



Raymond Select Board Meeting

May 6, 2024

Raymond High School

45 Harriman Hill Rd

5:00 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. NON-PUBLIC SESSION RSA 91-A:3 II(c) – Will return to public at approximately 6:00 p.m.
3. PLEDGE OF ALLEGIANCE
4. MOMENT OF SILENCE
5. TO APPEAR BEFORE THE BOARD
 1. Agreement and Release Form (Chris Evans)
 2. Kathy Hoelzel – Bean Tavern
 3. Finance Updates (Julie Jenks)
6. BOS REVIEW, APPROVAL/ACCEPTANCE
 1. CIP Committee Applications (David Kelley)
 2. Property Tax Documents
 3. CRF Requests - Cleaning Services for Well #4 & Lagoon #1 (Stacey Grella & Scott Keddy)
7. BOS MEMBER UPDATES/COMMITTEE REPORTS
8. BOS UPDATES FROM WORKING SESSION
 1. March 13th, 2024 – Topics of Discussion:
 - a. Rules of Procedure
 - b. Permanent File
 - c. E360
9. NEW BUSINESS
 1. Underwood Engineers Draft Documents
10. OLD BUSINESS
 1. RCTV Policy Manual – with corrections
 2. Scholarship Awards
 3. NHDES Wetlands Bureau Minor Impact Dredge & Fill Application – BOS copy in Executive Admin's Office
11. OTHER BUSINESS
 1. Discuss Bidding Process
12. PUBLIC COMMENT – 15 Minutes
13. APPROVAL OF BOARD MINUTES – 4/29/24
14. NON-PUBLIC SESSION - RSA 91-A:3 II (c)
Non-Public Session(s) may occur at this meeting
15. ADJOURNMENT

Posted: May 2, 2024, Old Fire Station, Town Office; Town's website 24 hours in advance of meeting. **Note:** Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, call the Selectmen's Office 72 hours prior to the meeting at 603-895-7007.

BOS/TM INDIVIDUAL ACTION ITEMS FROM 4.29.24 MEETING

Doug Vogel: Follow-up with David Kelley on CIP Committee Application to confirm if he wants a 2-year or 3-year term. **(DONE)**

Patricia Bridgeo: Find out with legal what authority the BOS has in the NHDES Wetlands Bureau Minor Impact Dredge & Fill Application as this is a Planning Board related document. **(IN PROGRESS)**

Tom Daigle: Look into BOS involvement with Cemetery related items

TM:

- Follow-up with Forrester regarding Notice of Intent to Cut and closing the loop on applications **(IN PROGRESS)**
- Scan & send notice from Rockingham County regarding budget increases **(DONE)**
- Follow-up with the school to get a blank Scholarship application **(DONE)**
- Send letter to Cemetery Trustees regarding BOS thoughts/opinions on Cemetery issues **(IN PROGRESS)**

FUTURE ACTION ITEMS OF NOTE/FOR REVIEW AND UPDATE:

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

Posted: May 2, 2024, Old Fire Station, Town Office; Town’s website 24 hours in advance of meeting. **Note:** Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, call the Selectmen’s Office 72 hours prior to the meeting at 603-895-7007.

Raymond High School Local Scholarship Application

PLEASE FORWARD APPLICATION TO:

Raymond High School Guidance Office

Susan Trudel

s.trudel@sau33.com

Application are due on or before April 12, 2024

STUDENT NAME _____

School you plan to attend _____

Major _____ Have you been accepted? ____ Yes ____ No

PERSONAL STATEMENTS

Please include a personal essay describing yourself and future goals as well as why you are deserving of a scholarship.

Describe any extraordinary circumstances, which the selection committee should consider as affecting the level of support parents may be able to provide to you for college costs.

Is any member of your family a veteran of the military or currently serving in the military? YES NO
If so, please include details. _____

Please list all High School Clubs, Activity, Sports and Employment History along with the dates of participation.

Club, Activity, Sport, Employer

Participation Date(s)

FAMILY DATA

Father's Name: _____

Occupation: _____ How long employed: _____

Mother's Name: _____

Occupation: _____ How long employed _____

Age of children living at home (Please include any children that are away at school and the name of their school or college and the year of study in which each is enrolled in.

Name: _____ Age _____ School/Occupation _____ Class of _____

Name: _____ Age _____ School/Occupation _____ Class of _____

Name: _____ Age _____ School/Occupation _____ Class of _____

Name: _____ Age _____ School/Occupation _____ Class of _____

COLLEGE COSTS

Tuition & Fees..... \$ _____
Books & Supplies..... \$ _____
Room & Board..... \$ _____

TOTAL COST FOR THE YEAR..... \$ _____

FUNDING SOURCES

Parent/Guardian Contribution..... \$ _____
Known Aid from Scholarships/Grants..... \$ _____
Loans..... \$ _____
Other (Specify) \$ _____

TOTAL SOURCES \$ _____

The School Counseling Office will add to this application:

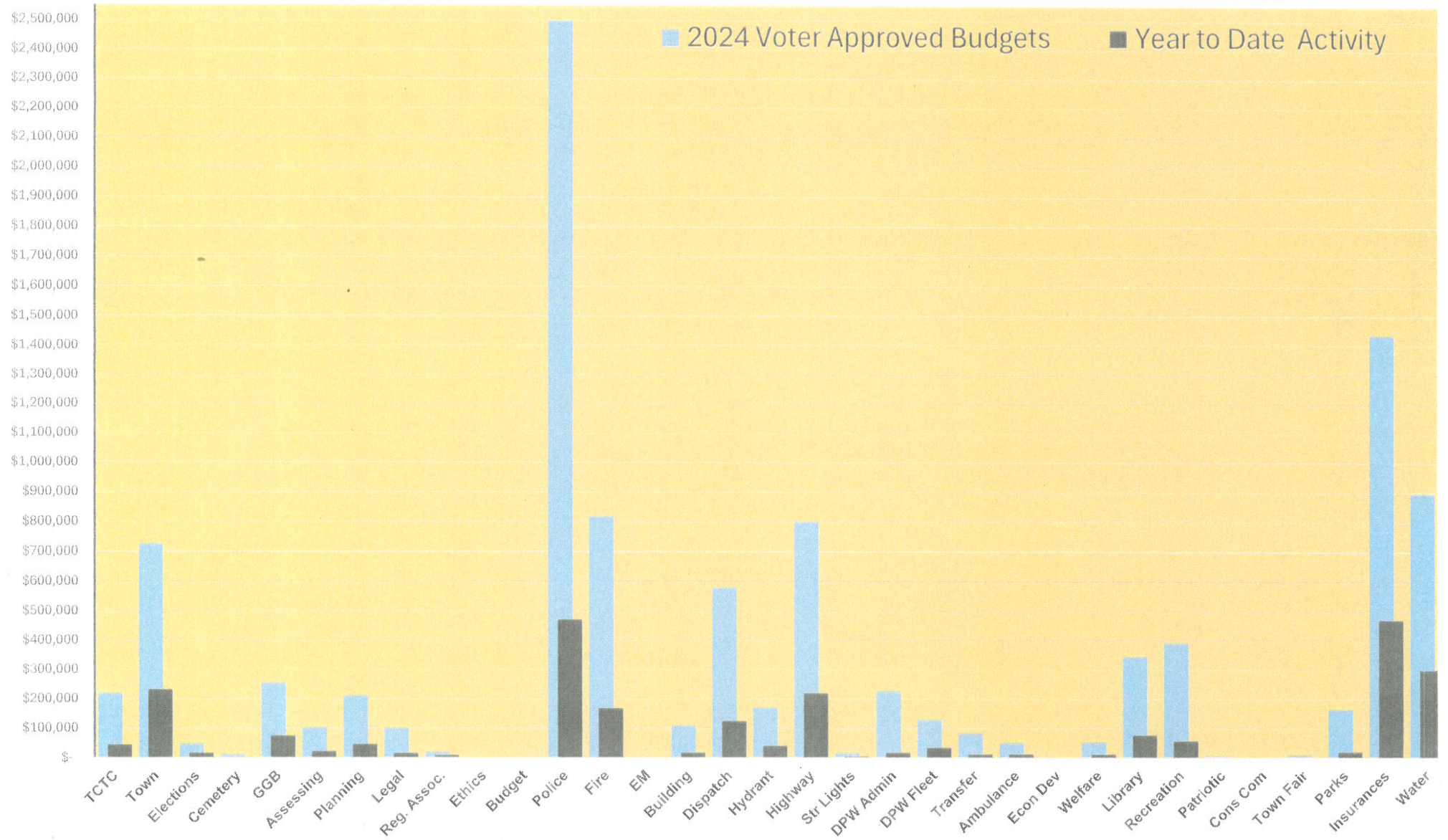
1. High School Transcript
2. Two Letters of Recommendation

