28%	\$ 9,674,267	\$ (103,993)	\$ 9,330,965	\$ (239,310)	-2.50%
Water Budget	\$ 877,953	\$ 791,687	\$ 895,421	\$ 17,468	1.99%	\$ 895,421	\$ -	\$ 886,334	\$ (9,087)	-1.01%

BOS APPROVED BUDGET

Account	Source	2023 Revenue			2024 Estimated Revenue	
		Budgeted	YTD Actual	+/-	Estimated	+/-
Taxes						
3120	Land Use Change Tax - General Fund	\$20,000	\$50,600	\$30,600	\$10,000	-\$10,000
3180	Resident Tax	\$0	\$0	\$0	\$0	\$0
3185	Yield Tax	\$9,000	\$1,933	-\$7,067	\$9,000	\$0
3186	Payment in Lieu of Taxes	\$10,002	\$10,002	\$0	\$10,002	\$0
3187	Excavation Tax	\$5,000	\$3,953	-\$1,047	\$5,000	\$0
3180	Other Taxes	\$0	\$0	\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$65,000	\$73,319	\$8,319	\$65,000	\$0
9991	Inventory Penalties	\$0	\$0	\$0	\$0	\$0
Taxes Subtotal		\$109,002	\$139,807	\$30,805	\$99,002	-\$10,000
Licenses, Permits, and Fees						
3210	Business Licenses and Permits	\$2,500	\$3,060	\$560	\$2,500	\$0
3220	Motor Vehicle Permit Fees	\$2,000,000	\$2,310,074	\$310,074	\$2,100,000	\$100,000
3230	Building Permits	\$200,000	\$384,171	\$184,171	\$200,000	\$0
3290	Other Licenses, Permits, and Fees	\$17,000	\$20,870	\$3,870	\$17,000	\$0
3311-3319	From Federal Government	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, and Fees Subtotal		\$2,219,500	\$2,718,174	\$498,674	\$2,319,500	\$100,000
Sources						
3351	Municipal Aid/Shared Revenues	\$0	\$0	\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$1,026,537	\$0	-\$1,026,537	\$530,000	-\$496,537
3353	Highway Block Grant	\$248,472	\$248,441	-\$31	\$248,472	\$0
3354	Water Pollution Grant	\$0	\$0	\$0	\$0	\$0
3355	Housing and Community Development	\$0	\$0	\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0	\$0	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0	\$0	\$0	\$0
3359	Other (Including Railroad Tax)	\$0	\$0	\$0	\$0	\$0
3379	From Other Governments	\$0	\$0	\$0	\$0	\$0
State Sources Subtotal		\$1,275,009	\$248,441	-\$1,026,568	\$778,472	-\$496,537
for						
3401-3408	Income from Departments	\$150,000	\$136,645	-\$13,355	\$150,000	\$0
3400	Other Charges	\$0	\$0	\$0	\$0	\$0
Charges for Services Subtotal		\$150,000	\$136,645	-\$13,355	\$150,000	\$0
ous						
3501	Sale of Municipal Property	\$5,000	\$9,182	\$4,182	\$5,000	\$0
3502	Interest on Investments	\$250,000	\$378,076	\$128,076	\$260,000	\$10,000
3503-3509	Other	\$10,000	\$7,067	-\$2,933	\$10,000	\$0
Miscellaneous Revenues Subtotal		\$265,000	\$394,325	\$129,325	\$275,000	\$10,000
Operating						
3912	From Special Revenue Funds	\$167,515	\$93,485	-\$74,030	\$150,000	-\$17,515
3913	From Capital Projects Funds	\$0	\$0	\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0	\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0	\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0	\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$0	\$0	\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)	\$1,083,953	\$797,984	-\$285,969	\$1,095,421	\$11,468
3915	From Capital Reserve Funds	\$0	\$0	\$0	\$0	\$0
3916	From Trust and Fiduciary Funds	\$0	\$0	\$0	\$0	\$0
3917	From Conservation Funds	\$0	\$0	\$0	\$0	\$0
Interfund Operating Transfers In Subtotal		\$1,251,468	\$891,469	-\$359,999	\$1,245,421	-\$6,047
Totals		\$5,269,979	\$4,528,861	-\$741,118	\$4,867,395	-\$402,584



**The New Hampshire Department of Environmental Services Drinking Water and Groundwater Bureau has issued a Notice of Violation to:
The Raymond Water Department PWS ID: 1971010**

The Violation stems from the lack of a suitable response to the noted storage tank deficiencies that DES identified related to two storage tanks in need of maintenance and/or repair; specifically, the Orchard Street and Route 156 storage tanks.

In the time since the deficiencies were last noted in 2019, a Storage Tank Study has been performed. The Study concluded that the most economical solution to address these deficiencies involves the demolition of the Orchard Street Tank and the rehabilitation of the "156" Tank.

The quality of the water is not compromised. There are no corrective actions you need to take. This is not an emergency. We do not know of any case of contamination. However, until the problem is corrected, there is an increased chance that disease causing organisms could contaminate the water supply and potentially cause an illness.

