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State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

November 13, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) to enter into a grant agreement with the Town of Wakefield, (VC#177492-B001) in the amount of \$44,752.00 to purchase and install an emergency backup generator for their emergency operations center (EOC). Effective upon Governor and Council approval through August 31, 2024. 100% Federal Funds.

Funding is available in the SFY 2024 operating budget as follows:

02-23-23-236010-80920000 - Dept. of Safety - HSEM - EMPG	<u>SFY 2024</u>
072-500574 Grants to Local Gov't - Federal	\$44,752.00
Activity Code: 23EMPG-S 2021	

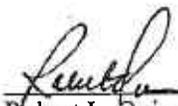
EXPLANATION

The purpose of this grant is for the Town of Wakefield to purchase and install a backup emergency generator for their Emergency Operations Center (EOC). The grant listed above is funded from the FFY 2021-S Emergency Management Performance Grant (EMPG), which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds are to be used to measurably improve all-hazard planning and preparedness capabilities/activities, to include mitigation, preparedness, response, and recovery initiatives at the state and local level. Grant guidance and applications are available to all Emergency Management Directors and other qualified organizations in the State. Criteria for approval is based on grant eligibility in accordance with the grant's current guidance and the documented needs of the local jurisdictions.

The Emergency Management Performance Grants are 50% federally funded by FEMA with a 50% match requirement supplied by the subrecipient. The subrecipient acknowledges their match obligation as part of Exhibit B & C to their grant agreement.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

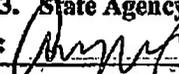
Respectfully submitted,


Robert L. Quinn
Commissioner of Safety

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. IDENTIFICATION AND DEFINITIONS

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name Town of Wakefield (VC#177492-B001)		1.4. Subrecipient Address 2 High Street, Sanbornville NH, 03872	
1.5. Subrecipient Tel # (603) 522-6205	1.6. Account Number AU #80920000	1.7. Completion Date August 31, 2024	1.8. Grant Limitation \$44,752.00
1.9. Grant Officer for State Agency Sheila Dupere, EMPG Program Coordinator		1.10. State Agency Telephone Number (603) 223-3606	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 Richard C. Edwards, BoS Chair	
Subrecipient Signature 2 		Name & Title of Subrecipient Signor 2 Michael Fenlon	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. State Agency Signature(s) By:  On: 11/14/23		1.14. Name & Title of State Agency Signor(s) Amy L. Newbury, Director of Administration	
1.15. Approval by the N.H. Department of Administration, Division of Personnel (if applicable)			
By: _____		Director, On: 1/1	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: 		Assistant Attorney General, On: 11/20/23	
1.17. Approval by Governor and Council (if applicable)			
By: _____		On: 1/1	

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly

described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

Subrecipient Initials: 1.)  2.)  3.) _____ Date: May 17, 2023

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

Subrecipient Initials: 1.) 2.) MF

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement.

This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

3.) Date: May 11, 2023

8.1.1 Failure to perform the Services satisfactorily or on schedule;

8.1.2 Failure to submit any report required hereunder; and/or

8.1.3 Failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 Give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 Give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 Give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 Give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

Subrecipient Initials: 1.) AE 2.) MF

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing,

3.) _____ Date: May 11, 2023

nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 Commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 Special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

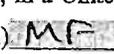
14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United

Subrecipient Initials: 1.)  2.)  3.) 

Date: May 11, 2023

States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. 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 or 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.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

EXHIBIT A

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to "the Subrecipient" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to "the Subrecipient" must be expended within thirty (30) days of receiving the advanced funds.
4. "The Subrecipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Subrecipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Subrecipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Subrecipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Subrecipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Subrecipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.)



2.)



3.) 

Date: May 11, 2023

EXHIBIT B

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Town of Wakefield (hereinafter referred to as "the Subrecipient") \$44,752.00 to purchase and install a generator for the community's Emergency Operations Center (EOC).
2. "The Subrecipient" agrees that the project grant period ends August 31, 2024 and that a final performance and expenditure report will be sent to "the State" by September 29, 2024.
3. "The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Grantee" shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.)