I certify that this information is accurate and to the best of my knowledge.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Municipal Division	2024 Voter Approved Budgets	Year to Date Activity	Balance Remaining	Percentage Used	Percentage Available	YE Burn
TCTC	\$ 219,072	\$ 43,936	\$ 175,136	20%	80%	\$ 138,568
Town	\$ 725,153	\$ 231,644	\$ 493,509	32%	68%	\$ 730,569
Elections	\$ 47,689	\$ 16,192	\$ 31,497	34%	66%	\$ 51,067
Cemetery	\$ 11,180	\$ 3,207	\$ 7,973	29%	71%	\$ 10,114
GGB	\$ 254,175	\$ 74,625	\$ 179,550	29%	71%	\$ 235,356
Assessing	\$ 102,408	\$ 22,294	\$ 80,115	22%	78%	\$ 70,311
Planning	\$ 210,639	\$ 46,342	\$ 164,297	22%	78%	\$ 146,156
Legal	\$ 100,750	\$ 15,532	\$ 85,218	15%	85%	\$ 48,986
Reg. Assoc.	\$ 20,479	\$ 9,589	\$ 10,890	47%	53%	\$ 30,242
Ethics	\$ 300	\$ 3	\$ 297	1%	99%	\$ 9
Budget	\$ 270	\$ 0	\$ 270	0%	100%	\$ 1
Police	\$ 2,497,217	\$ 470,731	\$ 2,026,487	19%	81%	\$ 1,484,612
Fire	\$ 817,520	\$ 166,452	\$ 651,068	20%	80%	\$ 524,964
EM	\$ 2,629	\$ 204	\$ 2,425	8%	92%	\$ 644
Building	\$ 108,832	\$ 17,149	\$ 91,684	16%	84%	\$ 54,084
Dispatch	\$ 579,715	\$ 123,465	\$ 456,249	21%	79%	\$ 389,390
Hydrant	\$ 170,000	\$ 40,256	\$ 129,744	24%	76%	\$ 126,962
Highway	\$ 800,220	\$ 218,430	\$ 581,790	27%	73%	\$ 688,894
Str Lights	\$ 16,001	\$ 4,994	\$ 11,007	31%	69%	\$ 15,750
DPW Admin	\$ 225,708	\$ 17,091	\$ 208,617	8%	92%	\$ 53,901
DPW Fleet	\$ 128,244	\$ 34,692	\$ 93,552	27%	73%	\$ 109,413
Transfer	\$ 82,236	\$ 12,095	\$ 70,141	15%	85%	\$ 38,147
Ambulance	\$ 49,298	\$ 12,325	\$ 36,974	25%	75%	\$ 38,870
Econ Dev	\$ 755	\$ -	\$ 755	0%	100%	\$ -
Welfare	\$ 51,440	\$ 11,564	\$ 39,876	22%	78%	\$ 36,470
Library	\$ 344,150	\$ 76,407	\$ 267,742	22%	78%	\$ 240,977
Recreation	\$ 391,478	\$ 56,650	\$ 334,828	14%	86%	\$ 178,664
Patriotic	\$ 5,119	\$ -	\$ 5,119	0%	100%	\$ -
Cons Com	\$ 925	\$ 2	\$ 923	0%	100%	\$ 5
Town Fair	\$ 8,563	\$ -	\$ 8,563	0%	100%	\$ -
Parks	\$ 162,708	\$ 19,289	\$ 143,419	12%	88%	\$ 60,834
Insurances	\$ 1,435,403	\$ 470,274	\$ 965,129	33%	67%	\$ 1,483,173
Town Budget	\$ 9,570,274	\$ 2,215,434	\$ 7,354,841	23%	77%	\$ 6,987,136
Water	\$ 895,421	\$ 298,340	\$ 597,081	33%	67%	\$ 940,920
2024 WA#10	\$ 10,465,695	\$ 2,513,774	\$ 7,951,921	24%	76%	\$ 7,928,056



vs
Actuals

Taxes	Estimated	Year to Date Activity	Remaining	% Earned
Land Use Change Tax - General Fund	\$10,000	\$0	\$10,000	0%
Resident Tax	\$0	\$0	\$0	
Yield Tax	\$9,000	\$16,152	-\$7,152	179%
Payment in Lieu of Taxes	\$10,002	\$0	\$10,002	0%
Excavation Tax	\$5,000	\$0	\$5,000	0%
Other Taxes	\$0	\$0	\$0	
Interest and Penalties on Delinquent Taxes	\$65,000	\$16,200	\$48,800	25%
Inventory Penalties	\$0	\$0	\$0	
	\$99,002	\$32,352	\$66,650	33%
Licenses, Permits, and Fees	Estimated	Year to Date Activity	Remaining	% Earned
Business Licenses and Permits	\$2,500	\$660	\$1,840	26%
Motor Vehicle Permit Fees	\$2,100,000	\$714,060	\$1,385,940	34%
Building Permits	\$200,000	\$20,317	\$179,683	10%
Other Licenses, Permits, and Fees	\$17,000	\$7,033	\$9,967	41%
From Federal Government	\$0	\$0	\$0	
	\$2,319,500	\$742,070	\$1,577,430	32%
State Sources	Estimated	Year to Date Activity	Remaining	% Earned
Municipal Aid/Shared Revenues	\$0	\$0	\$0	
Meals and Rooms Tax Distribution	\$530,000	\$0	\$530,000	0%
Highway Block Grant	\$0	\$0	\$0	
Water Pollution Grant	\$0	\$0	\$0	
Housing and Community Development	\$0	\$0	\$0	
State and Federal Forest Land Reimbursement	\$0	\$0	\$0	
Flood Control Reimbursement	\$0	\$0	\$0	
Other (Including Railroad Tax)	\$0	\$0	\$0	
From Other Governments	\$0	\$0	\$0	
	\$530,000	\$0	\$530,000	0%
Charges for Services	Estimated	+/-	Remaining	% Earned
Income from Departments	\$150,000	\$19,026	\$130,974	13%
Other Charges	\$0	\$0	\$0	
	\$150,000	\$19,026	\$130,974	13%
Miscellaneous Revenues	Estimated	Year to Date Activity	Remaining	% Earned
Sale of Municipal Property	\$5,000	\$0	\$5,000	0%
Interest on Investments	\$260,000	\$142,579	\$117,421	55%
Other	\$10,000	\$595	\$9,405	6%
	\$275,000	\$143,174	\$131,826	52%

