

**MEREDITH SELECT BOARD**  
**MEETING AGENDA**  
Meredith Community Center - 1 Circle Drive  
August 11, 2025 at 4:30pm

**CALL TO ORDER / ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA ITEM 1. APPROVAL OF MEETING MINUTES – page 1**

**AGENDA ITEM 2. WORKSHOPS – page 8**

- A. Comprehensive Fee Review (Manager Milner) – page 8
- B. Tax Deeded Property Disposal (Manager Milner) – page 24
- C. Coalition Communities 2.0 MOU (Manager Milner) – page 42
- D. Memorial Bench Policy (Manager Milner) - page 57

**AGENDA ITEM 3. BUSINESS – page 62**

- A. Solid Waste Hauling Discussion (Director Faller) – page 62
- B. Police Boiler (Chief Harper) – page 64

**AGENDA ITEM 4. TOWN MANAGER'S REPORT – page 69**

**AGENDA ITEM 5. VISITOR AND RESIDENT COMMENTS – page 95**

**AGENDA ITEM 6. SELECT BOARD REPORTS AND COMMENTS – page 96**

**AGENDA ITEM 7. NONPUBLIC – page 97**

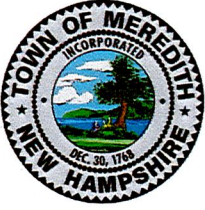
**ADJOURNMENT**

**Next meeting: August 25, 2025**

The Selectboard of the Town of Meredith reserves the right to enter into nonpublic session when necessary, according to the provisions of RSA 91-A.

This location is accessible to the disabled. Those wishing to attend who are hearing or vision impaired may make their needs known by calling 603-279-4538 (voice), or through "Relay New Hampshire" 1-800-735-2964 (T.D./TRY)





**Town of Meredith, New Hampshire  
Selectboard Agenda Report  
For the Meeting of August 11, 2025**

**From:** Kerri Parker, Recording Clerk

**Subject:** Selectboard to consider approving meeting minutes

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**Suggested Motion:**

Selectboard member moves, *"I move that the Selectboard approve the minutes of the July 28, 2025 Selectboard meeting and the July 28, 2025 nonpublic session."*

Selectboard Chair calls for a second, discussion and vote.

**Attachments/Exhibits:**

Applicable public minutes



1 MEREDITH SELECT BOARD MEETING Minutes July 28, 2025

2  
3 Chairperson Mike Pelczar called the meeting to order with members present:  
4 Selectperson Jim Gregoire, Selectperson Jeanie Forrester, Selectperson Lynn  
5 Leighton, Vice Chairperson Steve Aiken, Chairperson Mike Pelczar, Town Manager  
6 Judie Milner, Recording Clerk Kerri Parker.

7  
8 PLEDGE OF ALLEGIANCE Selectperson Jim Gregoire led the Pledge

9  
10 Selectperson Jeanie Forrester moved that the Selectboard approve the minutes of the  
11 July 14, 2025 Selectboard meeting and the July 14, 2025 nonpublic session minutes,  
12 seconded by Selectperson Jim Gregoire, all in favor.

13  
14 WORKSHOPS

15  
16 Waukegan Watershed Advisory Committee Update Chairperson Donna Vaness-  
17 Murphy reviewed the activities that the WWAC has been involved with recently.  
18 Including the continued testing of cyanobacteria. There will be lake friendly planting  
19 taking place on the 13th of August. The Clean Water State revolving grant has begun  
20 and site evaluations are underway. She thanked the Selectboard, the Town Manager,  
21 and the employees for the continued support of the WWAC. Frank Murphy, Vice  
22 Chairperson of the WWAC shared his concerns about understaffing with regards to DES.  
23 But they are continuing to follow the guidelines and the processed that are required to  
24 follow for the grants they have been awarded to preserve the watershed.

25  
26 Statutory Change to Property Tax Credits for Veterans Jim Commerford Town Assessor  
27 explained During the 2025 legislative session, House Bill 99 was signed into law  
28 amending RSA 72:35. The change is that those receiving the Service-Connected Total  
29 Disability Tax Credit can no longer claim any other credit. In other words, the \$500 and  
30 the \$4,000 can no longer be claimed together. This will go into effect for the 2026 tax  
31 year. Currently Meredith has 31 veterans who qualify and are receiving the \$4,500 tax  
32 credit. He further explained that HB 99 also increased the limit for the Service-  
33 Connected Total Disability Tax Credit from a maximum of \$4,000 to \$5,000. Which is  
34 why he is recommending a warrant article be drafted for the 2026 Town meeting to  
35 raise the Service-Connected Total Disability Tax Credit from \$4,000 to \$4,500. Which



would allow the 31 Veterans to continue to receive the same dollar amount as they have been receiving.

Electronic Sign Proposal Public Works Director Mike Faller presented the following proposal of recommending the town look at installing 4 electronic signs in Town I the following locations, Hesky Park, Community Center, Library, Downtown Fire Station. He would like to come back to the Board in September with final designs for approval to go forward in the 2026 Budget. He remembered that at the 2025 Town meeting residents stated that it would be nice to be able to get more information out to the public about what is happening around town and these signs that would be electronically controlled and able to change messages remotely would save the town time and money. Currently his department spends between 5 and 8 hours per week changing the Hesky park sign. The electronic signs would eliminate this as the office would remote into the sign and change the messages as needed which would free up staff time to handle other issues.

Solid Waste Hauling Discussion Public Works Director Mike Faller spoke about the recently negotiated hauling contract from Daryl Moore who was the sole bidder stated he wanted to back out of the contract. The contract covers hauling trash and demo trailers for both Meredith and New London. Meredith has \$175,000.00 budgeted for transportation and New London spends about \$80,000.00 per year on their transportation contract. New London's DPW Director, is willing to enter into a municipal agreement to have Meredith haul their trash trailers. This would mean Meredith would need to purchase a new truck which would be Lease Purchased over a 5-year period and at the end of the five years the town would own the truck. The truck would have an eight-to-ten-year life expectancy as I estimate approximately 100,000 miles per year on the truck. Also, in the event that our truck was out of service for any reason, New London has indicated they would step in and assist hauling trailers for both our towns during the breakdown period.

Master Plan Implementation Matrix Review Town Planner Labreque reviewed in depth the Master Plan which envisions a vibrant future where residents enjoy a high quality of life in a community that is rooted in natural beauty, strong social connections, and a rich cultural heritage. This will guide Meredith's decision making for the future and will be accomplished through thoughtful planning with a commitment to Addressing critical needs including resilient infrastructure, affordable housing, and traffic management; Promoting economic development by balancing the influence of tourism while maintaining a small-town character; Elevating stewardship of the environment through



73 the protection of natural resources; Continued support of outdoor recreational, cultural,  
74 and civic opportunities within the community. Through a collaborative and inclusive  
75 effort, Meredith will create a future that reflects the values of its residents while  
76 preserving the unique qualities that make it a special place to live, work, and visit. The  
77 plan is anchored around three major themes three major themes: Resilience  
78 Infrastructure and Mobility, Vibrant Neighborhoods and Economy and Sustainable  
79 Environment and Quality of Life,. (Details of the matrix are attached)

80 Community Development Department Reorganization Town Manager Judie Milner  
81 reviewed with the board the proposal for the department including the reorganization  
82 for the following positions Director (Gr 22), Senior Planner (Gr 17), Code Enforcement  
83 (Gr 16) ,Planner I (Gr 12), Office Clerk – FT (Gr 4) which will allow benefits in the  
84 following manner there will be Direct Department Oversight to help Maintain Standards  
85 provide Professional Leadership oversee the Economic Development and guidance for  
86 the Complex Projects and Funding Strategies.

87 Costs can be absorbed in the current budget due to open positions throughout the year  
88 Assumes September 1 live date – 4 months of expenditures in the current budget 2026  
89 Budget Annualized difference in expenditures over 2025 budget = \$109,983 However...  
90 Recent Fee changes – the lion's share generated by this department - offset the cost:

91 Annual Projected Cost \$109,983 Increased Revenues STR Fees (net)\$ (62,000)  
92 Inspection Fees \$ (20,000) Net Annual Cost  
93 \$27,983.

## 95 BUSINESS

96 2025 Dog Warrant was signed by the Selectboard

98 TOWN MANAGER'S REPORT Judie Milner shared the following :

99 Shout Outs:

100 Missy Royea – obtaining her solid waste operator's license – congratulations!

101 Brian Grinavic – designing the large seal and lettering template for Town vehicles – very  
102 professional looking!!!!

103 Officer Jen Bello – accepted onto the BRAIT accident investigation team – regional team  
104 that specializes in advance accident investigation, reconstruction and reporting – Well  
105 Done, Officer Bello!!!!!!

106 Meredith Village Pathways Committee – fantastic project in the Laverack Nature Trail!  
107 See attached usage report.

108 Welcome Aboard: Lauren Nelson – Water/Sewer Operator

109 Legislative Update Governor Ayotte signed 4 of the 5 bills that she was to veto into law  
110 she reach out to NHMA for guidance on any next steps.



111 Keno Opt Out Warrant Article she is requesting guidance for drafting an article to come  
112 before town meeting.

113 Fees Project a comprehensive list will be presented at 8/11/25 selectboard meeting.  
114

115 Master Plan –the Planning Board has invited the selectboard to their meeting on 9/23  
116 for the presentation of the Draft Master Plan.  
117

118 HOP Grant Housing Audit – the Planning Board will be reviewing this draft at their 8/26  
119 meeting.  
120

121 Short Term Rental Licensing – the service agreement is executed and the software  
122 company has begun the task of identifying all of the STR properties in Meredith. We will  
123 updating our website soon with all of the licensing information. In the weeks to come  
124 we will work with the software company to develop the outreach campaign, registration  
125 portal and the online complaint form. Community Development is working very hard to  
126 meet the 9/1 implementation date but it's a very tight turn around. We will keep you  
127 posted.

128 RISE BOHO Bazaar – the event coordinators decided against having alcohol tent or space  
129 at the event; the permit was submitted without alcohol and was approved with  
130 conditions by DPW, Police, Fire the event will take place on Main Street and in  
131 Community Park 8/16 from 10-6.

132 Tax Deeded Property Project: - Our Deputy Tax Collector Christina Brown is starting the  
133 deeding process with the required intent to deed letters. A very short list of properties  
134 for consideration should be available sometime in October.

135 Deeded Properties in the Town's Name She will be joining Town Planner for a road trip to  
136 view the properties in order to make a recommendation for disposal to the board.  
137

138 CIP Update – the management team is working on their CIP forms for the next 15 years  
139 utilizing quotes for current items and industry standard estimates for the remainder of  
140 the projects. A comprehensive plan will be presented to the CIP committee at their next  
141 scheduled meeting on September 10, 2025.

142 Parking PILOT Program – Data collection continues. Reports from PD and DPW have the  
143 parking lots with open spaces. The next meeting of this committee will be 10/16 after the  
144 PILOT program ends on 10/15.

145 Main Street Project – we are developing the scope of the parking study so that VHB can  
146 calculate the cost.



147 Next Department Head Meeting – August: Beginning Policy Review with Personnel Policy  
148 and Administrative Regulations  
149 Cyanobacteria Grant- We have received the final report for the test results from the  
150 2024 season as well as an emergency plan in the event of a bloom. Shout out to Lynn  
151 Leighton for paying for the production of the report so grant money can be used for  
152 other important aspects of the project!!!!  
153 Sewer storm water Asset grant- Scheduled for completion late 2025  
154 Asset management/ Strategic planning grants- Both studies are scheduled for July  
155 completion. This is 9 months ahead of the scheduled deadline.  
156 Prescott Park Renovation – meeting on 7/31 to discuss and put together all of the  
157 information gathered to date  
158 Community Power – Meredith’s Aggregation Plan was approved by the PUC. NHEC  
159 annual meeting was on 6/17, we still have not received notification of the new rates.  
160 Community Power does not anticipate launch of the program until 2026.  
161  
162 VISITOR AND RESIDENT COMMENTS None in attendance  
163  
  
164 SELECT BOARD REPORTS AND COMMENTS  
  
165 Selectperson Lynn Leighton continues to enjoy her position on the WWAC committee,  
166 She extended here congratulations to Chief Harper and Niki Faro on their recent  
167 marriage.  
  
168 Vice Chairperson Steve Aiken praised the professional look on the Town Vehicles, the  
169 lettering and seal look great! The Planning Board has been busy as of late and there will  
170 be more activity in the  
  
171 Chairperson Mike Pelczar would like to have Selectperson Jeanie Forrester rejoin as  
172 Alternate of the CIP committee for her many years and vast institutional knowledge  
173 that would be more beneficial.  
  
174 Chairperson Mike Pelczar at 6:48 pm motioned to enter into NONPUBLIC, session under  
175 RSA 91-A3 II (a) the dismissal, promotion or compensation of any public employee or  
176 the discipling of such employee, or the investigation of any charges against him or her,  
177 unless the employee affected (1) has a right to a public meeting, and (2) requests that  
178 the meeting be open, in which case the request shall be granted seconded by  
179 Selectperson Jeanie Forrester



180 Roll call vote:

181 Selectperson Jim Gregorie Yes

182 Selectperson Jeanie Forrester Yes

183 Selectperson Lynn Leighton Yes

184 Vice Chairperson Steve Aiken Yes

185 Chairperson Mike Pelczar Yes

186

187 Chairperson Mike Pelczar motioned to move out of Non-Public at 7:13 pm seconded by

188 Vice Chairperson Steve Aiken,

189 Roll call vote:

190 Selectperson Jim Gregorie Yes

191 Selectperson Jeanie Forrester Yes

192 Selectperson Lynn Leighton Yes

193 Vice Chairperson Steve Aiken Yes

194 Chairperson Mike Pelczar Yes

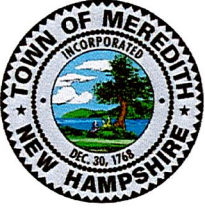
195

196 Chairperson Motioned to adjourn the meeting at 7:15 all in favor, meeting ended.

197

198





**Town of Meredith, New Hampshire**  
**Selectboard Agenda Report**  
**For the Meeting of August 11, 2025**

**From:** Meredith Management Team

**Subject:** Comprehensive Fees Review

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**Suggested Motion:**

No Motion – Workshop Only

**Background/Discussion:**

At the Select Board's request, the Town's management team conducted a thorough and collaborative review of the fee structures across departments. Many of Meredith's existing fees have not been updated in over a decade—and some in nearly twenty years.

The comprehensive list presented includes all current fees, including those recently adopted as part of the "go live" phase of the MUNIS enterprise system. No changes are recommended to those newly implemented fees.

This master list is intended to be all-inclusive and will be made available on the Town's website for easy reference by residents, taxpayers, and other users. As part of the review process, department heads researched fees from surrounding and comparable communities to inform their recommendations. The management team then reviewed and discussed all submissions to ensure consistency and alignment with Town goals.

**Note:** Fees related to the Water and Sewer Enterprise Funds are not included at this time, as a grant-funded rate study is currently in progress. Once the study's recommended rates are received and formally adopted by the Select Board, they will be added to the comprehensive fee list.

**Fiscal Impact:**

Fees assessed for specific purposes in the general fund offset taxes.




## Town of Meredith Selectboard Agenda Report

### Attachments/Exhibits:

#### Comprehensive Fees List:

 Green highlights reflect recommended new fees

 Yellow highlights are recommended changes



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
<b>Accident Reports</b>			
	Non-fatal	\$10.00	\$10.00
	Fatal	\$25.00	\$25.00
	Discovery	\$0.00	\$0.00
<b>After School Program (Weekly) - Nonresident</b>			
	1 Child	\$50.00	\$55.00
	2 Children	\$66.00	\$72.00
	3+ Children	\$81.00	\$87.00
<b>After School Program (Weekly) - Resident</b>			
	1 Child	\$35.00	\$40.00
	2 Children	\$50.00	\$56.00
	3+ Children	\$66.00	\$72.00
<b>Arrest Report</b>			
	Non-discovery	\$10.00	\$10.00
	Discovery	\$0.00	\$0.00
<b>Birthday Party</b>			
	Resident	\$100.00	\$150.00
	Nonresident	\$150.00	\$200.00
<b>Birthday Party Additional Activity</b>			
	Resident	\$30.00	\$50.00
	Nonresident	\$30.00	\$50.00
<b>Boat Launch</b>			
	Recreational Day User	\$20/launch	\$30/launch
	Commercial Operations	n/a	\$1,500/year
<b>Building Permit - Existing Residential Structures (based on total square footage of renovated/alterd area)</b>			
	Renovations & structural alteration	\$ .15/sf	\$ .15/sf, \$40 min
	Accessory Structures	n/a	\$ .15/sf, \$40 min
	Dock repairs	\$25.00	\$25.00
	Demolition	\$50.00	\$50.00
	Septic system repair	\$25.00	\$25.00
<b>Building Permit - New Construction (based on total square footage)</b>			
	Single Family Dwelling	\$ .25/sf (gross area includes basement)	\$ .25/sf (gross area includes basement)
	Multi-Family (per unit)	\$100/Unit plus \$ .25/sf	\$100/Unit plus \$ .25/sf
	Garage	\$ .15/sf	\$ .15/sf
	Commercial	\$ .30/sf	\$250 + \$ .30/sf
	Industrial	\$ .30/sf	\$250 + \$ .30/sf
	Dock	\$25 plus \$2/ft. in length	\$40.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Septic System	\$50.00	\$50.00
	Sign Permit/Temp. Sign	\$25.00	\$25.00
	Swimming Pool	\$25.00	\$25.00
	Fence	\$25.00	\$25.00
<b>Building Permit - Other</b>			
	Plumbing	\$50.00	\$50.00
	Electrical	\$50.00	\$50.00
	Work done w/out permit	\$100 1st offense & \$250 2nd offense	Double permit fee
	Re-inspection Fee	\$25.00 after the 1st inspection	\$25.00 after the 1st inspection
<b>Call For Service Report</b>			
	Non-discovery	\$1/page	\$1/page
	Discovery	\$0.00	\$0.00
<b>Canned Owner's List</b>		\$25/list	\$25/list
<b>Cemetery - Grave Openings</b>			
	Full Grave, Summer	\$400.00	\$800.00
	Full Grave, Summer (weekends & holidays)	\$500.00	\$1,000.00
	Cremain Grave, Summer	\$200.00	\$400.00
	Cremain Grave, Summer (weekends & holidays)	\$250.00	\$500.00
	Full Grave, Winter	\$500.00	\$1,500.00
	Full Grave, Winter (weekends & holidays)	\$600.00	\$1,800.00
	Cremain Grave, Winter	\$300.00	\$750.00
	Cremain Grave, Winter (weekends & holidays)	\$350.00	\$1,000.00
	Columbarium Cost/Niche	n/a	\$2,700 - includes all fees
<b>Cemetery - Lots</b>			
	One Full Burial Grave Lot (4' x 11')	\$500.00	\$1,500.00
	One Cremain Grave Lot (2' x 2.5')	\$150.00	\$750.00
<b>Cemetery - Other Services</b>			
	Install Concrete Monument Foundation (any size)	\$100/each	\$500.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Install Corner Posts-set of four	\$25.00	\$500.00
	Install Grass Level Marker	\$25.00	\$500.00
	Install Veteran's marker (Federal Govt Issued)	N/C	N/C
	Replace "Right to Burial" Certificate/Deed	\$10.00	\$50.00
	Research Right to Burial Certificates/Deeds	\$16/hour	\$75/hour
<b>Cemetery - Winter Tomb Storage</b>			
	Dec 1st - Jan 31st	\$125/body	\$250/body
	Feb 1st - Mar 31st	\$75/body	\$200/body
<b>Climbing Wall Drop In - Nonresident</b>			
	Child	\$5.00	\$10.00
	Adult	\$7.00	\$15.00
	Family	\$12.00	\$25.00
<b>Climbing Wall Drop In - Resident</b>			
	Child	\$3.00	\$5.00
	Adult	\$5.00	\$10.00
	Family	\$10.00	\$20.00
<b>Copy Fee</b>			
	8 1/2" x 11"	\$0.25	\$1.00
	11" x 17"	\$1.00	\$2.00
	Full Size Plans	\$6.00	\$8.00
<b>Craft Fair Per Space - Nonresident</b>			
	No Electricity	\$40.00	\$60.00
	Electricity	\$50.00	\$70.00
<b>Craft Fair Per Space - Resident</b>			
	No Electricity	\$40.00	\$60.00
	Electricity	\$50.00	\$70.00
<b>Daddy Daughter Dance - Nonresident</b>			
	Couple	\$20.00	\$30.00
	Additional Child	\$5.00	\$10.00
<b>Daddy Daughter Dance - Resident</b>			
	Couple	\$20.00	\$30.00
	Additional Child	\$5.00	\$10.00



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
Electronic Copy		Provide brand new thumb drive in packaging	Provide brand new thumb drive in packaging
Fire - Detail Fees			
	Fire Detail Rate per Firefighter	n/a	\$75/hour
	Fire Engine, Tower, Rescue Forestry Truck, Argo Unit, Utility, Snowmobile, Boat, Command, Staff Vehicle	n/a	\$150/hour
		n/a	\$75/hour
Fire - Inspections & Permits			
	Blasting	\$100.00	\$100.00
	Chimney/ Fireplace - Additional Units	\$10.00	\$10.00
	Chimney/Fireplace	\$50.00	\$50.00
	Cisterns/Hydrants	n/a	\$150 (one time at install)
	Commercial Kitchen Hood Exhaust System	\$150.00	\$150.00
	Commercial Tent	\$50.00	\$50.00
	Fire Alarm	\$50.00	\$50.00
	Fuel Storage Tanks	\$50.00	\$50.00
	Gas Piping - Commercial	\$.23/sq ft; \$50 minimum	\$.23/sq ft; \$50 minimum
	Gas Piping - NonCommercial	\$50.00	\$50.00
	Gas Piping - each additional appliance	\$10.00	\$10.00
	Generator - LP Gas	\$50.00	\$50.00
	Mechanical	\$50.00	\$50.00
	Mechanical - Additional Units	\$10.00	\$10.00
	Mobile Cooking Unit	\$50.00	\$50.00
	Oil Burner	\$50.00	\$50.00
	Reinspection Fee	\$25.00	\$25.00
	Replacement Units - Burner	\$50/unit	\$50/unit
	Short Term Rental	\$50.00	\$50.00
	Sprinkler System	.23/sf; \$50 minimum	.23/sf; \$50 minimum
Fire - Sprinkler System Plan Review			