The Board of Selectmen and residents have chosen to advance a rehabilitation effort of the tank on Rt.156. This initiative also includes the replacement of water mains along Main Street to correct a water flow issue, demolition of the Orchard Street tank, as well as adding mixing pumps on 156 and Long Hill storage tanks to improve water quality. It is expected that all improvements will be completed and that we will be in compliance with the NH DES Administrative Order No. 23-004 WD within the deadline set for June 30th, 2025.

Please note that as a condition of the Violation, we are required to advise you of this issue every three months until otherwise directed by the State of New Hampshire DES.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example; people in apartments, nursing homes, schools and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

Should you have any questions do not hesitate to contact the Water Division at 603-895-7050 or 603-895-7036.

Scott Keddy, Water Foreman

4 Epping Street, Raymond, New Hampshire 03077 Updated Dec.14, 2023

This Notice will be included with the Quarterly Water Billing Statement every month until the deficiencies have been addressed.

PUBLIC NOTICE

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FUTURE ACTION ITEMS OF NOTE/FOR REVIEW AND UPDATE:

WPC – NEED UPDATES

1. The WPC recommends a path to compliance that embraces the intent of Article #44, which was the original plan to rehabilitate the 156, decommission Orchard, and make the waterline improvements on Main Street with the funds we currently have available without any additional tax or rate impact.
2. The WPC recommends the BOS convene a panel of all stakeholders, including engineers, BOS, WPC, repos from PB, Director of Finance, DPW, and any other interested parties the BOS deems required to develop a plan to move forward with a submission to Superior Court to hold a Special Town Meeting to allocate funds to proceed.
3. The WPC recommends disclosure of the status of GPW#2 #GPW#3, the cost to rehabilitate Well #2 and any other relevant info.
4. The WPC recommends disclosure of the test results from the BRW#1 (aka Raymond Well #4) and next steps, especially as it relates to a Corrective Action Plan.
5. The WPC recommends an assessment/discussion of our current treatment capacity and future treatment demands.
6. The WPC recommends the water connection fee/rate study information recently provided to the BOS be made public for discussion.

- MEGAX - NEED UPDATE

- E360 – REQUEST MEETING/WORKSHOP

- WESTERN & SAMPON / WATER

- Underwood

- DIALOG SCHOOL / AGING POPULATION

- TOWN POLICY MANUAL – REVIEW AND UPDATE BEGINNING OF 2024

NON-PUBLIC SESSION: RSA 91-A:3, II (if required)

Posted: December 15, 2023, Old Fire Station, Town Office; Town’s website 24 hours in advance of meeting. **Note:** Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, call the Selectmen’s Office 72 hours prior to the meeting at 603-895-7007.

Required Information for Annual Town Reports

FYI
6.9.

The following information is required by statute to be included in the Annual Town Report. This is not necessarily an exhaustive list, since there is no one repository of statutory requirements for the Annual Town Report:

- Copy of Municipal Budget (Form MS-6 or MS-7); RSA 32:5, VII
- Final budget and ballot questions in official ballot communities; RSA 40:13, II
- Balance Sheet as of December 31 of the previous year (June 30 in fiscal year municipalities); RSA 41:9, IV and RSA 41:13
- Selectmen's Report; RSA 41:13 and RSA 41:14
- Tax Collector's Report (including summaries of tax warrants and tax lien accounts); RSA 41:35
- Treasurer's Report; RSA 41:29, III
- Report of the highway agent; RSA 231:68
- Summary of report of trustees of trust funds; RSA 31:33
- Report of municipal auditors; RSA 41:31-d
- Report of independent auditor's findings and recommendations; RSA 21-J: 21
- Report of Library Trustees; RSA 202-A: 12
- Report of Conservation Commission; RSA 36-A: 2
- Report of Public Works Commissioners; RSA 38-C: 5
- Report Utility Systems; RSA 38:21
- Expenditures from contingency fund; RSA 31:98-a
- Notice regarding involuntarily merged lots; RSA 674:39-aa, VI (required in annual reports from 2011-2015)



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INFORMATIONAL

Pay as You Throw Curbside Recycling

2019 Town Hall Holidays and Department Contact Numbers

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Special Education Expenditure and Revenue Report

Superintendent Report

2022 Annual Town Report Dedication

samples

Elsie Evelyn Porter

Elsie Evelyn Porter was born in Raymond on August 8, 1920, as Elsie Evelyn Welch. She was the daughter of Thomas Paine Welch and Mildred Lunetta Dutton. Elsie is a lifetime resident of Raymond, and she graduated school in 1938.

She married Bernard Avery Porter on August 8, 1938 on her 18th Birthday. She and Bernard had four children; Bernard Lloyd Porter, (Bunny) Joyce Carole Porter Hyre, Diane Mary Porter Bourdon, and Trent Wendell Porter.