Estimated Revenues
vs
Actuals

Interfund Operating Transfers In	Estimated	Year to Date Activity	Remaining	% Earned
From Special Revenue Funds	\$354,000	\$87,325	\$266,675	25%
From Capital Projects Funds	\$0	\$0	\$0	
From Enterprise Funds: Airport (Offset)	\$0	\$0	\$0	
From Enterprise Funds: Electric (Offset)	\$0	\$0	\$0	
From Enterprise Funds: Other (Offset)	\$0	\$0	\$0	
From Enterprise Funds: Sewer (Offset)	\$0	\$0	\$0	
From Enterprise Funds: Water (Offset)	\$1,601,421	\$15,236	\$1,586,185	1%
From Capital Reserve Funds	\$500,000	\$0	\$500,000	0%
From Trust and Fiduciary Funds	\$0	\$0	\$0	
From Conservation Funds	\$0	\$0	\$0	
	\$2,455,421	\$102,561	\$2,352,860	4%

Other Financing Sources	Estimated	Year to Date Activity	Remaining	% Earned
Proceeds from Long Term Bonds and Notes	\$100,000	\$0	\$100,000	0%
Amount Voted from Fund Balance	\$1,451,877	\$0	\$1,451,877	0%
	\$1,551,877	\$0	\$1,551,877	0%

TOTALS	\$7,380,800	\$1,039,183	\$6,341,617	14%
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CAPITAL RESERVE FUNDS - TOWN				
Year Established	Name of Fund	Purpose of Fund	Principal & Income	
2021	Bean Tavern Renovation, Repairs, and Preservation Fund	Preservation	38,153.20	
1996	Bridge and Culvert	Repair of Bridges and Culverts	338,463.55	
2000	Cable TV Fund	Cable TV Equipment	17,449.15	
2011	Cemetery Plot Fees Expansion	Cemetery Maintenance	57,057.42	
2011	Cemetery Plot Fees Maintenance	Cemetery Maintenance	248,275.78	
2021	Emergency Management Revitalization	Emergency Management	337,033.93	
2020	Facility Revitalization	Facility Repair & Maintenance	972,509.72	
2002	Fire Dept. Equipment & Vehicle CRF	Equipment Vehicle & Facilities	655,969.78	
2000	Gen Gov't Bldgs Improvements	Buildings Improvement	691,340.15	
2004	Health Insurance - Expendable Trust	Health Insurance Costs	1,371.45	
1999	Highway Heavy Equipment	Heavy Equipment	464,964.93	
2000	Hwy Dept Vehicle Replacement	New Highway Trucks	466,272.52	
1999	Library Improvements Fund	Improvements to Library	5,442.52	
2006	Master Plan Updates	Updating Master Plan	49,443.22	
2006	New Town Facilities	New Town Facilities	29,237.37	
2020	One-Time or Cyclical Procurement CRF	Town Reserves	284,869.79	
2008	Park Dept. Equip. Veh. & Fac. CRF	Equipment, Vehicle & Facilities	168,903.75	
2002	Police and Dispatch Equipment, Vehicle, and Facilities Fund	Equipment, Vehicle & Facilities	248,067.68	
2008	Rec Dept. Equip, Veh, & Fac. CRF	Equipment, Vehicle & Facilities	25,259.02	
2002	Revaluation Fund	Property Revaluation Costs	3,227.89	
2020	Road Revitalization	Road Repair	464,746.62	
2006	Sidewalk Construction & Maintenance	Sidewalks	3,804.33	
2019	Tax Deeded Properties Reserve Fund	Town Reserves	152,762.40	
2002	Town of Raymond Scholarship Fund	High School Scholarship	6,794.42	
2005	Town Office Technology Improvements & Repairs	Technology Improvements	51,506.07	
2021	Town Vehicle and Equipment Revitalization	Town Reserves	801,554.19	
2003	Vacation and Sick Leave - Union	Vacation & Sick Leave	129,266.15	
2004	Vacation and Sick Leave Non-Union	Vacation & Sick Leave	98,783.59	
Total Town Funds			\$6,812,530.59	

Quarter 1	
Obligated Amounts	Est Balance Available Balance
(246,797.15)	38,153.20
(5,752.00)	91,666.40
(7,832.90)	17,449.15
(19,338.49)	57,057.42
(118,979.05)	242,523.78
(264,789.00)	329,201.03
(371,492.95)	972,509.72
	636,631.29
	572,361.10
	1,371.45
	200,175.93
	94,779.57
	5,442.52
	49,443.22
	29,237.37
(182,591.44)	102,278.35
(130,069.90)	38,833.85
	248,067.68
	25,259.02
	3,227.89
	464,746.62
	3,804.33
	152,762.40
(50,000.00)	6,794.42
(57,000.00)	1,506.07
	744,554.19
	129,266.15
	98,783.59
-\$1,454,642.88	\$5,357,887.71

CAPITAL RESERVE FUNDS - WATER				
Year Established	Name of Fund	Purpose of Fund	Principal & Income	Quarter 1
2000	Construct, Repair and Maintain Town Water Treatment Facility	Facility Repair & Maintenance	239,480.89	Obligated Amounts (25,095.00)
2005	New Well Site Acquisitions	Water Department	68,935.83	Est Balance Available Balance 214,385.89
2001	Water Dept Utility Vehicle Replacement	Water Dept Vehicle	21,565.67	68,935.83
2000	Water Storage Facilities	Repair and Maintain Water Towers	698,590.25	21,565.67
2000	Water System Infrastructure	Maintenance of Water System	220,194.24	(162,390.00)
Total Water Funds			\$1,248,766.88	536,200.25
				220,194.24
				-\$187,485.00
				\$1,061,281.88



Board of Selectmen Approval

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

Date:

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

Approvals:

Selectman: Patricia Bridgeo 5-6-2024
Patricia Bridgeo, Board Chair

Selectman: Rani Merryman 5/6/2024
Rani Merryman, Board Vice Chair

Selectman: Doug Vogel 5/6/24
Doug Vogel, Board Member

Selectman: Tom Dagle 5/6/2024
Tom Dagle, Board Member

Selectman: Anthony Clements 5-6-2024
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

___ 4th 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 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

Run: 5/01/24
11:38AM 0
Warrant ID 422 9

Property Tax Warrant - Final
Town of Raymond
2024 Excavation Tax Warrant-2

Page: 2
donnag

zzzzzzzzzz

TOTALS

Gross Valuation:	1,922,174.00	Previous Bill Total:	0.00
Exemptions:	0.00	Previous Abatements:	0.00
Unapplied Exemptions:	0.00	Net Previous Bill Total:	0.00
Total Tax:	0.00	Unapplied Prev Bills:	0.00
Charges:	3,599.02	Tax Due:	3,599.02
Credits:	0.00	PrePayments:	0.00
Unapplied Credits:	0.00		
Net Total Tax:	3,599.02	TIF Value:	0.00
Owner Count: 1	Exmpt Count: 0	Current Value:	0.00
Assess Count: 3	Credit Count: 0	Increm Assess:	0.00

EXCAVATION TAX WARRANT 2024


COUNTY OF ROCKINGHAM
STATE OF NEW HAMPSHIRE


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

In the name of the State, you hereby are directed to collect the taxes in the list herewith committed to you, representing the 2024 Excavation Tax assessed, and amounting in all to the sum of Three Thousand Five Hundred Ninety Nine Dollars and 02 Cents.
(\$3,599.02)

We order you pay all monies, collected to the Treasurer at least on a weekly basis when receipts exceed \$1,500, or more often when directed by the Commissioner of Revenue Administration.