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	NFPA 13D (Single Family)	\$50.00	\$50.00
	NFPA 13 & 13R- Areas 4000 Sq Ft or Less	\$50.00	\$50.00
	NFPA 13 & 13R- Areas Greater Than 4000 Sq Ft	\$100.00	\$100.00
<b>Full Day Camp - Nonresident</b>			
	1 Child	\$40.00	\$45.00
	2 Children	\$52.00	\$58.00
	3+ Children	\$72.00	\$75.00
<b>Full Day Camp - Resident</b>			
	1 Child	\$30.00	\$35.00
	2 Children	\$40.00	\$48.00
	3+ Children	\$57.00	\$60.00
<b>Half Day Camp - Nonresident</b>			
	1 Child	\$20.00	\$23.00
	2 Children	\$26.00	\$29.00
	3+ Children	\$36.00	\$39.00
<b>Half Day Camp - Resident</b>			
	1 Child	\$15.00	\$18.00
	2 Children	\$20.00	\$24.00
	3+ Children	\$30.00	\$36.00
<b>Halloween Bash - Nonresident</b>			
	Child	\$10.00	\$15.00
	Family	\$20.00	\$25.00
<b>Halloween Bash - Resident</b>			
	Child	\$10.00	\$15.00
	Family	\$20.00	\$25.00
<b>Insufficient Funds</b>		\$25.00	\$25.00
<b>Lot Restoration Application Fee</b>		\$50.00	\$50.00
<b>Mother Son Game Night - Nonresident</b>			
	Couple	\$20.00	\$30.00
	Additional Child	\$5.00	\$10.00
<b>Mother Son Game Night - Resident</b>			
	Couple	\$20.00	\$30.00
	Additional Child	\$5.00	\$10.00
<b>Motorcycle Week</b>			
	Vendor Fee	\$450.00	\$450.00
	Late Fee	\$100.00	\$100.00
<b>Notary Fee</b>		\$5.00	\$5.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
<b>Offense Report</b>			
	Non-discovery	\$10.00	\$10.00
	Discovery	\$0.00	\$0.00
<b>Pickleball - Nonresident</b>			
	Open	\$60.00	\$60.00
	Intermediate	\$30.00	\$30.00
	Advanced	\$60.00	\$60.00
<b>Pickleball - Resident</b>			
	Open	\$50.00	\$50.00
	Intermediate	\$25.00	\$25.00
	Advanced	\$50.00	\$50.00
<b>Pistol Permits</b>		set by State Statute 159:6 (b)	set by State Statute 159:6 (b)
<b>Planning Board Applications - Architectural Design Review</b>			
	Architectural Design Review	\$100.00	\$100.00
	Abutter Notification (if filed w/out Site Plan)	\$10/Abutter Notification	\$10/Abutter Notification
	Town Publication Fee (if filed w/out Site Plan)	\$50.00	\$50.00
<b>Planning Board Applications - Site Plan Review</b>			
	Home Occupation	\$100.00	\$100.00
	Change of Use (w/no site modification)	\$125.00	\$125.00
	All other site plans	\$150 + \$0.03/sf of disturbance	\$300 + \$0.03/sf of disturbance
	Amendments	\$150+ \$0.03/sf of disturbance	\$300 + \$0.03/sf of disturbance
	Abutter Notification	\$10/Abutter Notification	\$10/Abutter Notification
	Publication Fee	\$50.00	\$50.00
<b>Planning Board Applications - Subdivision</b>			
	Major-over 3 lots	\$150/lot	\$150/lot
	Minor-3 or less lots	\$300.00	\$300.00
	Boundary Line Adjustment Application	\$200.00	\$200.00
	Lot Merger Application	\$75.00	\$75.00
	Town Publication Fee	\$50.00	\$50.00
	Abutter Notification	\$10/Abutter Notification	\$10/Abutter Notification
	Town Recording Fee	\$50.00	\$50.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Belknap County Registry	Dependent on Document Size (not including LCHP)	Dependent on Document Size (not including LCHP)
Police Detail			
	Officer, including Admin Fee	\$75/hour	\$95/hour
	Cruiser	\$10/hour	\$10/hour
Public Works			
	Driveway Permit	\$25.00	\$50.00
	Trench Permit	n/a	\$50.00
	Hook up to Town Drainage	n/a	\$100.00
	Intent to Cut Road Bond	TBD by designated road & work to be done	TBD by designated road & work to be done/\$2,500 minimum
	Trench Permit Bond	TBD by designated road & work to be done	TBD by designated road & work to be done/\$2,500 minimum
Rental Fee (Hourly) - Activity Center			
	State/Federal Agency	\$50.00	\$50.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$40.00	\$40.00
	Meredith For Profit	\$50.00	\$50.00
	Non Meredith Non Profit	\$50.00	\$50.00
	Non Meredith Resident	\$80.00	\$80.00
	Non Meredith For Profit	\$80.00	\$80.00
Rental Fee (Hourly) - Arts & Crafts Room			
	State/Federal Agency	\$40.00	\$40.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$30.00	\$30.00
	Meredith For Profit	\$40.00	\$40.00
	Non Meredith Non Profit	\$40.00	\$40.00
	Non Meredith Resident	\$60.00	\$60.00
	Non Meredith For Profit	\$60.00	\$60.00
Rental Fee (Hourly) - Athletic Field			
	State/Federal Agency	\$15.00	\$20.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$10.00	\$15.00
	Meredith For Profit	\$15.00	\$20.00
	Non Meredith Non Profit	\$15.00	\$20.00
	Non Meredith Resident	\$20.00	\$25.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Non Meredith For Profit	\$20.00	\$25.00
<b>Rental Fee (Hourly) - Athletic Field w/ Lights</b>			
	State/Federal Agency	\$20.00	\$25.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$15.00	\$20.00
	Meredith For Profit	\$20.00	\$25.00
	Non Meredith Non Profit	\$20.00	\$25.00
	Non Meredith Resident	\$30.00	\$35.00
	Non Meredith For Profit	\$30.00	\$35.00
<b>Rental Fee (Hourly) - Kitchen</b>			
	State/Federal Agency	\$40.00	\$40.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$30.00	\$30.00
	Meredith For Profit	\$40.00	\$40.00
	Non Meredith Non Profit	\$40.00	\$40.00
	Non Meredith Resident	\$60.00	\$60.00
	Non Meredith For Profit	\$60.00	\$60.00
<b>Rental Fee (Hourly) - Leavitt/Waukewan Beaches</b>			
	State/Federal Agency	\$15.00	\$20.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$10.00	\$15.00
	Meredith For Profit	\$15.00	\$20.00
	Non Meredith Non Profit	\$15.00	\$20.00
	Non Meredith Resident	\$20.00	\$25.00
	Non Meredith For Profit	\$20.00	\$25.00
<b>Rental Fee (Hourly) - Meeting Room A</b>			
	State/Federal Agency	\$40.00	\$40.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$30.00	\$30.00
	Meredith For Profit	\$40.00	\$40.00
	Non Meredith Non Profit	\$40.00	\$40.00
	Non Meredith Resident	\$60.00	\$60.00
	Non Meredith For Profit	\$60.00	\$60.00
<b>Rental Fee (Hourly) - Meeting Room B</b>			
	State/Federal Agency	\$40.00	\$40.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$30.00	\$30.00
	Meredith For Profit	\$40.00	\$40.00
	Non Meredith Non Profit	\$40.00	\$40.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Non Meredith Resident	\$60.00	\$60.00
	Non Meredith For Profit	\$60.00	\$60.00
<b>Rental Fee (Hourly) - Meeting Room C</b>			
	State/Federal Agency	\$40.00	\$40.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$30.00	\$30.00
	Meredith For Profit	\$40.00	\$40.00
	Non Meredith Non Profit	\$40.00	\$40.00
	Non Meredith Resident	\$60.00	\$60.00
	Non Meredith For Profit	\$60.00	\$60.00
<b>Rental Fee (Hourly) - Meeting Rooms A &amp; B</b>			
	State/Federal Agency	\$55.00	\$55.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$40.00	\$40.00
	Meredith For Profit	\$55.00	\$55.00
	Non Meredith Non Profit	\$55.00	\$55.00
	Non Meredith Resident	\$80.00	\$80.00
	Non Meredith For Profit	\$80.00	\$80.00
<b>Rental Fee (Hourly) - Meeting Rooms A &amp; C</b>			
	State/Federal Agency	\$55.00	\$55.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$40.00	\$40.00
	Meredith For Profit	\$55.00	\$55.00
	Non Meredith Non Profit	\$55.00	\$55.00
	Non Meredith Resident	\$80.00	\$80.00
	Non Meredith For Profit	\$80.00	\$80.00
<b>Rental Fee (Hourly) - Meeting Rooms A, B &amp; C</b>			
	State/Federal Agency	\$65.00	\$65.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$50.00	\$50.00
	Meredith For Profit	\$65.00	\$65.00
	Non Meredith Non Profit	\$65.00	\$65.00
	Non Meredith Resident	\$100.00	\$100.00
	Non Meredith For Profit	\$100.00	\$100.00
<b>Rental Fee (Hourly) - Meeting Rooms B &amp; C</b>			
	State/Federal Agency	\$55.00	\$55.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$40.00	\$40.00
	Meredith For Profit	\$55.00	\$55.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Non Meredith Non Profit	\$55.00	\$55.00
	Non Meredith Resident	\$80.00	\$80.00
	Non Meredith For Profit	\$80.00	\$80.00
<b>Rental Fee (Hourly) - Skate Park</b>			
	State/Federal Agency	\$15.00	\$20.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$10.00	\$15.00
	Meredith For Profit	\$15.00	\$20.00
	Non Meredith Non Profit	\$15.00	\$20.00
	Non Meredith Resident	\$20.00	\$25.00
	Non Meredith For Profit	\$20.00	\$25.00
<b>Rental Fee (Hourly) - Skate Park w/ Lights</b>			
	State/Federal Agency	\$20.00	\$25.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$15.00	\$20.00
	Meredith For Profit	\$20.00	\$25.00
	Non Meredith Non Profit	\$20.00	\$25.00
	Non Meredith Resident	\$30.00	\$35.00
	Non Meredith For Profit	\$30.00	\$35.00
<b>Rental Fee (Hourly) - Skating Rink</b>			
	State/Federal Agency	\$15.00	\$20.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$10.00	\$15.00
	Meredith For Profit	\$15.00	\$20.00
	Non Meredith Non Profit	\$15.00	\$20.00
	Non Meredith Resident	\$20.00	\$25.00
	Non Meredith For Profit	\$20.00	\$25.00
<b>Rental Fee (Hourly) - Skating Rink w/ Lights</b>			
	State/Federal Agency	\$20.00	\$25.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$15.00	\$20.00
	Meredith For Profit	\$20.00	\$25.00
	Non Meredith Non Profit	\$20.00	\$25.00
	Non Meredith Resident	\$30.00	\$35.00
	Non Meredith For Profit	\$30.00	\$35.00
<b>Rental Fee (Hourly) - Tennis Court/Pickleball</b>			
	State/Federal Agency	\$15.00	\$20.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$10.00	\$15.00

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Meredith For Profit	\$15.00	\$20.00
	Non Meredith Non Profit	\$15.00	\$20.00
	Non Meredith Resident	\$20.00	\$25.00
	Non Meredith For Profit	\$20.00	\$25.00
<b>Rental Fee (Hourly) - Tennis Court/Pickleball w/ Lights</b>			
	State/Federal Agency	\$20.00	\$25.00
	Meredith Non Profit	\$0.00	\$0.00
	Meredith Resident	\$15.00	\$20.00
	Meredith For Profit	\$20.00	\$25.00
	Non Meredith Non Profit	\$20.00	\$25.00
	Non Meredith Resident	\$30.00	\$35.00
	Non Meredith For Profit	\$30.00	\$35.00
<b>School Vacation Camps (Weekly) - Nonresident</b>			
	1 Child	\$150.00	\$175.00
	2 Children	\$188.00	\$240.00
	3+ Children	\$207.00	\$285.00
<b>School Vacation Camps (Weekly) - Resident</b>			
	1 Child	\$100.00	\$125.00
	2 Children	\$138.00	\$188.00
	3+ Children	\$156.00	\$228.00
<b>Senior Exercise</b>			
	Resident	\$30.00	\$30.00
	Nonresident	\$40.00	\$40.00
<b>Senior Strength &amp; Balance</b>			
	Resident	\$80.00	\$80.00
	Nonresident	\$90.00	\$90.00
<b>Senior Yoga</b>			
	Resident	\$25.00	\$25.00
	Nonresident	\$30.00	\$30.00
<b>Sex Offender Registrations</b>		set by State Statute 651-B:11	set by State Statute 651-B:11
<b>Short Term Rental License - Annual</b>		\$400.00	\$400.00
<b>Soccer</b>			
	Resident	\$25.00	\$35.00
	Nonresident	\$35.00	\$45.00
<b>Solid Waste - Disposal</b>			
	Regular Household Waste - Resident/Taxpayer	No Charge	No Charge

ComprehensiveList Fee Alpha Sort



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Contractors Permit (valid 7 consecutive days only)	\$20.00	\$50.00
	Construction/Demolition Debris	\$.08/lb=\$160/ton	\$.12/lb=\$240/ton
	Mattresses or Box Springs	\$10.00 each	\$20.00 each
	Propane Tanks <i>up to 20 lbs</i>	\$5.00 each	\$10.00
	Propane Tanks - <i>over 20 lbs</i>	\$25.00 each	\$50.00
	Fluorescent Bulbs	\$.15/foot	\$.25/foot
	Monitors/TV units	\$15.00 each	\$25.00 each
	Vehicle Tires-16" or Less with NO RIMS	\$2.00 each	\$10.00 each
	Vehicle Tires-16" or Less WITH RIMS	\$6.00 each	\$20.00 each
	Vehicle Tires-16.5" or larger, NO RIMS	\$10.00 each	\$25.00 each
	Vehicle Tires-16.5" or larger, WITH RIMS	\$10.00 each	\$30.00
	All Other Tires- ( <i>skidder, loader, heavy const</i> ) NO RIMS	\$25.00 each	\$50.00 each
	White Goods ( <i>refrigerator, freezer, AC unit, microwave, etc</i> ) Doors removed	\$20.00 each	\$35.00 each
	White Goods ( <i>All other accepted appliances - washer/dryer/stove, etc</i> )	\$13.00 each	\$25.00 each
<b>Solid Waste - General</b>			
	Facility Decal Permit(2yr) - resident/taxpayer	\$20.00	\$35.00
	Facility Decal Permit(2yr)-second permit-same household	\$20.00	\$35.00
	Facility Decal Permit(2yr)-same household-ea additional after first 2 if original is presented	\$20.00	\$35.00

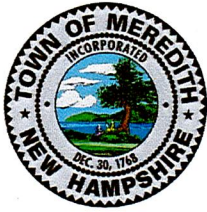


Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	Replacement Decal - if original presented	No Charge	\$5.00
	Replacement Decal - if original NOT presented	\$25.00	\$35.00
	Coupon Book (10) INSTEAD of Second Decal	\$20.00	\$35.00
	Coupon Book - Each Additional Book of 10 coupons	\$20.00	\$35.00
	Special One Day Refuse Permit-one time use only	\$2.00 per trip	\$5.00 per trip
<b>Solid Waste - Leaves &amp; Yard Waste - Commercial Hauler</b>			
	Pick Up Truck (considered a load if level with gunnels)	\$10/load	\$25/load
	Pick Up w/ Box	\$25/load	\$50/load
	All Other Vehicles	\$45/load	\$75/load
<b>Solid Waste - Leaves &amp; Yard Waste - Resident/Taxpayer</b>		No Charge	\$5.00
<b>Special Use Permit - Events</b>			
	Single & Multiple days w/ 1 Vendor	\$35.00	\$35.00
	2-3 Days w/ 1-5 Vendors	\$100.00	\$100.00
	2-3 Days w/ 6 or more Vendors	\$130.00	\$130.00
	4 or more Days w/ 1-5 Vendors	\$165.00	\$165.00
	4 or more Days w/ 6 or more Vendors	\$330.00	\$330.00
<b>Summer Camp Half Day Option (Weekly) - Nonresident</b>			
	1 Child	\$75.00	\$88.00
	2 Children	\$94.00	\$120.00
	3+ Children	\$105.00	\$144.00
<b>Summer Camp Half Day Option (Weekly) - Resident</b>			
	1 Child	\$50.00	\$63.00
	2 Children	\$70.00	\$94.00
	3+ Children	\$78.00	\$114.00
<b>Summer Camp (Weekly) - Nonresident</b>			
	1 Child	\$150.00	\$175.00
	2 Children	\$188.00	\$240.00



Town of Meredith, New Hampshire		Fee Amount Proposed Change	
Fee Schedule		New Proposed Fee	
Updated 8/7/25			
Fee Title	Fee Category (if applicable)	Current Amount	Proposed Amount
	3+ Children	\$207.00	\$285.00
<b>Summer Camp (Weekly) - Resident</b>			
	1 Child	\$100.00	\$125.00
	2 Children	\$138.00	\$188.00
	3+ Children	\$156.00	\$228.00
<b>Summer Camp 3 Day Option (Weekly) - Nonresident</b>			
	1 Child	\$95.00	\$110.00
	2 Children	\$118.00	\$150.00
	3+ Children	\$129.00	\$177.00
<b>Summer Camp 3 Day Option (Weekly) - Resident</b>			
	1 Child	\$65.00	\$80.00
	2 Children	\$88.00	\$118.00
	3+ Children	\$99.00	\$141.00
<b>Summer Camp Early Drop Off (Weekly) - per Family</b>			
	Resident	\$15.00	\$25.00
	Non Resident	\$20.00	\$35.00
<b>Summer Camp Late Pick Up (Weekly) - per Family</b>			
	Resident	\$15.00	\$25.00
	Non Resident	\$20.00	\$35.00
<b>Tax Card Copy</b>		\$1 each	\$1 each
<b>Tax Maps 11 x 17</b>		\$1/map	\$1/map
<b>Tee Ball</b>			
	Resident	\$25.00	\$35.00
	Nonresident	\$35.00	\$45.00
<b>Zoning Board Applications</b>			
	Variance	\$25.00	\$100.00
	Special Exception	\$25.00	\$100.00
	Equitable Waiver	\$25.00	\$100.00
	Abutter Notification	\$10/Abutter Notification	\$10/Abutter Notification
	Publication Fee	n/a	\$50.00
	After the Fact Application	n/a	\$200.00





**Town of Meredith, New Hampshire**  
**Selectboard Agenda Report**  
**For the Meeting of August 11, 2025**

**From:** Judie Milner, Town Manager

**Subject:** Selectboard to review preliminary recommendation of tax deeded property disposal

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**Suggested Motion:**

No motion – workshop only.

**Background/Discussion:**

At the July 14, 2025 selectboard meeting, the selectboard advised the manager to move forward with a recommendation for disposal of undesignated town properties or properties acquired through tax deed. Town Planner Angela Labreque and I took a road trip to view the properties and have come up with a preliminary recommendation for disposal that we wanted to share with the board and receive feedback before moving on to the next steps including a vote from the board.

Next steps are to determine what is owed on these properties should they have remained on the tax roll so the board can set a minimum bid should it so desire. Also, properties deeded less than 3 years ago require 90 day notice to the former owner. I don't believe many fall into that category. Lastly, we have one property that the former owner has asked to redeem (buy back), but has not taken action to the best of my knowledge. We need to verify we are beyond the 30 day period to buy back so we can move forward with that property.

**Fiscal Impact:**

Tax deeding and/or disposing of tax deeded property gets these properties back on the tax roll to share in the tax burden.



## **Town of Meredith Selectboard Agenda Report**

### **Concurrences:**

Discussion at July 14, 2025 select board meeting.

