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**New Hampshire**  
*Department of Agriculture,  
Markets, and Food*

Shawn N. Jasper, Commissioner

December 12, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Authorize the New Hampshire Department of Agriculture, Markets, and Food, to enter into a grant agreement with Gilmanton’s Own Inc. (VC# 568833), Gilmanton, NH, for the Resilient Food Systems Infrastructure Program in the amount of \$76,634.96, effective upon Governor and Council approval through May 1, 2027. **100% Federal Funds.**
2. Further authorize an advance payment in the amount of \$76,634.96 to Gilmanton’s Own Inc., Gilmanton, NH, in accordance with the terms of the agreement, effective upon Governor and Council approval. **100% Federal Funds.**

Funding is available in account Resilient Food Sys Infra as follows

	FY 26
02-18-18-180010-28710000-072-502683 – Subaward Payments	\$76,634.96

**EXPLANATION**

The Resilient Food Systems Infrastructure Program is a USDA funded grant program intended to serve middle-of-the-supply-chain needs to add value and provide more, new, and better markets for locally or regionally produced food.

The funds are intended to support expanded capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of locally and regionally produced food products.

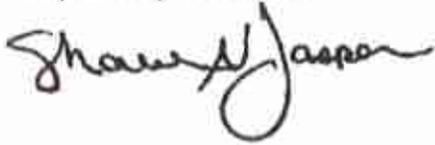
This project will support Gilmanton’s Own Inc., Gilmanton, NH, to purchase specialized food processing equipment. This project was selected by a review panel comprised of industry relevant experts and subsequently approved by USDA to be aligned with the eligibility criteria for the Resilient Food Systems Infrastructure Program.

The department has determined that the vendor is in good standing with the Secretary of State’s Office, has secured the required level of insurance, and has provided evidence of authority to

execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

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

Respectfully submitted,

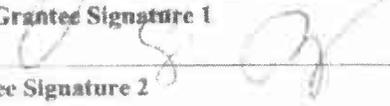
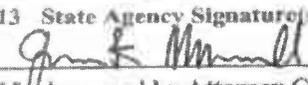
A handwritten signature in black ink, appearing to read "Shawn N. Jasper". The signature is written in a cursive, flowing style with a large, prominent initial "S".

Shawn N. Jasper  
Commissioner

GRANT AGREEMENT

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

1. Identification and Definitions.

<b>1.1. State Agency Name</b> Department of Agriculture, Markets, and Food		<b>1.2. State Agency Address</b> 1 Granite Place South, Concord, NH 03301	
<b>1.3. Grantee Name</b> Gilmanton's Own, Inc		<b>1.4. Grantee Address</b> PO Box 223, Gilmanton, NH 03237	
<b>1.5. Grantee Phone #</b> 617-306-7158	<b>1.6. Account Number</b> 28710000	<b>1.7. Completion Date</b> May 1, 2027	<b>1.8. Grant Limitation</b> \$ 76,634.96
<b>1.9. Grant Officer for State Agency</b> Joshua Marshall		<b>1.10. State Agency Telephone Number</b> 603-271-3551	
If Grantee is a municipality or village district: "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."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Virginia Sapero, President, COO	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13. State Agency Signature(s)</b> 		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> JOSH MARSHALL - ASST. COMMISSIONER	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By: /s/ Louise D. Williams      Assistant Attorney General, On: 11/13/25			
<b>1.16. Approval by Governor and Council (if applicable)</b> By:      On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

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7. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.

4. **EFFECTIVE DATE, COMPLETION OF PROJECT**

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").

4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in FTS entirely prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT, LIMITATION ON AMOUNT, VOUCHERS, PAYMENT**

5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.

5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5. Notwithstanding anything 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 Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-h.

7. **RECORDS and ACCOUNTS**

7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payments, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions.

8. **PERSONNEL**

8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA; RETENTION OF DATA; ACCESS**

9.1. 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, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date 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, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OF AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES**

11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

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

11.2.1 Give the Grantee 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 remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 Give the Grantee 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 Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. **TERMINATION**

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice of default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

12.4. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

VS 10/21/25

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, 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 shall survive the termination of this agreement.
17. **INSURANCE.**
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates 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.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provision hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver 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 default on the part of the Grantee.
19. **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 States Post Office addressed to the parties at the addresses first above given.
20. **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 Council of the State of New Hampshire, if required or by the signing State Agency.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law 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 captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **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.
23. **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 relating hereto.
24. **SPECIAL PROVISIONS.** The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

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### Exhibit A, Special Provisions

A.1. If the date for commencement for Exhibit A precedes the Effective Date all services performed by the Grantee between the commencement date and the Effective Date shall be performed at the sole risk of the Grantee and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the Grantee for any costs incurred or services performed.