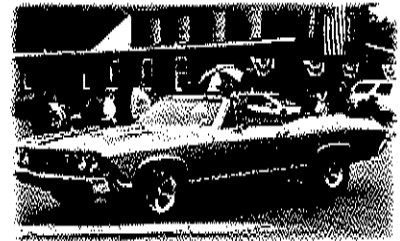
Elsie and Bernie, along with Daniel and Elsie Alvaine Sundeen and others started the Evangelical Free Church, with the first pastor and wife Robert and Lois Draper. Later, the church was renamed to the Raymond Baptist Church. Elsie worked at various shoe factories in the surrounding area and in later years she worked at Baileys making car parts in Seabrook New Hampshire.

Over the years, Elsie and her husband opened their loving home to many young people in need, gave them the love and care that they needed so they could move on. Elsie and Bernie were married just shy of 70 years for which they received a beautiful congratulations card from President Ronald Reagan.



In 2019 Elise was a recipient of the Boston Post Cane in a ceremony on November 23, 2019. Many families and friends were in attendance to honor this lovely woman who gave back so much to this community.

In 2021 she was honored in our 4th of July Parade Celebration as the Grand Marshall. She rode in a convertible car along the parade route and enjoyed the festivities of the celebration.



Thank you, Elsie, for sharing your life journey with us and allowing us to be a part of these memorable moments.

Submitted by:

George H. Plante

George H. Plante, Chair
Board of Selectman

2021 Town of Raymond Annual Report Dedications

The Raymond Board of Selectmen are honored to dedicate the 2021 Annual Report to several devoted Raymond Residents. Thank you all for your commitment and dedication.

E. Gloria (Morehouse) Carney

In 1961 Gloria and her husband Bill Carney moved to Raymond. Gloria was a devoted homemaker for her husband Bill and their five children. Gloria became the Raymond Town Clerk in 1984 and held that position until her retirement in 1996. Gloria and Bill loved traveling and spending time with family, gardening, and she was an avid animal lover with a special fondness for dogs and cats. Gloria's legacy as the Town Clerk will forever be treasured as her caring values have left a footprint in our archives.

"The things you do for yourself are gone when you are gone, but the things you do for others remain as your legacy"

Submitted by: Patricia Carney



Hazel Holt:

My mom, or Mrs. Holt as the Village kindergarten students would call her, was very influential for several generations of Village kindergarten students. Hazel lived in Raymond for over 50 years and taught kindergarten with my aunt, Shirley Dodge, at the Village kindergarten for over 30 years. It was a labor of love for the children as I am sure they did not draw much income from that business.

The Raymond athletic field behind the Iber Holmes Gove Middle School is named Holt Field in honor of what my mom and dad brought the town through volunteerism and my father's work with the Recreation Committee and School Board over the years.

Later, after she retired and my dad passed away, she helped to keep the Hugh Holt Road Race going. That race has been popular in New Hampshire since the late 1970's. For decades, she was at the Town Fair and Road Race to cheer on and sign up her children and grandchildren for the race. As I am sure you know, the Raymond Town Fair and the Hugh Holt Road Race continue to be instrumental in keeping Raymond true to its founding roots.

Although Raymond has grown into a larger town now, we still have a small town feel and camaraderie amongst the citizens.

I know I am speaking for my sisters and extended family in thanking the Town for honoring Hazel.

Submitted by: Richard Holt



Fran Barnes:

Fran Barnes, in her quiet unassuming way, was an asset to the Town of Raymond. Moving to town with her husband and three children in 1979, she was instrumental in the operation of their family's McDonald's. From bookkeeping, and crew uniform maintenance, to holiday decorating, she took on many roles. She even provided McDonald's food deliveries in the early days.



But residents remember her for a few specific roles. She had "great fun" plowing the McDonald's parking lot in her red jeep, the jeep becoming her trademark, and was thankful for the advice the local plow operators shared with her. As the seasons changed, she could be found landscaping the grounds of the restaurant. Who remembers the vibrant McDonald's arch she created with marigolds? She took great pride in maintaining the plants, and the McDonald's Corporation recognized her efforts when they awarded her with their "Best Landscaping" award in 1991. Known as "The Birthday Lady," she hosted McDonald's birthday parties for hundreds of children throughout the years.

Fran was always willing to share her time at the local parades and political events with her husband Jack. Whether driving her red jeep in the parades or voting for parade floats, she was sure to be wearing red, white, and blue. A proud American, she volunteered at the voter polls during many elections.

Upon retirement, she continued to review applications for the Jack & Fran Barnes Scholarship and always looked forward to hearing from the recipients and watching their successes.

Fran recognized how much the Town of Raymond did for the Barnes family and was proud to be a resident here. Her sunny disposition and generous ways will be missed, but not forgotten.

Submitted by: Dwight Barnes, Warren Barnes, and Susan Barnes

John S. Barnes, Jr.:

John S. Barnes, Jr., "Jack" to everyone who knows him well is truly an asset to this tight-knit community of Raymond, NH. When you ring his home phone, "Fenway Park North" is the greeting you will hear on the other end.

In addition to serving his community on various Boards and Committees over his tenure, he is most recently recognized as a Board of Selectmen member for 19 years, serving in that capacity 1986 to 1988, 2004 to 2008, 2009 to 2011, 2014 to 2021. In prior years, Jack served in the New Hampshire Senate for the 17th district, from 1992 to 1998 and again from 2000 to 2012. He is a member of the Republican Party, and he served as a member of the New Hampshire House of Representatives from 1988 until 1992.