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2.) MF

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Date: May 11, 2023

EXHIBIT C

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$44,752.00	\$44,752.00	\$89,504.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMB-2021-EP-00011			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Unique Entity ID (UEI): LEJGJ1ZNKCM4			

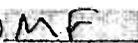
2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$44,752.00.
- b. "The Subrecipient" shall submit invoices to "the State" with supporting documentation, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Upon review and approval of the invoices and supporting match documentation, "the State" will forward the funds to "the Subrecipient". "The Subrecipient" shall expend the grant funds within thirty (30) days and provide proof of this to "the State" within forty-five (45) days.
- c. "The State" shall reimburse up to \$44,752.00 to "the Subrecipient" upon "the State" receiving a reimbursement request with match documentation and appropriate backup documentation (i.e., copies of invoices, copies of canceled checks, and/or copies of accounting statements).
- d. Upon State Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, October 1, 2020, to the identified completion date (block 1.7).

Subrecipient Initials: 1.)



2.)



3.)

Date: May 11, 2023

**Board of Selectmen
May 10, 2023 DRAFT**

Present: Richard C. Edwards, Chair; Mark P. Duffy; Kenneth G. Fifield; Dino A. Scala, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:01 p.m. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (I). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

Public Session.

Mr. Atwell confirmed that by combing the needs of Wakefield and other towns, they are able to offer a variety of options. Ms. MacDowell referred Standard Power being able to play the market a bit, and guaranteed savings on launch. Mr. Atwell added that Standard Power charges a fee which gets built into the rate, which is still lower than what would normally be paid to a utility. Ms. MacDowell indicated that the goal is for 80% participation.

Mr. Fifield stated that the Town currently contracts with Direct Energy at 13 cents. He questioned whether renewables are more expensive. Ms. MacDowell indicated that is no longer the case, although Mr. Atwell confirmed that green energy is currently more expensive than regular. Much discussion followed regarding the amount of renewables wanted by customers.

Mr. Edwards was advised that residents cannot contract directly with Standard Power in this program. Mr. Fifield spoke to the life expectancy of green power.

Mr. Atwell referred to the material provided, specifically page 8 (timeline of action). He indicated the first step would be for the Board to appoint a Community Power Committee, which would work with Standard Power. He briefly reviewed the rest of the process. Mr. Fifield referred to the rates listed on Slide #12 and the citizens' ability to choose the level of renewables to purchase.

In response to Mr. Scala, Mr. Atwell advised Standard Power has been in business since 2019 and has saved millions of dollars for customers since then. They could not offer programs to NH towns until passage of HB 315. Mr. Scala stated that the Board will need time to consider, discuss and decide whether to present this proposal to the voters in March 2014. Mr. Fifield suggested that a public forum be held to get public input. Ms. MacDowell stated that the first action is to conduct a community survey—perhaps best done via a public forum.

b) Police Chief Michael Fenton – Chief Fenton referred to the current rates for details and, in an attempt to retain officers and increase participation in details (which raises funds for Fund #7), recommends they be increased. Fund #7 can be used to offset the cost of future cruiser builds. He proposes the Officer Rate at \$60/hour (currently \$48), for a total of \$85/hour (including medicare, retirement and detail line). This is an overall increase of \$7/hour. It was suggested that the \$7 increase be applied to the Officer Rate, bringing it to \$55/hour, and leaving the rest as is. Rates charged by other towns/organizations were discussed. **Mr. Fifield moved to approve the rate at \$85/hour, to include a rate of \$55/hour for the officer. Mr. Duffy seconded the motion, which passed 3-0.**

Chief Fenton then referred to the Grant Agreement for the PSB generator. Once executed, the agreement will be sent to Governor and Council. The selectboard, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$44,752.00. Furthermore, the Board acknowledges that the total cost of this project will be \$89,504.00, in which the town will be responsible for the 50% match. **Mr. Duffy moved to authorize the Chair to execute this grant agreement, as well as any other relevant paperwork as necessary for this grant. Mr. Fifield seconded the motion, which passed 3-0.** Chief Fenton advised that the old generator will be passed on to Paul School.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business – None scheduled.