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


Patricia A. Bridgeo - Chairman

 5-6-24
Rani Merriman - Vice Chairman

 5-6-24
Anthony Clements

 5/6/24
Douglas Vogel

 5/6/24
Thomas Daigle

TOTALS

Gross Valuation:	1,962,954.00	Previous Bill Total:	0.00		
Exemptions:	0.00	Previous Abatements:	0.00		
Unapplied Exemptions:	0.00	Net Previous Bill Total:	0.00		
Total Tax:	0.00	Unapplied Prev Bills:	0.00		
Charges:	253.92	Tax Due:	253.92		
Credits:	0.00	PrePayments:	0.00		
Unapplied Credits:	0.00				
Net Total Tax:	253.92	TIF Value:	0.00		
Owner Count:	1	Exmpt Count:	0	Current Value:	0.00
Assess Count:	1	Credit Count:	0	Increm Assess:	0.00

Excavation Tax Warrant 2024

County of Rockingham
State of New Hampshire

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


In the name of the State, you hereby are directed to collect the taxes in the list herewith committed to you, representing the 2024 Excavation Tax assessed, and amounting in all to the sum of Two Hundred Fifty Three Dollars and 92 Cents.
(\$253.92)

We order you pay all monies, collected to the Treasurer at least on a weekly basis when receipts exceed \$1,500, or more often when directed by the Commissioner of Revenue Administration.

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


Patricia A. Bridgeo - Chairman

 5-6-24
Rani Merriman - Vice Chairman

 5-6-24
Anthony Clements

 5/6/24
Douglas Vogel

 5/6/24
Thomas Daigle

Jackie Sampson

From: Stacey Grella
Sent: Thursday, May 2, 2024 1:43 PM
To: Jackie Sampson
Subject: FW: Answers to BOS Questions from Monday Meeting

These are the other ones...again, I will explain when I come over...

S

From: Stacey Grella
Sent: Wednesday, May 1, 2024 10:07 AM
To: Ken Robichaud <townmanager@raymondnh.gov>
Subject: Answers to BOS Questions from Monday Meeting

LAGOON SLUDGE CLEANING

Question was what is the classification of the material, or is there an RSA or EPA standard that mandates us to remove the debris to an approved landfill if not considered HAZMAT

We have made calls on this and are still waiting on a definite answer. Will get this to you as soon as we hear anything.

PAVING

Question was if they were okay doing the end of Main Street instead of Old Manch after Scribner.

We have set up a meeting for Wednesday, May 1st, with the contractor, TM, and Highway Foreman to discuss in detail. Bid has been awarded and we have requested to be put on the schedule.

FLOW AND WATER QUALITY TESTING (as part of the Well #4 cleaning)

Question was if there were any programs available to help with the cost of the flow testing and well cleaning.

Answer from DES is no, this is considered routine maintenance

FRANCESCA DRIVE QUOTE OF \$47,500

Question was about the extra costs/fees listed in the quote. Below is answer:

Direct Labor costs are our insurances/ taxes and benefits. The rates under "unit price" are just the rates of pay the employees get. See the below breakdown.

WC and Employers Liability	4.23%
General Liability	3.05%
Social Security	6.20%
Medicare	1.45%
Futa	0.60%
Suta	19.56%
Holiday & PTO	10.64%
IRA Match	<u>3.00%</u>

TOTAL BURDEN

48.73%

The mark-ups are 15% on the actual labor/ equipment/ materials and 5% on the subcontractors cost to us. These values are pretty standard and are the ones used on the Main Street Project.

If you need anything else, please let me know.

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



Jackie Sampson

From: Stacey Grella
Sent: Thursday, May 2, 2024 1:42 PM
To: Jackie Sampson
Subject: FW: backwash lagoon sludge disposal?

Hello there...

I will come over and explain this to you in person, but the info you need is below... I will come over in about ½ hour...

s

From: Ken Robichaud <townmanager@raymondnh.gov>
Sent: Thursday, May 2, 2024 12:34 PM
To: Stacey Grella <sgrella@raymondnh.gov>
Cc: Scott Keddy <skeddy@raymondnh.gov>
Subject: Re: backwash lagoon sludge disposal?

Stacey , can you send Jackie the responses that you have? It would be the sludge removal as well as the water pipe expansion project on that road off of Epping Street. Thank you.
Sent from my iPhone

On May 2, 2024, at 12:10 PM, Stacey Grella <sgrella@raymondnh.gov> wrote:

The below email is in response to the Board's questioning of having the lagoon sludge transported to an approved landfill facility. We also spoke with Jen in reference to this and she advised us that to go through the very involved process of getting all of the permits and/or certificates in place would not be cost effective for the Town, we are better off to have a company come in and take it away as planned.

As far as the classification of material, it is considered heavy metals. I have attached the latest test results for the lagoon cleaning.

Let us know if you or the Board need anything else...

s

From: Mates, Jennifer <Jennifer.S.Mates@des.nh.gov>
Sent: Wednesday, May 1, 2024 2:37 PM
To: Stacey Grella <sgrella@raymondnh.gov>; Scott Keddy <skeddy@raymondnh.gov>
Subject: FW: backwash lagoon sludge disposal?

Hi Scott and Stacey,
Below is information from the NHDES Residuals Management Section about disposal of sludge from the backwash lagoons. Let me know if you need anything else.

Thanks,
Jen

Jennifer Mates, P.E.
NH Department of Environmental Services | Drinking Water & Groundwater Bureau
(603) 559-0028 office | (603) 583-8331 cell | Jennifer.S.Mates@des.nh.gov

From: Drouin, Anthony <Anthony.F.Drouin@des.nh.gov>
Sent: Wednesday, May 1, 2024 12:51 PM
To: Mates, Jennifer <Jennifer.S.Mates@des.nh.gov>; Chesebrough, Patricia <Patricia.L.Chesebrough@des.nh.gov>
Subject: RE: backwash lagoon sludge disposal?

Hi Jen,

The sludge essentially has three outlets for disposal. If the sludge is trucked to a landfill for disposal, the sludge falls under the oversight of RSA-149 M and any WMD regulations associated with that law. If the generator would like to beneficially utilize the sludge, they can apply for a Sludge Quality Certificate through our program and specially Env-Wq 809. If the sludge is incinerated then, it falls under federal rules and Air Division oversight.

See this slide I use in my presentations.

<image001.png>

Anthony F. Drouin
Supervisor - Residuals Management Section
Water Division - Wastewater Engineering Bureau, NHDES
29 Hazen Drive, PO Box 95, Concord, NH 03302
Tel: (603) 271-3571 | Fax: (603) 271-4128

<Lagoon 1 Spec.pdf>



1 Melvin Street Suite C Wakefield, MA 01880
 Phone: 781-245-8095 Fax: 781-245-3478

Date	Proposed
Description	Additional Work - Replace Connection at Epping and Francesca

Labor				
Description	Unit Price	Quantity	Hours	Total
Foreman	\$90.09	1	28	\$2,522.52
Operator	\$88.09	1	28	\$2,466.52
Laborer	\$64.65	1	28	\$1,810.20
Driver	\$65.44	2	28	\$3,664.64
Subtotal:				\$10,463.88
DIRECT LABOR (48.73%)				\$5,099.05
TOTAL VALUE OF LABOR				\$15,562.93

Equipment				
Description	Unit Price	Quantity	Hours	Total
Tri-Axle	\$102.43	2	28	\$5,736.08
JD 75	\$65.53	1	28	\$1,834.84
JD 410 BH w/Comp	\$59.34	1	10	\$593.40
JD 624 Loader	\$66.36	1	28	\$1,858.08
Tool Truck	\$28.49	1	28	\$797.72
Tool Van	\$64.21	1	28	\$1,797.88
TOTAL VALUE OF EQUIPMENT				\$12,618.00