### **Attachments/Exhibits:**

Listing of properties with recommendations  
Associated tax maps



Map/Lot	Acres	Location	Category	Notes
R08-33	1.9	113 Meredith Center Road	abutter/merge	wet depressed area
R11-7	0.75	Old Stage Road	abutter/merge	landlocked
R17-16	0.69	Chemung Road	abutter/merge	wet/Mill Brook Prime
R35-3	13	Edgerly School Road	abutter/merge	deeded access for logging only
R37-12	1.7	NH Route 132	abutter/merge	steep/cliff
S15-57	2.1	Boynton Road	abutter/merge	wet/check on potential upland
S18-55	0.27	Tracy Way	abutter/merge	sliver fronting on Lots 53 & 54
S22-27	0.53	Tracy Way	abutter/merge	corner with poor sight distance
U39-007	0.03	Leavitt Park Rd.	abutter/merge	sliver fronts on two lots
R08-26	6	Baywoods Rd.	bid	has access easement
S25-36	0.48	150 Waukegan	bid	once enforcement matter is complete
S26-79	3.1	Winona Shores	bid	
U01-1-96	0.22	Westbury Road	bid	stream running thru it; has beach rights
U01-1-A	0.27	Neal Shore Road	bid	has beach rights
U10-27-A	0.28	358 DW Hwy	bid	need easement for water line & sidewalk
U12-1	0.17	30 Philbrook Avenue	bid	remove camper & shed/J. Trull to inspect 8/5
U01-34	0.08	Neal Shore Road-ROW	keep	town maintained road
U11-63-9	mobile home	5 Frances Court	sell to land owner	contact Carmen with LRCD



PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE

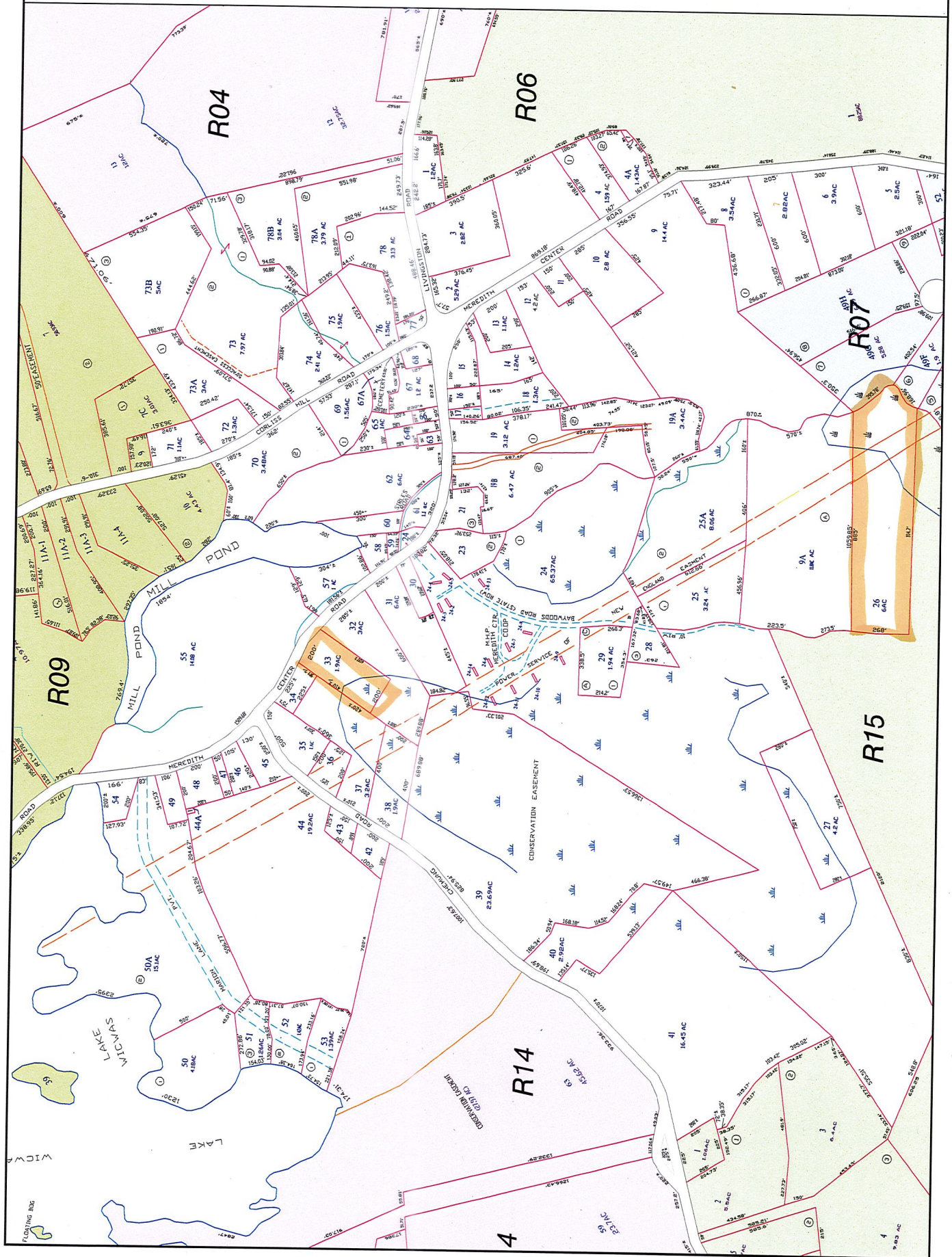


LEGEND  
ABUTTING MAP NO. **R11**  
PARCEL NUMBER **74**  
SUBDIVISION LOT NO. **4**  
STREET ADDRESS NO.  
100 DIMENSION: 156'  
PROPERTY VOLUME: 156'  
RIGHT OF WAY  
EASEMENT

SCALE IN FEET  
0 200 400

John F. O'Donnell & Associates  
632 Bald Hill Road  
New Gloucester, Maine 04260

**R08**





PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE



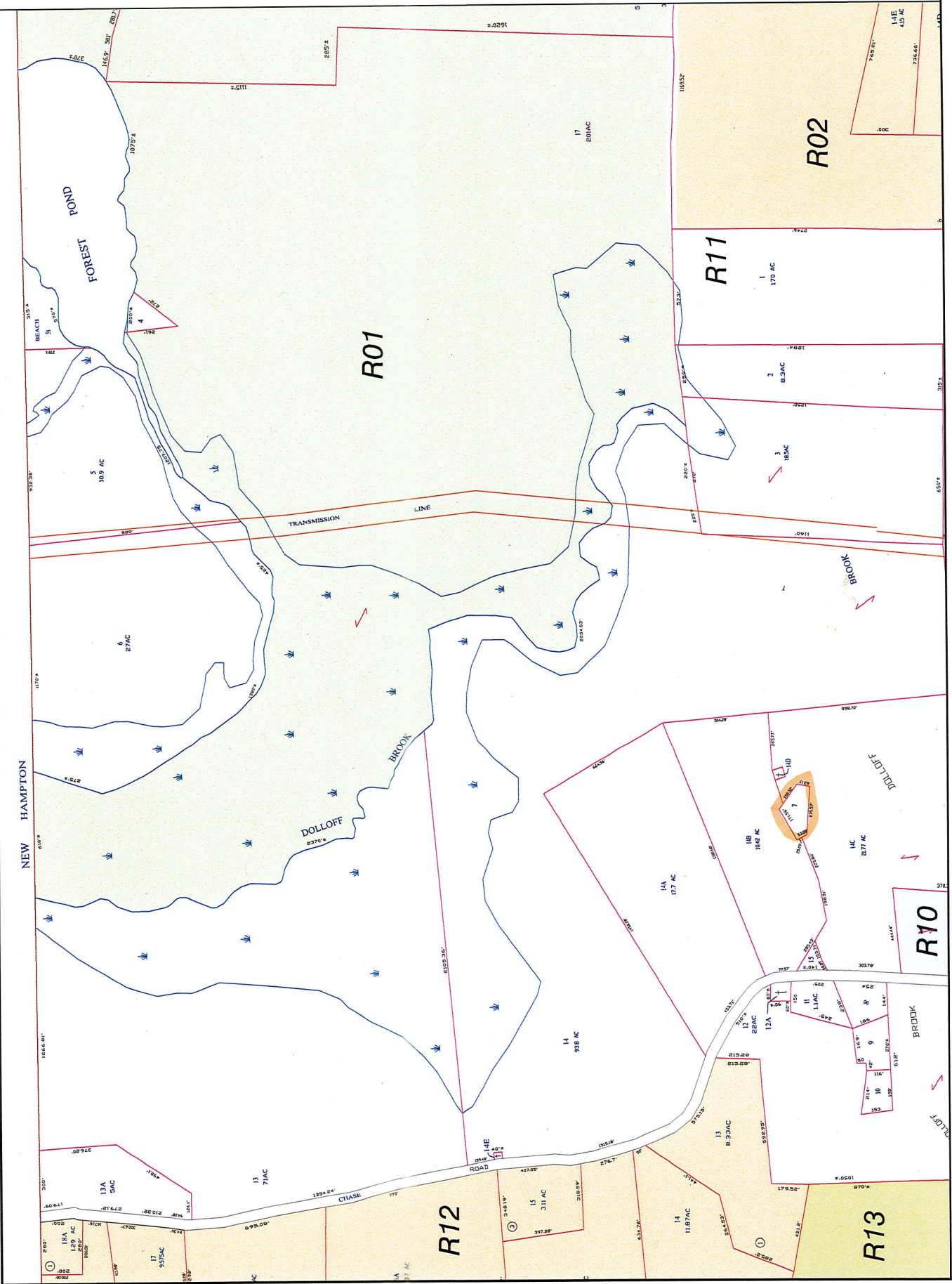
LEGEND	
ADJUTING MAP NO.	R11
PARCEL NUMBER	74
SUBDIVISION LOT NO.	4
STREET ADDRESS NO.	
LOT DIMENSION	156'
PROPERTY LINES	
RIGHT OF WAY	
EASEMENT	

SCALE IN FEET  
0 200 400

John E. O'Donnell & Associates  
632 Bald Hill Road  
New Gloucester, Maine 04260

REVISED TO APRIL 1, 2021  
FOR ASSESSMENT PURPOSES ONLY  
NOT FOR PROPERTY CONVEYANCES

R11





PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE

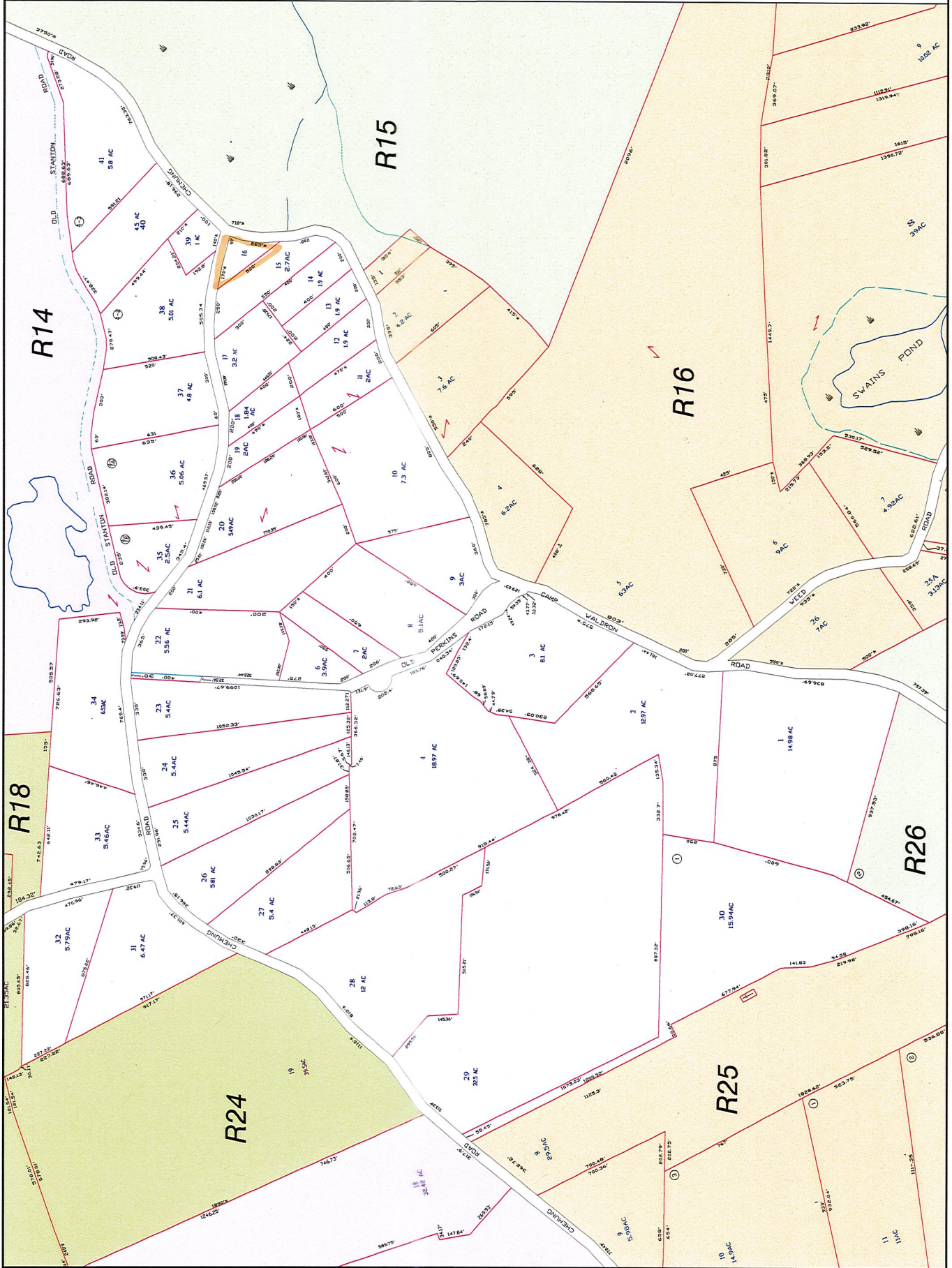


LEGEND  
ARBITRARY MAP NO. **R11**  
PARCEL NUMBER **74**  
SUBDIVISION LOT NO. **18**  
STREET ADDRESS NO. **18**  
1/4" = 150'  
PROPERTY LINES  
RIGHT OF WAY  
EASEMENT  
REVISED TO APRIL 1, 2025  
FOR ASSIGNMENT PURPOSES ONLY  
NOT FOR PROPERTY CONVEYANCES

SCALE IN FEET  
0 200 400

John E. O'Donnell & Associates  
632 Bald Hill Road  
New Gloucester, Maine 04260

**R17**

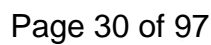




SCALE IN FEET

0 200 400

R35









PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE

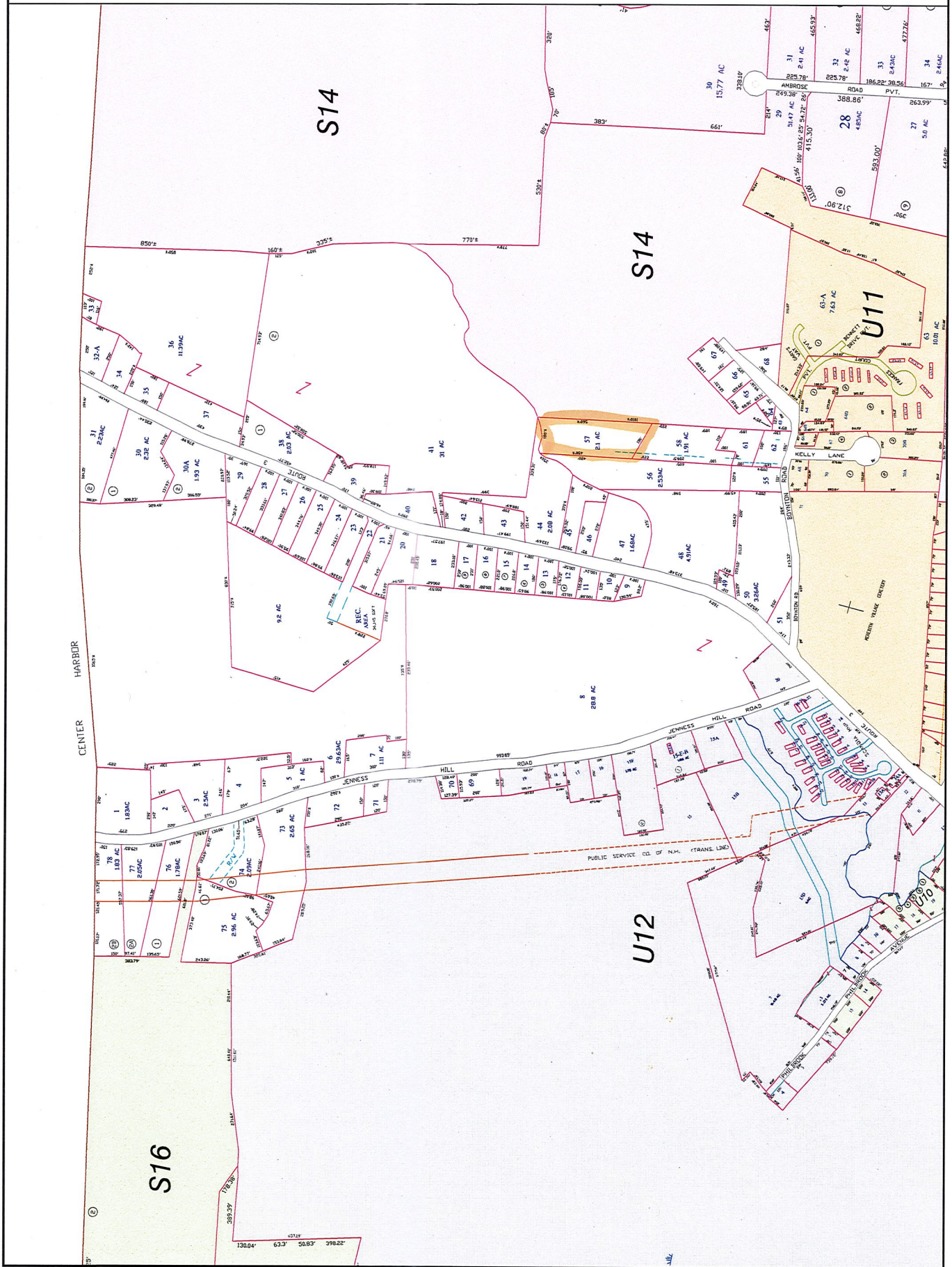


LEGEND  
CUTTING MAP NO. **R11**  
PARCEL NUMBER **74**  
SUBDIVISION LOT NO. **28**  
STREET ADDRESS NO. **28**  
1/8" DIMENSION 150'  
PROPERTY V. HOOKS  
RIGHT OF WAY  
EASEMENT  
REVISÉ TO APRIL 1, 2025  
FOR ASSESSMENT PURPOSES ONLY  
NOT FOR PROPERTY LINES AND ETC.

SCALE IN FEET  
0 200 400




John E. O'Donnell & Associates  
632 Bald Hill Road  
New Gloucester, Maine 04260

**S15**





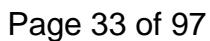
ABUTTING MAP NO. **R11**  
 PARCEL NUMBER **74**  
 SUBDIVISION LOT NO. **④**  
 STREET ADDRESS NO. **18**

LOT DIMENSION **156'**  
 PROPERTY HOOKS   
 RIGHT OF WAY   
 EASEMENT 

REVISED TO APRIL 1, 2025  
FOR ASSESSMENT PURPOSES ONLY  
NOT FOR PROPERTY CONVEYANCES

John E. O'Donnell & Associates  
632 Bald Hill Road  
New Gloucester, Maine 04260