Board of Selectmen

May 10, 2023 DRAFT

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4. New Business

a) Facilities Use Application – Lovell Lake Assoc – Mr. Scala advised the request is to use the conference room on 3 Saturday mornings throughout the summer, only 1 of which the Town Hall will be open (Town Clerk). The Board stressed the need to use the building only when the building is open for business and suggested Mr. Scala contact the association to determine other dates that might work. Potential use of the PSB was mentioned; however, that building is not necessarily open on a Saturday either.

5. Proposed Capital Reserve Fund Expenditures – None forthcoming

6. Correspondence – None forthcoming.

7. Unscheduled Matters/Public Comment #2

--Mr. Fogg referred to the Union Meadows Conservation Park and trails leading to the water. After the recent heavy rain, there are several areas of significant ponding, much of which will likely dissipate. Given their planning opening of the area, the Conservation Commission is seeking the Board's support to spend approximately \$1000 for erosion stone. Mr. Fogg is willing to supply some erosion paper and to do the necessary work at no cost. Discussion followed as to how the estimate of \$1000 was calculated. **Mr. Fifield moved to approve spending of up to/not to exceed \$1000 for erosion stone at Union Meadows Park as referenced, to come from the unrestricted portion of the Conservation Commission Fund 03. Mr. Duffy seconded the motion, which passed 3-0.**

h) Selectmen's Work Session

--Mr. Fifield expressed condolences to the family of Leigh Nichols—a long-time resident as well as a Town employee for a number of years.

--Mr. Edwards noted there is much work occurring at the ballfields, which are currently pretty wet. We have been able to utilize the fields at Paul School, for which he expressed thanks. The new dog park is up and running.

--Thank you to Lino for the marvelous muffins, breakfast sandwiches and coffee he provided for Town employees last week!

It was noted that the Board must return to Non Public Session, immediately following which this meeting will adjourn. **At 8:31 p.m. Mr. Duffy moved to return to Non Public Session #4 under RSA 91-A:3, II (a).**

Mr. Fifield seconded the motion. Roll call vote: Mr. Duffy – ‘aye’; Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board returned to Non Public Session.

The Board returned to public session at 8:46 p.m. During the immediately preceding Non Public Session, the Board voted to support Chief Fenton’s proposal regarding creation of a second patrol sergeant position. **Mr. Fifield moved to adjourn. Mr. Duffy seconded the motion, which passed 3-0.**

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chair

Mark P. Duffy

Kenneth G. Fifield

**Board of Selectmen
May 24, 2023**

Present: Richard C. Edwards, Chair; Mark P. Duffy; Kenneth G. Fifield; and Dino A. Scala, Town Administrator.

Mr. Edwards called the posted meeting to order at 6:32 p.m. Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:34 p.m. During the immediately preceding Non Public Session, the Board authorized the hiring of Liam Devine as an FF/EMT. Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:56 p.m. Mr. Duffy moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the minutes were sealed.

Mr. Edwards led those present in the Pledge of Allegiance at 7:05 p.m.. Those also present at this included: Beryl Donovan and Dick DesRoches, Gafney Library; Relf Fogg; and Priscilla Colbath.

1. Appointments

a) Dick DesRoches, Gafney Library – Mr. DesRoches referred to financial situation of the Gafney Library. Although they do have funds set aside for the building project, those funds cannot be used for operating expenses. He just wants everyone to have the facts. The Gafney’s funds include money from Brookfield, as well as about \$22,000 in fundraising. Given the default budget, they went back through their operating budget, identifying the ‘must pays,’ resulting in a deficit. Hours (and salaries) were cut 26%. Several individuals came forward with donations for book purchases, as well as for an increase in hours. An ‘emergency appeal’ was also sent out. The Gafney will operate on a cash budget for the remainder of the year and will make it all work. Mr. DesRoches stressed that these donors have offered one-time support—the Gafney cannot (and will not) rely on a similar situation next year. Therefore, the public should not be left with the impression that private donors will always be there to offset a deficit. The Gafney does have some money in the bank, which has built up over the years. These funds are used for operations during the first half of the year, as the Town generally doesn’t provide funding until July.