Material				
Description	Unit Price	Quantity	Unit of Measure	Total
Stone Dust	\$16.00	22.22	CY	\$355.56
Gravel	\$18.00	18.67	CY	\$336.00
Asphalt - 4in thick	\$72.00	12.54	TONS	\$903.17
Valve Box	\$263.00	1	EA	\$263.00
6" Ductile Iron Pipe	\$35.19	70	LF	\$2,463.30
6in Restrained Gaskets	\$151.05	3	EA	\$453.15
6" Ductile Iron Cap w/Tap	\$153.25	1	EA	\$153.25
Corporation	\$95.00	1	EA	\$95.00
1in Copper Tubing	\$15.00	10	LF	\$150.00
Male Corp & AD	\$146.71	1	EA	\$146.71
10" Ductile Iron Pipe	\$65.08	4	LF	\$260.32
10" Hymax	\$414.71	2	EA	\$829.42
6" Ductile Iron 45 Bend	\$161.49	2	EA	\$322.98
6" Hymax	\$364.95	1	EA	\$364.95
6" Restraints	\$79.60	5	EA	\$398.00
TOTAL VALUE OF MATERIALS				\$7,494.80

Subcontractors				
Description	Unit Price	Quantity		Total
UTS (Tapping Sleeve & Valve)	\$4,200.00	1	Lump Sum	\$4,200.00
Testing	\$2,000.00	1	Lump Sum	\$2,000.00
TOTAL VALUE OF SUBCONTRACTORS				\$6,200.00

Subtotal:	\$41,875.73
APPLICABLE MARKUP (15%)	\$5,351.36
APPLICABLE SC MARKUP (5%)	\$310.00
Total	\$47,537.09

CAPITAL RESERVE FUND REQUEST

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



REQUEST FROM:

CONTROL NUMBER:

DPW Water Division

2024-09

DATE OF SELECTMEN'S MEETING		CRF AVAILABLE BALANCE	
5/6/2024		\$214,385.89	
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST & PROPOSED PURCHASES	AMOUNT REQUESTED	
Construct, Repair & Maintain Town Water Treatment Facility 05-8028-004	Lagoon #1 – Cleaning/Sludge Removal Vendor – Environmental Restoration, LLC	\$54,398	

[Signature]
 Chair Patricia Bridgeo Approved / Not Approved

[Signature]
 Vice Chair D. Rani Merryman Approved / Not Approved

[Signature] 5/6/24
 Tom Daigle Approved / Not Approved

[Signature] 5/6/24
 Doug Vogel Approved / Not Approved

[Signature]
 Anthony Clements Approved / Not Approved

Julie Jenks

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 23rd with a submittal deadline of April 4th. 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 6th 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
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

Stacey Grella, Operations Manager
603-895-7036
sgrella@raymondnh.gov

Ken Robichaud, Town Manager
603-895-7006
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*

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.

MATTHEW STOCKWELL		Date Updated: 4/1/24	
TITLE/S:			
Response Manager			
COMPLETE EXPERIENCE RECORD			
<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>			
<i>Corporate Background Experience</i>			
Environmental Restoration, LLC, Response Manager / Foreman, 2018 to Present			
Goodall Landscaping, Operations Manager, Area Manager, 2010 to 2018			
DEGREES			
ACCREDITATIONS: [i.e. CHMM / PMP / PE / PG / etc.]			
TRAINING / CERTIFICATIONS-Renewal [Require recertification]			
<ul style="list-style-type: none"> • OSHA 40 Hr., 2018, 8 Hr. Refresher, Current • OSHA 8 Hr. HAZWOPER Supervisor, 2019 • 40 Hr. Asbestos Supervisor, 2019 Maine, 2022 New Hampshire • 8 Hr. Asbestos Supervisor Refresher, Current Maine, and New Hampshire • First Aid/CPR/AED, 2019 • DOT HM181/126F Hazmat, 2020 • E-Rail Railway Safety, 2021 • Confined Space Rescue, 2021 			
TRAINING / CERTIFICATIONS-One Time			
<ul style="list-style-type: none"> • OSHA 30 Hr. Construction, 2019 • OSHA 10 Hr. Construction, 2019 • FEMA/ICS 100,200, 700, 800 2018 • FEMA/ICS 300, 2021 • Blood Borne Pathogen, 2020 • Confined Space Entry, 2020 • NASFM LNG Pipeline Emergency, 2019 • BNSF Railway Emergency Response Training, 2019 			

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

ERTS Shelburne Excavation Shelburne, NH	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
ERTS SEABROOK Roadside Seabrook, NH	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&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
USEPA Region 2 Allen Street Development Jamestown, NY	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
USEPA Region 1 Mansell Field Salem, MA	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
WSP Golder UST Removal Lexington, KY	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

WSP Golder AST Removal Manchester, NH	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
WSP Golder UST Removal Columbus, OH	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 rd 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
USEPA Region 1 Irving Tanning Hartland, ME	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
WSP Golder AST Removal Scarborough Maine	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
Maine DEP Residential Remediation Kennebunk, ME	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
Hazmat One Emergency Response North Reading, MA	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
USEPA Region 1 Allied Leather Boscawen, NH	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

Hazmat One Emergency Response Scarborough, ME	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
Highland Environmental Emergency Response Eliot, Maine	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.
Highland Environmental Emergency Response Topsham, Maine	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
Hazmat One Emergency Response Saco, ME	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
Rapid Response Emergency Response Bedford, NH	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
USEPA Region 1 W.W. Cross Site Jaffrey, NH	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
Sustain Covid 19 Decon Multiple Sites, ME	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
Sustain Covid 19 Decon Gorham, NH	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
FedEx Emergency Response Bangor, ME	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	
Hepaco Emergency Response Portland, ME	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
Tetra Tech Flood Response Manville, NJ	9/21; \$10k	<i>Foreman.</i> Directed personnel and daily onsite tasks in removing water damaged materials from Manville NJ, USPS	2 Laborers
Tetra Tech Cinemagic Mold Remediation ME and NH	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
USEPA Region 3 Erie Coke and Coal Erie, PA	8/21; \$3.8M	<i>Operator.</i> Directed personnel and onsite tasks necessary to safely load pallets of hazardous material	1 Operator 1 Laborers
Clean Earth Emergency Response Portland, ME	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
Weston Solutions Emergency Response Portland, ME	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
USEPA Region 1 Creese & Cook Tannery Danvers, MA	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
USEPA Region 1 R&R Salvage Turner Falls, MA	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
Veolia Frack Tank Woburn, MA	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
USEPA Region 1 Lavoie Properties Berlin, NH	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
USEPA Region 1 Pero Properties	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

West Haven, CT		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.	
CURA Portland Harbor Portland, ME	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
USEPA Region 1 White Mountain Freezer Winchendon, MA	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
CURA Interstate 89 Roadside Spill S. Royalton, VT	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
USEPA Region 1 Gallows Hill Salem, MA	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
USEPA Region 1 Hummingbird Lane Drum Site Salem, NH	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
USEPA Region 1 Stenton Trust Mills Sanford, ME	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
USEPA Region 1 Lincoln Paper Mill Lincoln, ME	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

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
5/6/2024		\$220,194.24
FUND NAME / ACCOUNT	DESCRIPTION OF FUNDING REQUEST & PROPOSED PURCHASES	AMOUNT REQUESTED
Water System Infrastructure Fund 05-8028-002	Well #4 Cleaning Water Flow/Quality Testing Vendors: Weston & Sampson – Cleaning GZA/Emery & Garrett – Water Flow/Quality Testing	\$48,250

Patricia Bridgeo
 Chair Patricia Bridgeo

Approved / Not Approved

D. Rani Merriman
 Vice Chair D. Rani Merriman

Approved / Not Approved

Tom Daigle 5/6/24
 Tom Daigle

Approved / Not Approved

Doug Vogel 5/16/24
 Doug Vogel

Approved / Not Approved

Anthony Clements 5-6-24
 Anthony Clements

Approved / Not Approved

Julie Jenks

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 23rd with a submittal deadline of March 21st. 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 6th 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
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

Stacey Grella, Operations Manager
603-895-7036
sgrella@raymondnh.gov

Ken Robichaud, Town Manager
603-895-7006
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

Tools 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.