815

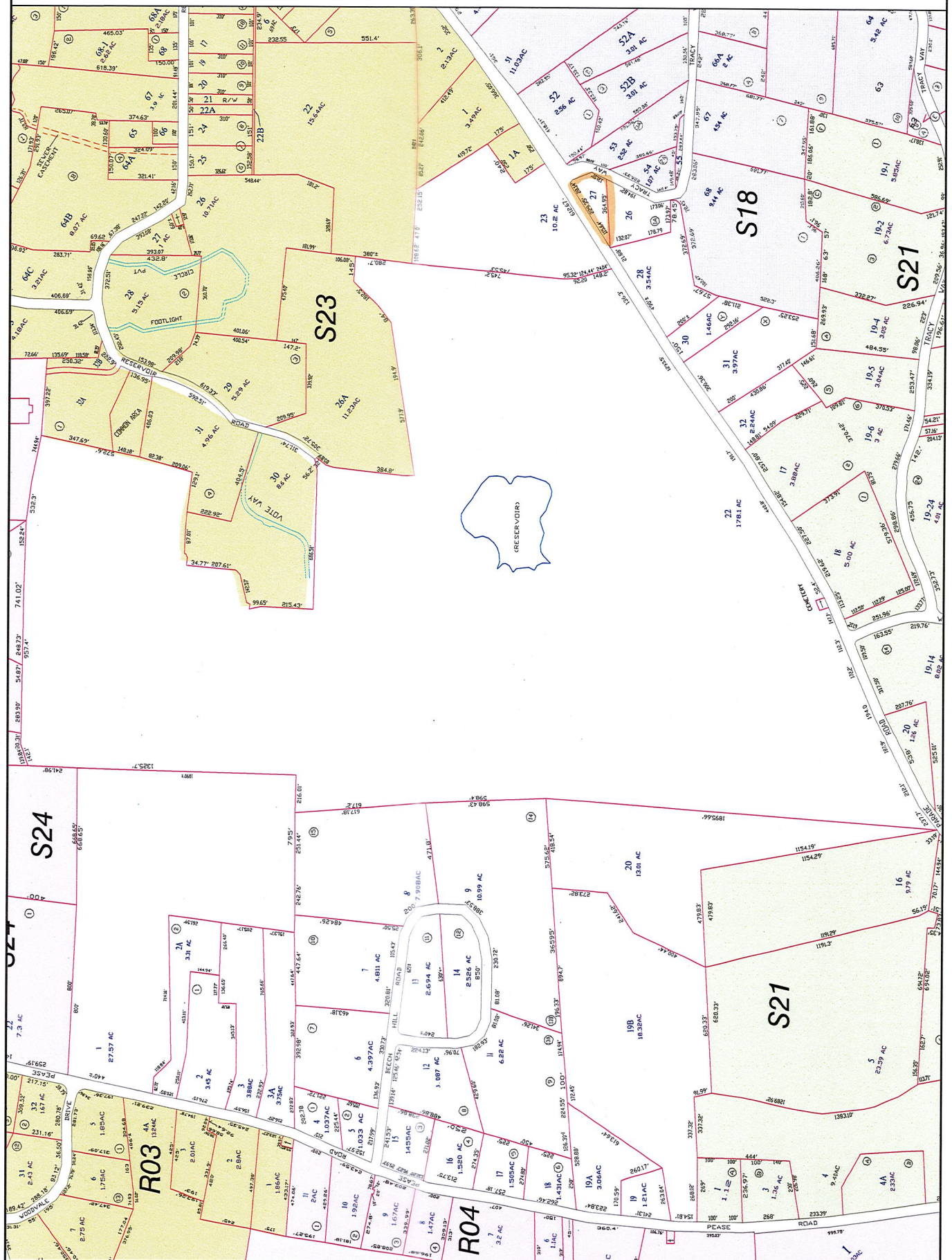




SCALE IN FEET

0 200 400

522





PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE

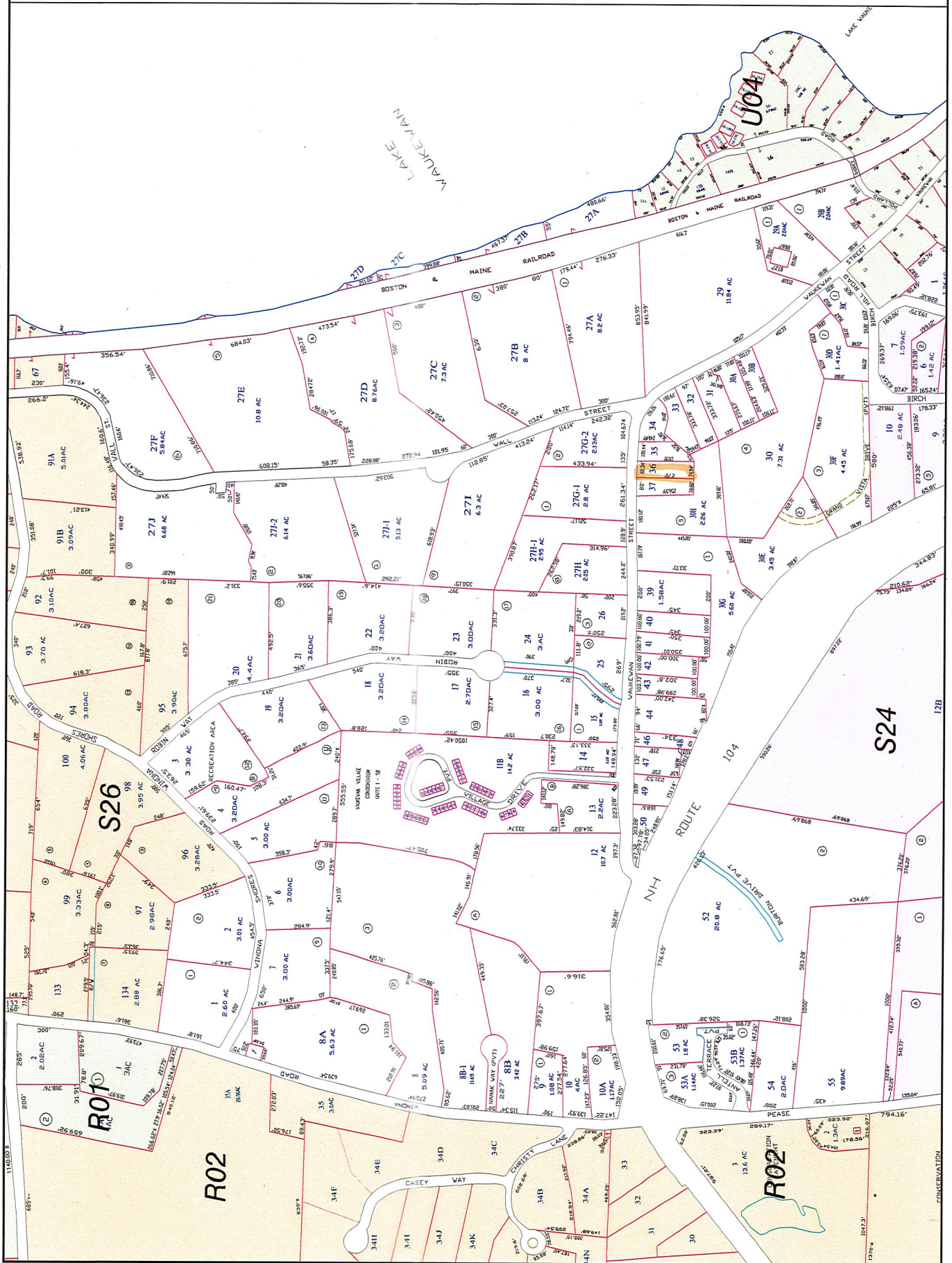


LEGEND  
ABUTTING MAP NO. **R11**  
PARCEL NUMBER **74**  
SUBDIVISION LOT NO. **48**  
STREET ADDRESS NO.  
LOT DIMENSION: 150'  
PROPERTY MARK  
RIGHT OF WAY  
EASEMENT  
REVISED TO APRIL 1, 2025  
FOR ASSESSMENT PURPOSES ONLY  
NOT FOR PROPERTY CONVEYANCES

SCALE IN FEET  
0 200 400

John E. O'Donnell & Associates  
632 Bald Hill Road  
New Gloucester, Maine 04260

**S25**



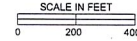


PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE



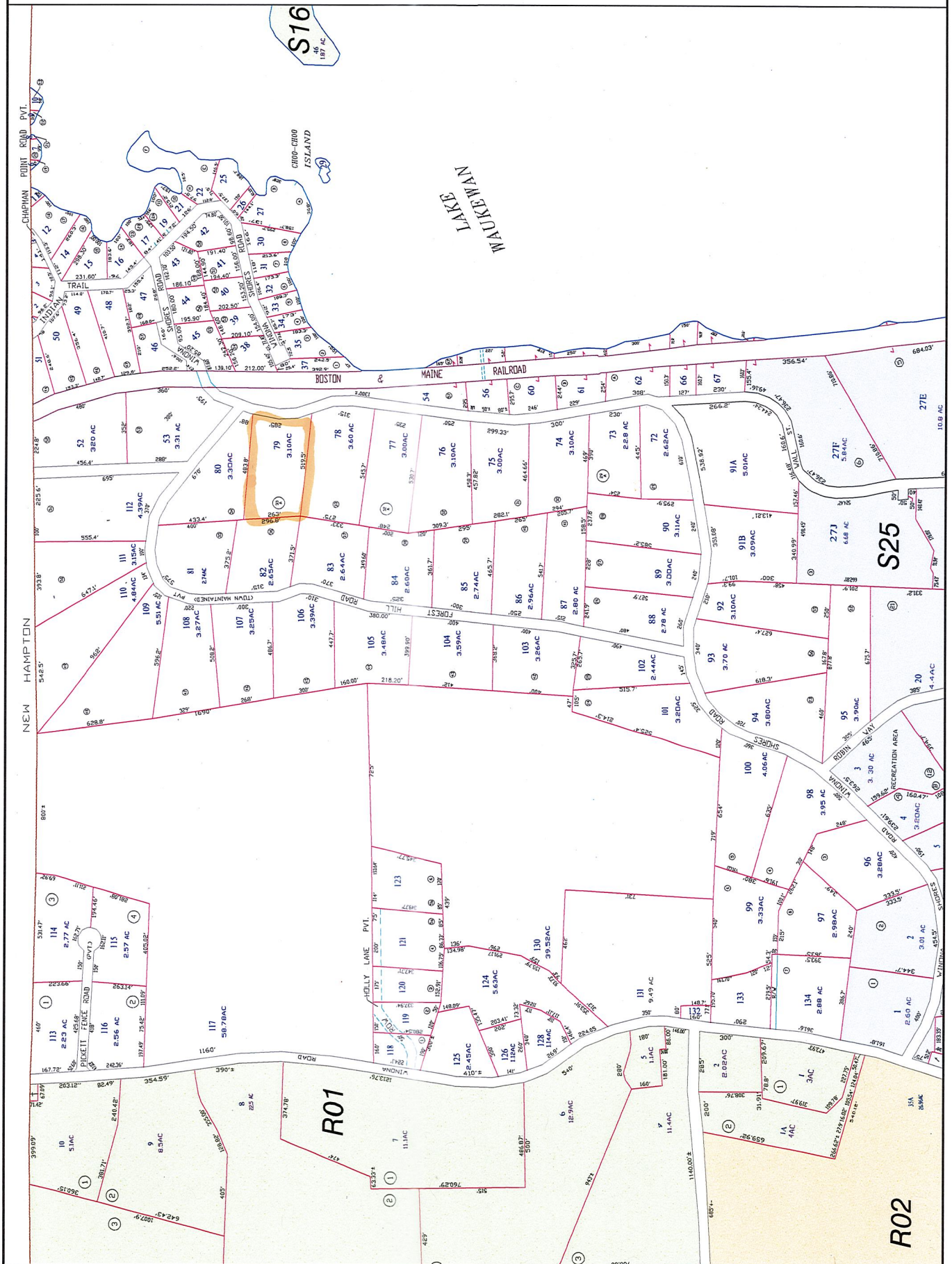
LEGEND		
ALUTTING MAP NO.	R11	LOT DIMENSION 150'
PARCEL NUMBER	74	PROPERTY V HOOKS
SUBDIVISION LOT NO.	4	RIGHT OF WAY
STREET ADDRESS NO.	4	EASEMENT

REVISED TO APRIL 1, 2025  
FOR ASSESSMENT PURPOSES ONLY  
NOT FOR PROPERTY LINES OR VALUES



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**S26**









PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE



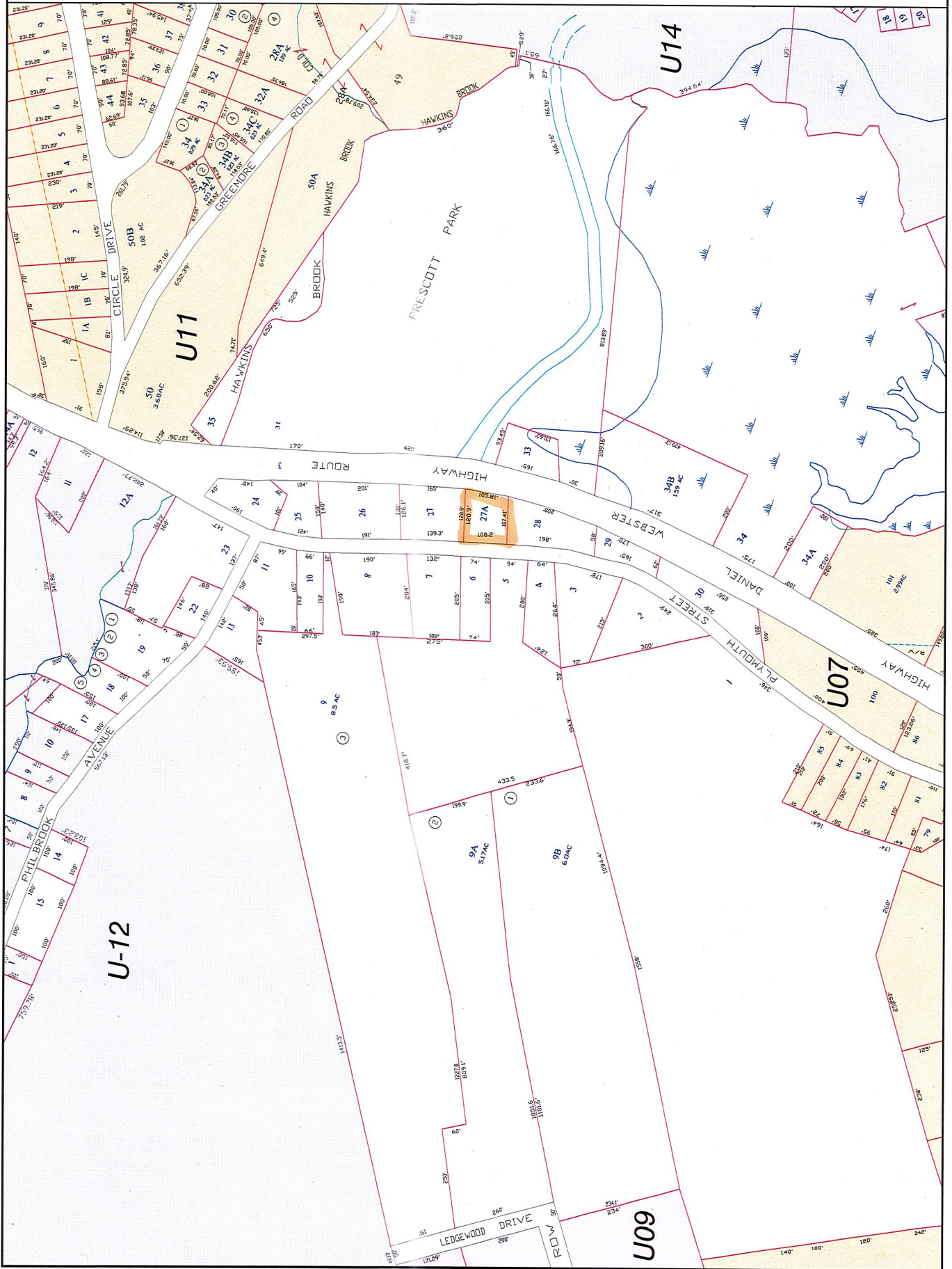
LEGEND  
AUCTING MAP NO. **R11**  
PARCEL NUMBER **74**  
SUBDIVISION LOT NO. **4**  
STREET ADDRESS NO.  
REVISIO TO APRIL 1, 2025  
FOR EQUIPMENT PURPOSES ONLY  
NOT FOR PROPERTY CONVEYANCE

100 DIMENSION 150'  
PROPERTY HOOKS  
RIGHT OF WAY  
EASEMENT

SCALE IN FEET  
0 100 200

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632 Bald Hill Road  
New Gloucester, Maine 04260

**U10**





PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE



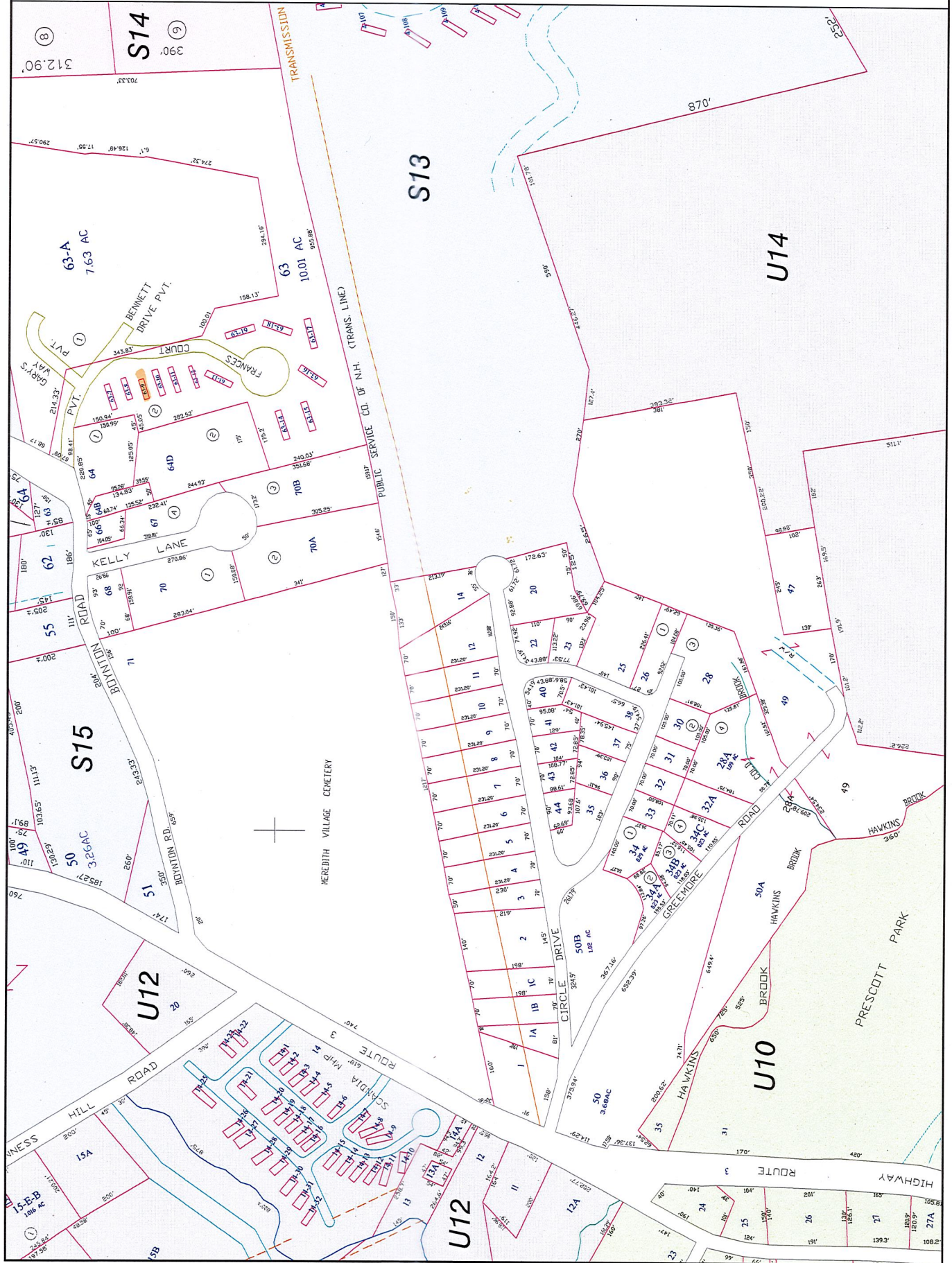
**LEGEND**  
ABUTTING MAP NO. **R11**  
PARCEL NUMBER **74**  
SUBDIVISION LOT NO. **4**  
STREET ADDRESS NO.  
REVISOR TO APRIL 1, 2025  
FOR EQUIPMENT PURPOSES ONLY  
NOT FOR PROPERTY LINES OR LOTS

100' SHOWN ON 150'  
PROPERTY LINES  
RIGHT OF WAY  
EASEMENT

**SCALE IN FEET**  
0 100 200

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632 Bald Hill Road  
New Gloucester, Maine 04260

**U11**

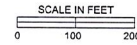




PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE

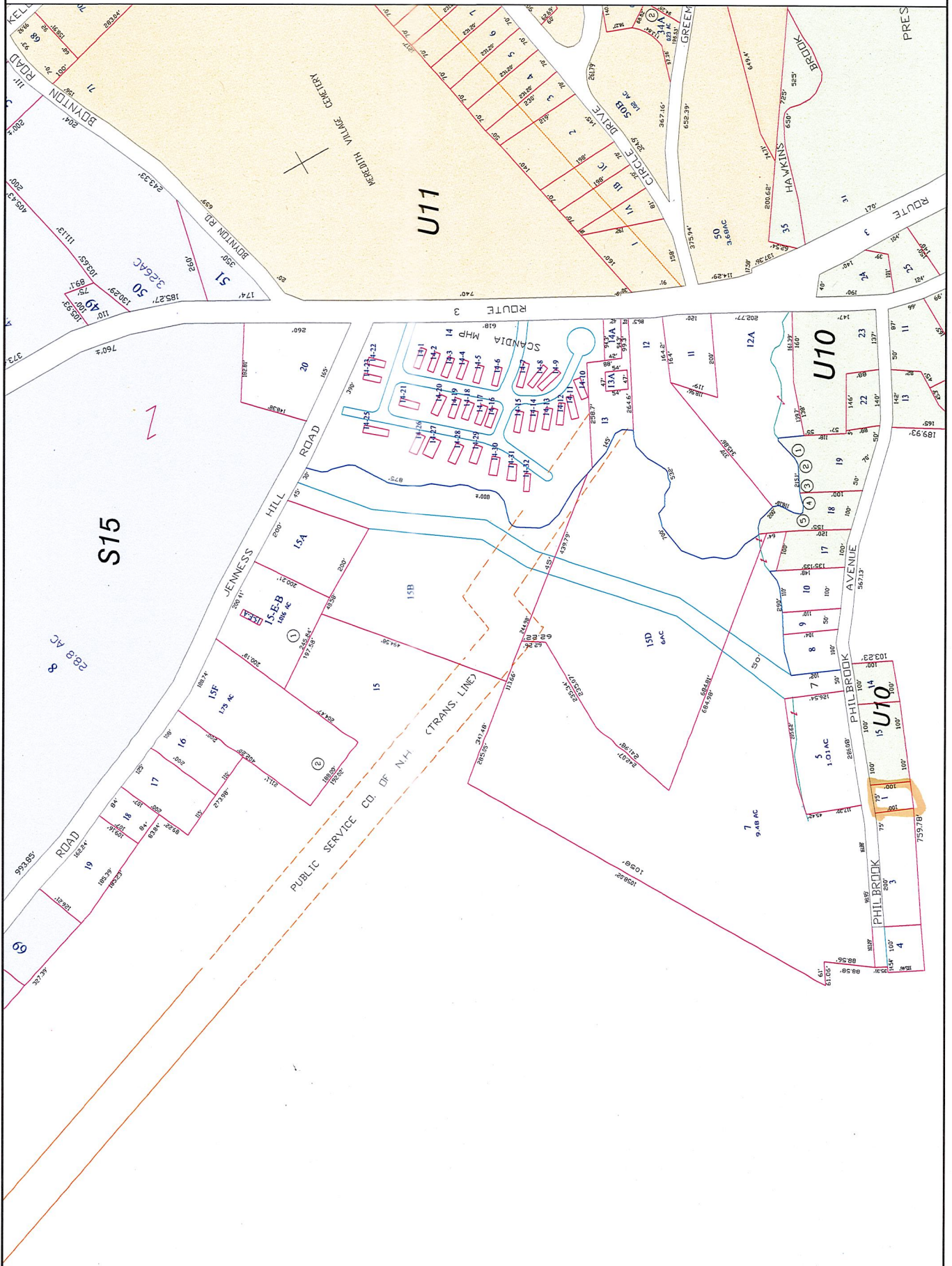


LEGEND	
PLATTING MAP NO.	R11
PARCEL NUMBER	74
SUBDIVISION LOT NO.	4
STREET ADDRESS NO.	18
1/4" DIMENSION	150'
PROPERTY LINES	—
RIGHT OF WAY	—
EASEMENT	—