### Exhibit B, Scope of Work

B.1. The grantee shall utilize awarded Resilient Food Systems Infrastructure Program (RFSI) funds (USDA-AMS Award #23RFSINH0012) for project titled "Lakes Region Collaborative Commercial Kitchen: Strengthening Food Resilience Among Farmers and Small-Scale Food Producers" to purchase specialized food processing equipment as detailed in the grantee's Grant Proposal as approved by USDA, which is hereby incorporated by reference.

B.2. Outcomes shall be measured in accordance with the Expected Performance Measures section of the grantee's Grant Proposal, increasing capacity in the middle of the supply chain and economic viability of local/regional producers and processors.

B.3. **Compliance.** All project work shall be managed by the grantee who shall be responsible for all project development and oversight. This includes adhering to applicable federal grant uniform administrative requirements as specified in the Code of Federal Regulations and other federal requirements as follows:

- a. Grant funds awarded to state, local, and Tribal governments; public and private colleges and universities; and non-profit organizations are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in 2 CFR part 200 and 2 CFR part 400.
- b. Grant funds awarded to federal government entities are subject to the Uniform Administrative Requirements and Cost Principles for Federal Awards contained in 2 CFR part 200 and 2 CFR part 400.
- c. Grant funds awarded to For-Profit Organizations are subject to the Uniform Administrative Requirements contained in 2 CFR part 200 and 2 CFR part 400, and the Cost Principles contained in the Federal Acquisition Regulation (FAR) Subpart 31.2, Contracts with Commercial Organizations, codified at 48 CFR 31.2.
- d. Recipients are responsible for the consistent application of the Federal regulations to the RFSI grant funds including the USDA AMS General Terms and Conditions and the RFSI Program Specific Terms and Conditions.
- e. The CFR is accessible on the National Archives and Records Administration website and in the Electronic Code of Federal Regulations at [www.ecfr.gov](http://www.ecfr.gov).

B.4. **Prior Approval Requirements:** To make any changes to proposed equipment purchases, the grantee must submit a written request detailing the desired changes and obtain written approval from the New Hampshire Department of Agriculture, Markets, and Food (DAMF). Certain changes may also require approvals from the US Department of Agriculture, Agricultural Marketing Service and/or Governor and Executive Council.

vs 10/21/25

B.5 **Reporting/Monitoring:** The grantee will submit documentation to DAMF confirming the purchase of eligible equipment as detailed in the grantee's Grant Proposal as approved by USDA. The grantee is required to submit an Annual Performance Report (template provided by USDA-AMS) during each year of the project. Grantee is also subject to monitoring site visits from DAMF and/or University of New Hampshire Cooperative Extension staff.

B.6 **Records:** Record retention and accessibility is governed by 2 CFR 200.333 and 200.337. The grantee must retain financial records, project records, and supporting documents for a period of three years from the date the Grant Agreement is closed

Exhibit C, Payment

C.1 The State shall disburse a maximum of \$26,634.96 for the purposes of the project described in Exhibit B as an advance disbursement.

C.2 **Payment Process:** In order to receive payment, Grantee must first be registered with the New Hampshire Department of Administrative Services (DAS) for a State of New Hampshire vendor number. If Grantee already has a vendor number and supplied it to DAMF, initial payment will be made once we receive Governor and Council approval. If Grantee does not already have a vendor number, registration is available at:  
<http://apps.das.nh.gov/vendorregistration/> (51nktbxvll0sc4esvq1n3np21/w00ime.aspx)

C.3 **Method of Disbursement:** Payment by the State shall be completed by check or Electronic Funds Transfer ("EFT") in accordance with the vendor registration.

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# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Seanlan, Secretary of State of the State of New Hampshire, do hereby certify that GILMANTON'S OWN is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 06, 2017. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 762432

Certificate Number: 0007317068



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 22nd day of October A.D. 2025.