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)

Well Cleaning Tasks	Quantity	Unit	Unit Price	Total
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>
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>
TOTAL BID PRICE				<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

Stacey Grella, Operations Manager
603-895-7036
sgrella@raymondnh.gov

Ken Robichaud, Town Manager
603-895-7006
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.

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.

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.

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.

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.

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).

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

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		
A	X COMMERCIAL GENERAL LIABILITY			6056861760	1/1/2024	1/1/2025	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	
							MED EXP (Any one person)	\$ 15,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:								
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC								
	OTHER:								
B	X AUTOMOBILE LIABILITY			6056860561	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$ 1,000,000
								PROPERTY DAMAGE (Per accident)	\$
C	X UMBRELLA LIAB			FFX2027937-15	1/1/2024	1/1/2025	EACH OCCURRENCE	\$ 10,000,000	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 10,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$		0						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6056861015	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N / A					E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Professional Liab			DPL30021630001	7/3/2023	7/3/2024	Per Claim	5,000,000	
D	& Pollution Liab			DPL30021630001	7/3/2023	7/3/2024	Aggregate	5,000,000	

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 <i>Jared Maxwell</i>
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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**

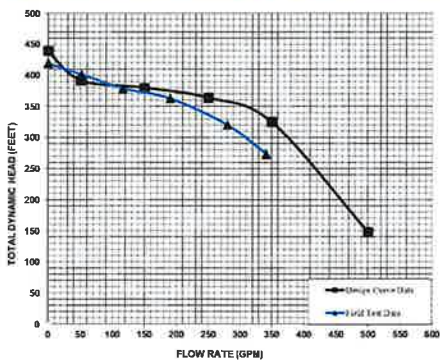
Firsthand view of well casing & screen
Pre- & post cleaning inspections
Verification of well construction details

■ **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

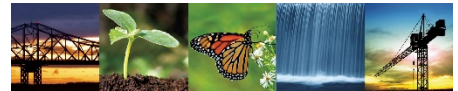
Vibration Meters

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

~~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.

TASK DESCRIPTION	COST
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
COST:	\$15,700

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

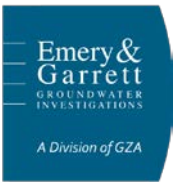
EGGI/GZA will initiate work on the project in coordination with the Town and its drilling subcontractor following your written authorization to proceed. It is anticipated the work will be performed in early 2024.

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.~~



99 North State Street
Concord, New Hampshire 03301
Tel: 603-230-9898 Fax: 603-230-9899

Technical Memorandum

To: Town of Raymond
From: Lynnette Carney, P.E., Stephanie Kosmin, Underwood Engineers, Inc.
Date: April 26, 2024
Subject: **Evaluation of Alternatives & Draft Source Improvement Plan**
#2986

The purpose of this memorandum is to provide an updated summary on the evaluation of alternatives and present a draft source improvement plan. Several alternatives have been evaluated to remedy the current source capacity issues in the water system. Recall from previous discussions, the current system is able to meet current maximum day demands with all sources in service, but because of limitations and a lack of redundancy at the WTP, current average day demands cannot be met when the WTP is out of service, which is a source capacity requirement of NHDES. This issue is exacerbated as additional demands are added to the system.

Alternatives to increase source capacity include:

1. Baseline improvements to improve existing system deficiencies
2. Development of new sources
3. Improvements/expansion/upgrade of the existing WTP

Additional alternatives were considered, but were not feasible

- Installation of a bypass around the existing WTP

1. Baseline improvements to improve existing system deficiencies

Several baseline improvements are recommended to remedy existing system deficiencies. These are not considered improvements or alternatives, but issues that should be addressed.

1.0.1. Restore capacity of Well #4:

EGGI performed the first part of the Well #4 evaluation in 2023. Cleaning and inspection of the well and pumping equipment is scheduled for 2024, along with additional pump testing of the well in attempt to further define the cause of the water quality issues at Well #4 at higher flows. If the root cause can be determined, a plan can be developed to try and mitigate the problem and restore the permitted capacity of the well. Restoring the capacity of this well would provide an

additional 100 gpm (144,000 gpd) to the source capacity of the system. Restoration of this capacity would provide the Town with enough water to meet present average day demands when the WTP is out of service, and mitigate the current source water capacity deficiency.

1.0.2. Replacement of Well #2

Well #2 has been off-line since 2019 due to collapse of the screen. To maximize the capacity and reliability of the WTP, Well #2 should be replaced. Although replacement of this well will not add capacity to the system, replacing Well #2 will allow the Town to rotate use of the wells to better manipulate raw water quality, which can provide more efficient operation of the WTP, as well as allow operators to rest wells, which will lead to better longevity of the wells and pumping equipment.

This can be done in two steps, first they hydrogeologic work to have the replacement well permitted, installed and pump tested. The second step to connect the well might be combined into a larger project if a WTP upgrade is undertaken. The existing electrical room is limited, with no space for a replacement variable frequency drive (VFD). Therefore, without an upgrade at the WTP, a new pump for Well #2 would need to be limited to reuse the existing VFD. The necessary infrastructure for a replacement Well #2 requires additional evaluation, to determine the needs, after which, a decision whether the infrastructure replacement should be done as a stand-alone project, or if it would be advantageous to combine the work with a larger WTP upgrade project.

2. Development of new sources

Development of new sources is one option to increase source capacity to meet future average and maximum day demand requirements. A town-wide sand and gravel unconsolidated aquifer assessment was completed in 2000 and a town-wide bedrock aquifer assessment was completed in 2009. Both evaluations were completed by Emery & Garrett Groundwater, Inc (EGGI, now a subsidiary of GZA). Both evaluations identified numerous possible zones for new well development. Depending on the yield of a new source, and if treatment is required, this option could either provide additional capacity and diversity to the system, or perhaps replace the Cider Ferry WTP if a large source that did not require treatment could be located. Three options were evaluated:

1. New Sand & Gravel/Overburden Well
 - a. Thibault Well Field
2. New Bedrock Well
 - a. New Bedrock Well in area RBW-1
 - b. New Bedrock Well near Well #4
 - c. Connection of old High School Well

2.0.1. New Sand & Gravel/Overburden Well

Although 5 sand and gravel aquifers were identified in the previous EGGI evaluation, one contains the existing wellfield, two are not considered feasible due to the amount of existing

developments and potential contaminant sources existing within the aquifers. The remaining two aquifers identified are on the northwestern edge of Town, both being very remote from the existing distribution system.