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New Gloucester, Maine 04260

U12

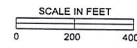




PROPERTY MAP  
**MEREDITH**  
NEW HAMPSHIRE

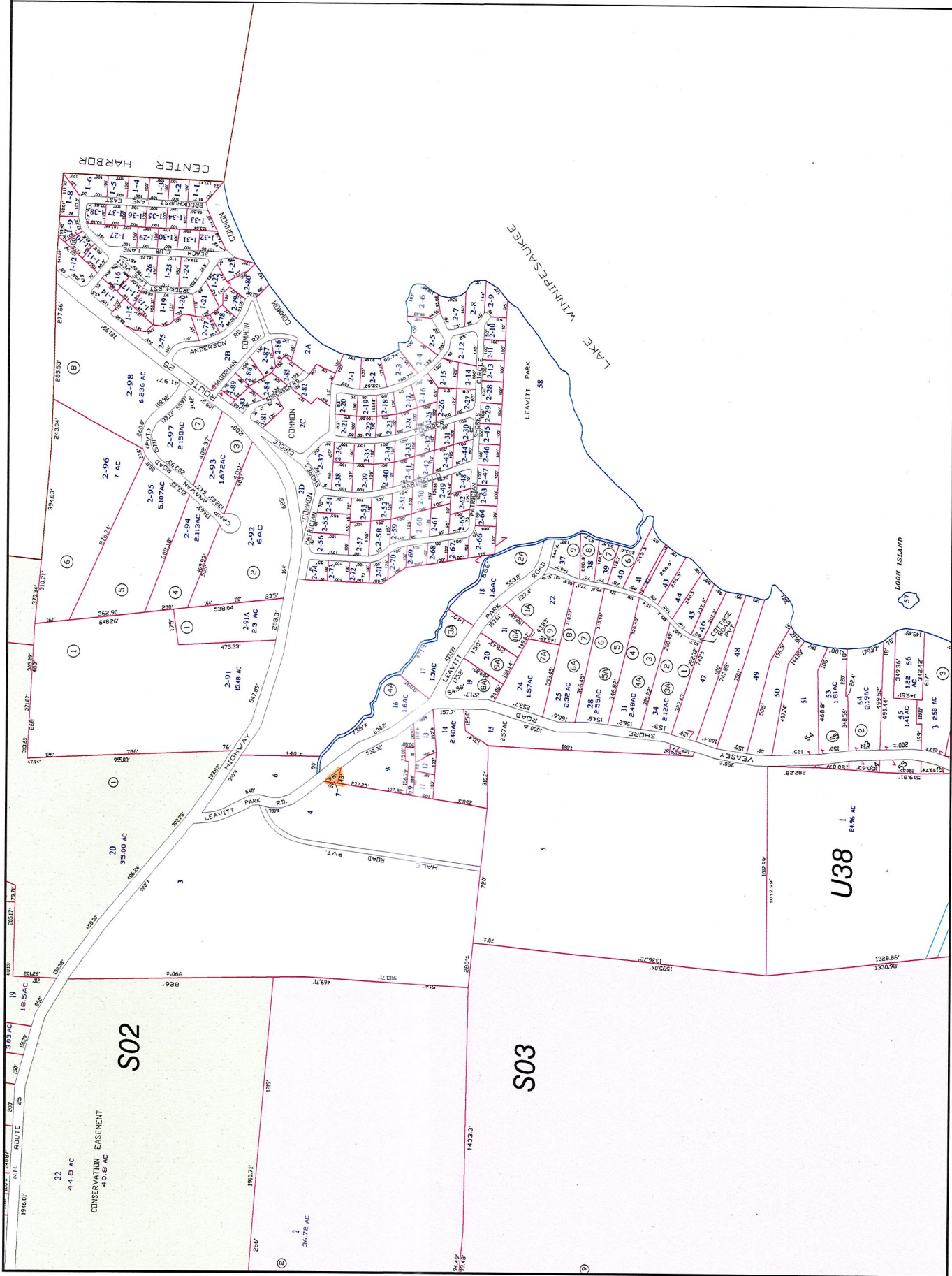


**LEGEND**  
 ABUTTING MAP NO. **R11**  
 PARCEL NUMBER **74**  
 SUBDIVISION LOT NO. **24**  
 STREET ADDRESS NO. **18**  
 100' DIMENSION 150'  
 PROPERTY NUMBER 150'  
 RIGHT OF WAY  
 EASEMENT  
 REVISSED TO APRIL 1, 2025  
 FOR ADJUSTMENT PURPOSES ONLY  
 NOT FOR PROPERTY CONVEYANCE

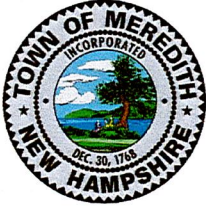


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**U39**







**Town of Meredith, New Hampshire**  
**Selectboard Agenda Report**  
**For the Meeting of August 11, 2025**

**From:** Judie Milner, Town Manager

**Subject:** Selectboard to consider authorizing the Town Manager to execute the Memorandum of Understanding with Coalition Communities 2.0

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**Suggested Motion:**

Selectboard member moves, *"I move that the Meredith Selectboard authorize Town Manager, Judie Milner, to execute the memorandum of understanding with Coalition Communities 2.0."*

Selectboard Chair calls for a second, discussion and vote.

**Background/Discussion:**

**Coalition Communities** was an advocacy group formed during the education funding formula changes of the late 1990s and early 2000s, commonly referred to as the *Claremont* lawsuit. The coalition represented what became known as "donor communities"—municipalities that raised the statewide property tax locally and were then required to redistribute a portion of that revenue to support other communities. The coalition successfully challenged this arrangement in court, ultimately securing a ruling that allowed each community to retain all of the revenue it generated through the statewide property tax. With this legal victory, the coalition had fulfilled its mission and eventually disbanded.

**Coalition Communities 2.0** was reestablished in 2021 in response to a new education funding lawsuit brought against the state, which threatened to reinstate the "donor" community model. Additionally, recurring legislative proposals have continued to pose similar threats. In response, approximately 55 donor communities united once again, this time hiring the Shaheen Phinney Capitol Group to advocate on their behalf.



## Town of Meredith Selectboard Agenda Report

Shaheen Phinney has provided strategic representation for these communities, including participation in the *Rand* case heard by the New Hampshire Supreme Court in December, as well as active lobbying efforts on various education funding bills in the State Legislature—many of which could have devastating financial impacts on communities like Meredith.

Coalition Communities 2.0 maintains a comprehensive website containing detailed information about their mission, current initiatives, and educational resources. You can learn more at: <https://coalitioncommunitiesnh.com/#home>

The MOU was written by the coalition’s attorneys and reviewed by Attorney Sullivan. Attorney Sullivan prefers one year agreements in case of non appropriation but has no other problems with the agreement. These agreements have been 2 years to correspond with the legislative biennium. This is the third agreement and Meredith has participated from the beginning. Fees assessed to the towns are based on the 2 year agreement and the other towns have already signed. The likelihood of non appropriation is small as the \$1.6m loss per year is a much bigger impact to our taxpayer than the annual fee for the coalition (approx. \$13,000) to advocate for our taxpayer. This service could fall under legal line as well for appropriation.

### **Fiscal Impact:**

Meredith’s share of the annual fee for Coalition Communities is approximately \$13,000. However, if legislation to reinstate donor communities prevails, Meredith would lose \$1.6 million in education funding with no relief to the Meredith taxpayer.

### **Concurrences:**

The Select Board voted to remain with Coalition Communities 2.0 at their April 14, 2025 Select Board meeting.

The New Hampshire Municipal Association is an advocacy group that the Town participates in as well. However, because there are “winning” and “losing” towns on this issue, the municipal association remains neutral. The association’s purpose is to deal with issues that benefit all communities.

### **Attachments/Exhibits:**

MOU



**MEMORANDUM OF UNDERSTANDING FOR PROFESSIONAL SERVICES**  
**BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into by the City of Portsmouth and the Towns/Cities listed in Exhibit B as may be updated from time to time (hereinafter referred collectively as “Education Coalition Communities 2.0 NH”) and each understands and agrees to the commitments, terms, and conditions contained in this Agreement.

**WHEREAS**, For approximately ten years prior to 2006, the state funded education through a formula that created what was commonly known of as “donor” and “receiver” towns. Under this formula, a community was characterized as a donor community if it raised more in Statewide Education Property Tax (“SWEPT”) than the state’s calculation of that community’s total cost of an adequate education for its students. This “excess” SWEPT was then distributed by the state to the community’s whose total cost of education exceeded the amount raised in SWEPT (known as “receiver” communities);

**WHEREAS**, The former donor towns worked together to challenge the donor/receiver education funding formula through the formation of a group known as the “Coalition Communities.” In part, due to the advocacy and lobbying efforts of the Coalition Communities, the legislature abolished the donor/receiver education funding formula and from 2011 through the present, communities now retain the “excess” SWEPT they raise;

**WHEREAS**, A Commission to Study School Funding (“Commission”) was created by the NH Legislature in 2019 to “review the education funding formula and make recommendations to ensure a uniform and equitable design for financing the cost of an adequate education for all public-school students.” RSA 193-E:2-e;

**WHEREAS**, The Commission’s Report, issued on December 1, 2020, recommends, in part, the return of a donor/receiver education funding model by recommending that communities that generate excess SWEPT remit the “excess” SWEPT to the state for redistribution to towns whose cost of an adequate education is more than the SWEPT the town generates;

**WHEREAS**, The Commission’s Report was comprehensive in its analysis of students’ needs and in identifying the deficiencies in how the state fulfills its constitutional obligations to provide students with an adequate education but seriously deficient in its misplaced reliance on the broken and overburdened system of funding education through the property tax;

**WHEREAS**, Legislation will be introduced in 2021 and possibly subsequent years that adopts in similar fashion the Commission’s recommendation of a donor/receiver education funding formula, which will have a substantially negative effect on the taxpayers from newly created donor communities (“Education Coalition Communities 2.0 NH”);



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH FOR 2025-2026**

**WHEREAS**, All Education Coalition Communities 2.0 NH are members of the New Hampshire Municipal Association (“NHMA”). NHMA provides advocacy and lobbying services to its members but it may not lobby on behalf of specific legislation supported or opposed by a municipality unless it is of interest to its members generally and supported by clear member adopted policy positions as legislative principles. NHMA’s current legislative policy on education does not specifically oppose a donor/receiver education funding model. NHMA does not take a position on issues that pit one set of communities against another set of communities. Without majority membership support, NHMA’s ability to lobby on behalf of the Education Coalition Communities 2.0 NH is severely limited and leaves its Education Coalition Communities 2.0 NH members at a disadvantage in their ability to effectively advocate in opposition to legislation that would recreate a donor/receiver education funding formula;

**WHEREAS**, RSA 31:9 provides that “[t]owns may at any legal meeting authorize the employment by the selectmen of counsel in legislative matters in which the town is directly or indirectly interested, or may ratify the previous employment by the selectmen of such counsel and may grant and vote money therefor.”;

**WHEREAS**, Education funding is a complex issue and it would be unduly burdensome and costly for each town to separately track, advocate and lobby in opposition to education funding legislation that supports a donor/receiver model;

**WHEREAS**, The Education Coalition Communities 2.0 NH seek to share the cost of professional services, including but not limited to lobbying, communication, legal, and other professional services if required to advocate and educate others regarding its opposition to public policies related to the use of the property tax to fund education;

**THEREFORE**, the Education Coalition Communities 2.0 NH enter into this Agreement for the purposes set forth above, as follows:

I. **DEFINITIONS**

A. “Advocate” shall mean the individual hired to provide professional lobbying services, as further described in the Scope of Services attached as Exhibit A.

B. “Agreement” shall mean this document, this Memorandum of Understanding for Professional Services Between the Education Coalition Communities 2.0 NH.

C. “Biennium” shall mean the two-year term of the legislature.

D. “Coalition Communities” shall mean donor towns under prior education funding formulas.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH FOR 2025-2026**

E. "Education Coalition Communities 2.0 NH" shall mean any potential donor towns under an education funding formula that adopts the Commission's recommendation or any portion thereof that returns to a donor/receiver education funding formula. See also Member.

F. "Commission" shall mean the Commission to Study School Funding created by RSA 193-E:2-e.

G. "Donor communities" shall mean a community that when SWEPT is assessed on the municipality's total equalized assessed property value, SWEPT raises more funds than the state's calculated cost of an adequate education assessed for all students. This excess SWEPT is remitted to and distributed by the state to receiver communities.

H. "Excess SWEPT" shall mean when the SWEPT is applied to the equalized property value of a town, it raises more in SWEPT than the state's calculated cost of an adequate education for all students in its community.

I. "Joint Board" shall mean the Joint Board for the Education Coalition Communities 2.0 NH's Joint Board, which will be the oversight board for the Education Coalition Communities 2.0 NH. This Joint Board shall not be confused with the Board of Selectmen for the individual towns that are members of the Education Coalition Communities 2.0 NH.

J. "Lobbying Services" are the professional lobbying services, as further described in the Scope of Services attached as Exhibit A.

K. "Member" shall mean a town or city that is a potential new donor town and party to this Agreement. A Member has contributed its full Assessment and is a full voting member. The Joint Board may create Associate Membership or other types of memberships for those towns who have made a contribution but not in the full amount of the suggested Assessment.

L. "Receiver Communities" shall mean a community that when SWEPT is assessed on the municipality's total equalized assessed property value, SWEPT raises less than the state's calculated cost of an adequate education for all its students. The state distributes excess SWEPT raised by donor communities to receiver communities to meet its obligation to fund an adequate education.

M. "Report" shall mean the report of the Commission entitled *Our Schools, Our Kids; Achieving Greater Equity for New Hampshire Students and Taxpayers, A Report From The Commission to Study School Funding, Submitted to the New Hampshire General Court, December 1, 2020 Relative to RSA 193-E:2-e*.

N. "SWEPT" shall mean the Statewide Education Property Tax or any other form of property tax assessed by the State of New Hampshire.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

**II. PURPOSE OF THIS AGREEMENT**

The purpose of this Agreement is to allow the Education Coalition Communities 2.0 NH to jointly hire an advocate for professional lobbying, communication and legal services or other professional services and to share the costs associated with these services as more fully set forth in the Scope of Services attached as Exhibit A or other future contracts or Requests.

**III. DURATION OF AGREEMENT**

The term of this Agreement runs concurrent with the current biennium of the legislature from January 1, 2025 through December 31, 2026. This Agreement may be renewed for an additional two-year term by vote of the majority of the Members after receipt of authorization from its board of selectmen or city council at its annual meeting prior to termination.

**IV. MEMBERSHIP**

The undersigned hereby organize and constitute themselves as Members of the Education Coalition Communities 2.0 NH. The Members are listed in Exhibit B, which is attached and incorporated hereto. Each Member is authorized to participate by vote of its Board of Selectmen or City Council and copies of these votes are attached and incorporated as Exhibit C. Each signatory is an authorized representative of its town or city.

There will be an organizational meeting of the Members within upon renewal as described in Section III of this Agreement. At the organizational meeting, the Members will elect the Joint Board members as more fully described in Section V. Each Member is afforded one vote in all matters upon which require action. A majority vote of those Members present and voting shall be needed to act upon any business associated with this Agreement. One third of the total Membership shall constitute a quorum.

**V. JOINT BOARD**

**1. Purpose of Joint Board**

A. The Joint Board has the authority to enter into contracts on behalf of the Members, including but not limited to professional services contracts for lobbying, communication, legal, and other professional services approved by majority vote of the Members, to hire, supervise, advise and direct the activities of the professionals hired under the terms any contract, to negotiate with respect to all matters relating to this Agreement, to request, collect, hold, accept, invest, disperse and expend funds, to approve bills and circulate documents necessary in order to keep Members informed of activities pursuant to this Agreement and conduct such other activities as the Joint Board deems necessary and proper to carry out the purposes of this Agreement.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH FOR 2025-2026**

B. The Joint Board shall have the sole authority to approve an annual operating budget, which it shall transmit to the Members.

C. Officers: Beginning with its first meeting and then annually thereafter, the Joint Board shall elect a Chair, Vice Chair, and a Clerk from the members of the Joint Board. The Chair shall serve as the official spokesperson for the Members.

2. Membership of Joint Board

A minimum of five regular members of the Joint Board shall be comprised of three town/city managers and two elected officials from its Members. All Joint Board members shall be nominated at the Members' organizational meeting and serve through the expiration of the term of this Agreement. If this Agreement is renewed by the Members for an additional term, the Members will elect Joint Board members before its first meeting during the first 30 days of the renewed term. There are no term limits for Joint Board members. Joint Board members may be supported by appropriate staff from its community.

Joint Board members and its officers shall not be personally liable for any debt, liability, or obligation of the Education Coalition Communities 2.0 NH. All persons having any claim against the Education Coalition Communities 2.0 NH may look only to its funds for payment of any such contract or claim, or for the payment of any debt, damages, judgment or decrees, or of any money that may otherwise become due and payable to them from the Education Coalition Communities 2.0 NH.

3. Meetings:

A. Annual meetings. The Joint Board shall schedule one annual meeting of the Members during the term of this Agreement after the close of the legislative session.

B. Regular meetings. The Joint Board shall meet regularly at quarterly meetings or more frequently at the call of the Chair at such times and places that are mutually convenient to discuss issues of mutual concern to the Members. The Joint Board shall meet once a month with the Members while the legislature is in session, as publicly noticed to the members. Additional meetings with Members may be scheduled either by the call of the Chair or by written request of five or more Members. The Clerk shall post proper notice of all meetings and shall record minutes pursuant to RSA 91-A:2. Attendance for purposes of quorum and voting may be by telephone or video, subject to the provision of RSA 91-A.

4. Voting and Alternates.

A. Number of Joint Board members. The membership of the Joint Board is comprised of five regular members and two alternate members.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH FOR 2025-2026**

- B. Quorum. Three of the five Joint Board members in attendance at a meeting are necessary to form a quorum.
- C. Majority vote. All votes will pass by simple majority.
- D. Role of Alternates.

Alternate member(s) shall sit with all other Joint Board members during the meetings and may participate but may only vote if regular member cannot participate on said item. If an alternate has already been appointed to sit in for a regular member, then the second alternate shall be appointed by the Chair.

If a Joint Board member has unexcused absences for 2 consecutive or 3 total meetings during the term of this Agreement, they will be deemed to have vacated their position and the Joint Board will be free to appoint an alternate as a regular member to the vacant position upon majority vote of the Joint Board. If a Joint Board member resigns or is unable to continue to serve, the Joint Board will appoint an alternate as a regular member by majority vote of the Joint Board.

If alternates become regular members of the Joint Board, new alternates will be appointed by the Joint Board from all applicants that have been nominated by five or more Members.

**VI. FINANCIAL AGREEMENT**

- A. Apportionment of Cost: The Education Coalition Communities 2.0 NH agree that they will apportion costs as follows:

Apportionments shall be assessed annually to each Member no later than the 30<sup>th</sup> of June of each year of the Agreement. The Apportionment may be based on each Member's percentage of the group's total equalized property value as determined by the most recent and available data from the NH Department of Revenue Administration. Once adopted, this Apportionment formula may not be amended without a majority vote of the Members. This Apportionment will take into account the contributions transferred by Members from the Claremont Coalition Account.

- B. Special Associate Member. Special Associate Member Assessment shall be assessed by the Joint Board to Associate Members who are not parties to this Agreement and may not vote but have requested information and/or support the Coalition Communities efforts.

- C. Fiscal Agent. The Members agree that the City of Portsmouth ("City") will be the fiscal agent for the funds described in paragraph A above. The funds will be collected by the Joint Board and held by the City for purposes set forth in this Agreement and the Scope of Services set forth in Exhibit A. However, the Members have delegated all decisions relative to the acceptance and expenditure of funds to the authority to the Joint Board, as described more fully in section IV above



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

D. Accounting for Funds. The Joint Board with assistance from the Fiscal Agent shall provide to the Members from time to time, but at least quarterly, a formal accounting of monies received, spent, and obligated, and a final accounting upon the termination of the Agreement.

E. No funds will inure to the benefit of any member of the Joint Board, private individuals, or employee of municipalities subject to this Agreement except that reasonable compensation may be paid for services rendered to the Members, including but not limited to contracted services and administrative support.

F. Funds upon Termination. Upon termination of this Agreement, no individual employee or member of the Joint Board shall be entitled to a share in the distribution of any funds upon dissolution. Upon termination, the funds shall be distributed to each Member at the time of distribution in proportion to the percentage of its contribution relative to the total contribution of the all Members made in the year of distribution.

**VII. Termination**

A. Mutual Agreement. This Agreement may be terminated at the end of the two-year term upon mutual agreement of the Members' Boards of Selectmen and City Council. The Boards of Selectmen and City Council shall make the decision to terminate in September of the second year of the term of this Agreement.

B. Terminate Without Penalty.

If this Agreement is renewed for an additional term, a Member wishing to withdraw from the Agreement shall give notice three months before the expiration of the two-year term and shall be responsible for its share of the Apportionment until the expiration of the term. Notice shall be in writing from the Board of Selectmen of the withdrawing Member to the Joint Board. The Joint Board will notify the other Members of any Member's withdrawal through their authorized agents who have executed this Agreement. This Agreement shall terminate upon completion of its two-year term if not renewed.

C. Termination With Penalty

A Member wishing to withdraw from the Agreement before the end of the two-year term shall be responsible for its share of the Apportionment until the completion of the term. Notice shall be in writing from the Board of Selectmen of the withdrawing Member to the Joint Board. The Joint Board will notify the other Members of any Member's withdrawal through their authorized agents who have executed this Agreement.

**VIII. Other**

A. Amendment: This Agreement may be amended only by written Agreement signed by the majority of Members.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

B. City Council and Board of Selectman Approval: All Members undersigned have received approval of this Agreement by its City Council or Board of Selectman and have been authorized to participate by votes taken on dates attached and incorporated as Exhibit C.

C. Notices: Notices for each party shall be in writing and mailed or distributed by electronic means to the individuals listed in Exhibit C which is attached and incorporated hereto.

D. Severability: If any provision of this Agreement is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.

E. Governing Law: This Agreement shall be governed by and interpreted in accordance with the provisions of the laws of the State of New Hampshire.