Anyone who engages in conversations with Jack, if you ask him how he is doing, "I couldn't be better" he will say, and you immediately feel at ease as his positive demeanor, smile, and words of wisdom he shares so freely with us all comes shining through. He always has an optimistic outlook and the patience to listen and work any issue that is brought before him. His roots are embedded deep in our little community of Raymond, and we are so fortunate and completely blessed to have him as a neighbor, colleague, but most of all a friend.

Jack, we cannot express our thanks to you enough for your dedication, professionalism, and years of service to the Town of Raymond. Throughout Jack's professional career, he brought new ideas and concepts to Raymond; many could say there was good debating, but Jack's motivation was to make Raymond the best place to live, work, and raise a family.

Submitted by: Dwight Barnes, Warren Barnes, and Susan Barnes

TOWN OF RAYMOND, NH

CAPITAL RESERVE/TRUST FUND REQUEST

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



COPY

REQUEST FROM:
Department
 DPW Parks Division

CONTROL NUMBER:
 2023-13

DATE OF REQUEST	REQUISITIONER NAME	DATE OF SELECTMEN'S MEETING	REQUESTED AMOUNT
12/12/2023	Brian Arnold	4/17/2023	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST AND PROPOSED PURCHASES		
Gen Gvt Bldgs Impvmts 05-8028-001	Replace Safety Complex Generator One bid submitted from 2022 RFP. Vendor (Gemini Electric, Inc.) has confirmed item is in stock and will honor the price quoted in 2022 bid.		\$57,717.00
<i>Capital Reserve Fund available balances as of Oct 2023: GGB Improvements. \$683,941.08</i>			

Chair Scott Campbell	Approved / Not Approved
Vice Chair Patricia Bridgeo	Approved / Not Approved
Rani Merryman	Approved / Not Approved
Doug Vogel	Approved / Not Approved
Anthony Clements	Approved / Not Approved

Julie Jenks

From: Stacey Grella
Sent: Tuesday, December 12, 2023 1:47 PM
To: Julie Jenks
Subject: Safety Complex Generator - CRF Request
Attachments: 2022 Safety Complex Generator RFP.docx; 2098_001.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Julie...

Back in June of 2022, the Town put out an RFP to replace the generator that is currently located at the Safety Complex. At that time, we only received one bid response, which was from Gemini Electric, Inc. The Town was prepared to move forward with the bid, however, Gemini reported that they would not be able to get us the generator for close to 41 weeks and at minimum we would be looking at Spring of 2023. In March, I reached out to Gemini who then informed me that the generator would be in stock some time in October.

Last week, we received a call from Gemini that the generator is now in stock and they are ready to put us on the schedule to do the installation and confirmed that they would honor the same price that was quoted to us back in June of 2022. Before we set a date for that installation, **I am requesting that we expend the funds from the GGB Improvements CRF in the amount of \$57,717.00.**

Attached are the original RFP and also the bid response from Gemini. Please let me know if you have any questions, or need anything else. Thank you!

S

*Stacey J. Grella, Operations Manager
Department of Public Works
4 Epping Street
Raymond, NH 03077
603-895-7036
sgrella@raymondnh.gov
M-F 7:30am – 4:00pm*



Feb., 23, 2022

Jason Desrochers (jdesrochers@raymondnh.gov)
Town of Raymond – Public Works
#73 NH Route 27
Raymond, NH 03077

**Ref: Public Safety Bldg. – 1 Scribner Rd. #3 – Replacement Generator
Rev. # 1 Revised Pricing**

We are pleased to provide the follow:

- Provide one (1) new 60kW, propane, Kohler #KG60, 120/208V, three-phase Generator with one 200A Line Breaker, block heater, Sound Enclosure, emergency stop button (EPO Button), battery and battery charger. Includes removal of existing 30 KW generator.
- Provide precast Generator pad and site work as required.
- Provide new U.G. Generator feeder from new Generator to new Transfer Switch.
- Provide U.G. conduits / conductors for battery charger circuit, block heater circuit and control wiring from building to Generator.
- Provide delivery, off-loading, crane and rigging to set new Generator.
- Provide one (1) new Kohler # KSS-JCTA-0200-S Transfer Switch. Includes removal of existing transfer Switch.
- Rework existing branch circuits for new Generator block heater and battery charger.
- Rework existing 200A Normal power feeder to new Transfer Switch.
- Provide remote Generator Annunciator with associated conduit / wiring. Location to be determined by owner.
- Includes site work for trenching, backfill and finish grade.
- Provide Kohler Tech for required start-up, testing, commissioning and owner training.
- Propane fuel and fuel connections by others.
- Work to be performed during normal work hours.
- One (1) year warranty on all parts and labor.

Total Material / Labor Cost: \$ 57,717 (Fifty-Seven Thousand, Seven Hundred and Seventeen Dollars)

**Add Alternate # 1 Provide Safety Bollards
Total Material / Labor \$800 (installed each)**

Note: Please be advised pricing is good for only 30 days due to current supply, demand and delivery issues.

