

MEREDITH SELECT BOARD
MEETING AGENDA
Meredith Community Center - 1 Circle Drive
December 8, 2025 at 4:30pm

CALL TO ORDER AT ____{time}____ / ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA ITEM 1. MINUTES – page 1

AGENDA ITEM 2. WORKSHOPS – page 12

- A.** Main Street Project Update/Discussion (Chuck Gregory, VHB) – page 12
- B.** 2026 Budget Follow Up/Discussion (Manager Milner/Director Carpenter) – page 26
- C.** Financial Policy Review (Director Carpenter) – page 27
 - a. Fund Balance – page 27
 - b. Internal Controls – page 30
 - c. Fraud – page 36
 - d. Investment – page 41
 - e. Federal Grants – page 46
- D.** Parking Committee Recommendation (Manager Milner) – page 54

AGENDA ITEM 3. BUSINESS - page 57

- A.** Authority to Sign Documents for CMAQ grant (Manager Milner) – page 57
- B.** Community Development Reorganization (Manager Milner) – page 66
- C.** Appointment – page 84

AGENDA ITEM 4. TOWN MANAGER’S REPORT – page 87

AGENDA ITEM 5. VISITOR AND RESIDENT COMMENTS – page 95

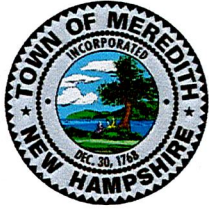
AGENDA ITEM 6. SELECT BOARD REPORTS AND COMMENTS – page 96

ADJOURNMENT AT ____{time}____

Next meeting: December 22, 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 December 8, 2025**

From: Kerri Parker, Recording Clerk

Subject: Selectboard to consider approving meeting minutes

Suggested Motion:

Selectboard member moves, *"I move that the Selectboard approve the minutes of the November 10, 2025 and November 24, 2025 Selectboard meetings and the November 10, 2025 nonpublic session."*

Selectboard Chair calls for a second, discussion and vote.

Attachments/Exhibits:

Applicable public minutes

1
2
3 MEREDITH SELECT BOARD MEETING
4 November 10, 2025 at 4:30pm
5

6 Chairperson Mike Pelczar called the meeting to order at 4:30pm with members present, Selectperson Jim Gregoire, Selectperson
7 Jeanie Forrester, Selectperson Lynn Leighton, Vice Chairperson Steve Aiken, Chairperson Mike Pelczar, Town Manager Judie
8 Milner, Recording Clerk Kerri Parker.

9 Selectperson Lynn Leighton led the Pledge of Allegiance

0 Vice Chairperson Steve Aiken motioned to approve the minutes from the 10/27/2025 Selectboard meeting with corrections
1 seconded by Selectperson Lynn Leighton, all in favor.
2

3 Community Development: Department Renaming & Reorganization

4 Town Manager Judie Milner presented three staffing alternatives for the Planning and Development Department.

5 Alternative 1 no change in staffing

6 Alternative 2 proposed adding a director position and eliminating a part-time office clerk to address technical needs.

7 Alternative 3, recommended by the Manager, combines prior options and strategic planning input. It includes: Senior Planner
8 Code Enforcement Officer Planner I (converted from office clerk) Administrative Assistant Oversight and certain administrative
9 functions would shift to the Town Manager's Office, supported by the Deputy Town Manager.

0 This structure aims to strengthen economic development and cross-train administrative staff.

1 Estimated annual cost: \$82,000, compared to \$110,000 for Alternative 2.
2

3 Selectperson Jeanie Forrester asked how many positions were being added and if there was a necessity to increase the grade from
4 a 16 to a 22 in the Town Managers office. Town Manager Judie Milner explained that with the reorganization it only adds half
5 position. And she feels that the added proposed responsibilities to the position would warrant the upgrade.
6

7 Budget Overview – Wages & Benefits

- 8 • Wages represent 39% of the budget; benefits add 9%, totaling 48%.
- 9 • Proposed wage increase: \$220,000 over 2025, based on a 3.2% COLA (3.4% Northeast CPI would add \$14,000).
- 0 • Benefits increase approximately 5%, with health and dental costs remaining unusually low.
- 1 • Total benefits budget: \$2.2 million.
- 2 • Position changes include eliminating two office clerks and part-time roles, adding a planner and admin assistant, and
3 regrading HR to Deputy Town Manager and adding an additional Deputy Town Manager. Net impact: \$82,000 including
4 benefits.
- 5 • A salary study (\$25,000) is proposed for 2026 to update pay classifications and job descriptions.
6

7 Selectperson Jeanie Forrester asked about the need for 2 Deputy Town Managers and how many communities around the state
8 have 2 Deputy Town Managers. Town Manager Judie Milner explained her feeling that the coverage needed as her feeling that
9 the position often has a quick shelf life. And having that many available at any given time is a good practice. She will check to
0 see how many communities our size have 2 Deputy Town Managers.
1

2 Business

3 Tax Rate Setting

- 4 • 2025 municipal tax rate: \$3.62; total rate: \$10.80, a 5% increase from 2024.
- 5 • Fund balance stands at 13.47% of the budget (\$6.5M).
6

7 Vice Chairperson Steve Aiken motioned to reduce the town portion of the rate by using \$709,150 of the fund balance seconded
8 by Selectperson Lynn Leighton, all in favor.
9

0 Conservation Commission: Landowner Consent for Grant-Funded Project

1 Town Manager Judie Milner explained that the board just needed to give permission to allow access to Town owned land for the
2 project. Selectperson Jeanie Forrester moved the Meredith selectboard authorize board chair Michael Pelczar to sign the
3 Landowner Acknowledgment and Consent Form for the grant funded project along the Hermit Brook and Hermit Lake tributaries,
4 Merrill Brook and Pemigewasset Lake tributary, seconded by Vice Chairperson Steve Aiken, all in favor.

Town Manager's Report

Director Faller – After 28 years of service, Director Faller has announced that he will be retiring on 12/31. Mike was the first person to stop by on my first day with Meredith & took me on a very eye-opening tour of Meredith within my first week. I appreciated both! Mike, thank you for your service and best wishes in your retirement.

Selectboard Invitation – staff is putting together a joint retirement party for Director Choiniere and Director Faller on Wednesday, December 3rd at noon in the Community Center, we would love for you to join us.

Shout outs:

Capt Currier & Lt. Suiter attended ODP 1st Level Chief Officer at the NED-IAFC Conf/Expo, which is in conjunction with the IAFC and Credited through Southern Columbia University

Lt. Suiter and Intern Chris Koza passed the Nation Registry EMT

Chief Jones is now Past President of the NED-IAFC for one year.

2026 Budget Process – 2 Workshops scheduled for November 12th at 4:30pm and November 18th at 5:30pm. I plan to discuss overall payroll and benefits for 2026 at your 11/10/25 regular Selectboard meeting. We may need a 3rd workshop in the first week of December but we will play it by ear. Then 2 workshops for follow up discussion at your regular December meetings (12/8 & 12/22) for completion well ahead of January 2026.

Tentative Schedule of Budget Presentations:

November 12th

Assessing,
Library,
Community Development,
Town Clerk,
Police Department
DPW, and
Water/Sewer

November 18th

Conservation,
Parks and Recreation,
Fire Department,
Executive | Admin Services | Taxes | Municipal Administration | Long Term Debt | Expendable Trust Funds | Revenue

Outside Agency FY2026 Warrant Article –

Selectboard Email Addresses – checking in, did LR Computer reach out to you?

Coalition 2.0 – I attended the annual meeting of this group – the group advocating for our interests in the education funding issues at the court and legislature – on October 21st. I've been elected as the appointed (vs elected) alternate to the 5-member Joint Board which acts as the Executive Committee for the group. There are 23 communities participating in Coalition 2.0 with some active recruitment of 5-6 other communities who stand to lose significant tax dollars if the donor community model is reinstated. Meredith's share of the fee is expected to be \$5,194 in 2026 down from \$13,208 in 2025. 2026 is not a state budget year so less advocacy is needed. I will update the board of upcoming meetings of the executive board as they occur.

Vision, Mission, Strategic Goals – summary was one of 10/27 workshops so that we can digest it ahead of our Nov 24, 2025 meeting where Rick Alpers from Primex will facilitate final thoughts on the vision, mission and goals and the prioritization of the objectives to meet those goals.

Flood Map Update – the comment period ended on 10/14. FEMA representatives will be speaking at the LRPC meeting on 10/27. More from Planner LaBrecque after the LRPC meeting.

Winnepesaukee River Basin Program Update – the advisory group is still working on mitigating the huge cost increases specifically in the replacement fund. Reminder, the State sets the numbers in the budget, and the communities are expected to pay. The letter attached

to my 10/27 TM update was finalized and is being circulated to the member groups for signatures. I signed the letter and will keep you informed of the process.

126 Meredith Road Code Enforcement Update – this is the subject of our legal nonpublic session on tonight’s agenda.

Union Arbitration Update – Arbitration occurred on September 15th. The 2 attorneys filed their summations within the 30-day window; Arbitrator Shea asked for 45 days to render her opinion which brings us to early December. As discussed with the board, this opinion could have a significant impact on both the current budget and 2026 budget.

State DOT cuts to 10 yr Plan - GACIT hearings are continuing for districts other than ours. We are still concerned that another district may get their cut project put back in which will mean another project is cut. Town Planner LaBrecque has been attending the GACIT hearings as well as the joint community meeting hosted by the Town of Raymond. It is important to have your voice heard. A News Flash has been issued on the town’s website explaining the issues and providing the link for citizen comments. A helpful flyer provided by Town Planner LaBrecque follows:

GACIT is working on the [2027–2036 Ten-Year Transportation Improvement Plan](#), which shapes the state's transportation goals, project priorities, and funding decisions — including road, bridge, transit, and multimodal projects.

[Comment Here](#) Ask DOT to keep the cut projects on a priority list or retain in the plan as not funded projects. All the projects being cut were evaluated, scored and deemed priorities. Let’s not lose the work that went into identifying them. Consider asking DOT to increase their revenue through toll increase.

[NH DOT Public Hearing Ten Year Plan Presentation](#) All you need to know about cuts to the DOT 10 Year Plan.

In addition, DOT is looking for communities to support an increase in tolls throughout the state as projects are being cut and revenue is not keeping up. Thoughts?

I signed onto a letter prepared by LRPC for the 4 communities along the route 25 corridor, reminding DOT not to forget about the projects that support our busy and important economic driving corridor. The letter is attached to this update.

NHDOT project on Neal Shore Road – the railroad crossing will be replaced on Neal Shore Road. The work is expected to occur in the first part of November; DOT plans to keep one lane of traffic open at all times so residents who live near the lake can access their homes.

Adaptive Launch Project – installation is complete; Director Choiniere is working with Bldgs and Ground to update the approach path to the launch.

Zoning Review (HOP grant) - Public Outreach and Engagement in Fall of 2025 for potential amendments at March 2026 Town Meeting. Schedule as follows:

11/25 5:30pm Planning Board Workshop review revised regulatory language.

12/9 7pm 1st Public Hearing

There is a survey that was sent out in a News Flash and still available on the community development page of the website (www.meredithnh.gov) for community input on zoning changes.

Bios for Website – I’ll be sending the bios to the website people shortly.

Master Plan – draft plan is on the website, edits are still being made, the Planning Board reviewed the 2nd draft of the plan at their meeting on 10/28 at 4:30 and made a few tweaks regarding short term rental and permitting process.

Upcoming Events on Town Property:

DPW FACILITY USE PERMITS APPROVED

UPDATED 10/21/2025

NAME OF APPLICANT	PROPERTY	Event Date	TIME	EVENT	APPROVED
2025					
Lakes Region Dance	Solid Waste	October 4-5	8am to 3 pm	Fundraiser	x
ILHS Class of 2028	Solid Waste	October 18	8am to 3 pm	Fundraiser	x
ILHS Track & Field Team	Solid Waste	November 1	8am to 3pm	Fundraiser	x
Lakes Region Dance	Solid Waste	November 8-9	8am to 3 pm	Fundraiser	x
ILHS Freshman Class	Solid Waste	November 16	8am to 3 pm	Fundraiser	x
Hooks & Needles Club	Christmas Trees in Hesky Park Pavilion	Nov 12 through 19th	24 hrs each day	Hats/Mittens Give away for Needy	x

2026

Meredith Rotary Club	Solid Waste Facility	January 3rd	8am to 3pm	Styrofoam collection	x
Rick Loader, Guitar Army	Hesky Park	Every Tuesday night	5:30 to 8:30 pm	guitar concert	x

As we discussed, I will be speaking with DPW about the frequency of fundraising activities at the transfer station in 2026.

Upcoming Meetings:

Town of Meredith

Selectboard Meeting Schedule - Fall 2025

Date	Time	Meeting	Location
11/10/2025	4pm	Selectboard Regular Meeting	Community Center
11/12/2025	4:30pm	Budget Workshop	Humiston Bldg Conference Room
11/18/2025	5:30pm	Budget Workshop	Humiston Bldg Conference Room
11/24/2025	4:30pm	Selectboard Regular Meeting	Community Center
11/25/2025	5:30pm	Planning Board Workshop	Community Center
12/8/2025	4:30pm	Selectboard Regular Meeting	Community Center
12/9/2025	7pm	Planning Board	Community Center
12/17/2025	noon	Holiday Party	Community Center
12/22/2025	4:30pm	Selectboard Regular Meeting	Community Center

State Zoning/Housing Mandate Dialog – the Town of Raymond is putting together a meeting with the Governor and key State officials regarding the unfunded mandate some of the zoning and housing legislation has put on communities. The first meeting was October 6th – Town Planner Labreque attended. We'll keep you informed about future meetings.

Short Term Rental Licensing – The STR licensing software has been configured. Town Planner LaBrecque ran through a demo and suggested some edits and those are being made. The outreach letters are drafted, which will be circulated and ready to mail when the software goes live.

Solid Waste Disposal Surcharge – a \$3.50 per ton surcharge has been enacted on solid waste beginning 1/1/26. Municipalities will be able to request reimbursement of the surcharge on a quarterly basis. This creates more paperwork and filings for the Administrative Services department and will require education in the budgeted process as the fees will be appropriated in the tipping expenditure line

and the reimbursements will be appropriated in a revenue line with \$0 net effect on taxes but the expenditure line will look like a sizable increase. More to come during budget process.

Town Wide Road Assessment – completed and implemented in the proposed 2026 budget.

CIP Update – on Oct 1st, the CIP committee recommended \$2,440,374 in projects of which \$1,186,374 recommended funding with existing monies saved in the expendable trust funds leaving \$1,254,000 recommended for appropriation in the 2026 budget. Next steps will be narrative write up by Director Carpenter and Planning Board Review/Approval at their 11/25 meeting.

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 November/December.

Deeded Properties in the Town's Name – all properties but 2 (R17-16 Chemung & R35-3 off Edgerly school) received bids and have been paid. Attorney Sullivan is preparing the appropriate paperwork for the winning bidders and handling the return of excess contributions for the applicable tax deeded properties. I plan to re-bid the 2 properties in the near future. Total received is \$513,555.54 with \$52,753.89 to be returned to previous owners for a net revenue of \$460,801.65. I have deeds for the board's signature tonight.

Pleasant Street Wall – Part of the CIP presentation

Waterfront infrastructure – Part of the CIP presentation & I'm working through the 2019 study completed by Weston & Sampson. After the review, I'll add a workshop to discuss board's direction and next steps.

Parking PILOT Program – Draft data collection report was attached to your 9/8 packet. 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 committee met on 10/16 (after the PILOT program ended on 10/15). It seems there is a consensus of the committee to establish another PILOT program for next season with a few tweaks suggested. There is another meeting scheduled for 10/30 at 5pm in the Annex to confirm the recommendation to the Selectboard from the committee. We are meeting 11/7 at 3pm in the Annex to discuss phase II recommendation to the board.

Main Street Project – parking study is complete and was attached to the TM update for 10/27 selectboard meeting. It will be available on the website soon under projects. Per our engineers, "the long and short of it is, Meredith has ample parking along Main Street and its vicinity". Separately, I applied for a grant on 9/8 through a DOT Grant Program - Rural and Tribal Assistance Pilot Program - for \$432k to finish the preliminary and final design phases for the project - fingers crossed. I have not heard as a result of the federal shutdown prior to the award date (expected 10/8). I will let you know when I hear – let's hope for federal resolution soon. As discussed at the 10/27 meeting, I am asking the engineer to come back in to discuss main street recommendations in light of the parking study results – stay tuned!

Status DPW Bldg/Hutter – Attorney Sullivan working on resolution as discussed in nonpublic session on 10/6. More to come when this is public.

Next Department Head Meeting – November:

Budget Discussion based on priorities set in strategic summary
Personnel Policy Review

Waukegan Dam & Canal project – The FEMA grant for the project in the amount of \$5,073,634.95 to be obligated by 9/26/27 was approved by Governor & Council on 9/17/25; Meredith has already accepted and appropriated the pass through grant for the project; next steps will include a request for extension to 9/26/28 (one year extensions are the max that we can request). The engineer is working on several pieces of the request; Director Carpenter is handling the town portion of the request and will submit the completed request. The engineering firm has redesigned the project to avoid the need to disrupt Dover Street and having minimal disruption of main street and water/sewer. They may be able to expend the grant funds in the allotted time period without relying on future extension request approval with the new design. I expect there will be another meeting with FEMA folks shortly to get approval for the new approach.

Route 3/25 assessment(underground) – Superintendent Bordeau, Crew Chief Sausville, Director Faller, Asst Director Hale and I met with representatives of NH DOT and Bay District (Center Harbor) representatives on October 28th to discuss the sewer force lines which go through a storm water basin by the docks. We have documentation that the force mains were put in after and through the storm water basin. Next steps are a flow analysis and meeting with Center Harbor on the calculation of community payment for the project. We are expected to meet with Center Harbor in November. Here is a picture of the issue:

7
8 Route 25 Pedestrian Crossing – Director Faller has started conversations with DOT on a better way to do the crossing so traffic is not
9 confused and stopping when they shouldn't for pedestrians which is putting further strain on the already congested area. Thank you
0 Mike!

1 Sewer Storm Water Asset grant- Scheduled for completion late 2025

2
3 Asset management/ Strategic planning grants- Both studies are scheduled for workshops in October 2025 with the related rate study.

4
5 Water/Sewer Rate Studies – October workshops were held (10/6 & 10/27) with the board, November public hearing will be at your
6 11/24 meeting with a 1/1/26 implementation. Director Carpenter has asked the engineer for the rate calculator should the board wish to
7 discuss a different LTD split and the workshop meeting on 11/12.

8
9 Prescott Park Renovation – playground placement has been determined with the engineers for the greater project; site preparation will
0 occur this fall with a spring construction.

1
2 Community Power – final documents were executed as voted at the 10/27 selectboard meeting. They will be on the website soon.

3
4 Fire Department Study – on hold until after the strategic objectives are completed.

5
6 Engine 3 Build – final inspection is expected to occur the first week in December for a expected delivery shortly after.

7
8 Space Needs RFP –The kickoff meeting with SMP Architecture and town hall/annex departments occurred on November 6th. The firm
9 took measurements of the existing spaces and we discussed needs, constraints and pros/cons possible solutions. There will be meetings
0 with each employee in November and a few follow up meetings with the departments in December. The firm is shooting for a
1 presentation of findings and public discussion as a workshop in your 1/26/26 selectboard meeting.

2
3 Projects working on – Stay Tuned for Future Update
4 PFAS Settlements

5
6 Visitor & Resident Comments Ann Sprague commented on her recent positive experience utilizing the website updates and the
7 Assessing Technician was very professional and knowledgeable.