2.0.1.1. Thibault Well Field

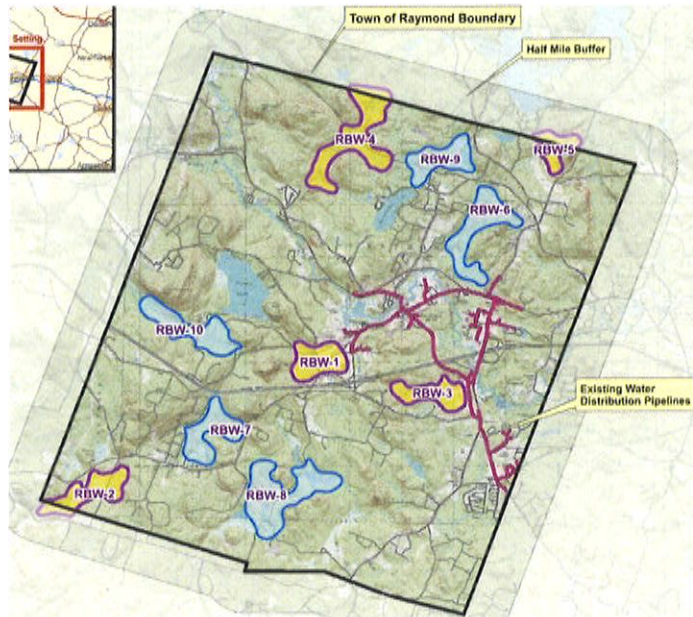
The Thibault well field is the closer of the two aquifers identified by EGGI for potential new sources. A significant amount of investigation was done on the Thibeault site over 10 years ago, including installation of two 8-inch test wells (PW-4 and PW-5). The wells have a proposed maximum combined yield of 700 gpm (1 MGD). A Preliminary Report by EGGI was submitted to NHDES to pump test and permit those wells in 2010 before the project was halted. This site has been identified as a key future drinking water source in Town. The development and connection of two new production wells at this site would increase the source capacity of the system significantly, and if water quality were such that treatment was not needed, they could replace the existing wells and WTP.

The two production wells are 730 feet apart and located near the Lamprey River. The wells are approximately 9,700 feet from the existing WTP. The necessary water main extension would be about 11,000 LF and would require a river crossing.

Advancing this site would require land acquisition, updating the Preliminary Report, pump testing and water quality testing, development of the production wells and permitting through NHDES. Infrastructure to connect the well field would be costly due to the distance to connect to the existing system.

2.0.2. New Bedrock Source

In 2009 EGGI evaluated potential bedrock well sources in a report entitled *Results of Phase I Evaluating the Potential to Develop Groundwater Supplies from Bedrock Aquifers*. They identified ten favorable groundwater development zones. The zones were grouped into primary (1-5) and secondary (6-10) areas of interest. They were ranked in order of most favorable to least favorable with RBW-1 identified as the most favorable. Subsequent to this evaluation, Well #4 was installed near the area identified as RBW-6, because of Town owned land in the area. The yield of bedrock wells is typically much smaller than sand and gravel wells, and a new bedrock well could add source capacity to the system, but would not replace any of the existing sources.



2.0.3. Exploration in area RBW-1

RBW-1 is located to the west of the existing Cider Ferry aquifer, located reasonably close to the existing distribution system, and contains interesting geological features that could prove conducive to a productive bedrock well. Additional evaluation of this area would include geophysical investigations and test wells to identify if a suitable well location could be identified.

2.0.4. Additional Exploration near Well #4

RBW-6 contains a fault zone which appears very favorable for groundwater development, and the Town owns property within the area. Well #4 was already developed in the southwest corner of this area, and it is unknown if another well could be developed that would not impact Well #4. Additional evaluation of this area would be similar to that described for the RBW-1 area, beginning with geophysical investigations, followed by test wells.

2.0.5. Connection of old High School Well

Re-use of the old Raymond High School well was considered as a possible additional source. The well used to provide potable water to the school prior to the connection to the municipal system following the development of Well #4.

Little is known about the well, other than the NHDES Water Well Board records which indicate the well is 663 ft deep with a depth of 10 ft to bedrock and a reported airlift yield of 50 gpm (it should be noted that the long-term yield of wells is significantly less than airlift yields measured at the time of drilling; typically on the order of half). Some limited monitoring of this well was performed by EGGI during the pump testing of Well 4. Additionally, prior to connecting to the

municipal system, the school had a water softener, indicating that the well has some water quality issues (likely iron and/or manganese).

Due to the anticipated low yield and water quality issues, it is not expected that reuse of this well would be feasible.

3. Improvements/expansion/upgrade of the existing WTP

The existing WTP has several shortcomings, including the following:

1. WTP Capacity
2. Lack of Redundancy
3. Aging equipment

The WTP design capacity was 420 gpm, but operators report difficulty operating above 350 gpm. Additionally, the permitted capacity of the wellfield is 498 gpm. Increasing the capacity of the existing WTP to its design capacity would increase the system source capacity by about 80 gpm or 100,800 gpd. If Well 4 capacity could also be increased, this may be adequate capacity to meet future maximum day demands, however, it would not solve the lack of redundancy at the WTP.

The existing WTP lacks redundancy, requiring the entire WTP/wellfield to be shut down during backwashes and maintenance on the aeration tower, detention tank and filters. This lack of redundancy could be remedied by expanding the existing WTP and either adding a second Dualtor VI unit, or another parallel treatment train to the WTP. This would not only solve the redundancy issue, but also increase capacity to the permitted capacity of the wellfield.

The existing WTP equipment is 20 years old and in need of significant maintenance and replacement of some components if it is to be retained for the long-term. The aerator and filters were re-built in 2021, however, additional equipment is in need of replacement or rehabilitation, including replacement of existing effluent and backwash valves, pneumatic actuators and air lines, replacement of the control panel which is obsolete, and replacement of the dual motor air compressor and dryer. Additionally structural issues with the existing tankage should be addressed, which might include blasting and epoxy coating to extend the life. Structural work on the tank is difficult because of the lack of redundancy, requiring the entire existing WTP to be out of service.

A complete replacement of the process units would allow use of the existing unit, while new units were constructed. Additionally, replacement would allow for redundancy to be designed into the system, and a more user-friendly system could be installed to provide easier, more accessible maintenance. However, this would be the most costly option, although it would likely provide most longevity.

The next step is to further evaluate anticipated costs of the more favorable options, and compare them based on normalized costs to refine a recommended “roadmap” for the Town to proceed with developing additional source capacity.



A sample/preliminary roadmap is included below:

DRAFT
 Source Improvement Plan and CIP
 Raymond, NH
 Prepared by Underwood Engineers, Inc.
 26-Apr-24

- Approach:
1. Advance improvements to Well #4
 2. Replace Well #2
 3. Advance WTP Prelim Design
 4. Long Term WTP Improvements
- Submit SRF Preapplication for projects 1-3 in June 2024

Project	Basis	Target Year												Total
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034			
Source Improvements														
Recommended Source Projects - to Meet Demands														
1 Improve Well #4	Reliably increases supply from 150 gpm to 250 gpm (assumes no treatment)	Start												
2 Replace Well #2	Provides up to 385 gpm	Start												
3 Prelim Design WTP	Advance Prelim Design to support funding.	Start												
4 Replace WTP	Treats 3 wells at 498 gpm			Start										
Alternatives Under Consideration, only pursued if more beneficial and cost-effective than new WTP.														
Thibeault Well	Can this replace the supply at a lower cost?													
New Bedrock Well	Can this replace the supply at a lower cost?													
Projects Evaluated, but Not Recommended														
Bypass WTP Aerator	Not practicable													
Upgrade/Duplicate Existing WTP	Modern treatment plant with industry standard processes is preferred													
High School	Not enough supply and needs treatment													
Storage Improvements														
By Others														
Distribution System Improvements														
By Others														

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

Website: 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 4/29/24 Public Meeting

45 Harriman Hill Road Raymond, NH 03077

6:00 PM

Board of Selectmen Present:

Patricia Bridgeo – Chair

Rani Merryman - Vice Chair

Anthony Clements – Member

Tom Daigle – Member

Doug Vogel - Member

Ken Robichaud – Town Manager

Meeting Call to Order: at 6:00 Patricia Bridgeo called the meeting to order. Pledge was said and moment of silence for Cynthia Ann McCoy, Donald F. Ray and Clayton Savard before meeting begins.

TO APPEAR BEFORE THE BOARD

1:44 Discussed topic on agenda CRF Requests Cleaning Services for Well #4 & Lagoon #1 Stacey Grella and Scott Keddy appear before the board to discuss both CRFs, what they entail, bids, and costs with the BOS. BOS expressed concerns regarding budgeting for CRFs. Scott Keddy to follow-up with BOS on RSA or EPA requirements for handling materials in sludge of Lagoon #1, and how materials are classified. BOS thanked Scott Keddy and Stacey Grella.