Note: Please be advised due to current supply, demand and delivery issues, all shipping dates are subject to change. The current lead time for Generator is 41-weeks and the Transfer Switch is 10-weeks. Upon receipt of approval and or PO for release we can contact manufacturer to expedite and available lead time improvements.

Thank you for allowing us to be of service, please do not hesitate to contact us should you have any questions.

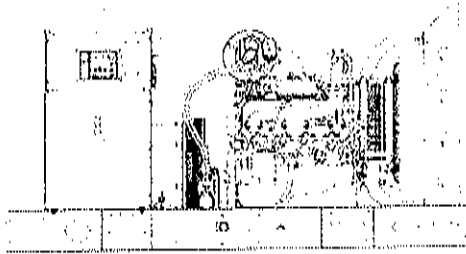
Sincerely,

David Wright
Sr. Project Manager



Ratings Range

Standby:	kW	60 Hz	50 Hz
		kVA	44-63 44-79



Standard Features

- Kohler Co. provides one-source responsibility for the generating system and accessories.
- The generator set and its components are prototype-tested, factory-built, and production-tested.
- The 60 Hz generator set offers a UL 2200 listing.
- The generator set accepts rated load in one step.
- The 60 Hz generator set meets NFPA 110, Level 1, when equipped with the necessary accessories and installed per NFPA standards.
- A one-year limited warranty covers all generator set systems and components. Two- and five-year extended limited warranties are also available.
- Alternator features:
 - The unique Fast-Response® X excitation system delivers excellent voltage response and short-circuit capability using a rare-earth, permanent magnet (PM)-excited alternator.
 - The brushless, rotating-field alternator has broadrange reconnectability.

Generator Set Ratings

Alternator	Voltage	Ph	Hz	Natural Gas 130°C Rise Standby Rating		LP Gas 130°C Rise Standby Rating	
				kW/kVA	Amps	kW/kVA	Amps
4P7BK	120/208	3	60	54/68	189	54/68	189
	127/220	3	60	57/71	187	57/71	187
	120/240	3	60	54/68	184	54/68	184
	120/240	1	60	44/44	184	44/44	184
	139/240	3	60	60/75	181	60/75	181
	220/380	3	60	49/61	93	49/61	93
	277/480	3	60	60/75	91	60/75	91
	347/600	3	60	57/71	89	57/71	89
	110/190	3	50	44/55	168	44/55	168
	115/200	3	50	47/59	171	47/59	171
	120/208	3	50	48/58	161	48/58	161
	110/220	3	50	47/59	155	47/59	155
	110/220	1	50	40/40	182	40/40	182
	220/380	3	50	44/55	84	44/55	84
	230/400	3	50	47/59	86	47/59	86
240/415	3	50	46/58	81	46/58	81	
4P8X	120/208	3	60	60/75	209	62/78	217
	127/220	3	60	60/75	197	62/78	205
	120/240	3	60	60/75	181	62/78	188
	120/240	1	60	57/57	238	57/57	238
	139/240	3	60	60/75	181	62/78	188
	220/380	3	60	60/75	114	62/78	119
	277/480	3	60	60/75	91	62/78	94
	347/600	3	60	60/75	73	62/78	76
	110/190	3	50	48/60	183	50/63	192
	115/200	3	50	48/60	174	50/63	182
	120/208	3	50	45/56	156	45/56	156
	110/220	3	50	48/60	158	50/63	166
	110/220	1	50	48/48	219	50/50	228
	220/380	3	50	48/60	92	50/63	96
	230/400	3	50	48/60	87	50/63	91
240/415	3	50	45/56	78	45/56	78	

NOTES: All three-phase units are rated at 0.8 power factor. All single-phase units are rated at 1.0 power factor. Standby Ratings: The standby rating is applicable to varying loads for the duration of a power outage. There is no overload capability for this rating. Ratings are in accordance with ISO 8528-1 and ISO 2285-1. For model numbering and component ratings, consult the factory. Consult technical information bulletins (TIB 163) for ratings guidelines, complete ratings definitions, and site installation details. The generator set manufacturer reserves the right to change the design or specifications without notice and without any obligation of liability whatsoever. For dual fuel engines, use the natural gas ratings for both the primary and secondary fuels.

Application Data

Exhaust

Exhaust System	60 Hz	50 Hz
Exhaust manifold type	Dry	
Exhaust flow at rated kW, m ³ /min. (cfm)	13.5 (478)	11.3 (399)
Exhaust temperature at rated kW, dry exhaust, °C (°F)	690 (1274)	
Maximum allowable back pressure, kPa (in. Hg)	10.2 (3.0)	
Exhaust outlet size at engine hookup, mm (in.)	76 (3.0) OD	

Engine Electrical

Engine Electrical System	60 Hz	50 Hz
Ignition system	Electronic, Distributor	
Ignition system	Electronic	
Battery charging alternator:		
Ground (negative/positive)	Negative	
Volts (DC)	12	
Ampere rating	130	
Starter motor rated voltage (DC)	12	
Battery, recommended cold cranking amps (CCA):		
Qty., rating for -18°C (0°F)	1, 630	
Battery voltage (DC)	12	