8
9 Select Board Reports & Comments

0 Vice Chairperson Steve Aiken spoke about the Interlakes Alumni board helping to inducted HS Athletes support awards January
1 2nd. The Prescott Park planning committee is very happy with the design that was presented by Ironwood Associates. Master
2 Plan should be ready soon.

3
4 Selectperson Lynn Leighton stated that the Prescott Park committee have really worked hard. The Street Dance Proposed Dates
5 June 26 and Sept 11.

6 Selectperson Jeanie Forrester, mentioned the 250th anniversary and reminded her request to put money into the upcoming budget
7 to help. Halloween was a great event and she was very impressed and thanked the community.

8 NHMA conference 19th-20th

9 Veterans Day Celebration on the 11th

0 Chairperson Mike Pelczar spoke about the hard work of the Lake Access committee

1
2
3 Nonpublic Session

4 Chairperson Mike Pelczar moved that the Meredith Selectboard enter into nonpublic session under RSA 91-A3 II (L) the
5 consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even
6 when legal counsel is not present, seconded by Selectperson Jim Gregoire,

7
8 Roll Call vote

9
0 Roll Call Vote

1 Selectperson Jim Gregoire Yes

2 Selectperson Jeanie Forrester Yes

3 Selectperson Lynn Leighton Yes

4 Vice Chairperson Steve Aiken Yes

5 Chairperson Mike Pelczar Yes

7 Entered into Non-Public at 5:48pm
8
9 Re-entered Public at 6:54pm
0 Meeting Adjourned at 6:01 pm
1

2
3
4 Adjournment
5 Next Meeting: November 24, 2025

1 **Town of Meredith – Select Board Meeting Minutes**

2 November 24, 2025, 4:30 PM

4 **Call to Order**

5 Chairperson Mike Pelczar called the meeting to order at 4:30pm with members present Selectperson Jim
6 Gregoire, Selectperson Jeanie Forrester, Selectperson Lynn Leighton, Vice Chairperson Steve Aiken
7 Chairperson Mike Pelczar, Town Manager Judie Milner, Recording Clerk Kerri Parker.

8 Selectperson Jeanie Forrester led the Pledge of Allegiance

9 **Public Hearing – Commercial Boat Launch Fees**

10 Chairperson Mike Pelczar opened the public hearing at 4:33 PM pursuant to RSA 41:9-a regarding the
11 establishment of commercial boat launch fees. Chief Mike Harper presented to the board the request to add the
12 boat fees for commercial boat companies in the amount of \$1500 annually. The funds would be put into the
13 general fund for maintenance and infrastructure. He estimated that 3-4 businesses utilize the launches currently.
14 The discussion included the application process, identification stickers, and enforcement.

15 Frank Murphy the Chair of the Waukewan Watershed supports this as there is much wear and tear on the boat
16 launches and this would help to maintain the ramp and would like to see Waukewan boat launch included. He
17 suggested including higher fees (up to \$3,000), limiting launches, and reviewing other towns' ordinances and
18 consideration of environmental impacts and parking issues. Selectperson Jeanie Forrester asked if this would
19 include Waukewan, which Chief Harper felt that at this time it does not.

20 John Miller from 603 Marine stated that the Commercial boat companies generally use the Waukewan boat
21 launch to put in a property owners' boat at the beginning of the season and remove at the end of the season.
22 Kristine Toohey suggested using other towns' permitting process to use as a guide and perhaps limiting the use.
23 Wayne Heilgmann stated that Alton does not charge as it is a State run boat launch.

24 Chairperson Mike Pelczar motioned to close the public hearing at 5:03pm. Selectperson Lynn Leighton
25 motioned to postpone the decision until more specifics can be determined. Seconded by Selectperson Jeanie
26 Forrester, four in favor one abstained.

27 Next steps: Develop a list of information needed, including comparisons with other communities and potential
28 environmental impacts.

29 **Public Hearing – Water and Sewer Rate Increases**

30 Chairperson Mike Pelczar opened the public meeting at 5:10 PM.

31 Phil Sausiville reviewed the following Water and sewer rates in Meredith have remained unchanged since 2013,
32 but the town now faces significant infrastructure repair needs that require adjustments. To address these
33 challenges, the Select Board recommended implementing an annual increase of 8.5% for water rates and 9% for
34 sewer rates over the next eight years. Additionally, the flat rate for non-metered accounts will rise from \$137.40
35 to \$222.14, reflecting the growing costs of maintaining and upgrading essential systems. For context, an average

36 single-family home using approximately 90,000 gallons of water annually would experience an estimated
37 increase of about \$85 per year for water and \$87.50 per year for sewer services under the new structure.

38 The Board reviewed the current debt service split, which allocates 60% to ratepayers and 40% to taxpayers.
39 Public comments generally supported the need for water and sewer system upgrades but expressed concerns
40 about affordability and fairness. After deliberation, the Board agreed to maintain the existing debt service ratio
41 for now, with a commitment to revisit the issue in the future.

42 Selectperson Lynn Leighton motioned to approve the new rates Water usage: \$5.65 per 100 cubic feet, Sewer
43 disposal (metered): \$6.39 per 100 cubic feet, Non-metered flat rate: \$222.14 annually, seconded by Selectperson
44 Jeanie Forrester, all in favor.
45

46 **Workshop: Strategic Planning & Goal Setting**

47 Rick Alpers from Primex reviewed mission and vision statements and prioritized goals for 2026:

- 48 • **HR/Personnel:** Wage and benefit review; culture improvements; childcare and flexible work options.
- 49 • **Infrastructure:** Water/sewer projects, Pleasant Street wall repair, waterfront facilities, sidewalks, and
50 town buildings.
- 51 • **Planning & Development:** Regulatory updates, shoreline protections, housing strategies, stormwater
52 best practices, and parking plans.
- 53 • Updates need to be provided **quarterly to Town Manager and biannually to Select Board.**

54 **Manager's Report**

- 55 • Recruitment underway for DPW and Parks & Recreation Directors.
- 56 • Coalition 2.0 update on education funding formula; work session scheduled for January.
- 57 • Short-term rental compliance process discussed; board agreed to one-time non-compliance flag for 2026.
- 58 • Parking pilot program recommendations coming in December.
- 59 • Legislative update: House bill proposes designating Lake Winnepesaukee as official state lake; board
60 supports.

61

62 **Visitors and Residents Comments**

63 Patricia Ballantyne from 78 Hermit Woods Rd, resident addressed the Board regarding an invalid Certificate of
64 Occupancy issued on July 14, 2022, for their property. She explained that the certificate was improperly granted
65 despite construction defects and code violations and expressed concern that the contractor is using it in a pending
66 court case to obtain loan proceeds. The resident requested that the Town revoke the certificate and assist in
67 ensuring compliance with building and fire codes. The Board acknowledged the urgency due to an upcoming
68 trial and agreed to refer the matter to legal counsel for review.

69 **Board Comments**

70 Selectperson Jeanie Forrester reminded the board that there is a need for an updated picture. She also
71 mentioned that there is a bill proposing to decrease the amount of money that the towns and cities receive from
72 rooms and meals. She would like to invite the Legislature in for a question and answer session.

73 Selectperson Lynn Leighton congratulated the Interlakes Volleyball team with the 3rd state championship in a
74 row. She will be on December 12, 2025, at the meeting of the Waukegan watershed meeting.

75 Vice Chairperson Steve Aiken mentioned that the planning board meeting will be next evening at 5:30pm

76 Chairperson Mike Pelczar commented that the veteran's day celebration was a very nice representation but
77 would like to see more town employees in attendance.

78 Chairperson Mike Pelczar motioned to enter Non-Public at 7:16pm RSA 91a:3 to discuss the hiring, compensation or
79 dismissal of a public employee, seconded by per seconded by Selectperson Jim Gregoire, all in favor
80

81 Roll call vote:
82 Selectperson Jim Gregorie Yes
83 Selectperson Jeanie Forrester Yes
84 Selectperson Lynn Leighton Yes
85 Vice Chairperson Steve Aiken Yes
86 Chairperson Mike Pelczar Yes

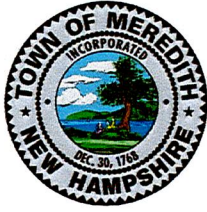
87 Meeting entered into Non-Public at 7:17pm

88 Returned to public meeting at 8:28pm

89 Motion made by Selectperson Forrester to seal the minutes of the November 24, 2025 nonpublic session because
90 it is determined that the divulgence of this information likely would render a proposed action ineffective.
91 Seconded by Selectperson Leighton.
92

93 Roll call vote:
94 Selectperson Jim Gregorie Yes
95 Selectperson Jeanie Forrester Yes
96 Selectperson Lynn Leighton Yes
97 Vice Chairperson Steve Aiken Yes
98 Chairperson Mike Pelczar Yes

99 Meeting adjourned at 8:29pm.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025

Subject: Update to Selectboard from VHB (Engineer for Main St Project)

The first presentation of the conceptual design from VHB was given to the board on June 23, 2025. Since a parking study has been completed. VHB will summarize the findings of the parking study tonight prior to relooking at the conceptual designs for Main Street.

Attachments/Exhibits:

12/8/25 Presentation

Parking Study Link <https://www.meredithnh.gov/335/Studies>

6/23/25 Presentation & Draft Plan Link <https://www.meredithnh.gov/336/Projects-Plans>



Main Street Meredith

Parking Evaluation Summary

December 8, 2025



1

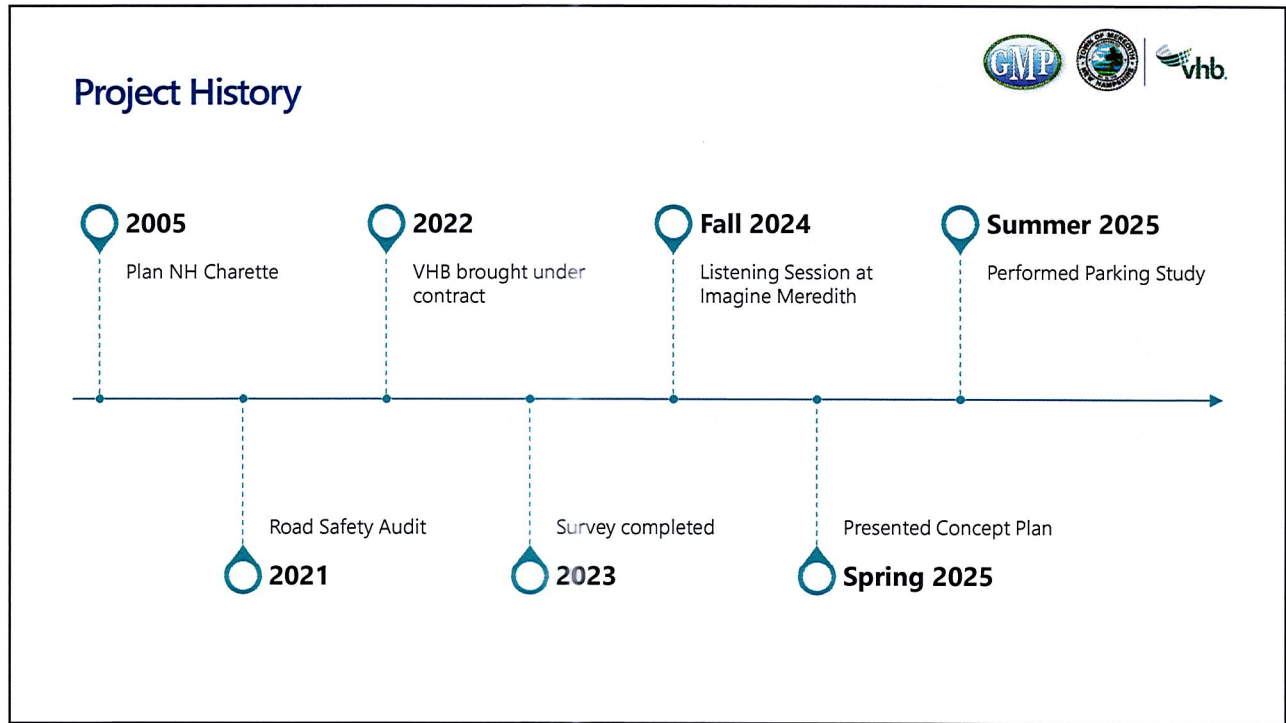
Introduction



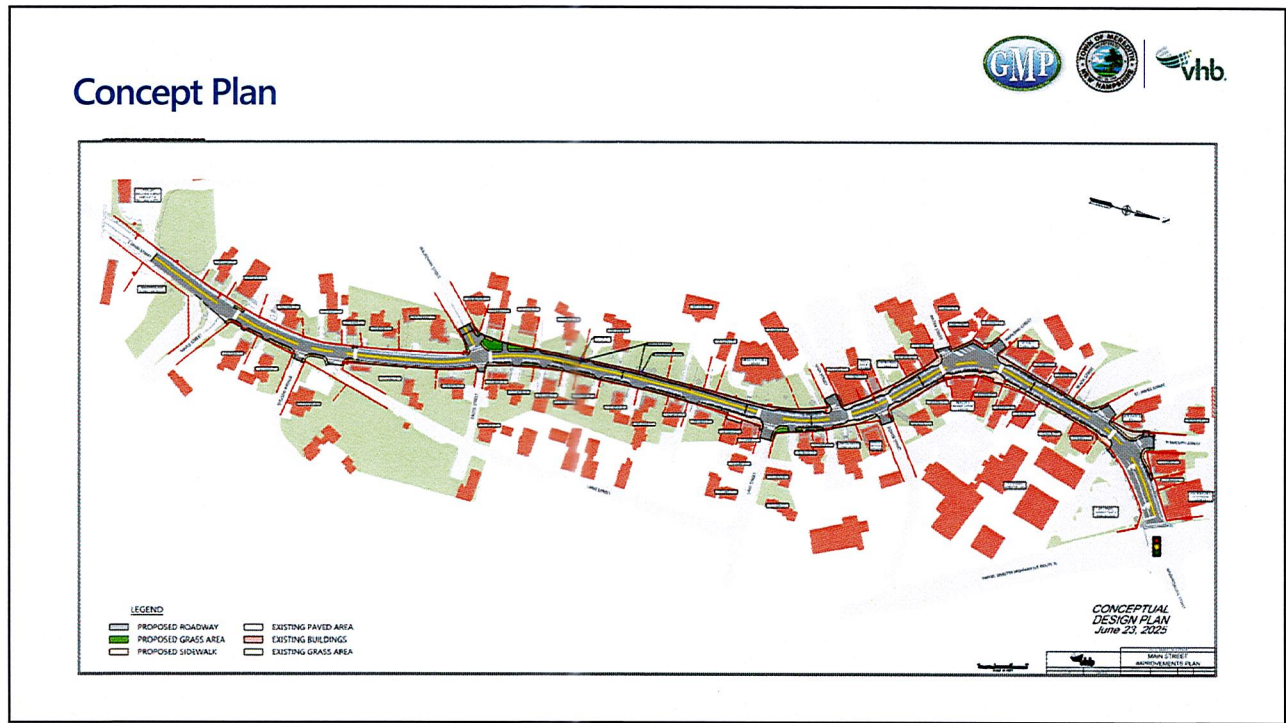
Purpose

The purpose of the evaluation is to identify and evaluate parking utilization patterns in the study area including parking occupancy and parking turnover to identify whether parking deficiencies exist.

2



3



4

Parking

Parking Space Impact Along Main Street

Location	Existing Spaces	Proposed Spaces	Difference
Waukegan St – Lake St	21	21	0
Lake St – High St	9	9	0
High St – Water St	18	13	-5
Water St – Highland St	9	8	-1
Highland St – St. James St	22	20	-2
St. James St – US Route 3	5	1	-4
Totals	84	72	-12

Note:

These proposed parking space numbers reflect changes that should be made to meet current parking guidelines regardless of additional improvements.

(Identified in Road Safety Audit)

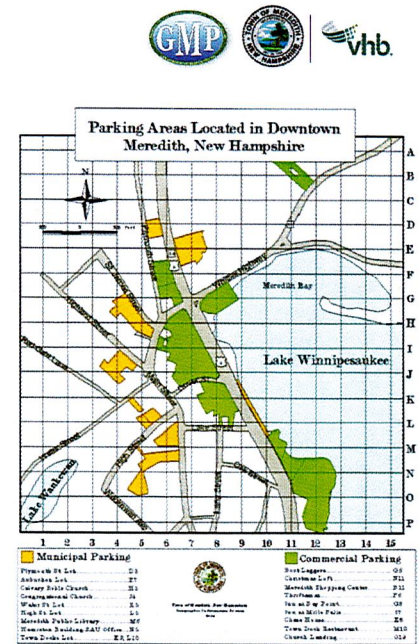
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Parking

Parking Spaces Adjacent to Main Street (within 0.2 miles)

Municipal Location	Spaces	Private Location	Spaces
Next to Boot Leggers	62	Boot Leggers	22
Plymouth St Lot	72	Mills Falls Upper	52
Town Docks	64	Mills Falls Lower	67
Water St	9	Calvary Bible Church	40
High St	5	First Congregation Church	20
Lake St	8	Library	27
Totals	220	Totals	228

Source: Greater Meredith Program



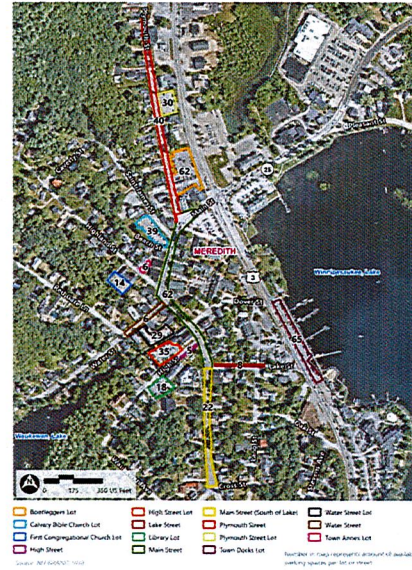
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Parking Supply

Within 0.2 Miles and under
Municipal Control/Access

On-Street Parking	Spaces
Main Street (North)	62
Main Street (South)	22
Lake Street	8
Water Street	9
High Street	5
Plymouth Street	40
Totals	146

Municipal Lot Parking	Spaces
High Street Lot	35
Water Street Lot	29
Library Lot	18
First Cong. Church Lot	14
Calvary Bible Church	39
Town Annex Lot	6
Town Docks Lot	65
Plymouth Street Lot 1	62
Plymouth Street Lot 2	30
Totals	298



7

Data Collection

Date of Parking Study:
Friday, August 15, 2025

Hours Observed:
9 am – 5 pm

Conditions:
Sunny, 80 degrees



8

Study Findings

Parking Utilization

Peak Hour (Study Area): 12 pm – 1 pm

Utilization (Peak Hour): 69% (306 of 444)

Utilization (Daily Average): 59% (262 of 444)

Peak Hour (Main St North): 11 am – 12 pm

Utilization (Peak Hour): 81% (50 of 62)



9

Study Findings

Parking Utilization (On-Street Parking)

Location	Typical Parking Supply	Study Parking Supply	Daily Use (%)	Peak Use (%)	Time of Peak (hr)	Use at Study Area Peak (12pm-1pm) (69% Total)	Average Duration (hrs)	Average Turnover (veh/sp)	Time Limit (hours)
Main St (North of Lake St) +	62	62	67%	84%	11am-12pm	81%	1 hr 25 mins	4.3	2
Main St (South of Lake St)	22	22	53%	82%	11am-12pm	73%	1 hr 31 mins	2.8	2
Lake Street *	8	8	50%	63%	10am-1pm	63%	2 hrs 28 mins	1.6	2
High Street	5	5	63%	100%	10am-1pm	100%	2 hrs 30 mins	2.0	2
Water Street *	9	6	44%	67%	9am-10am	17%	2 hrs 38 mins	1.3	2
Plymouth Street	40	40	28%	40%	11am-12pm	33%	1 hr 34 mins	1.4	2

10

Study Findings



Parking Utilization (Parking Lots)

Location	Typical Parking Supply	Study Parking Supply	Daily Use (%)	Peak Use (%)	Time of Peak (hr)	Use at Study Area Peak (12pm-1pm) (69% Total)	Average Duration (hrs)	Average Turnover (veh/sp)	Time Limit (hours)
Town Docks Lot	65	65	65%	93%	12pm-1pm	93%	1 hr 32 mins	3.3	3
First Congreg. Church Lot	14	14	42%	72%	11am-12pm	50%	2 hrs 56 mins	1.1	-
Town Annex Lot	6	6	44%	67%	10am-11am	50%	5 hrs 15 mins	0.7	-
Calvary Bible Church	39	39	77%	95%	12pm-1pm	95%	3 hrs 49 mins	1.6	-
Plymouth Street Lot 1	62	62	62%	82%	2pm-3pm	55%	1 hr 56 mins	2.5	72
Plymouth Street Lot 2	30	30	10%	17%	12pm-1pm	17%	2 hrs 47 mins	0.3	72
Library Parking Lot	18	18	53%	89%	10am-11am	67%	2 hrs 10 mins	1.9	-
High Street Lot	35	35	85%	97%	10am-11am	94%	3 hrs 46 mins	1.8	-
Water Street Lot	29	29	70%	86%	11am-3pm	83%	3 hrs 26 mins	1.6	-

11

Study Findings



Parking Duration and Turnover on Main Street

Average Duration: 1 hour 30 minutes

Turnover Rate:

- 4.3 vehicles per space (Main Street North)
- 2.8 vehicles per space (Main Street South)



12

Field Observations



Safety and Illegal Parking on Main Street

- Multiple observations of near misses occurring between vehicles and pedestrians attempting to cross the road
- Maintenance truck parked immediately south of crosswalk at Lake St (adjacent to Library) taking away a travel lane
- Two occurrences of vehicle being parked in front of the post office in the "NO PARKING" area
- Illegally parked car at southeast corner of Main St / Lake St intersection between Main St crosswalk and last parking space
- Illegally parked car at the northeast corner of Main St / Lake St intersection between Lake St and adjacent driveway
- Illegally parked car on opposite side of Main St / Water St intersection in front of 48 Main Street between last space and crosswalk on Main Street

13

Parking Demand



Demand on Main Street and Adjacent Side Streets

Vacancies During Main St Peak Hour (11 am – 12 pm):

20 spaces of 103 total were vacant.