F. Separate Document: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

**Exhibit A**

**EDUCATION COALITION COMMUNITIES 2.0 NH**

**[www.coalitioncommunitiesnh.com](http://www.coalitioncommunitiesnh.com)**

**SCOPE OF SERVICES FOR  
PROFESSIONAL LOBBYING SERVICES**

A coalition of similarly situated municipalities have created an association of communities called the “Education Coalition Communities 2.0 NH” to engage an individual or organization to provide lobbying and/or communication services, which tracks and respond to legislative initiatives during the 2025-2026 Legislative session relative to public school funding as more fully described in SCOPE OF WORK.

The Education Coalition Communities 2.0 NH through its representatives on the Joint Board reserves the right to negotiate any terms of a proposal that may be in the best interest of the Education Coalition Communities 2.0 NH with which it will be working.

**SCOPE OF WORK**

***OBJECTIVE:*** The Education Coalition Communities 2.0 NH seeks to enter into an independent contractor relationship with an individual or organization to provide two (2) tiers of services to include lobbying and/or communication services for the legislative years 2025-2026.

***BACKGROUND:*** For approximately ten years prior to 2011, the state funded education through a formula that created what was commonly known of as “donor” and “receiver” towns. Under this formula, a community was characterized as a donor community if it raised more in Statewide Education Property Tax (“SWEPT”) than the state’s calculation of that community’s total cost of an adequate education for its students. This “excess” SWEPT was then distributed by the state to communities whose cost of an adequate education exceeded the amount raised in SWEPT (known as “receiver” communities). Portsmouth, along with other donor towns, worked together to challenge the donor/receiver education funding formula through the formation of a group known as the “Coalition Communities”

A Commission to Study School Funding (“Commission”) was created by the Legislature in 2019. On December 1, 2020, the Commission issued its final report which recommends, in part, the return of a donor/receiver education funding model by recommending that communities that generate excess state education property tax to remit the “excess” to the state for redistribution to towns whose cost of an adequate education is more than the state education property tax the town generates. While the Commission did a thorough job in assessing students’ educational needs throughout the state, it failed to adequately address how those needs should be funded by



## **MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH FOR 2025-2026**

improperly relying on the historically overburdened property tax to fund education. (for further details see: [https://carsey.unh.edu/school-funding/?utm\\_source=email&utm\\_medium=lmmm&utm\\_campaign=carsey-research](https://carsey.unh.edu/school-funding/?utm_source=email&utm_medium=lmmm&utm_campaign=carsey-research))

Education funding is a complex issue and it would be unduly burdensome and costly for each potential donor town to separately track, advocate, and lobby in opposition to education funding legislation that supports a donor/receiver model. A group of donor towns, called the Education Coalition Communities 2.0 NH has formed to pool resources for professional services as more fully set forth below.

***BASIC SERVICES:*** Responsibilities of the Lobbyist/Advocate: To represent the interests of the Education Coalition Communities 2.0 NH before the New Hampshire General Court during the 2025-2026 biennium. Specifically, the Lobbyist/Advocate shall advocate for, provide information about, and oppose selected bills, which are introduced during the session that address education funding primarily through an increase in the state education property tax and/or local property tax, which would create an education funding formula that returns to a donor and receiver town education funding concept. The Lobbyist/Advocate will exercise their responsibilities consistent with the legislative rules governing the conduct of lobbyists in New Hampshire. It is further expected that, when necessary, the Lobbyist/Advocate will participate remotely or be physically present at the legislature to attend hearings, discuss bills with legislative members, and testify on pending matters. The Lobbyist/Advocate will regularly communicate on activities to the Joint Board of the Education Coalition Communities 2.0 NH and work with its members to create communication plans and strategies for messaging and outreach to oppose donor/receiver education funding legislation.

### ***SERVICE TIERS TO BE PROVIDED***

1. Lobbying and Legislative Advocacy
2. Communications Planning

### **Nothing in this Scope of Services prohibits multiple firms from collaborating in providing both Service Tiers.**

Services will be offered at an annual fixed base fee for these scope of services as negotiated with the provider firm(s). Any assumptions and/or limitations in the proposed fee (for example the number of public hearings to be covered for a set fee) will be clearly identified. Hourly or other fees not included in a base price will be clearly noted.



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

**SCOPE OF WORK OUTLINE FOR SERVICE TIERS PROPOSED**

The stated tasks are illustrative examples of the Scope of Work and is not to be considered an exhaustive list of all tasks included in the Scope.

**Tasks As Part Of The Scope:**

1. Lobbying/Advocacy
2. Govt. Relations Services
3. Monitoring Legislation
4. Monitoring Regulations
5. Updating Joint Board
6. Updating CC 2.0 Membership
7. Coordinating Testimony
8. Strategic Counseling/Planning
9. External/Internal Communications
10. Develop a Communications Plan
11. Assist in organizing Joint Board Meetings
12. Assist in posting meetings of Joint Board
13. Assist in posting meetings of Membership
14. Assist in creating agendas for Joint Board/Membership
15. Assist in minute creation & posting same
16. Hosting in Person/Video Conferencing Services
17. Assist in hosting Website and Page Content
18. Assist in establishing a Social Media Presence
19. Op-Ed Pieces
20. Interview Pieces
21. Spokesmanship
22. Regulatory Review
23. Other: \_\_\_\_\_



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

**Exhibit B**

**Member Municipalities as of January 1, 2024**

Bridgewater  
Carroll  
Franconia  
Hampton  
Hebron  
Holderness  
Hollis  
Jackson  
Lebanon  
Lincoln  
Meredith  
Moultonborough  
New Castle  
New London  
Newbury  
Newington  
Portsmouth  
Rye  
Sugar Hill  
Sunapee  
Tuftonboro  
Waterville Valley  
Wolfeboro



**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026**

**Exhibit C**

**EDUCATION COALITION COMMUNITIES 2.0 NH**

**[www.coalitioncommunitiesnh.com](http://www.coalitioncommunitiesnh.com)**

**AUTHORIZATION AND SIGNATURE**

The person executing this MEMORANDUM OF UNDERSTANDING, FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH (Agreement) on behalf of the Town/City of \_\_\_\_\_ represents and warrants that they have all legal authority and authorization necessary to enter into this Agreement, and that such person has been duly authorized by its City/Town Council/Board of Selectmen to execute this Agreement on behalf of the undersigned City/Town. Further, the person executing this Agreement has been duly authorize to represent and/or designate a representative of the undersigned City/Town as a member with regard to any terms contained within the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written below.

DATE: \_\_\_\_\_

CITY/TOWN OF: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

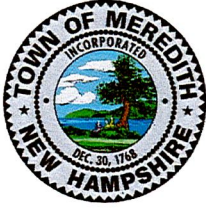
TOWN REPRESENTATIVE: \_\_\_\_\_

REP.'S EMAIL ADDRESS: \_\_\_\_\_

REP.'S MAILING ADDRESS: \_\_\_\_\_

REP.'S BEST AVAILABLE TELEPHONE: \_\_\_\_\_





**Town of Meredith, New Hampshire**  
**Selectboard Agenda Report**  
**For the Meeting of August 11, 2025**

**From:** Judie Milner, Town Manager

**Subject:** Selectboard to consider Memorial Bench Policy

---

**Suggested Motion:**

No motion – workshop only.

**Background/Discussion:**

The Town has been receiving more and more requests for memorial dedications. At the selectboard's request, attached is a draft policy to handle these types of requests. I have included points the selectboard has previously discussed/developed (thank you for sharing SB Member Forrester).

**Fiscal Impact:**

The cost of memorial benches will be the responsibility of the requestor.

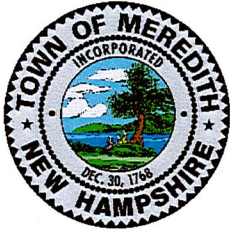
**Alternatives:**

Come up with other ways than a bench to honor these residents.

**Attachments/Exhibits:**

Draft Policy  
Draft Application Form





## Town of Meredith, New Hampshire Memorial Bench Policy

### Purpose

The purpose of this policy is to establish a uniform and respectful process for the donation, placement, and maintenance of memorial benches in the Town of Meredith. The policy ensures that memorial benches contribute positively to public spaces and reflect the values of the community.

### Eligibility

To be considered for a memorial bench, the individual being honored must meet one of the following criteria:

- Was a **resident of Meredith** at the time of their passing, or
- Had a **significant and lasting impact** on the Meredith community, as determined by the Select Board.

### Bench Design Standards

All memorial benches must conform to the standard **design, material, size, and color** adopted by the Town to ensure consistency and ease of maintenance. The Town will select and maintain an approved bench style; substitutions will not be permitted.

### Inscription Guidelines

- All inscriptions must be limited to a **sentiment, name, date of birth, date of death, and date of placement** (optional).
- Wording must be **respectful, non-political, and non-commercial**.
- **All proposed language must be submitted in writing** and is subject to **review and approval by the Select Board**.
- The Town reserves the right to deny any inscription that does not meet the community's standards of appropriateness or consistency.

### Placement of Benches

- Bench locations must be consistent with the character, use, and layout of the site.
- Placement must be coordinated with and approved by the **relevant Town department**, including but not limited to:



- **Department of Public Works** (e.g., Hesky Park, Main Street, waterfront areas)
  - **Parks & Recreation Department** (e.g., Community Center, athletic fields)
- Bench locations may be limited based on space availability and appropriateness of the setting. The Town reserves the right to deny or suggest alternate locations.

## **Costs and Responsibilities**

- The **requesting party is responsible for all associated costs**, including:
  - Purchase of the bench
  - Engraving or plaque production
  - Installation fees (if applicable)
- A cost estimate will be provided to the requesting party prior to final approval. Payment must be received in full before the bench is ordered or installed.
- The Town is not responsible for fundraising efforts.

## **Maintenance and Lifespan**

- The Town will maintain the bench as part of its regular maintenance schedule for a **minimum of 10 years**.
- After 10 years, the bench may be removed or replaced due to wear, space needs, or site redesign. The Town will attempt to notify the donor, if contact information is on file.

## **Application Process**

### **1. Initial Inquiry**

Submit a written request to the Town Manager's Office, including:

- Name and contact information of requester
- Name and background of honoree (to verify eligibility)
- Desired sentiment for inscription
- Preferred location (if known)

### **2. Review and Coordination**

- The Town Manager's Office will coordinate with the relevant department regarding placement feasibility.
- Final approval of inscription and bench location will rest with the Select Board.

### **3. Cost Confirmation and Payment**

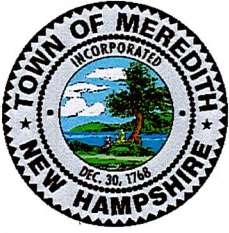
- A quote for the bench and installation will be provided.
- Upon payment in full, the Town will order and install the bench on behalf of the donor.

---

## **Policy Review**

This policy may be amended at the discretion of the Select Board. Exceptions will be considered only in extraordinary cases and must be approved by majority vote.





## Town of Meredith, New Hampshire Memorial Bench Application Form

### Submit to:

Town Manager's Office  
Meredith Town Hall  
41 Main Street  
Meredith, NH 03253  
Phone: (603) 279-4538 | Email: [townmanager@meredithnh.gov](mailto:townmanager@meredithnh.gov)

---

### Applicant Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_

---

### Honoree Information

- Full Name of Honoree: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Date of Death: \_\_\_\_\_
- Connection to Meredith (check one):
  - ☐ Resident at time of death
  - ☐ Had significant and lasting impact on Meredith
- Please describe briefly the honoree's connection to Meredith (1–3 sentences):

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**Proposed Inscription (*Subject to Select Board approval*)**

*Include sentiment, full name, DOB, DOD. Maximum character limits may apply.*

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**Preferred Location (*optional – final placement will be coordinated with appropriate department*)**

- ☐ Hesky Park
- ☐ Community Center Grounds
- ☐ Library Grounds
- ☐ Main Street
- ☐ Other: \_\_\_\_\_

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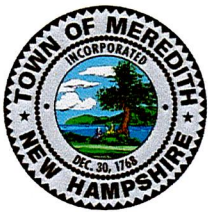
**Acknowledgments**

Please check to confirm your understanding and agreement:

- ☐ I understand that the memorial bench must conform to the Town's standard design, size, and materials.
- ☐ I agree to cover all costs associated with the bench, including purchase, engraving, and installation.
- ☐ I acknowledge that the final location and inscription are subject to Town review and Select Board approval.
- ☐ I understand that the Town will maintain the bench for a minimum of 10 years, and it may be removed or relocated thereafter.

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





**Town of Meredith, New Hampshire**  
**Selectboard Agenda Report**  
**For the Meeting of August 11, 2025**

**From:** Michael Faller, DPW Director

**Subject:** Solid Waste Transportation Contract

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**Suggested Motion:**

I move to have the Town Manager and the DPW Director enter into a Municipal Agreement with the Town of New London, 5-year Lease purchase a new Kenworth transport truck for Meredith DPW/ Solid waste and use that to begin hauling trash and demo trailers for Meredith and New London.

Selectboard Chair calls for a second, discussion and vote.

**Recommendation:**

I am recommending that the Town of Meredith purchase a new truck for Meredith DPW to haul our trash and demo and enter into a Municipal Agreement with New London to start hauling their trash and demo trailers also. The cost of the new truck will be paid out of our budget lines as shown below.

**Background/Discussion:**

We recently renegotiated our hauling contract for SW. During the bidding process the town only received ONE bid. Recently the Contractor, Daryl Moore, who submitted the only bid and has been hauling the trailers, came to me and stated he wanted to back out of the contract. He hauls trash and demo trailers for both Meredith and New London. Meredith has \$175,000.00 budgeted for transportation and New London spends about \$80,000.00 per year on their transportation contract.

I have talked with Sam Clark, New London's DPW Director, and he is willing to enter into a municipal agreement to have Meredith haul their trash trailers.

This means Meredith would need to purchase a new truck. This truck would be Lease Purchased over a 5-year period and at the end of the five years the town would own the truck. The truck would have an eight-to-ten-year life expectancy as I estimate approximately 100,000 miles per year on the truck. Also, in the event that our truck was



## Town of Meredith Selectboard Agenda Report

out of service for any reason, New London has indicated they would step in and assist hauling trailers for both our towns during the breakdown period.

### Fiscal Impact:

After some research, I have found we can purchase a truck for \$225,000 which includes the upfit package. The price of the truck can be paid for over 60 months (5 years) at estimated 7% interest. \$225,000 divided by 60 months = \$4,200/month.

Truck Cost	\$ 50,400.00
Labor Grade 10 Truck Driver/with benefits	\$ 80,000.00
Service/Tires	\$ 10,000.00
Fuel	<u>\$ 50,000.00</u>
Total	<b>\$190,400.00 year</b>

### Solid Waste 2025 Budget:

Trash Transportation (436-4581-01-047)	\$100,000.00
Demo Transportation Disposal (436-4530-01-047)	\$ 75,000.00
New London SW Hauling	<u>\$ 80,000.00</u> (See note*)
	<b>\$255,000.00 year</b>

*\*(NOTE: New London pays the hauler so they would pay us to haul their trash)*

Current Budget	\$255,000.00 (including the New London
portion)	
Cost with our own truck	<u>- 190,400.00</u>
<b>SAVINGS to town</b>	<b>\$ 64,600.00 year**</b>

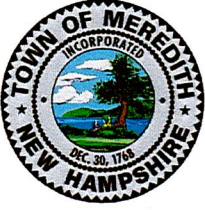
We would also need to add an additional full-time DPW highway person as one of our highway employees would be hauling the trash with this new truck.

\*\*The savings would be used to offset the cost of the new employee. That driver would help maintain the truck and trailers and would assist the mechanics during slower times in the winter. Additional savings are that this employee would also be able to haul sand in the winter, which would save the town the cost of having it trucked in by a contractor.

### Concurrences:

Advertising for an additional highway employee position for summer and winter maintenance.





**Town of Meredith, New Hampshire  
Selectboard Agenda Report  
For the Meeting of August 11, 2025**

**From:** Police Chief Michael Harper

**Subject:** Request to Utilize the Buildings and Facility Maintenance Expendable Trust Fund to replace a heat exchanger at the Police Department.

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**Suggested Motion:**

Selectboard member moves, *"I move that Chief Harper be authorized to utilize \$4,403.00 from the Buildings and Facility Maintenance Expendable Trust Fund to remove, dispose and replace a heat exchanger at the police department."*

**Recommendation:**

The heat exchanger/boiler is a critical component of the police department's heating and cooling system. In accordance with state requirements, it must be properly removed, disposed of, and replaced.

**Background/Discussion:**

The heat exchanger/boiler, originally installed in 2006, is a critical component of the police department's heating and cooling system. It is now in need of replacement and, in accordance with state requirements, must be properly removed, disposed of, and replaced. Failure to replace it in a timely manner may result in a civil penalty from the State Department of Labor.

**Fiscal Impact:**

\$4,403.00, withdrawn from the Town of Meredith Facility Maintenance Expendable Trust Fund. The balance in the Facility Maintenance Expendable Trust Fund as of 12/31/2024 was \$102,915.05 per the Director of Administrative Services Robert Carpenter.



## **Town of Meredith Selectboard Agenda Report**

### **Alternatives:**

1. If not replaced, the system will lose a key element and the redundancy necessary for reliable operation.
2. Potential civil penalty.

### **Attachments/Exhibits:**

Estimate from Clifford Air

Notice from the Department of Labor





272 Messer St  
Laconia, NH 03246  
(603) 527-8002  
service@cliffordairhvac.com

## Estimate

ESTIMATE#	1764
DATE	07/28/2025
PO#	

CUSTOMER
Meredith Police Station 400 Daniel Webster Highway Meredith NH 03253 (603) 393-6252

SERVICE LOCATION
Meredith Police Station 400 Daniel Webster Highway Meredith NH 03253 (603) 393-6252

DESCRIPTION	07/28/25: quote new heat exchanger
-------------	------------------------------------

### Estimate

Description	Qty	Rate	Total
Heat exchanger • To remove and dispose of existing heat exchanger. Then supply and install a Weil-McLain heat exchanger for Ultra. W/M383500777.  • This includes pulling a permit, nitrogen, brazing, sealant, plus all other materials for the install.	1.00		

CUSTOMER MESSAGE
Estimates /proposals are valid for 30 days from date of issue. 50% due on signing, 25 % upon delivery and balance due upon completion of job. all materials and equipment supplied remain the sole property of Clifford Air HVAC and R LLC until invoice is paid in full. all past due invoices will be subject to late charge of 2% per month of unpaid balance. customer agrees to pay any court cost incurred plus additional 25% of sum due in the event the account is referred to an attorney or collection agency . customer will be charged a \$45 processing fee for any check returned due to insufficient funds.

**Estimate Total:**

**\$4,403.00**

PRE-WORK SIGNATURE

Signed By:





Ken Merrifield  
Commissioner

Danielle N. Albert  
Deputy Commissioner

# State of New Hampshire

## Department of Labor

Hugh J. Gallen  
State Office Park  
Spaulding Building  
95 Pleasant Street  
Concord, NH 03301-3852  
603/271-3176  
TDD Access: Relay NH  
1-800-735-2964  
FAX: 603/271-2668  
<https://www.dol.nh.gov>

July 28, 2025

TOWN OF MEREDITH  
41 MAIN ST  
MEREDITH NH 03253-0325

### 30 DAY COMPLIANCE NOTICE

**RE: NH ID # 033854**

LOCATION: POLICE STATION BLRM, 400 DW HWY, MEREDITH

Dear Sir/Madam:

This Department is in receipt of the inspector's report (see attached) on the above-mentioned Boiler and there are violations that must be complied with no later than thirty (30) days from the above date. If more time is needed to comply or the unit has been removed from operation, please notify this office in writing immediately.

This is also WARNING that if the violation(s) are not taken care of within 30 days, and no extension of time to comply is granted, it will be necessary to suspend the unit from operation and assess a civil penalty under RSA 157-A: 10-a for each code violation.

**The INSPECTOR MUST BE NOTIFIED once the violation(s) is repaired so that a re-inspection and sign-off can occur.**

### INSPECTOR'S SIGN OFF BELOW

Also be advised, an Inspection Certificate will not be issued until the violation(s) are corrected and the enclosed invoice is paid.

If you have any questions, please feel free to contact this Department at (603) 271-2585.