Fuel

Fuel System	60 Hz	50 Hz
Fuel type	Natural Gas, LP Gas, or Dual Fuel	
Fuel supply line inlet	1 NPTF	
Natural gas fuel supply pressure, kPa (in. H ₂ O)	1.74-2.74 (7-11)	
LP gas vapor withdrawal fuel supply pressure, kPa (in. H ₂ O)	1.24-2.74 (5-11)	
Dual fuel engine, LP gas vapor withdrawal fuel supply pressure, kPa (in. H ₂ O)	1.24 (5)	

Fuel Composition Limits *	Nat. Gas	LP Gas
Methane, % by volume	90 min.	—
Ethane, % by volume	4.0 max.	—
Propane, % by volume	1.0 max.	85 min.
Propene, % by volume	0.1 max.	5.0 max.
C ₄ and higher, % by volume	0.3 max.	2.5 max.
Sulfur, ppm mass	25 max.	
Lower heating value, MJ/m ³ (Btu/ft ³), min.	33.2 (890)	84.2 (2260)

* Fuels with other compositions may be acceptable. If your fuel is outside the listed specifications, contact your local distributor for further analysis and advice.

Lubrication

Lubricating System	60 Hz	50 Hz
Type	Full Pressure	
Oil pan capacity, L (qt.)	5.7 (6.0)	
Oil pan capacity with filter, L (qt.)	7.1 (7.5)	
Oil filter: quantity, type	1, Cartridge	

Cooling

Radiator System	60 Hz	50 Hz
Ambient temperature, °C (°F) *	50 (122)	
Engine jacket water capacity, L (gal.)	7.3 (1.93)	
Radiator system capacity, including engine, L (gal.)	20.8 (5.5)	
Engine jacket water flow, L/min (gpm)	120 (34.1)	108 (28.5)
Heat rejected to cooling water at rated kW, dry exhaust, kW (Btu/min.)	64.0 (3640)	56.0 (3185)
Water pump type	Centrifugal	
Fan diameter, including blades, mm (in.)	533 (21)	
Fan, kWm (HP)	2.2 (2.9)	1.3 (1.7)
Max. restriction of cooling air, intake and discharge side of radiator, kPa (in. H ₂ O)	0.125 (0.5)	

* Enclosure with enclosed silencer reduces ambient temperature capability by 5°C (9°F).

Operation Requirements

Air Requirements	60 Hz	50 Hz
Radiator-cooled cooling air, m ³ /min. (scfm) †	136 (4800)	113 (4000)
Combustion air, m ³ /min. (cfm)	5.2 (185)	4.4 (155)
Heat rejected to ambient air:		
Engine, kW (Btu/min.)	30.0 (1760)	26.5 (1510)
Alternator, kW (Btu/min.)	7.7 (440)	6.9 (390)

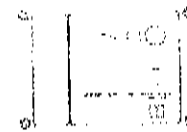
† Air density = 1.20 kg/m³ (0.075 lbm/ft³)

Fuel Consumption ‡	60 Hz	50 Hz
Natural Gas, m³/hr. (cfh) at % load	Standby Ratings	
100%	27.6 (975)	22.9 (810)
75%	21.8 (770)	18.9 (600)
50%	15.1 (533)	11.4 (402)
25%	8.3 (292)	6.3 (221)
LP Gas, m³/hr. (cfh) at % load	Standby Ratings	
100%	11.6 (410)	10.3 (365)
75%	9.3 (330)	6.5 (229)
50%	6.0 (213)	4.8 (168)
25%	3.9 (78)	3.0 (107)

‡ Nominal fuel rating: Natural gas, 37 MJ/m³ (1000 Btu/ft³)

LP vapor conversion factors:
 8.58 ft.³ = 1 lb.
 0.535 m³ = 1 kg
 36.39 ft.³ = 1 gal.

Controllers



Decision-Maker[®] 3000 Controller

Provides advanced control, system monitoring, and system diagnostics for optimum performance and compatibility.

- Digital display and menu control provide easy local data access
- Measurements are selectable in metric or English units
- Remote communication thru a PC via network or serial configuration
- Controller supports Modbus[®] protocol
- Integrated hybrid voltage regulator with ±0.5% regulation
- Built-in alternator thermal overload protection
- NFPA 110 Level 1 capability

Refer to G6-100 for additional controller features and accessories.



**Town of Raymond, New Hampshire
Department of Public Works
Request for Proposals**

Safety Complex Generator System 2022

Introduction

The Town of Raymond, NH is soliciting proposals from Contractors interested in providing a generator system to the Safety Complex at 1 Scribner Road in Raymond, NH.

Interested Contractors shall provide the Town with written proposals outlining the firm's experience, references, equipment to be used and proposed schedule. The proposal shall also include a fully completed and executed BID FORM.