- Main St (north of Lake St): 10 of 62 spaces (although 2 spaces were coned off)
- Main St (south of Lake St): 4 of 22 spaces
- Lake Street: 3 of 8 spaces
- High Street: 0 of 5 spaces (although 2 spaces were blocked off for painting)
- Water Street: 3 of 6 spaces (although 3 more spaces typically would be available)

* 4 spaces were occupied by construction vehicles.

14

Summary



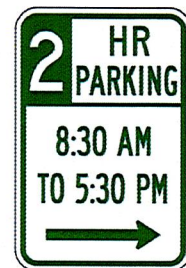
- Adequate parking exists along and immediately adjacent to Main Street and the central business district.
- Considering available public parking that is within 0.2 miles (1,000 feet), there is a surplus of available public parking.
- This does not include the adjacent private business parking such as the Mills Falls parking lots.

15

Recommendations



- Remove parking spaces within 20' of intersection of crosswalk for sight distance.
- Provide physical barriers to reinforce no parking at intersections and crosswalks.
- Provide striped parking spaces on Lake and Water Streets making them more visible.
- Provide consistent signage stating parking limits and durations, particularly at intersections and crosswalks.
- Provide parking time restrictions at the Water Street, High Street, and Library Parking Lots (currently have no time limits).
- Provide clear wayfinding signage to public parking lots.
- Create an informational map of Town-controlled/maintained parking areas on the Town's website which is easily found by visitors.
- Enhance enforcement of parking restrictions.



16



Thank you!
Questions?



Main Street Meredith

17



Recommended Alternative Features

Moving Parking Spaces Away from Adjacent Crosswalks (will require a loss of some parking)

Parking should be located 20' away from crosswalks and intersections.



Main St at Dover St



Main St at Plymouth St. (Sunshine and Pa's)



Main St at Plymouth St

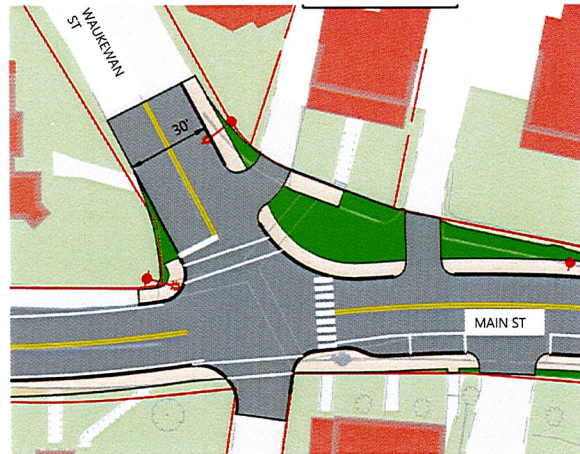
18

Recommended Alternative Features



Waukegan Street Intersection

- "Tee up" Waukegan St at Main St.
- Slow traffic making SB right turns onto Waukegan St.
- Provide simple geometry.
- Safer and shorter crosswalks.
- Additional public space



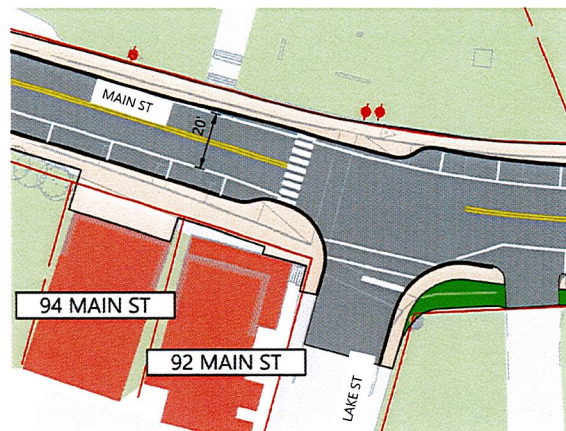
19

Recommended Alternative Features



Lake Street Intersection

- Bumpout by 92 Main Street and wider sidewalk at frontage
- Lake Street crossing moved closer to Main Street
- Improved sight distance for pedestrians and motorists
- Shorter crosswalk (42'/26') (-4 seconds)
- ADA-compliant wheelchair ramps
- Additional public space



20

Recommended Alternative Features



High Street and Dover Street Intersections

- Bumpouts at High Street/Post Office, and Dover Street/Frog Rock/Hermit Woods
- Improved sight distance for pedestrians and motorists
- Shorter crosswalks
 - High St (40'/26') (-4 seconds)
 - Dover St (38'/26') (-3 seconds)
- Wider sidewalks
- ADA-compliant wheelchair ramps
- Potential space at bumpouts for streetscape



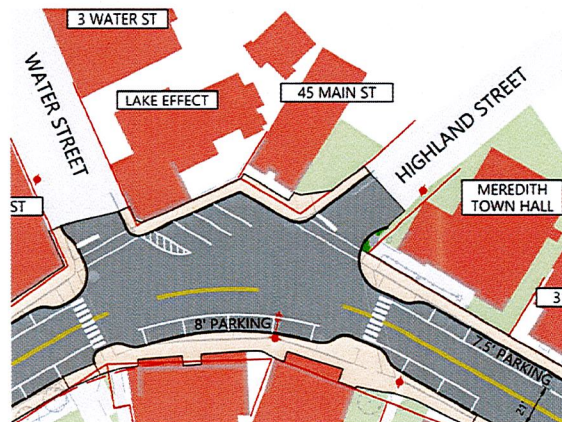
21

Recommended Alternative Features



Dog Leg Area, Water Street, and Highland Street Intersections

- Bumpouts at Water Street and Highland Streets
- Tighten curb geometry at 'dog leg'
- Improved sight distance for pedestrians and motorists
- Shorter crosswalks
 - Water St (46'/28') (-5 seconds)
 - Highland St (55'/25') (-8 seconds)
- Wider sidewalks
- ADA-compliant wheelchair ramps
- Potential space at bumpouts for streetscape



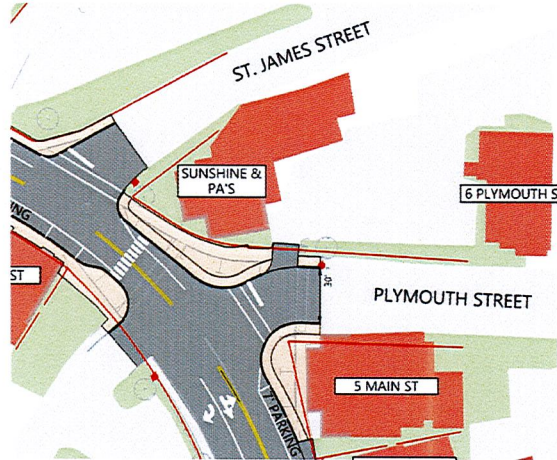
22

Recommended Alternative Features



St. James Street and Plymouth Street Intersections

- Bumpouts at St. James Street and Plymouth Streets
- Improved sight distance for pedestrians and motorists
- Shorter crosswalks
 - St. James St (52'/27') (-4 seconds)
- Wider sidewalks
- ADA-compliant wheelchair ramps
- Potential space at bumpouts for streetscape/public space



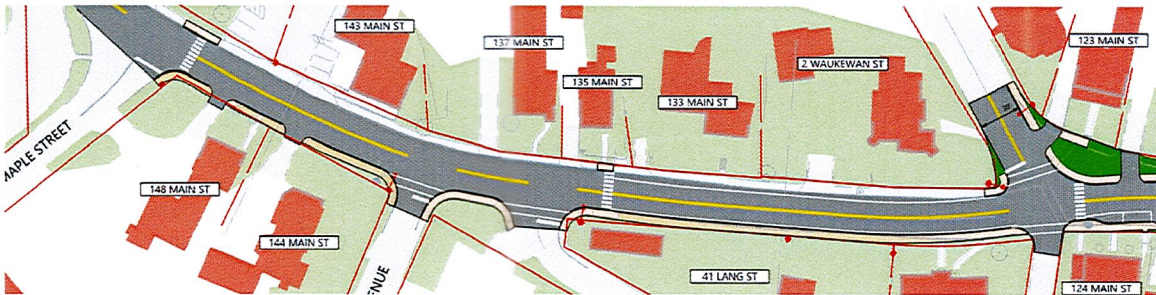
23

Recommended Alternative Features



Extend Sidewalk to Maple Street

- ADA-compliant wheelchair ramps
- ADA-compliant sidewalk connectivity along Main Street from Maple Street to Daniel Webster Highway (2,600 feet or ½ mile)



24

Recommended Alternative Features



Street Lighting

- Bumpouts allow additional space for pedestrian lighting
- Pedestrian streetlighting provides additional visibility for pedestrians at crosswalks



Ornamental Light on Madbury Road, Durham, NH

25

Cost Estimate



Construction Cost Estimate

\$3,800,000

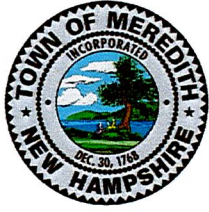
Cost includes the following:

- Pedestrian level street lighting
- Storm drainage reconstruction
- Temporary ROW easements
- Construction inspection

Cost excludes the following:

- Water and sanitary sewer reconstruction (to be determined)
- Undergrounding of aerial facilities (to be determined)
- Additional landscape/streetscape amenities
- Rectangular Rapid Flashing Beacons (RRFBs)
- Raised crosswalks/intersections

26



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025

From: Judie Milner & Robert Carpenter

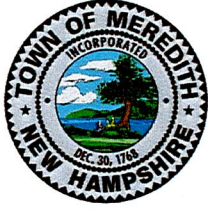
Subject: 2026 Budget – Follow Up

Suggested Motion:

No Motion Workshop only.

Background/Discussion:

Manager Milner and Director Carpenter to present an overview of changes to the 2026 budget, including 2025 budget actuals to date for comparison, and follow up from previous 2026 budget workshops.



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Robert Carpenter

Subject: Administrative Regulation 36: Fund Balance Policy

Suggested Motion:

No motion at this time.

A motion for review and/or adoption will be held at the 12/22/2025 meeting.

Recommendation:

Background/Discussion:

This is part of the annual requirement to review and adopt the policy, even if there are no changes as part of our auditing requirements.

Fiscal Impact:

None

Concurrences:

Alternatives:

Attachments/Exhibits:

Policy attached

Town of Meredith – Administrative Regulation

Effective Date: April 1, 2012

Regulation No: 36

Revision Date: December 1, 2025

Supersedes:

Approved by: Judie Milner, Town Manager

Subject: Fund Balance Policy

I. PURPOSE

To provide guidance to Town of Meredith officials for the determination of unassigned fund balance and the use of the unassigned fund balance.

II. AUTHORITY:

This investment policy is in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

III. POLICY:

A. Fund balance must be classified into one or more of the five following categories:

1. Non-spendable Fund Balance – permanent trust funds (nonexpendable portion) non-cash assets such as inventories or prepaid items.
2. Restricted Fund Balance – funds legally restricted for specific purposes, such as grants, library, income balance of permanent funds, and capital project fund cannot change purpose.
3. Committed Fund Balance – amounts that can only be used for specific purposes pursuant to a formal vote at Town Meeting; such as expendable trust (capital reserve), non-lapsing appropriations, and other special revenue funds not listed under restricted can change purpose via vote at Town Meeting.
4. Assigned Fund Balance – amounts intended by the Board for specific purposes. The Board can choose to delegate this authority to the Town Manager or the Administrative Services Director, depending upon the situation. Items that would fall under this type of fund balance could be encumbrances.
5. Unassigned Fund Balance – residual spendable fund balance after subtracting all of the above amounts.

B. Restricted Fund Balance. Includes library, grants, and capital project funds, as well as income balances of permanent funds.

C. Committed Fund Balance. The Town Meeting, as the government's highest level of decision-making authority, may authorize special revenue funds in accordance with provisions of the New Hampshire Revised Statutes Annotated (RSAs) and expendable trust (capital reserve funds).

D. Assigned Fund Balance – Lapse of Appropriations. All appropriations shall lapse at the end of the fiscal year unless authorized in accordance with provision of RSA 32:7.

E. Spending Prioritizations:

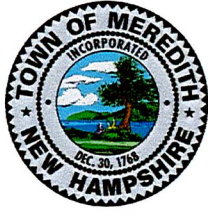
1. When an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid first from restricted funds.
2. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:

Town of Meredith Selectboard Agenda Report

- 1.) Committed
- 2.) Assigned
- 3.) Unassigned.

- F. The Town will follow the provisions of the State Municipal Budget Law (RSA 32) in emergency situations which may cause an over-expenditure of total appropriations.
- G. The Board will maintain an appropriate level of unassigned fund balance following the guidelines established by the NH Government Finance Officers Association (GFOA), which are as follows:
 1. 5% to 15% of regular general fund operating revenues, or
 2. 8% to 17% of regular general fund operating expenditures, plus the School and County Appropriations in accordance with the recommendations of the NH Department of Revenue Administration.
- H. Nothing in this policy shall require the Town to exhaust all of its unallocated unassigned fund balance. Allocation of unallocated, unassigned fund balance shall be made after a review of all available information, including the Town's planning tools such as the Capital Improvements Program.
- I. Compliance with the provisions of this policy shall be reviewed prior to the setting of the annual tax rate.

Reviewed and Adopted _____



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Robert Carpenter

Subject: Administrative Regulation 37: Internal Controls Policy

Suggested Motion:

No motion at this time.

A motion for review and/or adoption will be held at the 12/22/2025 meeting.

Recommendation:

Background/Discussion:

This is part of the annual requirement to review and adopt the policy, even if there are no changes, as part of our auditing requirements.

Fiscal Impact:

None

Concurrences:

Alternatives:

Attachments/Exhibits:

Policy attached

Town of Meredith – Administrative Regulation

Effective Date: April 1, 2012

Regulation No: 37

Revision Date: December 1, 2025

Supersedes:

Approved by: Judie Milner, Town Manager

Subject: Internal Controls Policy

I. PURPOSE

This policy establishes the Town of Meredith's internal control framework to provide reasonable assurance that operational, reporting, and compliance objectives are achieved. It applies to all Town departments, funds, boards/committees, programs, and employees, including temporary and contract staff handling Town resources. When administering federal or state awards, this policy works in concert with Uniform Guidance (2 CFR 200) and specific grant terms.

II. AUTHORITY:

- A. NH RSA 41:9, VI assigns the governing body responsibility for establishing and maintaining appropriate internal control procedures to safeguard Town assets and properties.
- B. The Town adopts the COSO Internal Control—Integrated Framework (five components and related principles) as the conceptual basis for internal control.
- C. For federal awards, the Town aligns controls with the U.S. GAO Standards for Internal Control ("Green Book") and 2 CFR 200.303 requirements.

III. DEFINITIONS (PLAIN LANGUAGE)

- A. Internal Control: Processes, policies, structures, and activities designed and implemented by management to provide reasonable assurance that objectives are met.
- B. Reasonable Assurance: A high (but not absolute) level of confidence considering cost–benefit and inherent limitations (human error, collusion, management override).
- C. Segregation of Duties (SOD): Splitting key functions (authorization, custody, recordkeeping, and reconciliation) among different people.
- D. Compensating Control: A mitigating control used when ideal segregation is impractical.

IV. ROLES & RESPONSIBILITIES

- A. Board of Selectmen
 - 1. Adopt, oversee, and periodically review this policy; receive periodic control reports.
 - 2. Establish an Audit/Administrative Services Committee or designate equivalent oversight.
- B. Town Manager
 - 1. Champion a culture of integrity and compliance; assign authority and responsibility; ensure resources for control activities, training, and monitoring.
- C. Administrative Services Director (or designee)
 - 1. Maintain Town-wide procedures; evaluate SOD; conduct/control risk assessments; ensure timely reconciliations and reporting; coordinate external audit and corrective action plans.

Town of Meredith Selectboard Agenda Report

D. Department Heads

1. Implement and document departmental procedures consistent with this policy; ensure staff training and compliance; promptly address deficiencies.

E. All Employees

1. Follow policies and procedures; complete required training; promptly report suspected fraud, waste, or abuse.

F. IT Director (or provider)

1. Implement and monitor general IT controls (security, availability, confidentiality, integrity), including access management, backups, and disaster recovery.

G. External/Internal Auditors (if engaged)

1. Provide independent assurance; management remains responsible for designing and operating controls.

V. PRINCIPLES & GUIDELINES (COSO COMPONENTS)

A. Control Environment

1. Tone at the Top: Commitment to integrity, ethical values, and compliance. Annual acknowledgment of the Town's Code of Ethics/Conduct and Conflict-of-Interest policy.
2. Structure & Accountability: Clear organizational charts, lines of authority, and documented delegations/approvals. Role-based access to financial/operational systems.
3. Commitment to Competence: Position descriptions with minimum qualifications; background checks for cash-handling and sensitive roles; onboarding and periodic training.
4. Performance & Discipline: Expectations for compliance embedded in evaluations; consequences for noncompliance.

B. Risk Assessment

1. Conduct at least annual, documented risk assessments at Town-wide and department levels, including fraud risk (asset misappropriation, corruption, financial reporting fraud) and IT/cyber risks.
2. Consider changes in personnel, programs, systems, laws/regulations, significant third-parties, and economic conditions.
3. Identify key controls and control owners; establish remediation plans and timelines.