Sincerely,

Bethany Cottrell  
Director  
Inspection Division

LR/DRP

Inspector's Name and Number:

Date:

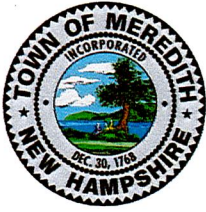


## Travelers

### Boiler - Fired Pressure Vessel Report of Inspection

Date Inspected <b>07/24/2025</b>		Cert. Exp Date <b>08/01/2025</b>		Certificate Posted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Owner No.		Jurisdiction Number <b>NH033854</b>		Nat'l Bd. No. <b>N/A</b>		Other No. <b>CP5317166</b>	
Owner <b>Town of Meredith</b>						Nature of Business				Kind of Inspection <input type="checkbox"/> Int <input checked="" type="checkbox"/> Ext		Cert Inspection <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Owner Street Address <b>41 Main St</b>						Owner City <b>Meredith</b>				State <b>NH</b>		Zip <b>03253-5836</b>	
User Name - Object Location <b>Meredith Police Station</b>						Specific Location in Plant <b>Police Station Bldg</b>				Object Location - County <b>Belknap</b>			
User Street Address <b>400 Daniel Webster Hwy</b>						User City <b>Meredith</b>				State <b>NH</b>		Zip <b>03253-6209</b>	
Type <b>Cast Aluminum</b>				Year Built <b>2007</b>		Manufacturer <b>Weil Mclain</b>							
Use <b>Hot Water Heating</b>						Fuel <b>Gas</b>		Method of Firing <b>Automatic</b>		Pressure Gage Tested <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
This Inspection <b>30</b> psi		Prev. Inspection <b>30</b> psi		Safety Relief Valves Set At <b>30</b> psi		Total Capacity <b>510000 BTU/HR</b>				Heating Surface and/or BTU <b>289000 BTU/hr</b>			
Is condition of object such that a certificate may be issued? (If No, explain fully under condition) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										Hydro Test <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PSI DATE			
<p><b>CONDITIONS:</b> With respect to the internal surface, describe and state location of any scale, oil or other deposits. Give location and extent of any corrosion and state whether active or inactive. State location and extent of any erosion, grooving, bulging, warping, cracking or similar condition. Report on any defective rivets, bowed, loose or broken stays. State condition of all tubes, tube ends, coils, nipples, etc. Describe any adverse conditions with respect to pressure gage, water column, gage glass, gage cocks, safety valves, etc. Report conditions of setting, linings, baffles, supports, etc. Describe any major changes or repairs made since last inspection.</p> <p><b>- Repair Boiler - Failed Cast Aluminum Block</b></p>													
<p><b>REQUIREMENTS:</b> (List of Code Violations)</p> <p><b>- Two corrosion holes were discovered in the bottom of the cast aluminum block&lt; near the drain, on boiler NH033854. This is a failure of the pressure vessel. The boiler must be removed from service and repaired or replaced. All repairs and replacements must be made in accordance with the applicable code and jurisdictional requirements.</b></p>													
Name and Title of Person to Whom Requirements Were Explained Tyler Manville													
I HEREBY CERTIFY THIS IS A TRUE REPORT OF MY INSPECTION <i>Stephen Sawyer</i>													
Inspector Name <b>Stephen Sawyer</b>				Ident. No. <b>NH-352 NB-10567</b>				Employed By <b>Travelers</b>				Ident. No.	





**Town of Meredith, New Hampshire  
Selectboard Agenda Report  
For the Meeting of August 11, 2025**

**From:** Judie Milner, Town Manager

**Subject:** Town Manager Report

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**Shout Outs:**

**Town Planner Labreque** – will be presenting at the New England Travel & Tourism Research Association's annual conference held in Meredith this year (10/7-10/10/25) – she will be showing off the Laverack Trail!

**Website Development:**

1. There is now a link to my email under town manager, contact us.
2. Studies can be found under public records, studies link  
here: <https://www.meredithnh.gov/335/Studies>
3. Project/Plans can be found under public records, project/plans link  
here: <https://www.meredithnh.gov/336/Projects-Plans>
4. Developer is looking for bios from me and the board to add to the website based on user requests.

**Vision/Mission/Strategic goals Exercise with Primex:**

9/9/25 4:30pm Library

9/11/25 5pm location TBD

**October Meeting on 10/13 Holiday** – asking board to reschedule it to 10/6 for the tax rate setting process.

**2025 Tax Rate Setting** – hold workshop on 10/6 (tentatively, if board approves meeting date) & set rate at the 10/27/25 meeting.



## **Town of Meredith Selectboard Agenda Report**

**2026 Budget Process** – budget packets will be distributed to the board at your 10/27 selectboard meeting. I am recommending 3 budget hearings for department presentations in November, then 2 workshops for follow up discussion at your regular December meetings (12/8 & 12/22) for completion well ahead of January 2026. Feedback? Date setting?

### **Meredith Police Association Events:**

**Cone with a Cop** – 8/26 5:30-7:30pm, Free ice cream with first responders (police, fire and ambulance), flyer is attached.

**3<sup>rd</sup> Annual Cornhole Tournament** – start practicing! Sunday October 5<sup>th</sup> at 1pm, flyer is attached.

**Waukegan Watershed Advisory Committee** – Lake Friendly Landscaping educational event Wednesday 8/13/25 6-8pm at the community center, flyer is attached.

**Legislative Update** – Governor Ayotte vetoed the problematic bill that would have limited employee speech and likely governmental transparency. This is good news but a similar bill will likely come through in the next legislative session. Several land use bills were signed into law. I'll share the final legislative bulletin from NHMA with the board as well as guidance on next steps.

**Keno Opt Out Warrant Article** – According to the final chaptered version of the bill, there is standard language to be placed on a warrant for the opt out. 2 different versions of language depending on whether or not we have other games of chance in the community that we want to keep. Guidance please, does the board vote to put the language on a warrant article where the language is set by RSA?

**Fees Project** – was presented earlier tonight as a workshop.

**Master Plan** – **THIS IS A CHANGE FROM PREVIOUS UPDATES** - the Planning Board has invited the selectboard to their meeting on **9/23** for the presentation of the Draft Master Plan.

**HOP Grant Housing Audit** – the Planning Board will be reviewing this draft at their 8/26 meeting.



## **Town of Meredith Selectboard Agenda Report**

**Short Term Rental Licensing** – A lot of progress has been made in implementing the software and licensing program. The software company is striving for a 10/13 up and running date but even that is a tight turn around. We will keep you posted.

**Town Wide Road Assessment** – presentation of plan to selectboard is expected to occur in the September 22<sup>nd</sup> Select board meeting. Director Faller and I have reviewed the draft and we will be using that in the CIP process this year to keep that process on track for the budget timeline.

### **Tax Deeded Property Project:**

**Current Deeding** - Our Deputy Tax Collector Christina Brown is starting the deeding process with the required intent to deed letters. I expect a very short list of properties for consideration sometime in October.

**Deeded Properties in the Town's Name** – presented as a workshop earlier tonight.

**CIP Update** – the management team is working on their CIP forms for the next 15 years utilizing quotes for current items and industry standard estimates for the remainder of the projects. Director Carpenter and I expect to present a comprehensive plan to the CIP committee at their next scheduled meeting on September 10, 2025.

**Pleasant Street Wall** – will be part of the CIP presentation

**Waterfront infrastructure** – will be part of the CIP presentation

**Parking PILOT Program** – Data collection continues. Reports from PD and DPW have the parking lots with open spaces. I think there is a misconception out there that the Town is required to provide parking and that the PD has the capacity to enforce 24/7 parking regulations at the 2 lots. I hope to address it so we may move forward with realistic expectations of what can be done. As the selectboard knows, there is a rsa that tells us we must charge taxes associated with the use of municipal property if the property is restricted to a few users. The next meeting of this committee will be 10/16 after the PILOT program ends on 10/15.



## **Town of Meredith Selectboard Agenda Report**

**Housing Champion Designation** – we were told we'd hear closer to the end of the month, no news yet

**Main Street Project** – parking study will be conducted in the month of August. You will see engineers from VHB at different times of day throughout the downtown areas within .25 mile of downtown which would encompass 467 spaces. Scope and pricing of parking study follows this update. The utility study has been completed, a copy follows this update. Please let me know if another presentation from the engineers is desired prior to the completion of the parking study.

**Status DPW Bldg/Hutter** –Attorneys are scheduling an onsite meeting to address issues with the building so we may resolve occupancy issues and final payment. Onsite meeting has not occurred yet.

**Old Home Days** – the Town, with representation from DPW, Police and Fire, had a good meeting with the main street old home days committee mapping out the parade route and main street area for the event for the highest degree of safety for those attending and those living in the area. We plan to put a map showing the routes open for local traffic only in the areas above main st on the Town website and throughout town. This is looking to be a great event. I hope to be able to keep it going. Reminder 9/6 is Old Home Days! Meredith has been adding to the Preservations website of having an Old Home Days! Thank you to this group for all of their hard work bringing this community event to fruition.

**Next Department Head Meeting – August:**

Beginning Policy Review with Personnel Policy and Administrative Regulations

**Waukewan Dam & Canal project –**

**Route 25 assessment(underground) –**

**Sewer storm water Asset grant-** Scheduled for completion late 2025

**Asset management/ Strategic planning grants-** Both studies are scheduled for July completion. This is 9 months ahead of the scheduled deadline. We have not seen the final product yet but will share with the board when we do.



## **Town of Meredith Selectboard Agenda Report**

**Prescott Park Renovation** – meeting on 7/31 to discuss and put together all of the information gathered to date

**Wage survey implementation** – I plan to have recommendations to the board as part of the 2026 budget process.

**Community Power** – Meredith's Aggregation Plan was approved by the PUC. NHEC annual meeting was on 6/17, we still have not received notification of the new rates. Community Power does not anticipate launch of the program until 2026.

**Fire Department Study** – I am about 90% through the study and am developing a spreadsheet to include the recommendations and status. I hope to present this at your next selectboard meeting.

### **Projects working on – Stay Tuned for Future Update**

PFAS Settlements

HOP grant – Policy & Regulatory Audit, Regulatory Changes



# Cone with a Cop

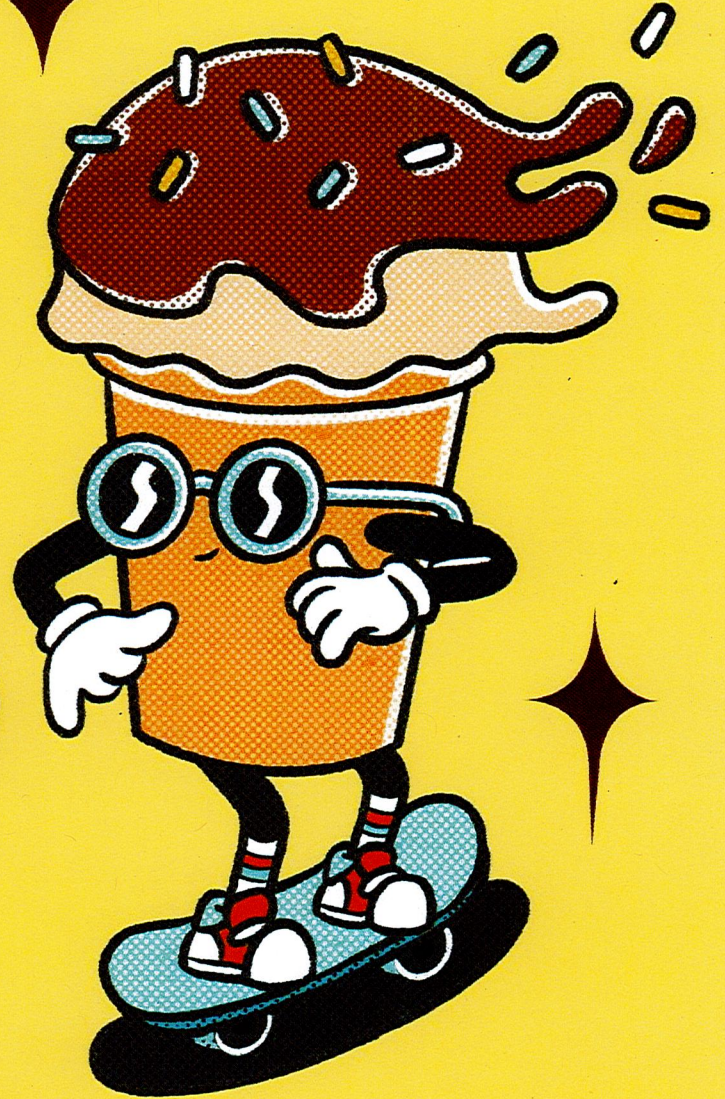
**AUGUST 26<sup>th</sup>**  
**5:30pm - 7:30pm**

**TOWN DOCKS RESTAURANT**  
**289 DANIEL WEBSTER HWY**  
**MEREDITH, NH 03253**

**ENJOY A FREE**

# Ice Cream

**WITH MEREDITH FIRST RESPONDERS!**







# Meredith Police Association's 3<sup>rd</sup> Annual

# CORNHOLE Tournament

RAFFLES - PRIZES - MUSIC - FOOD - FAMILY & PET FRIENDLY

**Sunday, OCTOBER 5th**

BAGS FLY AT 1:00PM

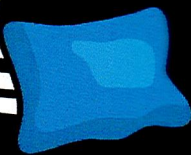
**\$100**

TEAM FEE



TWIN BARNS BREWING COMPANY  
194 Daniel Webster Hwy, Meredith, NH 03253

**House Bags Only!**



**MAIN EVENT  
SPONSORSHIPS \$1000**

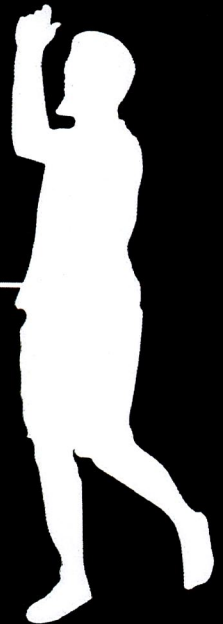
**BOARD SPONSORSHIPS \$500**

**EMAIL TO SPONSOR OR SIGN UP!**

[MeredithPoliceAssociation@gmail.com](mailto:MeredithPoliceAssociation@gmail.com)



**FREE KOHV SHADES AND  
DRINKS FOR EACH PLAYER!**

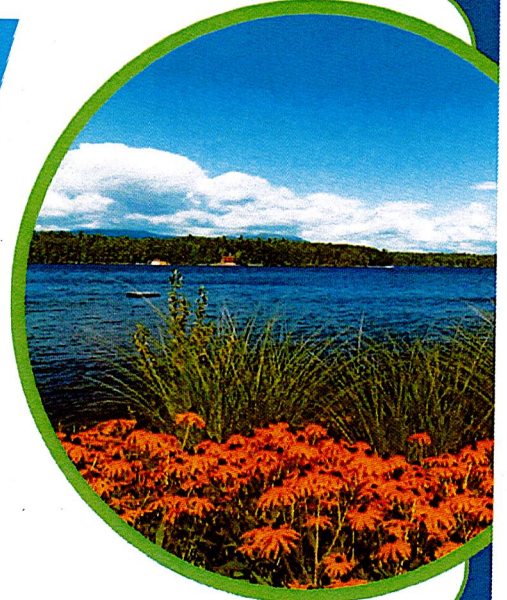




The Waukegan Watershed Advisory Committee, in collaboration with the Meredith and Moultonborough Cyanobacteria Committees, proudly present:

# LAKE FRIENDLY LANDSCAPING

From grassroots fixes to shoreline best practices, this event highlights how both homeowners and volunteers can work together to reduce runoff, support healthy ecosystems, and protect our lakes.



Wednesday  
**August 13, 2025**



**6:00pm – 8:00pm**

\*Doors open at 5:45pm for  
networking and refreshments



Meredith Community Center  
1 Circle Drive  
Meredith, NH

## REGISTER HERE



\*not required, but greatly appreciated.



**John Stephens**

Managing Partner & Chief  
Executive Officer

Stephens Landscaping



**Kevin Kelly**

Moultonborough  
Cyanobacteria  
Committee Chair &  
LKWA Board Member

**Questions? Contact LWA at 603-916-2010**

With support from the Meredith Conservation Commission, Moultonborough Conservation Commission, Windy Waters Conservancy, Meredith Neck Islands Alliance, Winnisquam Watershed Network, Lake Winnepesaukee Alliance, the Lake Kanasatka Watershed Association and Wolfboro Waters.





**AMENDMENT 2  
TO THE  
AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN  
VANASSE HANGEN BRUSTLIN, INC.  
AND  
THE TOWN OF MEREDITH**

**VHB PROJECT NO. 52918.00**

**July 23, 2025**

The following amends the Agreement between Vanasse Hangen Brustlin (VHB) and the Town of Meredith, hereinafter called the "CLIENT". This amendment includes details of the services to be performed, timing of the services, and compensation. The work will be performed according to the Terms and Conditions of the original Agreement dated July 16, 2024.

In addition to the current planning and conceptual design services being provided by VHB under Phase II, the Client has requested that VHB provide transportation planning services to the Town of Meredith for the purpose of evaluating existing parking utilization in the vicinity of the Town's Main Street corridor. This information will assist the Town in its evaluation of potential parking impacts as shown in the conceptual plan presented to the Select Board on June 23, 2025.

**SCOPE OF SERVICES**

VHB will conduct a comprehensive evaluation of the existing parking conditions of an estimated 461 parking spaces that are either owned or maintained by the Town and within approximately 0.2 miles of the portion of Main Street from its intersection with Waukegan Street to US Route 3 (Daniel Webster Highway). The evaluation will include confirmation of existing parking inventory and the collection of parking space occupation and turnover data. Specifically, VHB will provide the following services:

- VHB will meet with the client at the outset of the study to review the study approach, schedule, project deliverables, and to obtain any previous studies or other available data.
- VHB staff will review available information provided by the Town or Greater Meredith Program (GMP).
- VHB will conduct a field reconnaissance of the parking areas and confirm the inventory of all existing parking spaces within project limits to determine the number, location, assignment (handicapped/reserved for private use), time restrictions, etc.
- VHB will conduct hourly occupancy counts from 9:00 AM to 5:00 PM for all parking areas noted above on a typical Friday during the peak summer season. The number of parked vehicles will be recorded to determine the time of day when peak parking usage occurs.
- VHB will also collect parking turnover data for all parking spaces. The parking turnover evaluation will consist of recording vehicle license plates to identify each vehicle's time of arrival, time of departure, and length of stay. These data points will be used to identify the type of parker and potential need for additional enforcement of parking restrictions.





- The existing parking demand will be compared to available parking supply, to quantify area-wide and localized parking deficits.
- VHB will submit a report documenting the findings of the evaluation. The report will be prepared in a reader-friendly format including tables, charts, or graphics needed to properly summarize the data.
- VHB will meet with the client to present our findings and discuss various issues, potential solutions, and implications for the Main Street project.

#### **CLIENT FURNISHED INFORMATION**

It is understood that VHB will perform work under the sole direction of the Client. In the performance of this work, VHB will coordinate its efforts with those of other project team members and other consultants as required. The Client shall provide VHB with project-related technical data including, but not limited to the following:

- Parking Areas Map
- Inventory of existing parking (number, location, description of spaces, time restrictions, reservations for handicapped/private users, etc.)

VHB will perform a site review prior to the field evaluation to confirm the accuracy and completeness of client-furnished information in connection with performance of services under this Agreement. Any diversion from what has been previously identified will be documented and addressed with the Town.

#### **SCHEDULE**

VHB anticipates completion of the existing conditions parking evaluation, exclusive of Client review, to be completed within 4 weeks.

VHB will begin performance of the above services on the date written authorization to proceed is received. This Agreement shall be effective upon VHB's receipt of an executed Agreement from the Client. If the Client requests that work under this Agreement be stopped, the schedule is subject to renegotiation when written authorization to proceed is received. VHB staff are available to attend project meetings, as requested by the Client, subject to the provisions under the Scope of Services clause.

#### **COMPENSATION**

VHB will perform the Scope of Services contained in this Agreement on a time and expenses basis using our standard billing rates in effect at the time work is performed. The estimated upset limit for Labor for this Design Scope of Services is \$28,740. In addition to labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as printing and reprographics; travel and subsistence; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed at cost.





**SERVICES NOT INCLUDED IN PHASE II**

The following services are not anticipated and, therefore, not included in our proposal:


- Traffic data collection or analysis
- Attendance at any meetings other than with CLIENT or those specified in this agreement.

Should work be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the CLIENT's request, that contains the Scope of Services, fee, and schedule required to complete the additional items.





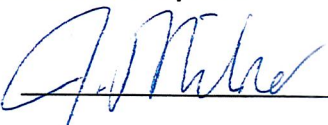
**VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION FOR PHASE II**

By:  Date: 7/24/2025  
David Fenstermacher  
Title: Managing Director

**CLIENT AUTHORIZATION**

The Town of Meredith agrees with the Scope of Services, Compensation, and Schedule. Upon execution, this agreement is subject to all terms, conditions, and provisions herein.

Total Upset Limit for Labor:	\$ 28,140.00
Estimated Reimbursable Expenses:	\$ 600.00
<b>Total Labor and Expenses:</b>	<b>\$ 28,740.00</b>

By:   
Title: Town Manager  
Date: 8/5/2025






Meredith Main Street

		VHB						
		Project Manager	Roadway Task Manager	Project Engineer	Engineer			
STUDY PHASE			Structures Task Manager	Landscape Designer	Sr. CAD Tech.	CAD Tech.		
TASK NUMBERS	TASK DESCRIPTION		Env. Task Manager	Sr. Env. Scientist	IT Tech.		VHB TOTAL HOURS	VHB LABOR COST
PHASE II	Task 2: Planning and Conceptual Design							
2.7	Parking Study							
2.7.1	Client coordination	4					4	\$ 1,100.00
2.7.2	Review materials provided by the Town	6					6	\$ 1,650.00
2.7.3	Field review to confirm and document existing conditions, restrictions, use, etc.	10			10		20	\$ 4,150.00
2.7.4	Prepare field inspection documents (assumed to be hard copy maps)	2		4		8	14	\$ 2,190.00
2.7.5	Field work (occupancy counts of 461 spaces (4 staff members)	2			22	22	46	\$ 6,490.00
2.7.6	Download information into useable format	2			8		10	\$ 1,670.00
2.7.7	Prepare and submit draft report with charts and figures (including QC)	12	12		8	8	40	\$ 7,980.00
2.7.8	Review initial findings with Client	2	2				4	\$ 970.00
2.7.9	Finalize report	4	4				8	\$ 1,940.00
	Sub-Total =	44	18	4	48	38	152	\$ 28,140.00
	TOTAL FINAL DESIGN PHASE HOURS:	44	18	4	48	38	152	
	AVERAGE LABOR RATES:	\$ 275.00	\$ 210.00	\$ 150.00	\$ 140.00	\$ 130.00		
	FINAL DESIGN PHASE LABOR AMOUNT:	\$ 12,100.00	\$ 3,780.00	\$ 600.00	\$ 6,720.00	\$ 4,940.00		\$ 28,140.00



		Meredith Main Street - Direct Expenses						
		VHB						
	DESCRIPTION	Cost	Unit	Quantity	Conceptual Design	Preliminary Design	Final Design	Direct Expense Total
	<b>Direct Expenses</b>							
1	Full Size Plotting B/W (Not Including Bid Sets)	\$ 0.45	SF	0				\$ -
2	Full Size Plotting - Color	\$ 3.25	SF	0				\$ -
3	Photocopying - B/W	\$ 0.095	EA	200	\$ 19.00			\$ 19.00
4	Photocopying - Color	\$ 0.55	EA	100	\$ 55.00			\$ 55.00
5	Travel	\$ 0.70	MI	250	\$ 175.00			\$ 175.00
6	Postage and Deliveries	\$ 171.00	Unit	1	\$ 171.00			\$ 171.00
7	Miscellaneous	\$ 180.00	Unit	1	\$ 180.00			\$ 180.00
				<b>Subtotal:</b>	<b>\$ 600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600.00</b>





## Memorandum

To: Judie Milner  
Town Manager  
Town of Meredith  
41 Main Street,  
Meredith, NH 03253

Date: July 23, 2025

Project #: 52918.01

From: Stefanie Kizza, P.E.