When submitting bid package please ensure that the Bid Sheet is the first page in the submittal. All proposals must be provided in hard copy enclosed within a sealed envelope and clearly labeled "**2022 Safety Complex Generator System**" by the deadline noted below:

Deadline for receipt of proposals is 3:00 p.m. Thursday, June 23, 2022

Please Submit Bids to:
BOS Executive Assistant
4 Epping Street
Raymond NH 03077
603.895.7036
sgrella@raymondnh.gov

For Inquiries Contact:
Jason Desrochers
Department of Public Works
4 Epping Street
Raymond NH 03077
603.244.8002
jdesrochers@raymondnh.gov

The Town of Raymond reserves the right to contract with the Bidder that has been determined to be in the best interest of the Town after full consideration of cost, schedule, and overall value. The Town also reserves the right to reject any or all Bids.

Read Important Bidder Information

Important Bidder Information

Contractors are requested to plan to visit the job sites and/or review the scope of work with the DPW Director or Building Foreman prior to bidding.

Each **Bid shall be submitted on the Bid Form** furnished by the Town of Raymond and attached to this Request for Proposals package. Proposals not submitted on the Bid Form will not be accepted.

The following will become a part of the Agreement for Services with the selected Contractor:

Scope of Work:

1. Confirm functionality and condition of load side feeders (connection between ATS and breaker panel) replace if required
2. Remove existing generator system
3. Route new wiring as necessary to serve the proposed generator system
4. Install new generator system (complete system) per manufacturer's requirements and recommendations
5. Connect gas supply, contractor to supply all necessary fittings and materials
6. New underground feeders from generator to ATS
7. Test system to confirm proper operation
8. Train Town of Raymond staff on proper operation
9. Provide two Manufacturer's copies of Owner's Manual and Operation Manual of both Transfer Switch and Generator.

Generator System Specifications:

Approximate 60 KW \pm 5 kW, 120/208v three-phase, 60 HZ, LP Gas, generator system with one 200a line breaker, block heater, environmental and sound enclosure, emergency stop button, battery and on-board battery maintainer.

Placement: one precast generator pad and site work as required.

New Transfer Switch: 2 wire start capabilities, adjustable exercise frequency, system monitoring.

Electrical components; new u.g. wiring from new generator to new transfer switch, conduits/conductors for battery charger circuit block heater circuit, and control wiring from building to generator.

Design Considerations:

Generator will be relocated from inside to outside, approximately 20' from the building

Exterior preformed concrete pad: Install on the new preformed concrete pad as per manufacturer recommendations

Propane hook-up: New generator will be connected to the existing propane tanks that are currently located approximately 20' from the proposed site of the new generator.

Labor and Equipment Needed:

Provide qualified trained staff and all equipment, tools, parts, fasteners, splice kits, connection kits, attachment accessories, adhesives, and associated materials to affect a proper, successful and efficient installation of the proposed generator system. Equipment includes whatever mechanical lift equipment that the contractor may require to complete the work.

Sequence of Work:

1. This construction activity will be occurring in and around active police, ambulance, and fire operations. Full coordination and cooperation with these first responder entities is essential. Daily meetings at the start of work will be required.
2. Remove existing generator system; Properly terminate any circuits that will not be used
3. Confirm functionality of the existing wire and circuits for reuse for the proposed generator system
4. Installation of generator system
5. Clean-up at the end of each day

Contractor Post Installation Obligations:

Contractor to make two site visits during the early winter season, with designated Town representative, to inspect and verify proper operation of the system. Dates of inspections to be coordinated with winter conditions to verify proper operation and functionality of the system.

Guarantee:

All work to be guaranteed for one year from date of successful final test.

Qualification of Bidder:

The owner shall make such investigations as deemed necessary to determine the ability of the bidders to perform the work, and the bidders shall furnish to the owner all such information data for this purpose as the owner may request. No award will be made to any bidder who cannot meet all the following requirements:

- a. They shall not have defaulted on any contract within three years prior to the bid date.
- b. They shall maintain a permanent place of business.
- c. They shall have adequate properly trained personnel, equipment, and materials to perform the work expeditiously.
- d. They shall have suitable financial status to meet all obligations incident to all aspects of the work of this contract.
- e. They shall have appropriate technical experience in the class of work involved.
- f. They shall be registered with the Secretary of State of New Hampshire to do business in New Hampshire and be in good standing.
- g. They shall not have failed to perform satisfactorily on contracts of a similar nature.
- h. They shall not have failed to complete previous contracts on time.
- i. They shall have a minimum of five (5) years' experience as a business.
- j. They shall have completed a minimum of three (3) similar projects.

The Town of Raymond reserves the right to reject any bid if the foregoing requirements are not satisfied or if any other evidence fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Invoicing for work performed:

1. The method of invoicing will be established in the award letter.
2. The Contractor will not be compensated for:
 - Time consumed addressing equipment issues
 - Time demobilizing due to weather conditions
 - Time associated with re-working due to issues within the control of the Contractor such as faulty equipment, unskilled equipment operators or Contractor decisions to proceed with operations during questionable weather conditions
3. All work shall be invoiced to the Town of Raymond Attn: Stacey Grella, Dept. of Public Works

Safety:

All activities under this Contract shall be executed in accordance with all applicable Federal, State and Local safety regulations. All workers of the selected Contractor shall be properly trained in safe operation of tools and equipment assigned to them for their use and shall be provided with proper safety and protective gear.