C. Control Activities (Town-Wide Minimum Standards)

1. Cash Receipting & Revenues
 - a. Daily Receipting: Pre-numbered receipts or system-generated receipts for all payments. Cash drawers assigned to individuals; no shared logins.
 - b. Deposits: All receipts secured daily and deposited no later than next business day when practical; otherwise within 48 hours. Use tamper-evident bags and dual custody.
 - c. Reconciliations: Daily Z-tapes or system reports reconciled to cash/credit/EFT totals; variances investigated same day and documented.
 - d. Mail Receipts/Lockbox: Mail opened by two people when feasible; check log maintained; endorse "For Deposit Only" upon receipt.
 - e. Remote/Online Payments: PCI-compliant processors; no full card numbers stored by the Town.
2. Banking & Treasury

Town of Meredith Selectboard Agenda Report

- a. Bank Accounts: Opened/closed only by the Treasurer/Administrative Services Director with Town Manager approval; board notification. Positive pay and ACH debit filters used when available.
 - b. Bank Reconciliations: Performed monthly within 30 days by someone independent of cash handling; reviewed and approved by Administrative Services Director.
 - c. Investments & Collateralization: Follow adopted Investment Policy; collateralize public deposits per state law/agreements.
3. Accounts Payable & Procurement
 - a. Purchasing Thresholds: Follow Town Purchasing Policy (bids/quotes) and grant-specific rules (most restrictive applies).
 - b. Three-Way Match: Purchase order (or requisition), receiving evidence, and vendor invoice matched before payment.
 - c. Vendor Master: Add/changes segregated from check/EFT processing; require W-9, TIN match, and debarment check for federal funds.
 - d. Payment Methods: Prefer EFT/ACH; dual approval for wires/ACH; check stock secured; unused checks inventoried.
 - e. P-Cards: Individual cards with limits; no sharing; receipts required; monthly statement review by supervisor; central audit sampling.
4. Payroll & Human Resources
 - a. Onboarding/Changes: HR maintains personnel files and approves pay rates; Payroll executes—functions separated when feasible.
 - b. Timekeeping: Electronic or pre-numbered timesheets; supervisor approval required; changes logged and auditable.
 - c. Payroll Processing: Pre- and post-payroll variance analytics; direct deposit encouraged; distribution controls for any manual checks.
5. General Ledger, Journal Entries & Financial Reporting
 - a. Journal Entries: Supported by documentation; prepared by one person and approved by someone independent; system-enforced approval workflow when available.
 - b. Close & Reporting Calendar: Monthly close with trial balance review and variance analysis; quarterly financial reports to the Board.
 - c. Capital Assets: capitalization thresholds; asset tags; additions/disposals approved and recorded; annual physical inventory.
6. Accounts Receivable & Billing
 - a. Billing Authorization: Rates/fees approved by governing body; reconciliations between subsidiary ledgers and general ledger monthly.
 - b. Collections: Aging reports reviewed monthly; write-offs approved by the Board or designee per policy.
7. Grants Management (Uniform Guidance Alignment)
 - a. Pre-Award: Document allowability, procurement method, and matching sources; identify compliance requirements.
 - b. Post-Award: Maintain separate grant files/budgets; time-and-effort documentation; drawdowns based on actual costs; subrecipient monitoring where applicable.
 - c. Records: Retain per grant terms; maintain written procedures for payment (2 CFR 200.305) and allowable costs (Subpart E).
8. Information Technology & Cybersecurity

Town of Meredith Selectboard Agenda Report

- a. Access Management: Unique user IDs; least-privilege access; timely removal of access upon separation; MFA where available for remote/email/Administrative Services systems.
- b. Change Management: Test and approve significant system changes; maintain audit logs.
- c. Backups & Continuity: Daily backups with periodic recovery testing; documented Business Continuity/Disaster Recovery plan.
- d. Data Protection: Encryption for laptops and removable media that store Town data; vendor due diligence and security clauses in contracts.
9. Physical Safeguards
 - a. Secure storage for cash, check stock, and sensitive records; key and access card controls; video where appropriate.
10. Conflicts, Ethics, and Whistleblowing
 - a. Annual conflict-of-interest disclosures for designated positions; gifts/gratuities restrictions; multiple channels for reporting suspected fraud (anonymous option when feasible); anti-retaliation provisions.
11. Records Management
 - a. Retain financial/administrative records per state schedules and grant requirements; protect against unauthorized alteration or destruction.
12. Management Override Prevention
 - a. Document reasons and approvals for exceptions; require secondary review and after-the-fact reporting to the Town Manager or Board committee.
- D. Information & Communication
 1. Maintain current written procedures in each department and on the shared policy repository.
 2. Provide periodic control training (annual minimum for supervisors and staff with fiscal duties).
 3. Communicate key control metrics (e.g., reconciliation timeliness, exception trends) to management and the Board.
 4. Communicate control expectations to third-parties (vendors, subrecipients) via contract language.
- E. Monitoring Activities
 1. Ongoing Monitoring: Supervisory reviews, analytics, dashboards, and automated alerts.
 2. Separate Evaluations: Annual self-assessment of COSO principles; targeted internal reviews by Administrative Services/IT; rotation of surprise cash counts.
 3. Corrective Action Plans: Track findings from monitoring, external audits, and grantor reviews; assign owners and due dates; report progress to the Board at least semiannually.

VI. MINIMUM TIMELINES & METRICS

- A. Bank reconciliations completed within 30 days of month-end; investment reconciliations within 30 days.
- B. General ledger closed within 45 days of quarter-end; quarterly financial statements to the Board within 60 days.
- C. Capital asset inventory verified annually; p-card statements reviewed monthly; cash counts performed unannounced at least twice per year in cash-intensive locations.

VII. EXCEPTIONS & COMPENSATING CONTROLS

Town of Meredith Selectboard Agenda Report

When staffing or system limitations prevent ideal segregation, Department Heads must document compensating controls, obtain Town Manager concurrence, and review annually.

VIII. TRAINING & AWARENESS

Mandatory training on cash handling, fraud awareness, and cybersecurity for affected roles within 90 days of hire and annually thereafter.

IX. POLICY ADMINISTRATION

The Administrative Services Director maintains this policy and related procedures. Proposed changes shall be reviewed with the Town Manager and presented to the Board for approval at least every three years.

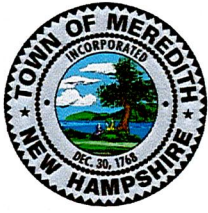
X. RELATED POLICIES & PROCEDURES

Purchasing/Procurement Policy; Investment Policy; Cash Handling Procedures; P-Card Policy; Capital Asset Policy; Records Retention; Payroll Procedures; Grants Management Procedures; IT Security/Acceptable Use; Disaster Recovery/Business Continuity; Travel & Expense; Fraud, Waste & Abuse Reporting.

XI. ACKNOWLEDGMENT

All employees with fiscal or cash-handling duties must sign an annual acknowledgment of understanding and adherence to this policy and related procedures.

Reviewed and Adopted _____



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Robert Carpenter

Subject: Administrative Regulation 38: Fraud Policy

Suggested Motion:

No motion at this time.

A motion for review and/or adoption will be held at the 12/22/2025 meeting.

Recommendation:

Background/Discussion:

This is part of the annual requirement to review and adopt the policy, even if there are no changes, as part of our auditing requirements.

Fiscal Impact:

None

Concurrences:

Alternatives:

Attachments/Exhibits:

Policy attached

Town of Meredith – Administrative Regulation

Effective Date: April 1, 2012

Regulation No: 38

Revision Date: December 1, 2025

Supersedes:

Approved by: Judie Milner, Town Manager

Subject: Fraud, Waste, and Abuse Policy

I. PURPOSE

The Town of Meredith is committed to safeguarding public resources and maintaining the highest standards of integrity. This policy establishes expectations, responsibilities, and procedures to prevent, detect, report, and respond to suspected fraud, waste, abuse, or other similar irregularities. It applies to all Town officials, employees (including temporary/seasonal), volunteers, committees/boards under the Select Board's authority, and third parties conducting business with the Town (contractors, vendors, agents, subrecipients). When administering federal or state awards, this policy works in concert with Uniform Guidance and grant-specific terms, including mandatory disclosure obligations.

II. DEFINITIONS (PLAIN LANGUAGE)

- A. Fraud (Occupational Fraud): The use of one's position to obtain personal benefit through the deliberate misuse of Town resources or assets. Typically grouped into three categories: asset misappropriation, corruption, and fraudulent statements.
- B. Waste: The careless or needless expenditure, consumption, mismanagement, or squandering of Town resources that results in unnecessary costs.
- C. Abuse: Behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary to achieve a stated purpose.
- D. Similar Irregularities: Other questionable practices by employees or external parties that put public resources at risk.
- E. Examples (non-exhaustive)
 - 1. Asset Misappropriation
 - a. Fraudulent disbursements (e.g., false invoices, falsified timesheets, expense reimbursement schemes); check or ACH tampering.
 - b. Skimming or larceny of cash; theft of inventory/equipment; personal use of Town assets.
 - 2. Corruption
 - a. Conflicts of interest not disclosed/managed; bid rigging; kickbacks or bribery; illegal gratuities; economic extortion.
 - 3. Fraudulent Statements
 - a. Knowingly falsifying financial/operational records or reports.

III. ROLES & RESPONSIBILITIES

- A. Board of Selectmen
 - 1. Adopt and oversee this policy; receive periodic reports on incidents and corrective actions.

Town of Meredith Selectboard Agenda Report

- B. Town Manager
 - 1. Establish a culture of integrity; ensure resources for prevention and response; coordinate investigations; determine communication with law enforcement in consultation with Town Counsel.
- C. Administrative Services Director & Department Heads
 - 1. Implement prevention and detection controls (segregation of duties, reconciliations, approvals).
 - 2. Educate staff; ensure timely reporting of suspected violations; preserve evidence.
- D. All Employees & Volunteers
 - 1. Comply with policies; complete required training; promptly report suspected fraud, waste, or abuse through the channels below; cooperate with investigations.
- E. Contractors/Vendors/Subrecipients
 - 1. Must comply with contract terms, this policy, and any grant-specific requirements, including mandatory disclosures for federal awards.

IV. REPORTING & WHISTLEBLOWER PROTECTIONS

- A. How to Report (Multiple Channels)
 - 1. Supervisor or Department Head
 - 2. Town Manager (directly, when the supervisor may be involved or unresponsive)
 - 3. Anonymous option (if available): hotline or secure web/email box designated by the Town Manager
 - 4. Law Enforcement for emergencies or imminent harm
- B. Confidentiality & Non-Retaliation
 - 1. Reports may be made confidentially to the extent permitted by law.
 - 2. Retaliation is prohibited against anyone who in good faith reports a concern or participates in an investigation.
 - 3. Posting of employee whistleblower rights shall be maintained in accordance with NH RSA 275-E.

V. FEDERAL AWARDS – MANDATORY DISCLOSURES

- A. When the Town is an applicant, recipient, subrecipient, or pass-through of a federal award, the Town must promptly disclose in writing to the Federal awarding agency and its Office of Inspector General—and to any pass-through entity, if applicable—credible evidence of violations of Federal criminal law involving fraud, conflict of interest, bribery, gratuity violations, or violations of the civil False Claims Act, potentially affecting the award.
- B. The Town Manager (or designee) is responsible for coordinating such disclosures with Town Counsel.
- C. Department Heads must immediately notify the Town Manager upon awareness of such issues.

VI. PREVENTION & DETECTION (MINIMUM STANDARDS)

- A. Maintain an effective system of internal controls (see Town Internal Control Policy), including segregation of duties, access controls, reconciliations, and management review.
- B. Vendor master hygiene (W-9/TIN match, change control, debarment checks for federal funds).
- C. Three-way match for disbursements; dual approval for ACH/wires; secure check stock.
- D. Cash handling: daily receipting and timely deposits; dual custody; surprise counts.
- E. Payroll/timekeeping approvals; independent payroll review.
- F. IT/cyber safeguards: unique user IDs, least privilege, MFA (where available), logging, backups, phishing awareness.

Town of Meredith Selectboard Agenda Report

- G. Conflict-of-interest disclosures at least annually for designated positions; gifts/gratuities restrictions in procurement.
- H. Training on fraud awareness, reporting channels, and record preservation.

VII. RESPONSE & INVESTIGATION PROCEDURES

- A. Intake & Triage
 - 1. Any employee who suspects fraud, waste, or abuse must report immediately through one of the channels above.
 - 2. If the allegation involves the Town Manager, reports may be made to the Board Chair (or designee) and Town Counsel.
- B. Preservation of Evidence
 - 1. Secure relevant records and systems; restrict access to involved individuals; preserve electronic logs/communications; use chain-of-custody practices.
- C. Investigation Coordination
 - 1. The Town Manager leads or assigns an investigator (e.g., Administrative Services, HR, IT, external auditor/forensic consultant) and consults Town Counsel.
 - 2. When warranted, notify Meredith Police Department and/or other authorities; for federal awards, evaluate mandatory disclosure obligations.
- D. Confidentiality
 - 1. All participants must maintain confidentiality consistent with due process and public-records laws.
- E. Interim Risk Mitigation
 - 1. Consider temporary reassignments, access suspensions, or administrative leave to protect evidence and operations.
- F. Findings & Corrective Actions
 - 1. Document conclusions, financial impact, implicated controls, and recommended remediation; seek recovery (restitution, insurance claims) and pursue disciplinary action up to and including termination consistent with the Personnel Plan and applicable law.
- G. Reporting
 - 1. Provide a written report to the Town Manager and, as appropriate, to the Board of Selectmen. When substantiated and as advised by Counsel, refer matters to the NH Attorney General and/or other authorities.
 - 2. Report significant matters to the external auditors.

VIII. PROTECTION AGAINST FALSE ALLEGATIONS

- A. Employees who knowingly make false claims or act in bad faith are subject to discipline per the Personnel Plan; this does not include good-faith reports made in error.

IX. TRAINING & AWARENESS

- A. New hires with fiscal or sensitive duties: training within 90 days; annual refreshers thereafter.
- B. Periodic Town-wide awareness (e.g., posters, intranet notices) about how to report concerns and non-retaliation protections.

X. MONITORING & PROGRAM IMPROVEMENT

- A. Track allegations, outcomes, recoveries, and corrective actions.

Town of Meredith Selectboard Agenda Report

- B. Annually present an aggregate Fraud, Waste & Abuse Program Update to the Board (case-sensitive information redacted).
- C. Periodically perform a fraud risk assessment and update prevention/detection controls accordingly.

XI. RECORDS & RETENTION

- A. Maintain investigation files, evidence logs, and disclosure correspondence in a secure case file.
- B. Retain records per state schedules and grant terms; longer if litigation/claim holds apply.

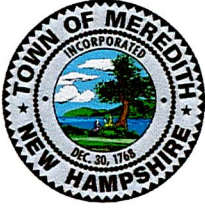
XII. POLICY ADMINISTRATION

- A. The Town Manager is responsible for policy implementation and periodic review (at least every three years or sooner as laws/risks change). Departmental procedures shall be aligned with this policy.

XIII. ACKNOWLEDGMENT

- A. All employees and volunteers must acknowledge this policy upon hire and following material updates.

Reviewed: _____



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Robert Carpenter

Subject: Administrative Regulation 39: Investment Policy

Suggested Motion:

No motion at this time.

A motion for review and/or adoption will be held at the 12/22/2025 meeting.

Recommendation:

Background/Discussion:

This is part of the annual requirement to review and adopt the policy, even if there are no changes, as part of our auditing requirements.

Fiscal Impact:

None

Concurrences:

Alternatives:

Attachments/Exhibits:

Policy attached

Town of Meredith – Administrative Regulation

Effective Date: April 1, 2012

Regulation No: 39

Revision Date: December 1, 2025

Supersedes:

Approved by: Judie Milner, Town Manager

Subject: Investment Policy

I. PURPOSE

This policy provides guidance to Town officials on investing public funds to prioritize safety and liquidity, while achieving a market-appropriate yield, meeting daily cash flow needs, and complying with New Hampshire law. It applies to all funds under the custody of the Town Treasurer and in the care of the Board of Selectmen, excluding trust and capital reserve funds custodied by the Trustees of Trust Funds (those are governed by separate statutes and policies).

II. AUTHORITY

- A. RSA 41:29 – Treasurer duties and authorized investments for towns.
- B. RSA 6:45–6:47 and RSA 383:22 et seq. – Establish and govern the New Hampshire Public Deposit Investment Pool (NH PDIP) and its advisory framework.
- C. RSA 6:8, I & I-a – Banks authorized to accept public deposits in New Hampshire.
- D. Bank Commissioner Rules (Ban 900 series) – PDIP rules; and RSA 383-B:3-301(e) – eligible collateral for public deposits.
- E. Trustees of Trust Funds (RSA 31:19-a; RSA 34; RSA 35) – referenced for clarity but covered by separate policy.

III. OBJECTIVES

- A. Safety (principal preservation). The foremost objective is to safeguard principal through prudent selection of instruments, counterparties, custody, and collateral.
- B. Liquidity. Maintain sufficient same-day/next-day liquidity to meet obligations; structure maturities to reasonably match anticipated cash flows.
- C. Yield. Optimize return consistent with safety and liquidity, targeting performance relative to appropriate benchmarks (e.g., 3-month U.S. Treasury Bill and/or NH PDIP rate).

IV. RISK MANAGEMENT

- A. Credit Risk. Limit to permitted issuers; require FDIC coverage and/or eligible collateral where applicable; maintain counterparty limits.
- B. Interest Rate Risk. Ladder maturities; limit weighted average maturity (WAM) of the core portfolio (see limits below).
- C. Liquidity Risk. Hold an operating liquidity buffer in PDIP and/or interest-bearing demand accounts; maintain rolling cash flow forecasts.
- D. Custodial/Safekeeping Risk. Require delivery-versus-payment (DVP) settlement and third-party custody for marketable securities.

Town of Meredith Selectboard Agenda Report

- E. Concentration Risk. Diversify by issuer, instrument, and maturity.

V. PERMITTED INVESTMENTS (OPERATING FUNDS)

Subject to RSA 41:29 and this policy:

- A. U.S. Treasury obligations (bills, notes, bonds), and U.S. government obligations fully guaranteed as to principal and interest.
- B. Repurchase agreements collateralized at least to required levels by U.S. government obligations; tri-party arrangements acceptable if documented; no reverse repos for leverage.
- C. Deposits (including interest-bearing demand, money market deposit accounts, certificates of deposit) in federally insured banks authorized to accept public deposits under state law and having a branch in New Hampshire.
- D. NH Public Deposit Investment Pool (NH PDIP) participation units.

Not permitted: corporate bonds, equities, private placements, derivatives, CMOs/ABS/MBS (other than explicit U.S. government/agency full-faith-and-credit), mutual funds other than PDIP, securities lending, or any instrument not expressly authorized by statute or this policy.

VI. DEPOSITORIES & COUNTERPARTIES

- A. Deposits shall be placed only with federally insured banks chartered under NH or federal law with a branch in NH and authorized to accept public deposits.
- B. The Treasurer shall maintain an Approved Depository List (Exhibit A) reviewed at least annually considering capital adequacy, asset quality, management, earnings, liquidity, and service quality.
- C. For repurchase agreements, counterparties must provide acceptable master agreements and arrange third-party custody of collateral.

VII. COLLATERALIZATION OF PUBLIC DEPOSITS

- A. Public deposits in excess of FDIC/NCUA insurance shall be secured by eligible collateral as defined by the NH Bank Commissioner (e.g., under RSA 383-B:3-301(e) and applicable rules).
- B. Collateral must be perfected by third-party custodial safekeeping in the Town's name (or for its benefit) under a written collateral agreement; market value shall be monitored and maintained at or above 102% of the uninsured principal, with daily valuation and margin calls where practicable.
- C. PDIP investments require no separate collateralization by the Town.