Discussion followed regarding the Gafney’s relationship with the Wakefield Library. Mr. DesRoches referred to the upcoming budget season. According to the law, if a library is funded with public funds, that library is considered a public library and, as such, must provide free service to the public. He stressed that the Gafney is truly a gem. He will work with Mr. Scala when putting their 2024 budget request together. There must be funding if a town is to have a public library. Mr. Duffy questioned whether the Gafney has a mortgage.

Mr. DesRoches referred to pledges to be paid over a number of years. In the meantime, they have a construction loan, which must be paid off in full by the end of 2025. The Gafney will rally support for the Town operating budget in 2024.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business – None scheduled.

4. New Business – None scheduled.

5. Proposed Capital Reserve Fund Expenditures

a) Police Vehicle CRF \$39,227.84 – This represents payment for the new vehicle. Mr. Duffy moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.

b) Fire Truck CRF \$14,195.86 – This represents purchase and programming of radios. Mr. Duffy moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.

6. Correspondence – None forthcoming.

7. Public Comment #2

--Relf Fogg referred to letter from NH Dept of Land and Forestry, which has been posted as requested. Mr. Duffy will address later in the meeting.

8. Administrative Matters

a) Town Administrator's Update

--Mr. Scala noted it is time to re-appoint Fire Warden (Todd Nason) as well as a number of Deputy Wardens. Mr. Duffy moved to reappoint Todd Nason as Fire Warden. Mr. Fifield seconded the motion, which passed 3-0. The list of Deputy Wardens as recommended by Chief Nason include: Michael Moore, Ken Paul Jr; Andrew Perkins; Steve Petsche; Jared Rowell; Courtney Trepanier; Brad Beveridge; Joseph Burkett; David Coutreau; Rhodes Haskell Jr; Dalton Huestis; Steve Libby and Stephen McMullen. Deputy Wardens have duties outlined by RSA. Mr. Fifield moved approve the appointments of Deputy Wardens as referenced (eliminating Steve Libby) and as recommended by Chief Nason. Mr. Duffy seconded the motion, which passed 3-0.

--Brackett Road bridge is completed and the road is open. The entire project took less than 3 weeks. Many thanks to Mr. Bean and Brock Mitchell, as well as their respective teams. The Town has applied to DRA for authority to utilize the undesignated fund balance to cover this cost.

--Mr. Scala expressed thanks to Chief Fenton and Foreman Mike Laughy for their assistance in bringing FEMA representatives to 7 locations in Wakefield that were damaged in the April 30 storm. We are hopeful that the County will meet the threshold necessary to be eligible for FEMA funds for this event.

--Mr. Scala has an appointment next week with a company that installs mini-splits (heat/ac units) for Town Hall offices and the opera house. Just gathering info/prices for now in anticipation of the 2024 budget. Mr. Fifield noted that these units would be much more energy efficient, as well as more secure that 'window shakers.'

--Brock Mitchell reports that work on pumping stations will likely occur at end of this summer due to the SWP project.

--NH Dept of Land and Forestry has advised they will be seeking bids for tree cutting at Union Meadows. Mr. Duffy noted this is property purchased by the State several years ago, located off Whippoorwill and Marsh Roads. They will coordinate with Wakefield DPW regarding use of Town roads. This letter will be/has been posted.

b) Building Permit Releases - None received.

c) Payment Manifests – Mr. Duffy moved to approve AP #20 in the amount of \$128,974.17, as presented. Mr. Fifield seconded the motion, which passed 3-0.

d) Minutes – Mr. Fifield moved to approve the minutes of May 10, 2023, as presented. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Fifield moved to approve the May 10, 2023, minutes of Non Public Session #'s 2, 3 and 4, as presented. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the sealed minutes of the May 10, 2023, Non Public Session #1, as presented. Mr. Fifield seconded the motion, which passed 3-0.

e) Review of Sealed NP Minutes – No action taken.