Insurance:

The selected Contractor 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 of Raymond shall be named as additional insured on the policy.

The contractor's insurance shall be primary in the event of a loss. 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. Insurance certificates must be provided prior to commencement of the work.

BID FORM

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

PRICE FOR LABOR: \$ _____

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

TOTAL FOR ALL LABOR, EQUIPMENT AND MATERIALS: \$ _____

BIDDER RESPONSES REQUIRED FOR EACH OF THE FOLLOWING QUESTIONS:

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

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

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

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

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

SUBMITTED BY: _____
AUTHORIZED REPRESENTATIVE OR OWNER DATE

ADDRESS: _____

PHONE NUMBER: _____

DRAFT

7B



Please Note:
Requests must be received 30 days in advance of use (whenever possible). Requests may need approval from the Emergency Management Working Group and/or Technical Review Committee before final approval from the Board of Selectmen.

Application for Use of Public Lands Town of Raymond, NH

Date of Application: _____ Date Received (office use only): _____

Organization Requesting Use: _____

Responsible Person's Name: _____

Address: _____

Telephone: (H) _____ (C) _____

Email Address: _____

Public Land to be used: _____

Public Roads to be used: (if applicable): _____

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

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

Detailed Description of use: _____

Description of Raymond Community Impact: _____

Date(s) of proposed use: _____

Starting Time: _____ Ending Time: _____
(make sure to include set-up and clean-up time)

DRAFT

Will an inclement weather date be needed? If yes, what is the proposed date: _____
Maximum (estimated) number of people attending event: _____

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

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

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

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

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

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

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

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

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

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

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

➤ **Proof of Insurance must be provided for all organizations/vendors/businesses prior to event and on file with the Town Office (if not a Town sponsored event)**

- Please note: If you are planning on using the Recreational Rails to Trails for your event, make sure you contact DRED (*Department of Resources and Economic Development*) at 271-2665 to get a permit.

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

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

Is the Applicant Requesting Fee be Waived: No ___ Yes: ___

Emergency Mgt. Working Group Approval

Technical Review Committee Approval

Signature: _____

Signature: _____

Date: _____

Date: _____

Office Use Only	
Total Fees: _____	
Paid: CASH / Check # _____	
Date: _____	
Total Fines: _____	
Paid: CASH / Check # _____	
Date: _____	

Board of Selectmen Approval

Chairperson

Vice Chair

Date: _____



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

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

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

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

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

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

Facility Use Guidelines

The Town of Raymond reserves the right to implement policies, rules and regulations for the use of Town facilities in order to promote the overall safety of patrons, as well as to safeguard and protect these parks & facilities. The Town of Raymond reserves the right to suspend usage and scheduling privileges if any applicant/organization fails to comply with Town policies, and site-specific rules and regulations, and all legal requirements.

- The applicant/organization will be held responsible for all actions, behavior and conduct of all patrons, guests, and members associated with the event.
- In addition, the applicant/organization will be responsible for any property damages incurred directly as the result of use and agree to reimburse the Town of Raymond for any loss or damage to property.
- Full payment must be received at least one week (7 days) prior to the scheduled use of the facility.
- Youth leagues are not authorized to reallocate any unused and previously scheduled field/facility times to another league or organization.

Additionally, all RSA & Town Ordinances apply (see Town of Raymond website for additional information).

Requirements from applicants

- Facility Request Form must be completely filled out.
- Current liability insurance naming the Town of Raymond as certificate holder and as an additional insured on the policy.
- Payment of all fees (Cash or Check only)
- Police Detail (if necessary) must be scheduled through the Raymond Police Department 895-4747. *Detail to be paid by organization renting/hosting the location/event*
- Parks Employee may need to be scheduled over the weekend for field prep and/or maintenance. *The Employee to be paid by organization renting/hosting the location/event.*
- All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. *Trash barrels may be scheduled for use and emptied by the organization renting/hosting the location/event.*

The following items are prohibited:

- No field prep or maintenance of fields. All work on fields to be done by Parks employees or Raymond Youth League Administrators.
- No alcoholic beverages on any town property at any time.
- No smoking inside any buildings, on the town common, at Riverside Park or at any ball fields
- All vehicles must be parked in legal parking spaces. Absolutely no vehicles on field areas.

Priorities for usage

- 1 Town of Raymond Events
- 2 Raymond Youth Sports Associations
Raymond School District
- 3 Raymond Organizations [Scouts/Rotary/etc] / Churches / Etc...
- 4 Non-Resident Youth Sports / Businesses / Private Camps /

Facility Reservation Process

- Application completed minimum of 30 days prior to event.
- Application turned in to Town of Raymond or Raymond Recreation.
- Based on need gather additional info and / or invite applicant to meeting.
- Large events and/or road closures will need Emergency Management Working Group and may need selectmen approval.
- Following the application review, the applicant will be notified of approval or disapproval and any additional conditions.