VIII. PORTFOLIO STRUCTURE & LIMITS

- A. Liquidity Tier: Minimum 25% of average monthly operating disbursements kept in same day/next day liquidity (PDIP and -interest bearing- demand).
- B. Maximum Maturity: Any single security ≤ 3 years; WAM target ≤ 18 months for the core operating portfolio.
- C. Issuer Concentration: Non-U.S.-. Treasury deposits at any single bank $\leq 40\%$ of operating funds; repurchase agreement exposure $\leq 25\%$ per counterparty.
- D. Collateralized CDs/Repurchase: Must meet collateral requirements in Section VII.
- E. Limits may be temporarily exceeded due to cash flow or market conditions; the Treasurer shall document and report exceptions.

Town of Meredith Selectboard Agenda Report

IX. SAFEKEEPING, SETTLEMENT & CONTROLS

- A. All marketable securities shall be held by an independent third party- custodian under a safekeeping agreement.
- B. DVP is required for all purchases/sales of securities and repos.
- C. The Treasurer (or designee) shall maintain written procedures for trade execution, wire/ACH controls, dual approvals, and segregation of duties (initiation, approval, recording, reconciliation).
- D. Internal controls are subject to review by the Administrative Services Director and external auditors.

X. ETHICS & CONFLICTS OF INTEREST

- A. Officials and employees involved in the investment function shall avoid any business activity that could conflict with proper execution of the program or impair independent judgment.
- B. Gifts and gratuities are prohibited consistent with the Town's ethics/procurement policies.

XI. REPORTING, BENCHMARKING & REVIEW

- A. Monthly bank/PDIP statements and reconciliations; quarterly investment report to the Board summarizing holdings, WAM, yield, policy exceptions. and collateral status.
- B. Performance will be compared to the 3-month U.S. Treasury Bill and/or NH PDIP net yield, recognizing differences in risk and liquidity.
- C. This policy shall be reviewed annually by the Treasurer, Town Manager, and Board; amendments require Board approval.

XII. DELEGATION OF AUTHORITY

- A. In accordance with RSA 41:29, the Town Treasurer has custody of Town moneys and conducts investment transactions, paying out funds only upon orders of the Selectmen.
- B. The Treasurer may appoint the Administrative Services Director to assist with deposits, investments, recordkeeping, and reconciliations, with such delegation in writing.

XIII. RECORDS & RETENTION

Investment records, trade confirms, custodial statements, collateral agreements, and reports shall be retained per Town records schedules and applicable law.

Exhibits (to be maintained and updated administratively)

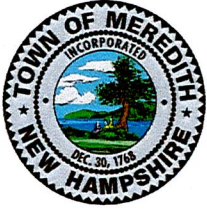
Exhibit A – Approved Depositories & Counterparties

Reviewed and Adopted _____

Town of Meredith Selectboard Agenda Report

EXHIBIT A: APPROVED DEPOSITORIES AND COUNTERPARTIES

<u>Entity Name</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Bank of New England	31 Pelham Road	Salem	NH	03079
Bank of New Hampshire	62 Pleasant Street	Laconia	NH	03246
Claremont Savings Bank	145 Broad Street, PO Box 1600	Claremont	NH	03743
Franklin Savings Bank	387 Central Street	Franklin	NH	03235
Mascoma Bank	67 North Park Street	Lebanon	NH	05001
Meredith Village Savings Bank	24 State Route 25	Meredith	NH	03253
Merrimack County Savings Bank	89 North Main Street	Concord	NH	03031
Piscataqua Savings Bank	15 Pleasant Street	Portsmouth	NH	03801
Primary Bank	207 Route 101	Bedford	NH	03110
Profile Bank	45 Wakefield Street	Rochester	NH	03867
Salem Co-operative Bank	3 South Broadway, PO Box 67	Salem	NH	03079
Savings Bank of Walpole	68 Ames Plaza Lane, PO Box 517	Walpole	NH	03068
Sugar River Bank	10 North Main Street, PO Box 569	Newport	NH	03773
The Millyard Bank	57 Northeastern Blvd	Nashua	NH	03062
Walden Mutual Bank	66 North Main Street	Concord	NH	03301
NH Public Deposit Investment Pool (NHPDIP)	PO Box 11760	Harrisburg	PA	17108



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Robert Carpenter

Subject: Administrative Regulation 43: Federal Grants Policy

Suggested Motion:

No motion at this time.

A motion for review and/or adoption will be held at the 12/22/2025 meeting.

Recommendation:

Background/Discussion:

This is part of the annual requirement to review and adopt the policy, even if there are no changes, as part of our auditing requirements.

Fiscal Impact:

None

Concurrences:

Alternatives:

Attachments/Exhibits:

Policy attached

Town of Meredith – Administrative Regulation

Effective Date: April 1, 2012

Regulation No: 43

Revision Date: December 1, 2025

Supersedes:

Approved by: Judie Milner, Town Manager

Subject: Federal Grants Policy

I. PURPOSE

The Federal Government provides rules for how all grantees must spend, track, and report on federal funds. These rules are located in 2 CFR Part 200, titled the Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the “Uniform Guidance.”

This policy establishes the minimum standards regarding internal controls and grant management to be used by the Town of Meredith to ensure that all federal funds are lawfully expended. The town must maintain a proper financial management system in order to receive both direct and state administered grants and to expend funds associated with a grant award. Fiscal controls and procedures are in place to ensure that all financial management system requirements are met.

The Director of Administrative Services is the responsible authority for administering the financial management functions, the processing of expenditures, and the oversight of administrative issues in support of federal grants and other awarding instruments. These responsibilities include: coordination of all financial reporting requirements for federal awards; liaison for all grant financial management activities; entry of obligations, invoices, and payments into the financial reporting system; and payment of financial obligations in a timely manner.

Department Heads shall advise the Director of Administrative Services on every step of the grant process, including application, award, receipt of funds, receipt of equipment, goods and/or services, etc., and provide a copy of all relevant documentation in a timely manner.

II. ALLOWABILITY

- A. While grants may specify allowable and unallowable cost, the Town will adhere to the federal cost principles outlined in 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards when developing and administering the budget for each grant. Federal cost principles require costs to be allowable, reasonable, and allocable.
 - a. In order to meet the definition of “allowable”, a cost must:
 - a. Be Necessary and reasonable to carry out the grant.
 - b. Be Consistent with the policies and procedures that apply uniformly to federal and non- federally funded expenses.
 - c. Not be included as part of match of federal funds
 - d. Be adequately documented.
 - b. In order to meet the definition of “reasonable”, the cost of the good or service does not exceed the amount a prudent person would spend on an item at the time the decision was made to incur the cost. Reasonable is further defined as:

Town of Meredith Selectboard Agenda Report

- i. Use of the sound business practices, adherence to federal, state, and local laws and regulations, and the terms and conditions of the federal award.
- ii. Use of market prices for comparing the costs of goods and services
- c. In order to meet the definition of “allocable”, the cost of the goods and services involved are chargeable or assignable to that federal award or cost objective in accordance with relative benefits received. Allocable is further defined as:
 - a. Costs are incurred specifically for the federal award.
 - b. Costs can be distributed in proportions that may be approximated using reasonable methods.
 - c. Costs necessary to the overall operation of the non-federal entity. In order to meet the definition of “allocable”, the cost of the goods and services

III. DIRECT AND INDIRECT COSTS

- A. Direct costs can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
 - a. Typical direct costs include:
 - i. Direct labor costs (i.e., the compensation of employees who work specifically on completing the objectives of a federal award).
 - ii. Direct labor employees’ related fringe benefit costs.
 - iii. Travel of direct labor employees.
 - iv. Materials, supplies, or other items purchased for use on a specific federal award.
- B. Indirect costs are incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs are allowable as described in 2 CFR Part 200, including 2 CFR § 200.414.
 - a. Typical indirect costs include:
 - i. Depreciation on buildings and equipment.
 - ii. The cost of operating and maintaining facilities.
 - iii. General administration and general expenses, such as the salaries and expenses of executive officers, personnel administration. and accounting.

IV. CASH MANAGEMENT

- A. Timely Obligation of Funds
 - a. Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during the given period that require payment by the town during the same or a future period. 2 CFR § 200. 1.
- B. Period of Performance of Federal Funds
 - a. All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance will be indicated in the Grant Award Notice (GAN).
- C. Certain grants have specific requirements for carryover funds that must be adhered to.
- D. State Administered Federal Funds
 - a. As a general rule, state-administered Federal funds are available for obligation within the year that Congress appropriates the funds. In general, the period of availability for funds authorized under direct

Town of Meredith Selectboard Agenda Report

grants is identified in the GAN. The recipient must liquidate all financial obligations incurred under the Federal award no later than 120 calendar days after the conclusion of the period of performance. A subrecipient must liquidate all financial obligations incurred under a subaward no later than 90 calendar days after the conclusion of the period of performance of the subaward (or an earlier date as agreed upon by the passthrough entity and subrecipient). When justified, the Federal agency or passthrough entity may approve extensions for the recipient or subrecipient. 2 CFR § 200.344 (c)

E. Payment Methods

- a. The town's payment methods shall minimize the time elapsed between receiving funds directly from the United States Treasury or the State of New Hampshire and the disbursement of those funds.

F. Requesting Funds

- a. Typically, the town receives grant funds by requesting a reimbursement after program expenses have been incurred through the use of invoices or draw downs. However, some grant programs provide the funds up-front via a check or electronic funds transfer.
- b. Most funding agencies, federal and non-federal, specify the particular method required for requesting grant funds. In order to avoid funding delays (or potential penalties or funding withdrawal), the town will follow the grantor's preferred method of requesting funds while attempting to minimize the time between fund receipt and the disbursement of grant funds for program-related expenditures.
- c. Regardless of the method of grant fund receipt, all program expenditures that will be paid for with grant funds must be allowable and meet any applicable cost restrictions. Grant fund receipts will be deposited and coded to the correct account promptly and will be reported accurately to the grantor.

V. PROCUREMENT

A. Purchases of Goods and Services Procedures

1. Purchases for goods and services specified in the grant application shall be executed in accordance with the Town of Meredith's Purchasing Policy along with each individual grant requirements and recorded in corresponding general ledger and corresponding project codes and 2 CFR § 200.317 through 200.327.

B. Debarment and Suspension

1. The town awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
2. The town shall not subcontract with or award subgrants to any person or company who is debarred or suspended. A copy of the required certification related to the suspension and debarment of the vendor is available on the System for Award Management web page and can be accessed at the following address: <http://www.sam.gov>. The Town will use at least one of the following methods to verify whether a person or vendor is not suspended or debarred (ref. 2 CFR § 180.300 and 2 CFR § 200.214)
 - a. Clause/condition within the contract
 - b. Search Sam.gov exclusion list and print the results providing evidence the vendor is not suspended or debarred
 - c. Require a certification form from the person/vendor acknowledging they are not suspended or debarred

VI. CONFLICT OF INTEREST AND MANDATORY DISCLOSURE

Town of Meredith Selectboard Agenda Report

- A. No employee, officer, or board/committee member may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the covered individual, any member of his or her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract.
- B. Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action. All violations of federal criminal law involving fraud, bribery, or gratuities can potentially affect any federal award. The town shall fully address any such violations promptly.
- C. Upon discovery of any potential conflict, the town will disclose the potential conflict in writing to the Federal awarding agency in accordance with applicable federal awarding agency policy (2 CFR § 200.112.)

VII. INVENTORY MANAGEMENT

- A. Capital assets are defined as assets with an initial individual cost of more than \$5,000 and a useful life of more than one year. Assets are recorded at historical cost or estimated historical cost if purchased or constructed. Major outlays for capital assets and improvements are capitalized as projects are constructed. Assets that are initially categorized as construction in progress and later moved to appropriate asset category when the project is completed.
- B. Equipment and supplies purchased with Federal funds that cost \$5,000 or more are to be tagged when purchased so that proper disposal procedures can be followed when items are sold or sent to surplus. The town should follow adequate maintenance procedures to ensure equipment is kept in good condition.
- C. Each department that has acquired equipment through a grant is responsible for maintaining an accurate spreadsheet with the following information for each piece of equipment:
 - 1. Item description: Make, model, and detailed specifications of the equipment.
 - 2. Serial number: Unique identifier for each item.
 - 3. Acquisition date: Date the equipment was purchased.
 - 4. Cost: Purchase price of the equipment.
 - 5. Funding source: Grant number and percentage of federal funding.
 - 6. Location: Where the equipment is currently located.
 - 7. Current condition: Note any damage or wear and tear.
 - 8. Assigned user: Who is responsible for the equipment.
 - 9. Disposition data: Information regarding the equipment's eventual disposal, including date and method of sale if applicable.
- D. Spreadsheets must be updated as needed and a copy forwarded to the Administrative Services Department. Each piece of equipment shall be labeled and tagged as follows:
 - 1. Unique identifier: Affix a visible label or tag to each piece of equipment with a unique identifier that links to the property record.
 - 2. Federal funding indicator: Clearly mark the equipment as being purchased with federal grant funds.
- E. Federal equipment should be inventoried at least every 2 years to be properly safeguarded against theft, damage, or loss.
 - 1. Regular checks: Conduct physical inventories at least once every two years to verify the existence and condition of all federally funded equipment.
 - 2. Reconciliation: Compare the physical inventory results with the property records to ensure accuracy.

Town of Meredith Selectboard Agenda Report

3. Reporting: Document any discrepancies found during the inventory process.
- F. When assets acquired with Federal funds are no longer used in the grant program (i.e., grant has expired, asset was lost, stolen, or damaged, or asset became idle) the grantor must be notified.
- G. The Federal Government may be due a portion of the proceeds for equipment items with a book value of \$5,000 or more at the time of disposition. If the federal agency is compensated for the current fair market value of the item, the equipment may be retained by the agency. (Ref. 2 CFR § 200.311-200.316)

VIII. TRAVEL REIMBURSEMENT

- A. Employees and town officials are expected to use good judgment and care in the expending of public funds when traveling on behalf of the town when expending public funds in performance of their daily duties and responsibilities. Travel expenses will be paid by the town if they are reasonable, properly authorized and well documented and consistent with town policy.
- B. For purposes of this policy, “travel expenses” shall mean the expenses for transportation, lodging, subsistence, and related items incurred while conducting necessary official business as a federal grant recipient.
- C. Travel expenses shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the town’s non-federally funded activities and in accordance with the Town’s travel reimbursement policy. (Ref. 2 CFR § 200.475)

IX. ACCOUNTABILITY AND CERTIFICATION

- A. The town is responsible for continuously monitoring the financial status of the federal grants and for monitoring grants for compliance with all applicable federal, state, and local regulations. The town must submit performance reports as required by the Federal award. Intervals must be no less frequent than annually nor more frequent than quarterly except if specific conditions are applied. Submission may be required more frequently if the town fails to meet any requirements of a federal award.
- B. When a significant development that could impact the Federal award occurs between performance reporting due dates, the town must notify the Federal agency or pass-through entity.
- C. The town must maintain records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.
- D. The town shall take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information.
- E. The town shall ensure that the annual single audit report is provided to the Federal Audit Clearinghouse by the town’s audit firm in accordance with the provisions of 2 CFR part 200, subpart F.

X. . TIME AND EFFORT REPORTING

- A. As a recipient of federal funds, the town shall comply with the Uniform Administrative Requirements, cost principles, and audit requirements for federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of efforts to document salary expenses charged directly or indirectly against federally sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Town of Meredith Selectboard Agenda Report

B. Compensation

1. Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for employment services may also include fringe benefits, which are addressed in 2 CFR § 200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:
 - a. Is reasonable for the services rendered, conforms to the town's established written policy, and is consistently applied to both federal and non-federal activities.
 - b. Follows an appointment made in accordance with the town's written policies and meets the requirements of federal statute, where applicable.

C. Time and Effort Reports

1. The only personnel costs charged to federal awards in the Town of Meredith are the compensation, and their associated benefits, of employees who work directly on the award. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
 - a. Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated.
 - b. Be incorporated into the official records.
 - c. Reasonably reflect the total activity for which the employee is compensated, not exceeding 100% of compensated activities.
 - d. Encompass both federally assisted and other activities compensated by the town on an integrated basis.
 - e. Comply with the town's established accounting policies and practices.
 - f. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
 - g. The town may use substitute processes or systems for allocating salaries and wages to Federal awards either in place of or in addition to the records described in 2 CFR § 200.430(g)(5) if approved by the cognizant agency for indirect cost. Such systems may include, but are not limited to, random moment sampling, "rolling" time studies, case counts, or other quantifiable measures of work performed.

XI. GRANT BUDGET RECONCILIATION

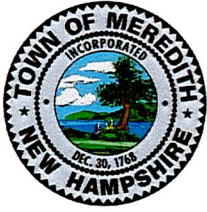
- A. Budget estimates are not used as support for charges to federal awards. However, the town may use budget estimates for interim accounting purposes. The system used by the town to establish budget estimates produces reasonable approximations of the activity(ies) performed. Any significant changes in the corresponding work activity are to be identified by the town and entered into the town's records in a timely manner.

Town of Meredith Selectboard Agenda Report

XII. RECORD RETENTION AND ACCESS

- A. In accordance with 2 CFR § 200.334 – 338, the Town must retain all Federal award records for three years from the date of submission of their final financial report. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. There are several exceptions to this rule, which are spelled out in § 200.334 (a)-(f).
- B. The Federal agency must request the transfer of records to its custody when it determines that the records possess long-term retention value. However, the Federal agency may arrange for the town to retain the records that have long-term retention value so long as they are continuously available to the Federal Government.
- C. When practicable, town must collect, transmit, and store Federal award information in open and machine-readable formats. It is not necessary to create and retain paper copies when original records are electronic and cannot be altered. Electronic versions of original paper records may be substituted through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.
- D. The Federal agency or pass-through entity, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives must have the right of access to any records of the town pertinent to the Federal award to perform audits, execute site visits, or for any other official use. This right also includes timely and reasonable access to the town's personnel for the purpose of interview and discussion related to such documents or the Federal award in general.
- E. The Federal agency's or pass-through entity's rights of access are not limited to the required retention period of this part but last as long as the records are retained. Federal agencies or pass-through entities must not impose any other access requirements.

Reviewed _____



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Judie Milner, Town Manager

Subject: Parking Committee Recommendations

Suggested Motion:

No Motion – Workshop Only

Recommendation:

I recommend a second year of PILOT program with changes as recommended by the committee and staff. For phase II implementation, I recommend the Selectboard assign staff to come up with 3-4 scenarios for the community. I further recommend either a well advertised community forum workshop to review and discuss scenarios or a more diverse group of committee participants so that all interests are represented.

Background/Discussion:

In 2024, the selectboard formed a Meredith Neck Parking Committee to advise the Board on the best way to address parking issues experienced on the neck. The committee issued a report in late 2024 with recommendations for a PILOT parking program which was implemented for summer 2025. The committee was extended to 12/31/25 so that data from the PILOT program could be analyzed and recommendations could be made to the board regarding the parking solution. Additional phase II work, as identified in the initial report to the board, was to be completed as well.

The Committee has reviewed the data collected during the PILOT program. The board was given a copy of this data in your 9/8 board packets. After careful consideration, the committee recommends extending the PILOT program to 2026 summer season with the following recommendations on changes/additions:

PILOT Program Recommended Changes

Cattle Landing Lot:

- Reduce the number of disability parking spaces at Cattle Landing to the amount required in the building code regulations.
- Add additional boulders as a safety measure along the front of the lot to keep cars from driving down the embankment.

Patricia Drive:

- Add “No Parking” signage at the top of the circle to allow sufficient space for emergency vehicle turn-around.