Re: Meredith Main Street – Utility Study

### Introduction

This utility study is one component of a larger project being undertaken by the Town of Meredith. The main goals of the project are to improve public safety and incorporate streetscape design elements to beautify and improve the look and quality of life on Main Street. The public safety improvements goals were developed in response to a pedestrian fatality that occurred on Main Street, and the streetscape design and beautification goals were the result of input from the Greater Meredith Program (GMP) – a local business advocacy group, residents, and other key stakeholders. The focus of this study is to evaluate the feasibility of relocating the overhead utilities along Main Street from Lake Street to Daniel Webster Highway (US Route 3) to either an underground duct bank system or to an alternate route outside of the busy main street area, or some combination of the two. The initial idea of relocating the utilities was introduced by GMP. The following is a summary of VHB's findings and approximate costs associated with this effort.

### Methodology and Design Approach

Due to the conceptual nature of this study and lacking detailed record utility plans and specific design requirements from the private utility companies, several assumptions were made when evaluating these alternatives. Some of the assumptions made were based on information provided by NH Electric Co-op (NHEC) at a meeting held May 21, 2025. The following is a summary of some of the key assumptions used when developing conceptual plans and cost estimates:

- It is assumed that electric and communications conduit will share a duct bank where feasible, consisting of 3 rows of 3-4" PVC conduits, spaced 3" apart, concrete encased, with a minimum of 3" of concrete around the outside edges. It is assumed the duct bank will contain 4 ducts for primary electric, 4 ducts for communications, and 1 spare duct. When either utility is placed in its own separate duct bank, the assumption is that it will consist of 2 rows of 3-4" PVC conduits, spaced 3" apart, concrete encased, with a minimum of 3" of concrete around the outside edges. It is assumed the duct bank will contain 4 ducts for either primary electric or communications, and 2 spare ducts.
- It is assumed that pad-mounted transformers will be required in order to safely connect primary electric to existing secondary services.
- It is assumed that the work associated with pole removal will be performed by the Power Company or other associated owner of said pole. It is also assumed that all transformers, pads, and electrical wiring will be furnished and installed by the Power Company. It is assumed that the labor and materials for this work will be paid for as part of this Contract through an Allowance.
- It is assumed that the Communications company or companies will furnish, install, and splice any proposed cable required as part of the project. It is assumed that the labor and materials for this work will be paid for as part of this Contract through an Allowance.

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- It is assumed that new electric meters and new underground service connections will be required at all properties currently being served by an overhead service connection. It is assumed that the Town will be paying for the labor and materials for this work as part of this Contract.

### Existing Conditions

The Feasibility Study area is on Main Street between Lake Street and St. James Street. There are approximately 13 existing utility poles within the study area that are either owned by NHEC or communications company. Along Main Street, the utility poles are generally located at or just behind the existing curb line. Based on field survey information, site visits and site photos, and publicly available street view images, it is concluded that there are 12 overhead electric connections and 13 overhead cable service connections to properties on Main Street within the study area. It is assumed that existing communications cable runs from Pole 1 to Pole 2, 5, 6, 7, 9, 11, 12 and 13. It also connects from Pole 2 to 3, 5 to 4, 8 to 9 and 9 to 10. (See conceptual plan in **Appendix A** for Pole numbering). It is assumed that existing primary electric runs from Pole 8 to Pole 9, 11, 12, and 13. It also runs from Pole 9 to 10. It is assumed that existing secondary electric runs from Pole 3 to Pole 2, and Pole 5 to Pole 4. There are existing pole-mounted transformers on Poles 1, 3, 8, 9, 10, 11, and 12. There are existing risers coming off of Poles 1, 7, 10, 12, and 13. The properties on the west side of Main Street between High Street and Water Street, with the exception of C.R. Investments and Frog Rock Tavern, appear to be serviced for both electric and communications from existing underground connections and/or utility poles on High Street, Water Street, and/or poles located behind the buildings. The property at 72 Main Street appears to be serviced for both electric and communications from an existing pole on Dover Street. The properties at 62 and 56 Main Street appear to be serviced for both electric and communications from existing poles on Dover Street. The properties at 51 Main Street appear to be serviced for both electric and communications from existing poles on Highland Street and Water Street.

### Overhead Utility Relocation Alternatives

Two alternatives were considered when evaluating the feasibility of relocating the overhead utilities on Main Street. The following sections summarize the two alternatives and discuss some of the impacts associated with them.

#### *Alternative 1: Relocating Overhead Utilities Underground on Main Street*

Alternative 1 involves placing existing overhead electric and communications utilities underground within a concrete encased duct bank system. As part of this alternative, existing Poles 2, 5, 6, 7, 9, 11, and 12 would be removed. Existing Poles 1, 3, 4, 8, 10, and 13 at the limits of work and on side streets would remain. The conceptual plan provided in **Appendix A** depicts this alternative in greater detail.

#### Electric

Secondary electric would be placed underground between Pole 3 and Pole 4, with a two-way electric manhole placed within the roadway along the run of conduit. Four underground service connections would come off this duct bank to replace existing overhead service connections in this area. Primary electric would be placed underground between Pole 8 and Pole 13, with a connection to Pole 10 via a 3-way manhole. Another two-way manhole is proposed under the sidewalk on the western side of Main Street a few hundred feet south of Pole 13. Two pad-mounted transformers are proposed behind the sidewalk along this stretch of Main Street, with proposed underground service connections coming off them replacing existing overhead service connections.



### Communications

Communications conduit would be placed underground between Pole 1 and Pole 13, with connections to Poles 3, 4, 8, and 10 facilitated by communications handholes. There are 5 - 5'x7' communications handholes proposed as part of this concept, in order to facilitate connections to existing poles at limits of work, on side streets, to facilitate new underground service connections, and to facilitate pulling and splicing.

### Impacts

As part of the feasibility study, VHB evaluated how this alternative may impact several different categories. Below is a summary of the various impacts associated with the alternative.

- › Right of Way
  - Permanent easements will be required for the pad-mounted transformers.
- › Environmental Resources
  - No impacts anticipated to Environmental Resources.
- › Safety
  - Removing the utility poles along the corridor will open up sight lines for vehicles and pedestrians to be able to see each other better at crossing locations and elsewhere along the corridor.
  - Removing the poles will also eliminate a potential roadside hazard for vehicles.
- › Constructability
  - Coordination with the various utility companies will be essential to ensure minimal interruptions of service to residents and businesses during construction.
  - There will be traffic control considerations for trenching for duct banks and especially at locations where underground vaults are being placed.
  - Test pits will need to be performed to confirm the locations of existing underground utilities to remain, in order to avoid unanticipated utility conflicts.
- › Cost
  - Relocating overhead utilities underground is a very costly endeavor. The conceptual cost estimate prepared for this alternative includes a cost of just over \$3 million to perform this work. The detailed conceptual cost estimate can be viewed within **Appendix B**.

## *Alternative 2: Re-routing Communications Cable and Primary Electric to Poles outside of Main Street*

### Section 1: High Street to Water Street

A few of the buildings within this section of Main Street have overhead service connections directly from Poles 2, 4, and 5. All three of these poles appear to be receiving secondary electric coming from Pole 3. There is no obvious location to re-route this secondary electric, so the only option through here is to keep it as is overhead, or relocate it underground as shown in the Alternative 1 concept. There is no primary electric within this section of Main Street. Communications cable could be re-routed through the parking lot behind Frog Rock Tavern, however this may not be



very practical or cost-effective, as it would be necessary to run cables and poles over 200' up the side streets (High Street and Water Street) to get the appropriate clearances for overhead wires away from existing buildings.

#### Section 2: Water Street to St. James Street

The poles within this section convey primary electric and communications cable. Several of the poles within this section contain pole-mounted transformers and have secondary electric overhead service connections connecting to nearby buildings. The poles within this section also have communications service connections to nearby buildings. Both primary electric and communications cable also continue down Highland Street via a connection between Poles 9 and 10. VHB investigated the feasibility of re-routing both the primary electric and communications cable within this section to corridors behind the buildings along Main Street on both the east and west sides of Main Street. Both potential routes were determined to be infeasible due to lack of adequate clearances between buildings, and impacts to private property.

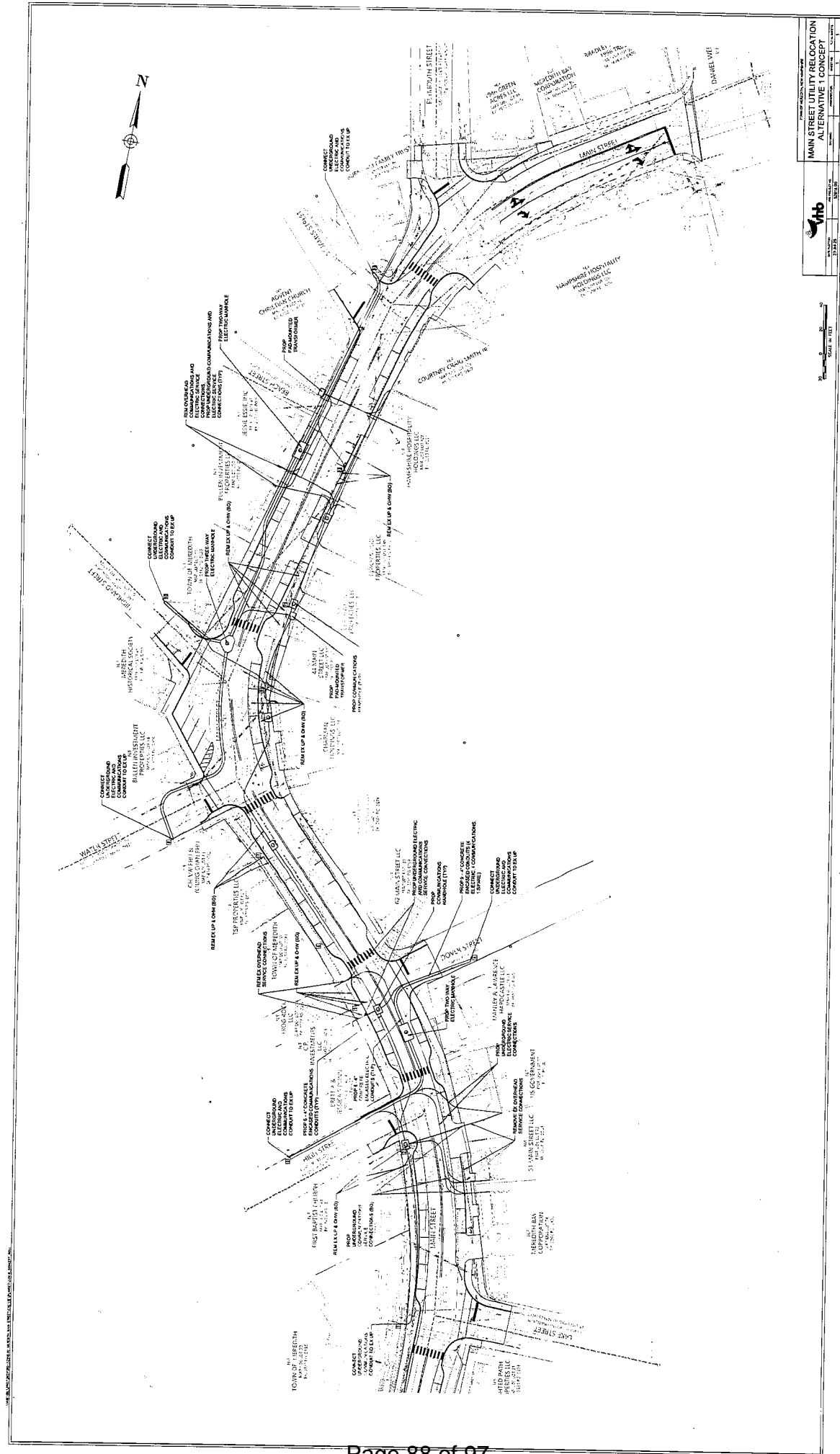
#### **Conclusions and Recommendations**

In conclusion, the analysis performed in this study indicates the only feasible option for relocating the overhead utilities along Main Street within the study area would be to place them underground, as there is no feasible route outside of the corridor without major private property impacts and the need to remove existing buildings. The work to place the utilities underground will be very costly and will require careful coordination with the various utility companies. If the Town wishes to proceed with this concept, it is recommended to begin conversations with the various utility companies very early on in the design process.



## APPENDIX A: ALTERNATIVE 1 CONCEPTUAL PLAN







## APPENDIX B: ALTERNATIVE 1 CONCEPTUAL COST ESTIMATE





260 Arsenal St #2  
Watertown, MA 02472  
Telephone (617) 924-1770  
Fax (617) 924-2286

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## **CONCEPTUAL CONSTRUCTION COST ESTIMATE**

### **Main Street Utility Underground Concept**

**Meredith, NH**

**Job Number: 52918.00**

**Date: June 24, 2025**

**Preparer: K Nguyen**

**Checked by: S Kizza**

The following is a conceptual cost estimate for the undergrounding of overhead utilities on Main Street in Meredith, NH between Lake Street and St. James Street. This estimate is based on conceptual design plans prepared by VHB in June 2025. Prices were determined from the most recent NHDOT weighted average bid prices. This estimate does not consider any Right of Way acquisitions or temporary traffic control costs.

### **Typical Duct Bank Section**

The estimate assumes a typical duct bank section consisting of 3 rows of 3-4" PVC conduits, spaced 3" apart, concrete encased, with a minimum of 3" of concrete around the outside edges. It is assumed that the duct bank will contain 4 ducts for primary electric, 4 ducts for communications, and 1 spare duct. It is assumed that the backfill material and bituminous pavement associated with trenching will be paid for as part of the Meredith Main Street improvement project.

### **Electric Pad-Mounted Transformers**

This estimate assumes that pad-mounted transformers will be required in order to safely connect primary electric to existing secondary services. It is assumed the cost per each includes the concrete pad, the transformer, and the wiring connecting to the vaults.

### **Electric Manholes**

This estimate assumes that two-way and three-way electric manholes will be needed within the project limits in order to facilitate the connection of the primary electric utility to the two poles at the limits of work on Main Street, as well as to existing poles on several side streets. It is assumed that all excavation, backfill and other incidental work required to install the structures complete in place will be included in the structure cost.

### **Communications Handholes**

This estimate assumes that communication handholes will be needed within the project limits in order to facilitate the connection of communications utilities to the two poles at the limits of work on Main Street, to existing poles on several side streets, and to existing private services.





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**CONCEPTUAL CONSTRUCTION COST ESTIMATE**

**Main Street Utility Underground Concept**

**Meredith, NH**

**Job Number: 52918.00**

**Date: June 24, 2025**

**Preparer: K Nguyen**

**Checked by: S Kizza**

**Work Performed by Private Utility Companies**

This estimate assumes that the work associated with pole removal will be performed by the Power company. The estimate also assumes that all transformers, pads, and electrical wiring will be furnished and installed by the Power company. This estimate also assumes that the Communications company will furnish, install, and splice any proposed cable required as part of the project.

**Private Service Connections**

This estimate assumes that the Town will be paying for the work associated with furnishing and installing new electric meters, and furnishing and installing new underground service connections to private residences and businesses.





## CONCEPTUAL CONSTRUCTION COST ESTIMATE

**Main Street Utility Underground Concept  
Meredith, NH**

**Job Number: 52918.00**  
**Date: July 23, 2025**  
**Preparer: K. Nguyen**  
**Checked By: S. Kizza**

Description	Unit Price	Quantity	Total Cost
Concrete Encased Conduit Duct Bank (9 Ducts)	\$755.00 per FT	300	\$226,500.00
Concrete Encased Conduit Duct Bank (6 Ducts)	\$500.00 per FT	1,335	\$667,500.00
Concrete Encased Conduit (Single)	\$85.00 per FT	1,345	\$114,325.00
2-Way Electric Manhole	\$22,500.00 per EA	2	\$45,000.00
3-Way Electric Manhole	\$29,500.00 per EA	1	\$29,500.00
Pad-Mounted Electric Transformer	\$160,000.00 per EA	2	\$320,000.00
Electric Meter	\$10,000.00 per EA	12	\$120,000.00
Underground Electric Service Connection	\$17,700.00 per EA	12	\$212,400.00
Pole Removal	\$50,000.00 per LS	1	\$50,000.00
Electrical Wiring	\$200,000.00 per LS	1	\$200,000.00
Communications Cable	\$25.00 per FT	5,080	\$127,000.00
Communications Cable Splicing	\$20,000.00 per LS	1	\$20,000.00
Communications Handhole	\$4,500.00 per EA	5	\$22,500.00
Underground Communications Service Connection	\$10,000.00 per EA	13	\$130,000.00
Subtotal:			\$2,284,725.00
Contingencies (20%):			\$456,945.00
Total:			\$2,741,670.00

**SAY: \$2,800,000.00**





## ORDER OF MAGNITUDE COST ESTIMATE

### Concrete Encased Conduit - Duct Bank Unit Price Calc

Chelmsford Concrete Encased 4" Conduit 2018 price =	\$70.00	per FT		
2025 price =	\$83.49	per FT	SAY	\$85.00 per FT
x 9 conduits =	\$751.43	per FT	SAY	\$755.00 per FT
x 6 conduits =	\$500.96	per FT	SAY	\$500.00 per FT

### 2-Way Electric Manhole

Chelmsford Electric Manhole (NGRID 2-Way) 2018 price =	\$18,650.00	EA		
2025 price =	\$22,244.80	EA	SAY	\$22,500.00 EA

### 3-Way Electric Manhole

Chelmsford Electric Manhole (NGRID 3-Way) 2018 price =	\$24,650.00	EA		
2025 price =	\$29,401.30	EA	SAY	\$29,500.00 EA

### Pad-Mounted Electric Transformer

2025 price from NHEC =	\$160,000.00	EA	SAY	\$160,000.00 EA
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### Electric Meter

2025 price from NHEC =	\$10,000.00	EA	SAY	\$10,000.00 EA
------------------------	-------------	----	-----	----------------

### Underground Electric Service Connection

LS price from 2018 Chelmsford project =	\$29,600.00			
/ 2 locations =	\$14,800.00	EA		
2025 price =	\$17,652.71	EA	SAY	\$17,700.00 EA

### Pole Removal

assumed cost

### Electrical Wiring

assumed cost

### Communications Cable

length of 9-duct bank =	300	FT		
x 4 communication ducts (1 cable per duct) =	1200	FT		
length of 6-duct bank (cable) =	830	FT		
x 4 communication ducts (1 cable per duct) =	3320	FT		
length of single duct bank (cable) =	560	FT		
Total Cable Length =	5080	FT		
Minuteman Bikeway Extension 2022 Estimate Price =	\$20.00	per FT		
2025 price =	\$21.57	per FT	SAY	\$25.00 per FT





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## **ORDER OF MAGNITUDE COST ESTIMATE**

### **Communications Cable Splicing**

assumed cost

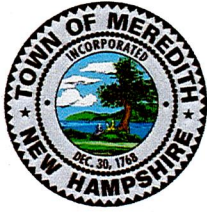
### **Communications Handhole**

Lord Overpass Communication Handhole 2019 price =	\$3,600.00 EA		
2025 price =	\$4,293.90 EA	SAY	\$4,500.00 EA

### **Underground Communications Service Connection**

assumed cost





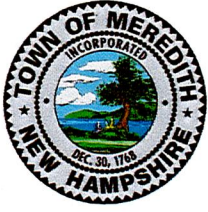
**Town of Meredith, New Hampshire  
Selectboard Agenda Report  
For the Meeting of August 11, 2025**

**Subject: Visitor and Resident Comments**

---

**Board Chair opens the meeting to public for comment.**





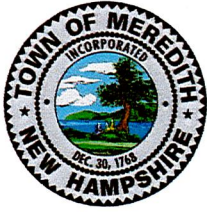
**Town of Meredith, New Hampshire  
Selectboard Agenda Report  
For the Meeting of August 11, 2025**

**Subject: Select Board Reports and Comments**

---

**Board Chair recognizes Board Members for reports and comments.**





**Town of Meredith, New Hampshire**  
**Selectboard Agenda Report**  
**For the Meeting of August 11, 2025**

**From:** Judie Milner, Town Manager

**Subject:** Nonpublic Meeting

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**Suggested Motion to Enter Nonpublic Session:**

Selectboard member moves, *"I move the Meredith Selectboard enter into nonpublic session under RSA 91-A3 II (d) consideration of the acquisition, sale or lease of real property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community AND under RSA 91-A3 II (a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted."*

Selectboard Chair calls for a second, discussion and **ROLL CALL** vote.

**Suggested Motion to Exit Nonpublic Session:**

Selectboard member moves, *"I move the Meredith Selectboard exit nonpublic session."*

Selectboard Chair calls for a second, discussion and **VOICE** vote.

**In public session, Suggested Motion to Seal the Minutes:**

Selectboard member moves, *"I move the Meredith Selectboard seal the minutes of the 8/11/25 nonpublic session because it is determined that the divulgence of this information likely would render a proposed action ineffective."*

Selectboard Chair calls for a second, discussion and **ROLL CALL** vote.