f) Selectmen's Work Session

Mr. Duffy attended the recent Conservation Commission meeting. The Town Forest on Pray Hill Road was discussed—specifically, whether to develop a forest management plan. He just received information from several Pine River Pond Assoc members regarding an existing Watersheds Management Plan for Pine River Pond, which he will share and which could be discussed at the next meeting. This Plan should be considered prior to moving forward with a forest management plan and, eventually, any timber harvesting. The Commission will likely develop a plan to be presented to the Board of Selectmen. Mr. Fogg indicated that the Commission is attempting to develop an RFP in order to allow multiple foresters to bid on development of a forestry management plan. He anticipates the cost would exceed \$5000. The Board members stressed that the plan must be developed by a forester, rather than by a logger. Mr. Fogg confirmed that each draft of the RFP will be provided to Mr. Scala in order to share with the Board of Selectmen. Mr. Fogg confirmed to Mr. Edwards that the property includes marketable timber. Mr. Fogg advised this potential project came about after his conversation with Steve Bodkins, Acton Town Forester. Mr. Duffy will share information regarding the Pine River Pond Watersheds Management Plan with the Conservation Commission.

Pride Day was a success. Mr. Fogg asked whether the Selectmen would like to see the Opera House gear up again as it did under Ed Morrison's direction. The Board agreed any time the opera house could be used is great.

Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – 'aye'; Mr. Duffy – 'aye'; Mr. Edwards – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.

Board of Selectmen

May 24, 2023

Page 4

The Board returned to public session at 8:32 p.m. Mr. Duffy moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the minutes were sealed.

There being no further business, the meeting adjourned.

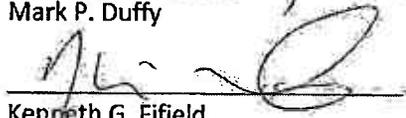
Respectfully submitted,
Toni Bodah, Secretary
(transcribed from Clearview video/recorder)

Approval of Minutes:

Richard C. Edwards, Chair



Mark P. Duffy



Kenneth G. Fifield



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i> Primex3 Members as per attached Schedule of Members Property & Liability Program		<i>Member Number:</i>		<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2023	1/1/2024	Each Occurrence	\$ 5,000,000	
			General Aggregate	\$ 5,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)		
<input type="checkbox"/> Workers' Compensation & Employers' Liability			Statutory		
			Each Accident		
			Disease – Each Employee		
			Disease – Policy Limit		
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)		
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
State of NH Dept of Safety 33 Hazen Dr. Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 1/5/2023 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

Town of Gilford	178	1/1/2023
Town of Gilmanton	179	1/1/2023
Town of Goffstown	181	1/1/2023
Town of Greenfield	186	1/1/2023
Town of Greenville	188	1/1/2023
Town of Hampton Falls	192	1/1/2023
Town of Hill	199	1/1/2023
Town of Hillsborough	200	1/1/2023
Town of Hollis	203	1/1/2023
Town of Jackson	207	1/1/2023
Town of Litchfield	222	1/1/2023
Town of Loudon	225	1/1/2023
Town of Madbury	229	1/1/2023
Town of Madison	230	1/1/2023
Town of Marlborough	232	1/1/2023
Town of Meredith	235	1/1/2023
Town of Middleton	237	1/1/2023
Town of Milford	239	1/1/2023
Town of Mont Vernon	242	1/1/2023
Town of Moultonborough	243	1/1/2023
Town of New Boston	246	1/1/2023
Town of New Ipswich	253	1/1/2023
Town of Newfields	250	1/1/2023
Town of Newington	252	1/1/2023
Town of Newton	257	1/1/2023
Town of Northfield	258	1/1/2023
Town of Ossipee	265	1/1/2023
Town of Pembroke	267	1/1/2023
Town of Pittsfield	271	1/1/2023
Town of Plaistow	273	1/1/2023
Town of Raymond	277	1/1/2023
Town of Rindge	279	1/1/2023
Town of Rollinsford	281	1/1/2023
Town of Rye	284	1/1/2023
Town of Salisbury	286	1/1/2023
Town of South Hampton	294	1/1/2023
Town of Springfield	295	1/1/2023
Town of Stratham	301	1/1/2023
Town of Sullivan	303	1/1/2023
Town of Sunapee	304	1/1/2023
Town of Swanzey	307	1/1/2023
Town of Temple	309	1/1/2023
Town of Tilton	311	1/1/2023
Town of Troy	312	1/1/2023
Town of Tuftonboro	313	1/1/2023
Town of Wakefield	315	1/1/2023
Town of Walpole	316	1/1/2023
Town of Warner	317	1/1/2023
Town of Warren	318	1/1/2023
Town of Waterville Valley	518	1/1/2023
Town of Weare	321	1/1/2023
Town of Webster	322	1/1/2023
Town of Westmoreland	324	1/1/2023
Town of Wilton	327	1/1/2023
Town of Windsor	323	1/1/2023
Town of Wolfeboro	331	1/1/2023
Town of Woodstock	332	1/1/2023
Woodsville Water & Light Department	516	1/1/2023
Community Power Coalition of New Hampshire	470	1/1/2023