Lovejoy Sands Upper Lot:

- Eliminate the 72-hour vehicle parking time restriction in the Upper Lot to be consistent with the Lower Lot and Cattle Landing. Longer term parkers, currently in the Lower Lot, will have the option to relocate to the Upper Lot.
- Limit trailer parking to 72 hours to eliminate long-term trailer storage in the lot.
- Add trailer parking signage in the trailer parking area, including informational mapping and usage restrictions to improve parking efficiency and enhance safety,
- Post trailer parking dates for the Upper Lot, commencing May 15th through October 15th since the Lower Lot restricts trailer parking beginning May 15th.

Lovejoy Sands Lower Lot:

- Improve visibility and clarity of wayfinding signage at the Lower Lovejoy Lot to make traffic flow and boat launch usage safer and more orderly.
- DPW and Police will consider street parking allowance on Lovejoy Sands Rd. adding 5-6 parking spaces.

Administrative and Enforcement:

- Extend the parking permit use of facility stickers and guest hang tags through October 15, 2026.
- Increase the parking violation fine from **\$75 to \$150** per day to deter violators.
- Continue data collection through 2026 to monitor program results.

Town of Meredith Selectboard Agenda Report

Regarding the phase II work, the committee was having a difficult time differentiating between recommending solutions and implementation of solutions, often getting “stuck in the weeds” of implementation issues which are the burden of staff. This led to a kind of impasse on providing recommendations for phase II. My recommendation to the board is to direct staff to come up with a few scenarios and vet those scenarios, environmental, private/public partnerships, etc. for presentation to the public sometime in mid 2026.

Alternatives:

Extend the PILOT program as is.

Extend PILOT program with changes as recommended by the committee.

Codify the PILOT program.

Make no changes to the parking at Meredith Neck.

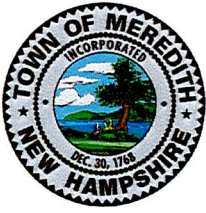
Develop another Committee with more representation to tackle Phase II.

Task staff with coming up with viable Phase II scenarios for public input or committee input at a later date.

Attachments/Exhibits:

2024 Parking Committee Report Link <https://www.meredithnh.gov/335/Studies>

Approved Minutes of 2025 Parking Committee Link
<https://www.meredithnh.gov/AgendaCenter>



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of June 23, 2025**

From: Angela Labrecque

Subject: Congestion Mitigation and Air Quality Project Agreement (CMAQ) for NH DOT 10-Year Plan Route 25 Improvements

Suggested Motion:

Selectboard member moves, *"I move to accept funding from NH DOT and authorize the Town Manager to sign contracts and agreements associated with improvements to Route 25 at Laker Lane and sidewalk reconstruction".*

Selectboard Chair calls for a second, discussion and vote.

Recommendation:

It is recommended the Selectboard accept funds and authorize the Town Manager to execute the Project Agreement.

Background/Discussion:

In 2022 the NH Route 25 project was submitted to the Lakes Region Planning Commission's Transportation Advisory Committee. It was chosen as a recommended project for NH DOT's 10-Year Plan. The scope of the project includes widening NH Route 25 to create left and right turn lanes into Laker Lane, as well as replacing the length of sidewalk and curbing down the hill. The project is scheduled to be advertised in 2028 for construction. We intend on distributing a Request for Qualifications to engineering firms in January for the design of the project. NH DOT will work closely with the town on each step of the process.

Fiscal Impact:

Town Meeting in 2024 voted to appropriate the 20% match of \$269,393 from unassigned fund balance. Since then, the 10-Year Plan has been updated to account for inflation with a project cost of \$1,226,160.56 assuming a 2028 construction year. The 20% match is now \$306,540.14. There is a shortfall of \$37,147.14 for the town's match funds.

Concurrences:

Angela Labrecque, Craig Hale, and Robert Carpenter participated in a scoping meeting with the NH DOT project Manager, Kevin Russell.

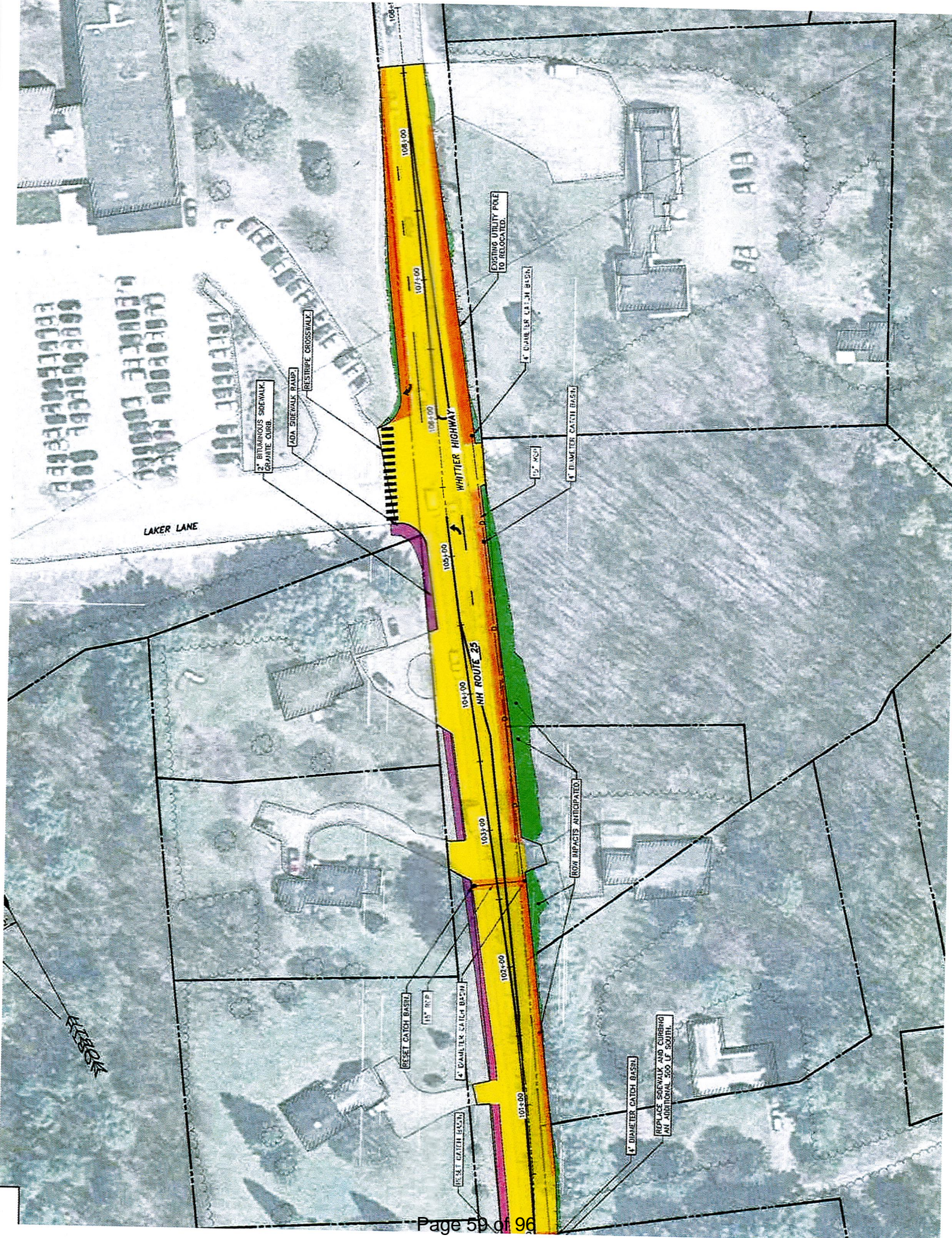
Alternatives:

The alternative is not to execute the agreement.

Attachments/Exhibits:

Project Exhibit

Draft CMAQ Project Agreement



**CONGESTION MITIGATION AND AIR QUALITY
PROJECT AGREEMENT
FOR**

TOWN OF MEREDITH

STATE PROJECT #: 44285
FEDERAL PROJECT #: X-A005(377)
STATE VENDOR #: 159903
UNIQUE ENTITY IDENTIFIER #: _____

THIS AGREEMENT, is made and entered into this { } day of { }, 2026 between the State of New Hampshire, acting through its Department of Transportation, hereinafter called the "DEPARTMENT", and the Town of Meredith, hereinafter called the "PROJECT SPONSOR".

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to widen Route 25 for left and right turn lanes at the Laker Lane intersection and replace 1,050 linear feet of sidewalk in the Town of Merrimack is an eligible project for funding under the Federal Aid Congestion Mitigation and Air Quality Program created under the Federal Bipartisan Infrastructure Law (BIL); and

WHEREAS, the DEPARTMENT has established Project #44285 (the "Project") for the aforesaid project, with the project funding and target year as represented in the table below; and

Programmed Year of Advertisement	Participating Federal Share 80%	Participating Local Share 20%	Additional Non- Participating Funds	*Total Budget
2028	\$1,226,160.56	\$306,540.14	\$0.00	*\$1,532,700.70

*The Total Budget shown is the latest approved estimated cost year of FY2024, inflated at 4.4% per year for 3 years.

Additional Administrative Documentation Information: If this information is not available at the time of the Agreement signing, documentation will be sent to the PROJECT SPONSOR by the DEPARTMENT as soon as the information is available:

FEDERAL FAIN #: {Not yet available}
CFDA #20.205 and DESCRIPTION Highway Planning and Construction
SUBAWARD Period of performance start date: {Not yet available}
SUBAWARD Period of performance end date: {Not yet available}
NHDOT Managed: Yes _____ No x
NHDOT Indirect Cost Rate: N/A x 10%
Is award Research & Development: Yes _____ No x

WHEREAS, the PROJECT SPONSOR has submitted an Application 22-01CMAQ to sponsor the Project (the "Application") and the DEPARTMENT has accepted the Application; and

WHEREAS, the Application, by reference, is hereby incorporated and made a part of this AGREEMENT; and

WHEREAS, the PROJECT SPONSOR desires to act as Sponsor and Manager of the Project; and

WHEREAS, the DEPARTMENT desires to cooperate with the PROJECT SPONSOR in accomplishing the Project;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreement herein set forth by and between the parties hereto, it is mutually agreed as follows:

I. DUTIES AND RESPONSIBILITIES OF THE PROJECT SPONSOR:

- A. The PROJECT SPONSOR shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program for Federal Aid Construction Contracts.
- B. The PROJECT SPONSOR shall manage the design, environmental study, right-of-way acquisition and construction of the Project. This management is described in the current version of the DEPARTMENT's document titled "Local Public Agency Manual for the Development of Projects", as it may be amended from time to time, and, by reference, is hereby made a part of this AGREEMENT.
- C. The PROJECT SPONSOR shall provide or cause to provide for both the maintenance of the Project during construction and subsequent maintenance of all Project elements together with the maintenance of sidewalks, which includes winter snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133, once the work under this AGREEMENT is completed. Unless agreed otherwise at Project completion, the DEPARTMENT's maintenance responsibility shall be no greater than that which exists within the proposed Project limits on state-maintained NH-25 prior to the start of construction. Should operational adjustments be necessary, the PROJECT SPONSOR agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.
- D. The PROJECT SPONSOR shall submit monthly progress reports and invoices to the DEPARTMENT for reimbursement of its share of the amounts paid to engineering, environmental and/or right-of-way consultants and construction contractors for the performance of the work set forth in the Application or agreed upon at the scoping meeting. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the Application, as well as backup information to support the charges. The PROJECT SPONSOR shall certify that the invoices properly represent payment for work that has been completed and paid for by the PROJECT SPONSOR.
- E. The PROJECT SPONSOR is required to maintain all project and financial records pertinent to the development of the Project for three (3) years beyond the date of the DEPARTMENT's final voucher. The DEPARTMENT will send a letter to the PROJECT SPONSOR with the date of this approval. If there is a failure to maintain this documentation, NHDOT and/or Federal Highway Administration could take an action up to and including requesting a refund of all reimbursed project costs. Any and all of these project and financial records must be made available to the DEPARTMENT and Federal Highway Administration at their request.
- F. The PROJECT SPONSOR shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the PROJECT SPONSOR or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the

sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.

G. Non-Discrimination:

1. The PROJECT SPONSOR agrees, for itself, its assignees and successors in interest, that it will comply with Title VI of the Civil Rights Act of 1964, (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21, (referred to as the "REGULATIONS"), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the PROJECT SPONSOR receives Federal financial assistance extended by the State of New Hampshire. The ACT and the REGULATIONS are herein incorporated by reference and made a part of this AGREEMENT. This AGREEMENT obligates the PROJECT SPONSOR for the period during which Federal financial assistance is extended.
2. The PROJECT SPONSOR hereby gives assurance as required by subsection 21.7(a)(1) of the REGULATIONS that it will promptly take any measures necessary to effectuate this AGREEMENT, including but not limited to the following specific assurances:
 - a. That each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS will be conducted or operated in compliance with all requirements of the REGULATIONS.
 - b. That the PROJECT SPONSOR shall insert the following notification in all solicitations for negotiated agreements or bids for work or material made in connection with this Project: *The PROJECT SPONSOR hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in consideration for an award.*
 - c. That the PROJECT SPONSOR shall not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in the award and performance of any DEPARTMENT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The PROJECT SPONSOR shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DEPARTMENT-assisted contracts. The DEPARTMENT's DBE program, as required by 49 CFR part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this AGREEMENT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this AGREEMENT. Upon notification to the PROJECT SPONSOR of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*
 - d. That the PROJECT SPONSOR shall include the following assurance in each contract signed with a contractor and each subcontract the prime contractor signs

with a subcontractor: *The contractor or subcontractor shall not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DEPARTMENT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.*

3. The PROJECT SPONSOR shall insert a copy of the required provisions of Federally-assisted construction contracts in accordance with Executive Order 11246, Equal Employment Opportunity, and 41 CFR Part 60-4, Affirmative Action Requirements, in each contract entered into pursuant to this AGREEMENT. Required Federal contract provisions can be obtained through the DEPARTMENT's Labor Compliance Office (271-6612) or Online at: <http://www.nh.gov/dot/org/administration/ofc/documents.htm>
- H. The PROJECT SPONSOR certifies by entering into this Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of New Hampshire. The term "principal" for purposes of this Agreement means an officer, director, key employee or other person with primary management or supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of the PROJECT SPONSOR. The PROJECT SPONSOR also certifies that it will verify the state and federal suspension and debarment status for all parties (consultant/vendor/contractor, etc.) receiving funds under this Agreement as a sub-Agreement and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred party. The PROJECT SPONSOR shall immediately notify the Department if any sub-Agreement party is debarred or suspended, and shall, at the DEPARTMENT'S request, take all steps required by the State to terminate its sub-Agreement relationship with the party for work to be performed under this Agreement.
- I. If the PROJECT SPONSOR defaults or fails to fulfill any part of this AGREEMENT, the PROJECT SPONSOR shall be required to reimburse the DEPARTMENT and/or the Federal Highway Trust Fund for all funds expended under this Project.

II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

- A. The DEPARTMENT shall review the Project engineering plans, environmental documents and contract documents applicable to the Federal Highway Administration and State of New Hampshire requirements for a Federally-funded project and submit appropriate documentation to the Federal Highway Administration to receive Federal approval.
- B. The DEPARTMENT shall reimburse its share to the PROJECT SPONSOR after receipt and approval of properly documented invoices that have been certified by the PROJECT SPONSOR as properly representing work that has been completed and paid for by the PROJECT SPONSOR.
- C. The DEPARTMENT shall use its best efforts to obtain authorization of the Project from the Federal Highway Administration.

III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE PROJECT SPONSOR:

- A. That the PROJECT SPONSOR will not incur any Project costs nor enter into any agreement with any third party, including but not limited to consultants, contractors, or engineers until such time that it receives a written notice to proceed from the DEPARTMENT to do so.
- B. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be as set forth in the Table on page 1. As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. Neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the PROJECT SPONSOR under this AGREEMENT in excess of the above amounts unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- C. That the PROJECT SPONSOR shall invoice the DEPARTMENT for incurred costs on a monthly basis and the DEPARTMENT will process these invoices for payment in an expeditious manner.
- D. That the PROJECT SPONSOR agrees to commence the PROJECT within 6 months of AGREEMENT execution date noted in the first paragraph of page 1. The PROJECT SPONSOR agrees to complete the Preliminary Engineering (PE) Phase of the PROJECT on or BEFORE December 31st of the Programmed Year of Advertisement date noted in the table on page 1, unless earlier terminated as provided herein. The PROJECT SPONSOR may apply to the DEPARTMENT for an extension to either the START or END date. Such application for extension must be made in writing, providing an explanation of the reasons for the delay, and proposing a revised schedule. Failure to meet any deadline without good cause or failure to submit an extension request may cause the DEPARTMENT to cancel its participation in this Project at its sole discretion, in which case any remaining funds will be forfeited. The PROJECT SPONSOR is responsible for informing and coordinating a new Project completion date that will need to be approved by the DEPARTMENT if any condition arises that may result in either deadline being unattainable.
- E. That the PROJECT SPONSOR will attend a meeting with the DEPARTMENT's representative after signing this AGREEMENT to discuss the Project's scope, budget and schedule. The PROJECT SPONSOR will subsequently provide a schedule showing project milestones with dates. Failure to meet these dates could delay funding for construction.
- F. This AGREEMENT may be amended to incorporate changes in project scope, schedule, and/or budget that may arise through the development and design stages of the project, pursuant to approval by the Governor and the Executive Council as Item No. 47 on March 23, 2022. Such amendments will be effective upon execution of an instrument in writing signed by both parties hereto. Otherwise, this AGREEMENT may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto, and only after approval of such amendment, waiver of discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule, or policy.
- G. That this AGREEMENT is contingent upon the appropriation of sufficient funds from the State of New Hampshire Legislature and/or the Federal Highway Administration. If

sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days' written notice to the PROJECT SPONSOR. Such termination shall relieve the DEPARTMENT and the PROJECT SPONSOR from obligations under this AGREEMENT after the termination date.

- H. Pursuant to authorization by the Governor and Executive Council, as Item No. 47 on March 23, 2022, this AGREEMENT is effective upon the date shown on page one of this AGREEMENT. The DEPARTMENT will include this AGREEMENT in its annual report to the Governor and the Executive Council on the status of all active Federal Local Public Agency (LPA) projects.
- I. The DEPARTMENT and the PROJECT SPONSOR acknowledge that RSA Chapter 21-I and Executive Order 14173 of January 21, 2025, place prohibitions on DEI initiatives and activities. To the extent any provision in this Agreement conflicts with any applicable state or federal law, such provision is null and void.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the date first written above.

**NEW HAMPSHIRE DEPARTMENT
OF TRANSPORTATION**

TOWN OF MEREDITH

By: _____
William J. Cass, PE
Commissioner
State of New Hampshire
Department of Transportation

Signature: _____
Name (typed): _____
Title: _____



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Judie Milner, Town Manager

Subject: Board to consider reorganization of the community development department

Suggested Motion:

Selectboard member moves, *"I move the Merdith Selectboard approve alternative 4 regarding the reorganization of the community development and manager's offices effective January 1, 2026."*

Selectboard chair calls for a second, discussion and vote.

Recommendation:

My recommendation is to rename the Community Development Department to the Planning and Development Department and implement alternative 4.

Background/Discussion:

In the Spring, the board asked me to review the community development study completed by Jay Minkarah in February 2023 and make a recommendation for the department. At the selectboard meeting on July 14th, I presented the board with a recommendation to rename and reorganize the department. The board asked me for other alternatives to consider. I decided to wait until after our strategic goal process to consider alternatives that would best support the goals of the community.

The board has made it clear that they expect the manager's office to take the leadership position in economic development. Based on my experience, the role of economic development closely ties with the planning function of the community. The community development study made it clear that the department needed five positions to operate at their current level, which does not include a proactive approach to economic development.