BOS REVIEW, APPROVAL/ACCEPTANCE

33:10 Discussed topic on agenda Paving Bids – Pike and R&D Stacey Grella re-appears before the board to assist TM in discussion of paving bids from Pike, R&D and Busby. TM informed BOS that Busby did not use correct formatting for paving bid and was disqualified. TM provided BOS with side-by-side Excel sheet comparing Pike and R&D paving bids and walked through details.

45:50 Scott Keddy re-appears before the BOS to discuss paving bids, and provided details on importance of getting the paving process started soon.

54:03 MOTION TO ACCEPT THE BID FOR PIKE INDUSTRIES: Doug Vogel makes a motion to accept the bid for Pike Industries the total bid currently \$1,235,215.25 with changes as noted to stop on Old Manchester at Scribner, not finish Old Manchester to 101 and add that from the other side of Pecker Bridge on Main Street out to 27 shim and overlay understanding that cost may adjust from there. 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

55:46 Scott Keddy and Stacey Grella stay standing before the board to discuss updates to Water Main project regarding abandoning 6-inch asbestos cement line pipe under Francesca Drive and replacing it with 60 feet of ductile iron pipe. Cardillo provided quote for \$47,537.09 to complete this additional project once Water Main project is done. DPW and TM to follow-up with Cardillo and update BOS.

1:12:13 Discussed topic on agenda Lamprey River Advisory Committee Application/Re-appointment of Therese Thompson BOS welcomes Therese Thompson to appear before the board. Therese Thompson updated BOS that she is the only Raymond resident on this committee and that there are 3 other openings for Raymond residents to join this committee. Therese Thompson and BOS discussed her involvement in the committee.

1:15:07 MOTION TO ACCEPT AND APPROVE THE ATTACHED VOLUNTEER APPLICATION FOR THE TOWN OF RAYMOND FOR THERESE THOMPSON: Rani Merryman makes a motion to accept and approve the attached volunteer application for the Town of Raymond for Therese Thompson for the Lamprey River Advisory. 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

1:17:21 Discussed topic on agenda CIP Committee Applications for David Kelley and Carol Watjus BOS welcomes Carol Watjus to appear before the board to discuss her application for a 1-year term for the CIP Committee.

1:19:46 MOTION TO ACCEPT AND APPROVE THE ATTACHED VOLUNTEER APPLICATION FOR THE TOWN OF RAYMOND FOR CAROL WATJUS: Rani Merryman makes a motion to accept and approve the attached volunteer application for the Town of Raymond for Carol Watjus to join the CIP Committee for 1 year. 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

1:20:38 Doug Vogel to contact David to see if he wants a 2-year or 3-year term on the CIP Committee.

1:21:54 Discussed topic on agenda Property Tax Prepayments & Letter from Tax Collector Tracey Stickney appears before the board to read and discuss the letter she provided regarding Property Tax Prepayments with the BOS.

1:29:31 MOTION TO ACCEPT AND APPROVE THE ATTACHED PROPERTY TAX PREPAYMENT FORM FROM THE TAX COLLECTOR: Rani Merryman makes a motion to accept and approve the attached Property Tax Prepayment form from the Tax Collector 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

1:30:40 Discussed topic on agenda Notice of Intent to Cut & Documents TM to follow-up with Forrester on closing the loop regarding Notices of Intent to Cut. BOS expressed concerns regarding how much applicant intends to cut. BOS agreed to sign Notice of Intent to Cut, Patricia Bridgeo confirms that a motion does not need to be made.

BOS MEMBER UPDATES/COMMITTEE REPORTS

1:35:24 TM updated BOS that he received approval for the Water Tower Rehab design from the State via DES and the State also approved a temporary driveway cut into the property that we're utilizing from Eversource – will begin in late June. TM also lets BOS know that met with Zack from E360, got a tour and informed BOS of what E360's abilities are. BOS and TM confirmed Re-codification is needed. TM also updated BOS that Rockingham County is having a public hearing regarding their budget on May 2nd – they will be increasing budget by 5.59%. TM to scan and send notice from Rockingham County to BOS.

1:39:24 Doug Vogel updated BOS and TM that BudCom will meet next Tuesday and CIP will meet on the 14th.

BOS UPDATES FROM WORKING SESSION

1:40:06 Patricia Bridgeo informed BOS and TM that the next BOS Working Session will occur on May 13th and they will discuss the Rules of Procedure, Permanent File and E360. Work Session will start at 6:00pm.

NEW BUSINESS

1:41:13 Discussed topic on agenda Scholarships TM provided BOS with 21 Scholarship applications. BOS requested that Scholarships be added into digital packets for their next meeting. TM clarified what information is provided in Scholarships by applicants. BOS to determine which applicants will receive Scholarships. TM to follow-up with school to provide BOS with a blank application. BOS will discuss criteria needed for selecting Scholarship recipients in non-public of next BOS meeting at 5pm. BOS will choose 4 recipients to be awarded \$1,500 each.

2:01:08 Discussed topic on agenda NHDES Wetlands Bureau Minor Impact Dredge & Fill Application – BOS copy in Executive Admin’s Office BOS stated that this is a Planning Board related issue and Patricia Bridgeo will find out through legal what authority the BOS will have in handling this application.

OLD BUSINESS

2:04:38 Discussed topic on agenda RCTV Policy Manual – with corrections Marc Vadeboncoeur Chair of Cable Committee appears before the board to discuss the RCTV Policy Manual with Art’s latest corrections. BOS confirmed with Marc Vadeboncoeur that no AI usage has been included in the newest version of the manual yet.

2:08:28 MOTION TO ACCEPT AND APPROVE THE ATTACHED RCTV POLICY AND PROCEDURE MANUAL FOR THE TOWN OF RAYMOND: Rani Merryman makes a motion to accept and approve the attached RCTV Policy and Procedure Manual for the Town of Raymond as presented. Seconded by Anthony Clements. **MOTION AND SECOND WITHDRAWN.**

OTHER BUSINESS

2:10:46 TM presented and discussed emails sent to BOS from Xfinity and Raymond Baptist Church.

2:13:56 Tom Daigle discussed requests to remove/replace plaques at cemeteries and how to handle this from BOS side. TM informed BOS of what Cemetery Trustees duties are and what they oversee. BOS discussed how to handle their opinions of cemetery related requests. TM to send letter regarding BOS’ thoughts on this issue.

APPROVAL OF BOARD MINUTES – 4/8/2024 (working session), 4/15/2024

2:23:49 BOS clarified that minutes are needed for Work Sessions.

2:24:40 MOTION TO ACCEPT 4/8/2024 PUBLIC WORK SESSION MINUTES AS WRITTEN: Tom Daigle makes a motion to accept the minutes of 4/8/2024 Public Work Session as written. 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

2:25:15 BOS agreed to put action items on back of agenda of following meeting moving forward to track what has been completed.

2:27:24 MOTION TO ACCEPT 4/15/2024 MINUTES AS PRESENTED: Rani Merryman makes a motion to accept the minutes as presented from 4/15/2024. 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

NON-PUBLIC SESSION

2:30:28 MOTION TO GO TO A NON-PUBLIC SESSION: Rani Merryman makes a motion to go to a non-public session under RSA 91-A:3, II (b,l). Seconded by Doug Vogel. Will not 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

The Board exited public session at approximately 8:30pm

Attachments per Agenda

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

Minutes taken by 4.30.24.

Jackie Sampson

Executive Administrative Assistant

Town Manager and Board of Selectmen

Town of Raymond