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Participating Member: Primex3 Members as per attached Schedule of Members Workers' Compensation Program	Member Number:	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			<input type="checkbox"/> Each Occurrence	
			<input type="checkbox"/> General Aggregate	
			<input type="checkbox"/> Fire Damage (Any one fire)	
			<input type="checkbox"/> Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			<input type="checkbox"/> Combined Single Limit (Each Accident)	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> Statutory	\$2,000,000
			<input type="checkbox"/> Each Accident	\$2,000,000
			<input type="checkbox"/> Disease - Each Employee	
			<input type="checkbox"/> Disease - Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			<input type="checkbox"/> Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

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State of NH Dept of Safety 33 Hazen Dr. Concord, NH 03301			

Town of Nelson	244	1/1/2023
Town of New Boston	246	1/1/2023
Town of New Ipswich	253	1/1/2023
Town of Newfields	250	1/1/2023
Town of Newington	252	1/1/2023
Town of Newport	256	1/1/2023
Town of Newton	257	1/1/2023
Town of Northfield	258	1/1/2023
Town of Northumberland	260	1/1/2023
Town of Northwood	261	1/1/2023
Town of Nottingham	262	1/1/2023
Town of Orange	263	1/1/2023
Town of Orford	264	1/1/2023
Town of Ossipee	265	1/1/2023
Town of Pembroke	267	1/1/2023
Town of Pittsburg	270	1/1/2023
Town of Pittsfield	271	1/1/2023
Town of Plainfield	272	1/1/2023
Town of Plaistow	273	1/1/2023
Town of Plymouth	274	1/1/2023
Town of Raymond	277	1/1/2023
Town of Rindge	279	1/1/2023
Town of Rollinsford	281	1/1/2023
Town of Roxbury	282	1/1/2023
Town of Rumney	283	1/1/2023
Town of Rye	284	1/1/2023
Town of Salem	285	1/1/2023
Town of Salisbury	286	1/1/2023
Town of Sanbornton	287	1/1/2023
Town of Sandown	288	1/1/2023
Town of Sandwich	289	1/1/2023
Town of Seabrook	290	1/1/2023
Town of Shelburne	292	1/1/2023
Town of South Hampton	294	1/1/2023
Town of Springfield	295	1/1/2023
Town of Strafford	299	1/1/2023
Town of Stratford	300	1/1/2023
Town of Stratham	301	1/1/2023
Town of Sullivan	303	1/1/2023
Town of Sunapee	304	1/1/2023
Town of Surry	305	1/1/2023
Town of Swanzey	307	1/1/2023
Town of Tamworth	308	1/1/2023
Town of Temple	309	1/1/2023
Town of Thornton	320	1/1/2023
Town of Tilton	311	1/1/2023
Town of Troy	312	1/1/2023
Town of Tuftonboro	313	1/1/2023
Town of Unity	314	1/1/2023
Town of Wakefield	315	1/1/2023
Town of Walpole	316	1/1/2023
Town of Warner	317	1/1/2023
Town of Warren	318	1/1/2023
Town of Washington	319	1/1/2023
Town of Waterville Valley	518	1/1/2023
Town of Weare	321	1/1/2023
Town of Webster	322	1/1/2023
Town of Westmoreland	324	1/1/2023
Town of Whitefield	325	1/1/2023
Town of Wilmot	326	1/1/2023
Town of Wilton	327	1/1/2023