Town of Meredith Selectboard Agenda Report

I presented a 3rd alternative at the November 10th selectboard meeting. After discussing how current employees fit into the plan and receiving feedback from the board at our 11/24 nonpublic session, I have added alternative 4 as my recommended alternative to the Selectboard.

Alternatives:

Note: All alternatives include renaming the department to Planning and Development to better align with the functions of the department.

Alternative 1

Keep functioning under the current model proposed by a former manager where community development has 4.5 positions and the manager functions as the complaint/resolution person for the department.

Staffing under Alternative 1:

Town Planner (Gr 17)

Code Enforcement (Gr 16)

Administrative Assistant (Gr 10)

Office Clerk – FT (Gr 4)

Office Clerk – PT (Gr PTS-14)

This alternative is not working for the community or the staff. The staffing configuration is not adequate for the complexities of this office and places too much burden on two positions. There is very little oversight and no leadership for the department leading to staff dissatisfaction and inefficiencies. This is not to say the staff is not doing everything they can to deliver satisfactory work; in fact, it is producing above and beyond. However, this is not sustainable and may not be focusing on the highest and best use of the resources to the economic development goals of the community.

Alternative 2

This alternative was first introduced to the board at your July 14th selectboard meeting. This alternative adds a director to the department, reclasses the positions to best suit the functions of the department, and brings the department up to 5 positions as recommended in the 2023 study.

Staffing under Alternative 2:

Director (Gr 22)

Senior Planner (Gr 17)

Code Enforcement (Gr 16)

Town of Meredith Selectboard Agenda Report

Planner I (Gr 12)

Office Clerk – FT (Gr 4)

While this alternative brings the staffing level to the recommended 5 positions per the 2023 study, that study recommends the 5 positions for the status quo and not adding in the proactive economic development. While the department would have the required oversight and may gain some efficiencies, the tie between the economic development push expected from the managers office and this important component of economic development is not established. Likely the director will need to work on planner activities exclusively and will not be able to contribute to economic development without at least one more FT employee. This may not be the most efficient solution given the Board's expectations of the Manager's office.

Alternative 3

This alternative was first introduced at your November 10th Selectboard meeting. It includes a reorganization of the Community Development Department and the Town Manager's office. It resolves the oversight deficiency and has the two offices working together proactively for economic strategies that best suit the community and most closely fits the board's expectations.

Staffing under Alternative 3:

Current:

Community Development:

Town Planner (Gr 17)

Code Enforcement (Gr 16)

Admin Assistant (Gr 10)

Office Clerk – FT (Gr 4)

Office Clerk – PT (Gr PTS-14)

Town Manager Office:

Town Manager (contract)

Human Resources (Gr 16)

Recommended:

Planning & Development:

Senior Planner (Gr 17)

Code Enforcement (Gr 16)

Planner I (Gr 12)

Admin Assistant (Gr 10)

Town Manager Office:

Town Manager (contract)

Deputy Town Manager – HR & Spec Projects (Gr 22)

Admin Assistant (Gr 10)

Town of Meredith Selectboard Agenda Report

Under this scenario, the Deputy Town Manager would take on the oversight of the department and the administrative duties associated with that oversight – supervision, employee development, evaluations, time approvals, goal setting, etc..

The Administrative Assistant in the TM office would assist in managing schedules, coordinating meetings, agendas, materials and presentations as part of the communications part of website and content development. This position would provide minute taking for the Select Board and be a backup to the Planning and Development Department for minute taking and administrative tasks as necessary.

This allows the Town Manager to pursue proactive economic development strategies while utilizing a consultant for higher end tasks, such as pro forma generation and grant writing, that include federal, state, and local solutions, making sure to entice the highest and best use of properties that balances the needs of the community while keeping the small-town atmosphere. It is my opinion, this scenario most closely achieves the directives, expectations and goals of the board while responsibly utilizing our resources and people.

Alternative 4

This alternative very closely mirrors alternative 3 but allows for the Town Manager and Selectboard to evaluate the effectiveness of the alternative and determine if a full time economic development director (alternative 2) is the better solution. This solution will step up the salary level for the Deputy Town Manager – HR/Special Projects so that the salary is commensurate with the additional duties the position would retain should the Manager and Board choose to go with a full time director after evaluation (set for 6 months but could be up to a year) of the reorganization. I still believe alternative 3 most closely achieves the directives, expectations and goals of the board while responsibly utilizing our resources and people; however, this option allows us to test and re-evaluate if necessary.

The staffing for this scenario is the same as alternative 3 with the exception of the Deputy Town Manager – HR/Special Projects position will be regraded to grade 19 for the evaluation period with the expectation that the position will be regraded to grade 22 should the Manager and Board continue with this alternative after the evaluation vs hiring a separate economic development director.

Town of Meredith Selectboard Agenda Report

Fiscal Impact:

It is important to note that all of these scenarios result in wage line savings over the wages for the department prior to the retirement of the previous director.

The recommended alternative, alternative 4, will reclass the currently vacant full time Office Clerk position (grade 4) to a Planner I (grade 12), reclass the HR position (grade 16) in the Manager's office to Deputy Town Manager – HR & Special Projects (grade 19). It will eliminate the current part-time office clerk position in Community Development and add a full-time Administrative Assistant in the Manager's office that would be shared with Community Development.

Savings will also be realized through the elimination of the part-time recording clerk and part-time website development as the Manager's admin assistant will take on these duties.

Fiscal Impact in the 2026 budget wage line is \$81,858. In addition, the 2026 proposed budget includes \$75,000 in other professional services for an economic development consultant.

Concurrences:

The recommended alternative (3) is included in the proposed 2026 budget presented to the board on October 27th. I recommend leaving that alternative in the budget so that we could ask the current part-time office clerk to overlap the hiring of the Administrative Assistant for training purposes.

Attachments/Exhibits:

DRAFT Job Descriptions for Alternative 4

Community development study link:

<https://www.meredithnh.gov/DocumentCenter/View/1189/Community-Development-Assessment-Final>



Town of Meredith
41 Main Street
Meredith, NH 03253
www.meredithnh.gov

Job Title:	Senior Town Planner
Department:	Planning & Development
Reports to:	Town Manager/Deputy Town Manager – HR/Spec Projects
Salary Grade:	Grade 17
Revision Date:	December 2025

FLSA Status:	Type of position:
<input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temp/Seasonal Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp/Seasonal Part-Time

Job Summary

The Senior Town Planner provides professional and technical support to the Planning Board, Zoning Board of Adjustment, Select Board, and Town Manager. Duties include coordinating all aspects of site plan review, subdivision review, and providing technical assistance on other planning issues as needed. Works on special projects as assigned by the Town Manager.

Supervisory Responsibilities

This position operates under the direction of the Town Manager with day-to-day guidance provided by the Deputy Town Manager – HR/Special Projects. As assigned, the position may exercise supervision over support staff, interns, temporary and part time employees, and contractors as needed.

Duties and Responsibilities

- ▶ Conducts detailed reviews of development applications including plans, drawings, reports, and assessments.
- ▶ Coordinates inter-departmental review of applications and reviews applications from the Planning Board Consulting Engineer.
- ▶ Prepares agenda and reports for the Planning Board.
- ▶ Represents the Department by attending various community related planning meetings.
- ▶ Responds to public inquiries regarding development potential and planning issues.
- ▶ Responsible for the coordination, development, and updates to the town's master plan.
- ▶ Addresses planning issues such as zoning amendments, regulation, and related investigative research and analysis as directed.
- ▶ Performs a wide variety of planning functions associated with developing various rules and regulations that structure and guide the town's current and future growth and development.
- ▶ Executes short- and long-term planning studies and analysis.
- ▶ Work closely with department heads regarding the development of town-wide goals.
- ▶ Determine the effects of regulatory limitations on projects.
- ▶ Individually and/or as part of a team, develops and prepares grant applications for state and federal grant assistance in the areas of planning, mapping, plan and project review, community development, and public infrastructure improvement.
- ▶ Performs other related duties as requested.

Required Skills and Abilities

Knowledge of all aspects of the local development review process is essential; effective communication skills, verbal & written including the ability to initiate, develop and present information and ideas to a variety of audiences including boards, developers and the public; proficiency with computers, including word processing and spreadsheets. Aptitude to learn or experience with GIS is preferred; working knowledge of land use planning principles and civil engineering concepts; ability to work independently including organizational, multi-task, and time management skills; ability to conduct research and analyze technical issues; proven economic development experience is preferred.

Education and Experience

Bachelor's Degree in planning, civil engineering, or closely related field with 5 years of progressively responsible experience in land use planning.

AICP certification is desirable, but not required at time of application.

Physical Requirements/Work Environment

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively, sight is required, specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend and lift and/or move 25 pounds or less. Site inspections are performed in a variety of all-season weather conditions and upon a variety of terrain.

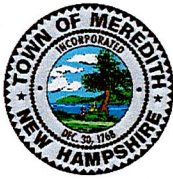
I have read this job description and understand the responsibilities and requirements of this position.

Print Employee's Name

Employee Signature & Date

Supervisor Signature & Date

The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.



Town of Meredith
41 Main Street
Meredith, NH 03253
www.meredithnh.gov

Job Title:	Code Enforcement Officer
Department:	Planning & Development
Reports to:	Deputy Town Manager – HR/Special Projects
Salary Grade:	Grade 16
Revision Date:	December 2025

FLSA Status:	Type of position:
<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temp/Seasonal Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp/Seasonal Part-Time

Job Summary

Responsible for administrative, inspection and enforcement work in several capacities. The Code Enforcement Officer position encompasses multiple functions including building permitting and inspection (Building Official), support Planner I (Zoning Administrator) with zoning interpretation, and public health (Health Officer).

Supervisory Responsibilities

This position operates under the direction of the Deputy Town Manager – HR/Spec Projects and works closely with the Senior Town Planner and Planner I. Exercises supervision over support staff, interns, temporary and part time employees, and contractors as assigned.

Duties and Responsibilities

- ▶ Explains and assists the public, staff, applicants and their agents in understanding codes adopted by the Town pertaining to zoning and building codes and related processes.
- ▶ Reviews and screens all development proposals for compliance with applicable zoning requirements including Building Permits and applications filed with the Planning Board and Zoning Board of Adjustment. As Building Inspector, administers the provision of the Flood Plain Development Ordinance.
- ▶ Reviews construction plans for proposed new or remodeled dwellings and non-residential development. Issues Building, Electrical, Plumbing and Demolition Permits.
- ▶ Conducts necessary inspections to ensure that all building codes are adhered to in relation to building, zoning and health; takes action to correct violations.
- ▶ Issues Certificates of Use and Occupancy Permits as provided for in the building code and Zoning Ordinance.
- ▶ Functions as the town's lead official in dealing with public health issues (Health Office). Performs inspections, investigates complaints, collects necessary samples for evaluation, and initiates corrective actions as appropriate. Conducts foster care and day care licensure-related inspections.
- ▶ Works with Town Counsel with legal matters related to land use applications.
- ▶ Serves as the Planning Board's representative regarding Voluntary Lots Mergers and the administration of the Erosion Control Ordinance.

- ▶ Works closely with the Fire Department/Fire Chief regarding code administration, plan review, and inspection.
- ▶ Serves as staff point of contact for the coordination of construction monitoring and inspection regarding Planning Board projects.
- ▶ Recommends, inspects, and determines compliance with Motor Vehicle Junkyard laws. Advises the Board of Selectmen regarding licensure requirements, renewals etc.
- ▶ Authorizes issuance of Special Permits as provided for in the zoning ordinance.
- ▶ Attends Planning and/or Zoning Board meetings as needed.
- ▶ Performs other duties as requested.

Required Skills and Abilities

Thorough knowledge of applicable laws, ordinances, codes including housing, building, electrical, plumbing codes and zoning ordinances; thorough knowledge of town and state public health laws, ability to read plans for compliance to housing and building codes' ability to meet and discuss problems arising during inspections; ability to plan, install and carry out programs of departmental operations and activities including training and development, fire prevention; ability to supervise others, ability to explain and instruct the general public, employees, and other town officials in code enforcement requirements; ability to establish and maintain working relationships with contractors, property owners, and other members of the public when explaining and interpreting and enforcing statutes, rules, regulations, codes and ordinances especially under strained or adverse conditions; ability to deal effectively with town officials, employees; ability to communicate effectively both orally and in writing.

Education and Experience

- ▶ At least 5 years experience in construction or building; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- ▶ Certification from the International Code Council is preferred

Physical Requirements/Work Environment

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight, tasting and smelling are required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with reach with hands and arms. Physical effort required walking, standing, bending, and climbing while performing inspections and investigations. Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Exposure to normal construction hazards while reviewing projects under construction. Exposure to minor injuries such as cuts and bruises. Site inspections are performed in a variety of all-season weather conditions and upon a variety of terrain.

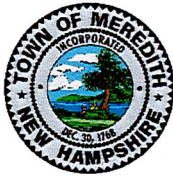
I have read this job description and understand the responsibilities and requirements of this position.

Print Employee's Name _____

Employee Signature & Date _____

Supervisor Signature & Date _____

The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.



Town of Meredith
41 Main Street
Meredith, NH 03253
www.meredithnh.gov

Job Title:	Planner I	
Department:	Planning & Development	
Reports to:	Deputy Town Manager – HR/Spec Projects	
Salary Grade:	Grade 12	
Revision Date:	December 2025	
FLSA Status:	Type of position:	
<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temp/Seasonal Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp/Seasonal Part-Time	
Job Summary		
Performs a variety of administrative, technical, and professional work in current and long-range planning, including development and implementation of plans for land-use, housing, community and economic development.		
Supervisory Responsibilities		
This position operates under the direction of the Deputy Town Manager – HR/Spec Projects and works closely with the Senior Town Planner and Code Enforcement Officer. Exercises supervision over support staff, interns, temporary and part-time employees, and contractors as assigned.		
Duties and Responsibilities		
<ul style="list-style-type: none"> ▶ Assists the Senior Town Planner with the review, amendment, development, and preparation of the Master Plan, Zoning Ordinance, subdivision and Site Plan Regulations and any other planning policy or regulatory measures required to implement the goals for future development. ▶ Prepares agenda and reports for the Zoning Board, serves as Zoning Administrator with support from the Code Enforcement Officer. ▶ Provides technical and professional assistance to the general public, community organizations, development proposal applicants, other city departments, and other agencies and municipalities. ▶ Assists with the development review process including the storage and keeping of records, implementation of planning and code software, the review and evaluation of proposals, preparation of reports, conditions of approval, and as-builts. ▶ Preparation, administration and management of grants, including data collection, budget development, and the hiring and management of consultants or contractors. ▶ Represents the Department by attending various community related planning meetings. ▶ Coordinates departmental requests for information under RSA 91A. ▶ Administers E911 addressing program. ▶ Performs other duties as requested. 		

Required Skills and Abilities

Thorough working knowledge of accepted planning concepts and practices, including comprehensive planning, zoning, law, development review, GIS, cartography, statistics, community and economic development, transportation, housing, and recreation. Knowledge of planning related grant programs such as CDBG and LWCF. Effective written and oral communication skills and ability to establish and maintain effective working relationships with others. Ability to prepare and analyze comprehensive and technical reports and data.

Education and Experience

Bachelor's Degree in planning, or closely related field such as landscape architecture, community development, public administration, or geography and one year of experience in municipal planning; or any equivalent combination of education and experience which demonstrates possession of the required skills and abilities.

AICP certification is desirable but not required. Valid Driver's License.

Physical Requirements/Work Environment

For communicating with others, speaking is required; for receiving information and instructions, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend and lift and/or move 25 pounds or less.

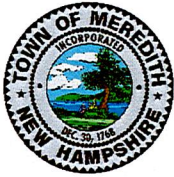
I have read this job description and understand the responsibilities and requirements of this position.

Print Employee's Name

Employee Signature & Date

Supervisor Signature & Date

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Town of Meredith
41 Main Street
Meredith, NH 03253
www.meredithnh.gov

Job Title:	Administrative Assistant
Department:	Planning & Development
Reports to:	Deputy Town Manager – HR/Spec Projects
Salary Grade:	Grade 10
Revision Date:	December 2025

FLSA Status:	Type of position:
<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temp/Seasonal Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp/Seasonal Part-Time

Job Summary

Performs customer service, clerical, and other support functions for the Planning and Development Department and its corresponding Boards and Commissions.

Supervisory Responsibilities

None

Duties and Responsibilities

- ▶ Receives and screens visitors to the Planning and Development Department, answers incoming telephone calls, answers general inquiries from employees, town officials, and the public or refers them to the proper official or department.
- ▶ Sets up new files and files various documents, permits, and plans.
- ▶ Assists in fulfilling information requests under NH RSA91A.
- ▶ Prepares and posts required notifications and agendas for Planning Board, Zoning Board, and other committees as assigned
- ▶ Enters and retrieves permit and/or application data.
- ▶ Schedules appointments and meetings.
- ▶ Types correspondence, memos, etc.
- ▶ Retrieves and distributes office mail.
- ▶ Receives application fees and provides receipts
- ▶ Attends committee or board meetings and prepares meeting minutes.
- ▶ Works with the Senior Town Planner, Planner I, and Building Inspector/Code Enforcement Officer as needed
- ▶ Fills in for the Town Manager Administrative Assistant as necessary.
- ▶ Other duties as assigned.

Required Skills and Abilities

Ability to interact positively, politely, and professionally with the general public. Considerable knowledge of office practices and procedures including knowledge of computer software including Microsoft Office. Ability to perform detailed work. Ability to be organized and handle multiple tasks simultaneously. Ability to follow oral and written instructions accurately. Ability to speak, listen, and write clearly and effectively. Ability to maintain effective working relationships with employees and department heads.

Education and Experience

High school diploma or equivalent; three years of experience in office/secretarial work; OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Previous land use or building trades experience is preferred.

Physical Requirements/Work Environment

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend and lift and/or move 25 pounds or less.

I have read this job description and understand the responsibilities and requirements of this position.

Print Employee's Name

Employee Signature & Date

Supervisor Signature & Date

The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.

**TOWN OF MEREDITH
CLASS SPECIFICATION**

CLASS TITLE: DEPUTY TOWN MANAGER – HUMAN RESOURCES & SPECIAL PROJECTS

JOB SUMMARY:

Performs administrative, operational, and technical management work assisting the Town Manager in the overall management of the Town. Provides overall management for the Human Resources and Planning and Development Departments serving as the Director.

ESSENTIAL JOB FUNCTIONS:

Develops, analyzes, and implements policies as requested by the Town Manager.

Coordinates the efforts of departments to solve or prevent organizational problems and to ensure that inter-departmental operations complement one another.

Plans and implements short-term or annual goals, objectives, and strategies for the Town, departments, projects, or programs to ensure efficient organization and completion of work.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants, and presenting technical data to management, elected officials, and others.

Represents the Town at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, boards and committees, and representatives of the press, to establish goodwill and resolve/respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department for action and follow-up

Reviews agenda items submitted by assigned departments to ensure accuracy and content.

Carries out supervisory responsibility in accordance with Town policies, procedures and applicable laws including: interviewing, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Recommends hiring and separation of department employees to Town Manager.

Manages city-wide risk, insurance and claims adjustment process, including levels of retention, policy purchases, claims management and settlement authority.

Administers the Town's workers' compensation program, including all reporting and compliance functions, and is responsible for the coordination of the mandatory drug testing program.

Conducts internal investigations through observation, interviews, and collection of statements pertaining to potential violation of employment laws, policies or procedures

Provides strategic guidance to the Town Manager as it relates to personnel forecasting, retention, and succession planning.

Prepares written and oral reports for delivery at Select Board meetings, staff meetings, and for the public.

Serves as Chair to special project efforts, as required by the Town Manager.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree in Business Administration/Management, Human Resources, Public Administration, or related field; and six years of progressively responsible related experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: SHRM-CP or PHR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of public administration.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local laws, rules and regulations.

Knowledge of public relations and marketing techniques.

Skill in:

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Supervising and directing the work of others.

Planning, organizing, and directing the work activities of a unit.

Performing complex financial analyses and operational reviews.

Mental and Physical Abilities to:

Speak effectively and respond to questions before groups of employees, officials, and the general public.

Deal with the public and elected officials in an effective and diplomatic manner.

Establish and maintain effective working relationships with a variety of people.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Adapt to change, and to actively influence and motivate a variety of people in changing situations.

Define problems, collect data, establish facts and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, and talk or hear.

Working Conditions:

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



Town of Meredith
41 Main Street
Meredith, NH 03253
www.meredithnh.gov

Job Title:	Administrative Assistant		
Department:	Executive		
Reports to:	Town Manager		
Salary Grade:	10		
Revision Date:	December 2025		
FLSA Status:	Type of position:		
<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Temp/Seasonal Full-Time <input type="checkbox"/> Temp/Seasonal Part-Time	
Job Summary			
Performs secretarial, clerical, and support functions for the Town Manager's Office. Receives and screens visitors, answers Selectboard, Department Head, phone, and email inquiries, maintains Town Website, handles service requests and requests for information, processes memorial bench applications, volunteer applications, and raffle permits, and assists the Town Manager and Deputy Town Manager – HR/Spec Projects.			
Supervisory Responsibilities			
None			
Duties and Responsibilities			
<ul style="list-style-type: none"> ▶ Receives and screens visitors to the Town Manager's Office; screens incoming telephone calls; answers inquiries from employees, Town officials, and the public or refers to proper department. ▶ Coordinates Town Manager's calendar and meeting schedule as well as Management Team's meeting schedule. ▶ Receives and processes applications and permits such as Memorial Bench Applications, Volunteer Applications, Motorcycle Week Vendor Permits, and Raffle Permits. ▶ Develops the agenda for the bi-weekly Selectboard meetings. ▶ Gathers and prepares support for the Selectboard agenda items and prepares packets for Selectboard, Manager, and website. ▶ Administration and oversight of Town's website, including any townwide social media, and producing "News Flashes" for public information. Coordinate with stakeholders to get accurate information disseminated or posted on commercial signs. ▶ Oversee the room scheduling and setup for Selectboard and other Town Manager meetings. ▶ Processes incoming and outgoing mail. ▶ Assists with and types various correspondences in final form, ensuring correct spelling, grammar, and punctuation; completes various forms and financial record keeping. ▶ Attends Selectboard meetings, produces minutes of the meetings, and follows up on action items from meetings. ▶ Coordinates service requests, ensuring proper department follows up; coordinates requests for information under NH RSA 91A. 			

- ▶ Fills in for the Administrative Assistant in the Planning & Development Department, if required.
- ▶ Performs other duties as assigned.

Required Skills and Abilities

Considerable knowledge of office practices and procedures. Ability to perform detailed work involving written or numerical data; ability to be organized and handle multiple projects simultaneously; ability to attend to detail; ability to understand and follow oral and written instructions quickly and accurately; ability to speak and write clearly and effectively; ability to maintain effective working relationships with staff, user groups, and department visitors; ability to handle sensitive information with discretion. Exceptional ability to interact positively with the general public.

Education and Experience

High school diploma or equivalent; some college-level business coursework preferred; two years office or customer service experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Physical Requirements/Work Environment

For communicating with others, speaking is required; for receiving information and instructions, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend and lift and/or move 25 pounds or less.

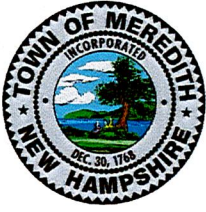
I have read this job description and understand the responsibilities and requirements of this position.

Print Employee's Name

Employee Signature & Date

Supervisor Signature & Date

The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

Subject: Planning Board Alternate Appointment

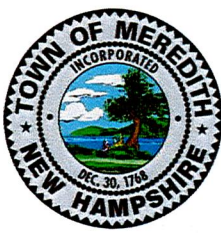
Suggested Motion:

Selectboard member moves, *"I move the Meredith Selectboard appoints John Columbus to the Planning Board as an alternate."*

Selectboard Chair calls for a second, discussion and vote.

Attachments/Exhibits:

John Columbus Committee Application
Email From Planning Board Chair Jonathan James



Town of Meredith Board / Volunteer Application

The Selectboard encourages all applicants to attend one or two meetings of the Board or Commission for which you are applying:

Name: John Columbus Board: Planning
Physical Address: 44 Old Barn Rd Meredith, NH
Mailing Address: same
Email Address: jcolumbus44@outlook.com
How long at present address: 8 years Phone: 781-424-6179
Education: Northeastern University - BSBA
Relevant Experience: 40+ years in high technology business
Friends / Relatives Employed by the Town: Mike Pelczar
Community Interests / Civic Organizations: Meredith Rotary - former board member and
Ice Fishing Derby Chair, Major Projects chair
Employer: Retired - Sr. Director of Sales Engineering, Cisco Systems
References: Mike Pelczar

Is this a first-time application? Yes ☒ No ☐ Is this a re-appointment? Yes ☐ No ☒
Position: Regular ☐ or Alternate ☒ Replacing: _____ or N/A

Board of Selectmen: Approval Disapproval Date: _____

_____ Term Expires: _____

Please submit your application to:
Town Manager, Town of Meredith, 41 Main Street, Meredith, NH 03253
Tel: (603) 677-4205 Fax: (603) 556-8819 or hr@meredithnh.gov
9/14/2012



Outlook

RE: Volunteer application - Meredith Planning Board

From Angela LaBrecque <alabrecque@meredithnh.gov>**Date** Thu 12/4/2025 12:23 PM**To** dean james <carnutdean@yahoo.com>**Cc** Town Manager <townmanager@meredithnh.gov>

Judy,

Below is the recommendation for John Columbus.

Angela

From: dean james <carnutdean@yahoo.com>**Sent:** Thursday, December 4, 2025 12:14 PM**To:** Angela LaBrecque <alabrecque@meredithnh.gov>**Subject:** Re: Volunteer application - Meredith Planning Board

CAUTION: This email originated from outside Meredith Town Offices. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, please forward my message to Julie that the planning board has voted that John Columbus should be appointed as an alternate. Thank you Jonathan James chairman

[Yahoo Mail: Search, Organize, Conquer](#)

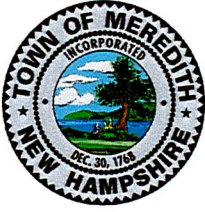
On Mon, Dec 1, 2025 at 12:54 PM, Angela LaBrecque
<alabrecque@meredithnh.gov> wrote:

Hi Jonathan,

John Columbus submitted a volunteer application for the Planning Board (attached). Would you like to submit a recommendation for the Selectboard to appoint him? It seemed at the end of the meeting everyone was supportive him joining. Thank you.

Angela

From: Town Manager <townmanager@meredithnh.gov>**Sent:** Monday, December 1, 2025 12:11 PM



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 2025**

From: Judie Milner, Town Manager

Subject: Town Manager Report

Shout outs:

Kerri Parker – sworn in as President of the NE Association of City & Town Clerks; Region One Director (NE & NY) of the International Institute of Municipal Clerks

Intern Chris Koza - received his National EMT Certificate

Capt. Currier and Lt. Suiter - completed first phase of the Officer Development Program, Chief Officer @ NEAFC Conf/Expo

FF Barber - received certificate for Assisting Individuals in Crisis & Group Crisis Intervention. He has also joined the Central Support Team, (Responders Together NH).

FF Tanner - completed online NHFA Courses FF Cancer Awareness, and Bullying.

FF Wyatt – received CPAT and Hazardous Materials certifications.

NH State Police – giving our police department an AFIS machine free of charge; this will allow us to do digital fingerprints including pre-employment.

Planner LaBrecque – attended Northern New England Chapter of the American Planning Association Annual Conference

Community Development Dept and members of Administrative Services – attended NHMA conference

Senator Lang & Representative Coker meet & greet – scheduled for the beginning of our 12/22 Selectboard meeting.

Vision, Mission, Strategic Goals – passing out draft final document for review. We can discuss any changes at our next meeting and finalize.

Commercial Boat Launch Fee – follow up discussion so Chief and I can move forward with the Board's intentions.

Town of Meredith Selectboard Agenda Report

2026 Budget Process –Workshops held on November 10th, November 12th, November 18th and 11/24. 2 workshops will be scheduled for follow up discussion at your regular December meetings (12/8 & 12/22) for completion well ahead of January 2026.

Selectboard Email Addresses – checking in, are you all set up.

Coalition 2.0 – I attended my first board meeting as an alternate. The meeting was very productive as we discussed at length how to come up with solutions for the legislature as opposed to just saying “no” to every bill introduced on education funding. There will be a committee of the board, which I volunteered for, to discuss options to bring forward to donor communities to approve. I will keep you updated. 2026 Legislative priorities have been identified – passing out document tonight.

Flood Map Update – public comment period is over; FEMA has indicated that it could take up to a year to get to the adoption phase of Meredith’s new flood plain maps.

Winnepesaukee River Basin Program Update – the advisory group is still working on mitigating the huge cost increases specifically in the replacement fund. Reminder, the State sets the numbers in the budget and the communities are expected to pay. The letter attached to my 10/27 TM update was finalized and is being circulated to the member groups for signatures. I signed the letter and will keep you informed of the process.

State DOT cuts to 10 yr Plan – it appears that our CMAQ grant project on route 25 is off the chopping block since they asked us to sign paperwork (see earlier agenda item). We will keep you informed regarding the fate of the other project set for elimination. Thank the board and the public for sending in your comments and support for our NHDOT projects.

Master Plan – public hearing to adopt community plan is set for Tuesday, 12/9, at 7pm.

Zoning Review (HOP grant) - Public Outreach and Engagement in Fall of 2025 for potential amendments at March 2026 Town Meeting. Schedule as follows:

12/9 7pm 1st Public Hearing for 5 potential zoning amendments. See notice attached to this report. Still to come is waterfront setback change, non-conforming neighborhood overlay for setbacks, and edits/addition of some definitions.

12/23 7pm - public hearing on the remaining zoning amendments and potential 2nd hearing on any changes that may come about from 1st public hearing on 12/9

Town of Meredith Selectboard Agenda Report

Updated master plan documents and zoning amendments are on our website for review at the following link:

<https://www.meredithnh.gov/190/Community-Development-Department>

Bios for Website –

Upcoming Events on Town Property:

DPW FACILITY USE PERMITS APPROVED				UPDATED 12/
NAME OF APPLICANT	PROPERTY	Event Date	TIME	EVENT
2025				
Meredith Chamber of Commerce	Community Park	Nov 29 to New Years		Lit Christmas tree in park
Parks & Rec -Town of Meredith	Hesky Park	December 7	5 to 8pm	Santa/tree lighting event
ILHS Spanish Class	Solid Waste	December 7	8am to 3pm	Fundraiser
2026				
Meredith Rotary Club	Solid Waste Facility	January 10th	8am to 3pm	Styrofoam collection
Rick Loader, Guitar Army	Hesky Park	Every Tuesday night	5:30 to 8:30 pm	guitar concert
Meredith Fishing Derby	Hesky Park	Feb 6,7,8	4 pm Fri to 5 pm Sunday	Annual Ice Fishing Derby

As we discussed, I will be speaking with DPW about the frequency of fundraising activities at the transfer station in 2026.

Upcoming Meetings:

Town of Meredith			
Selectboard Meeting Schedule - Fall 2025			
Date	Time	Meeting	Location
12/8/2025	4:30pm	Selectboard Regular Meeting	Community Center
12/9/2025	7pm	Planning Board	Community Center
12/17/2025	noon	Holiday Party	Community Center
12/22/2025	4:30pm	Selectboard Regular Meeting	Community Center
12/23/2025	7pm	Planning Board	Community Center

State Zoning/Housing Mandate Dialog – I'll let the board know when Raymond re-schedules the meeting that was cancelled due to the weather last Tuesday.

Town of Meredith Selectboard Agenda Report

Short Term Rental Licensing – final meeting is Thursday, we will receive our go live production link for our website so we are up and running. This was a big undertaking for the software company and the community development department – great work.

CIP Update – Planning Board approved at their 11/25 meeting.

Waterfront infrastructure – Part of the CIP presentation & I'm working through the 2019 study completed by Weston & Sampson. After the review, I'll add a workshop to discuss board's direction and next steps.

Parking PILOT Program – Draft data collection report was attached to your 9/8 packet. 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 committee met on 10/16 (after the PILOT program ended on 10/15). It seems there is a consensus of the committee to establish another PILOT program for next season with a few tweaks suggested. There is another meeting schedule for 10/30 at 5pm in the Annex to confirm the recommendation to the Selectboard from the committee. We are meeting 11/7 at 3pm in the Annex to discuss phase II recommendation to the board.

Main Street Project – parking study is complete and was attached to the TM update for 10/27 selectboard meeting. It will be available on the website soon under projects. Per our engineers, "the long and short of it is, Meredith has ample parking along Main Street and its vicinity". Separately, I applied for a grant on 9/8 through a DOT Grant Program - Rural and Tribal Assistance Pilot Program - for \$432k to finish the preliminary and final design phases for the project - fingers crossed. I have not heard as a result of the federal shutdown prior to the award date (expected 10/8). I will let you know when I hear – let's hope for federal resolution soon. The engineer will be at our 12/8 meeting to discuss the plan in light of our recent parking study.

Status DPW Bldg/Hutter – Attorney Sullivan working on resolution as discussed in nonpublic session on 10/6. More to come when this is public.

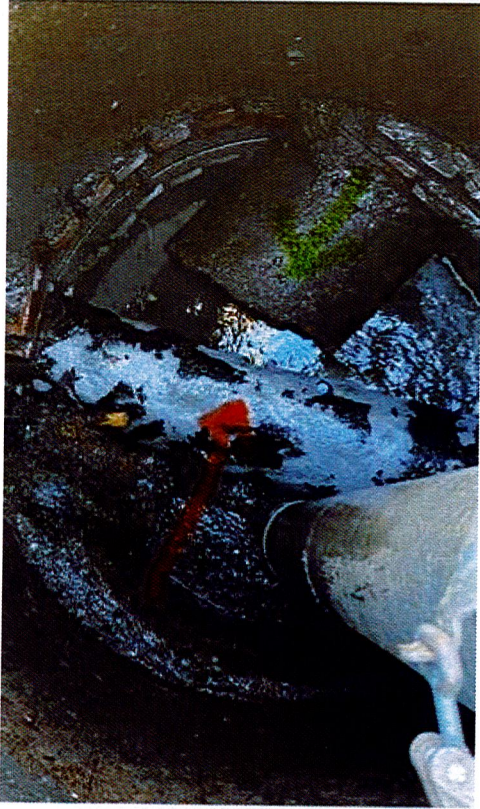
Next Department Head Meeting – December:

Town of Meredith Selectboard Agenda Report

Personnel Policy Review

Waukegan Dam & Canal project – The FEMA grant for the project in the amount of \$5,073,634.95 to be obligated by 9/26/27 was approved by Governor & Council on 9/17/25; Meredith has already accepted and appropriated the pass through grant for the project; next steps will include a request for extension to 9/26/28 (one year extensions are the max that we can request). The engineer is working on several pieces of the request; Director Carpenter is handling the town portion of the request and will submit the completed request. The engineering firm has redesigned the project to avoid the need to disrupt Dover Street and having minimal disruption of main street and water/sewer. They may be able to expend the grant funds in the allotted time period without relying on future extension request approval with the new design. I expect there will be another meeting with FEMA folks shortly to get approval for the new approach.

Route 3/25 assessment(underground) – Superintendent Bordeaux, Crew Chief Sausville, Director Faller, Asst Director Hale and I met with representatives of NH DOT and Bay District (Center Harbor) representatives on October 28th to discuss the sewer force lines which go through a storm water basin by the docks. We have documentation that the force mains were put in after and through the storm water basin. Next steps are a flow analysis and meeting with Center Harbor on the calculation of community payment for the project. We are expected to meet with Center Harbor in November. Here is a picture of the issue:



Route 25 Pedestrian Crossing – Director Faller has started conversations with DOT on a better way to do the crossing so traffic is not confused and stopping when they shouldn't for pedestrians which is putting further strain on the already congested area. Thank you Mike! – We have still not heard back from NHDOT, we will follow up.

Sewer Storm Water Asset grant- Scheduled for completion late 2025

Prescott Park Renovation – playground placement has been determined with the engineers for the greater project; site preparation will occur this fall with a spring construction. – the committee is going to re-open the discussion of the placement of the playground at their 12/16 meeting. We are putting the groundwork on hold until after the meeting, likely until spring if the ground is frozen.

Fire Department Study – on hold until after the strategic objectives are completed.

Engine 3 Build – final inspection occurred last week with very few items to tweak/add, we are expecting delivery shortly.

Town of Meredith Selectboard Agenda Report

Space Needs RFP –The kickoff meeting with SMP Architecture and town hall/annex departments occurred on November 6th. The firm took measurements of the existing spaces and we discussed needs, constraints and pros/cons possible solutions. There will be meetings with each employee in November and a few follow up meetings with the departments in December. The firm is shooting for a presentation of findings and public discussion as a workshop in your 1/26/26 selectboard meeting.

Projects working on – Stay Tuned for Future Update
PFAS Settlements

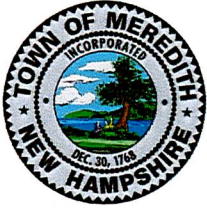
MEREDITH PLANNING BOARD NOTICE OF PUBLIC MEETING

PROPOSED ZONING AMENDMENTS PUBLIC HEARING

The Meredith Planning Board will conduct a public hearing on **Tuesday, December 9, 2025** beginning at 7:00 PM. The hearing will be held at the Meredith Community Center Meeting Room B, 1 Circle Drive. The purpose of the hearing is to solicit public input on the amendments to the Zoning Ordinance proposed by the Planning Board. The following is a summary of the proposed amendments:

1. Amend Article XXI Conservation Subdivision Design Ordinance to provide more flexibility of lot sizes, increased density for workforce housing, and a streamlined approval process.
2. Adopt a Cottage Court Ordinance to allow the development of small, detached cottages (single family dwellings) clustered together, sharing a courtyard and having higher density.
3. Adopt a Workforce Housing Ordinance to comply with the requirements mandated by the State of New Hampshire found in NH RSA 674:58-61
4. Amend the Accessory Apartment Ordinance Article III General Provisions, N-Accessory Apartments to permit standalone accessory dwelling units and eliminate the requirement for the primary dwelling or accessory apartment to be owner occupied.
5. Amend Article V Table of Dimensional Regulations and Article V D-3 Residential District & D-7 Central Business District to 1. change the setback requirements for lots having municipal utilities to 10 feet in the front, 10 feet in the rear, and 5 feet on the sides AND 2. increase the lot coverage in the Central Business District to 75% and Residential District for multi-family to 60%.

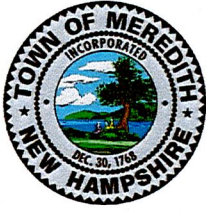
The full text of the proposed amendments is on file for public inspection at the Town Hall Annex, 5 Highland Street Meredith and on the town website. Copies may be obtained by contacting the Community Development Department at 677-4216. Questions may be directed to Angela LaBrecque, Town Planner at 677-4228 or alabrecque@meredithnh.org



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of December 8, 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 December 8, 2025**

Subject: Select Board Reports and Comments

Board Chair recognizes Board Members for reports and comments.