A handwritten signature in black ink, appearing to read "D. Seanlan", is written over a faint circular stamp.

David M. Seanlan  
Secretary of State

Certificate of Authority # 1

(Corporate Form VS-2700F (02/01/2018))

Corporate Resolution

**I, Eileen Jensen Pugh**, hereby certify that I am duly elected Clerk ~~Secretary~~ Officer of  
(Name)  
Gilmanton's Own, Inc. I hereby certify the following is a true copy of a vote taken at  
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on Oct 21, 2025,  
at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Virginia Sapina (may list more than one person) is  
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Gilmanton's Own, Inc. with the State of New Hampshire and any of  
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents  
which may in his/her judgment be desirable or necessary to effect the purpose of  
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force  
and effect as of the date of the contract to which this certificate is attached. This authority  
remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify  
that it is understood that the State of New Hampshire will rely on this certificate as evidence that  
the person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are any limits on the authority of any  
listed individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

DATED: 10/21/25

ATTEST: E. Pugh Secretary  
(Name & Title)

Certificate of Authority #2

of incorporated New Hampshire corporations

Corporate Bylaws

I, Jerry Jason Pugh hereby certify that I am duly elected Clerk Secretary Officer of  
*(Name)*  
Industrious & Co., Inc. I hereby certify the following is a true copy of the  
*(Name of Corporation)*

current Bylaws or Articles of Incorporation of the Corporation and that the Bylaws or  
Articles of Incorporation authorize the following officers or positions to bind the  
Corporation for contractual obligations: President  
*(list officer, title or position)*

I further certify that the following individuals currently hold the office or positions  
authorized: Walter S. Sargent  
*(list individuals holding positions authorized)*

I further certify that it is understood that the State of New Hampshire will rely on this  
certificate as evidence that the person listed above currently occupies the position indicated  
and that they have full authority to bind the corporation. This authority shall remain valid  
for thirty (30) days from the date of this certificate

DATED: 10/2/09

ATTEST: [Signature] Secretary  
*(Name & Title)*

**GILMANTON'S OWN, INC.**

**BY-LAWS**

**ARTICLE ONE**

**NAME**

1.1. The Corporation shall be known as TASTE OF GILMANTON'S OWN (hereinafter called the "Corporation"). It shall be a non-profit corporation organized pursuant to NH RSA Chapter 292.

**ARTICLE TWO**

**PRINCIPAL OFFICE**

2.1. The principal offices of the corporation shall be located in Gilmanton, New Hampshire. The affairs of the Corporation shall be managed by a Board of Directors ("Board"), which shall have and may exercise all the powers of the Corporation.

**ARTICLE THREE**

**PURPOSES**

3.1. The Corporation is being formed for the following purposes:

3.1.a. The promotion of agriculture and the establishment of an agriculture center in Gilmanton, NH; to sell agriculture products and to provide an opportunity to experience farming and its history in the community exclusively within the meaning of Section 501(c)(3) of the Internal Revenue Code

3.1.b. Preserve and promote agriculture opportunities in Gilmanton, NH; to provide farmers with a voice and outlet to distribute local products and to keep farming viable and vibrant in our community.

3.1.c. To receive and maintain a fund or funds of real or personal property, or both, and subject to the restrictions and limitations hereinafter set for to use and apply the whole and any part of the income therefrom and the principal thereof exclusively for charitable, educational, and the promotion of agriculture, either directly or by contributions, to

organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, and its regulations as they now exist or may be amended;

3.1.d. To hire personnel, if necessary, for the successful operation of the corporate objectives, that may become necessary to establish and operate educational programs of the Corporation; and

3.1.e. To do every other act or acts incidental to, or growing out of or connected with the purposes of the Corporation.

#### ARTICLE FOUR

##### MEMBERSHIP

4.1. Initial members shall ensure the organization is to operate in a manner that is the most beneficial to the community and is consistent with the mission of the organization. Further, members will actively recruit individuals whose commitment, skills, life experience or other characteristics will best serve the organization. Membership will be decided by a majority vote of the Board of Directors.

#### ARTICLE FIVE

##### INCORPORATORS, SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISORS,

##### FRIENDS OF THE CORPORATION

5.1. General. The Board may designate certain persons or groups of persons as incorporators, sponsors, benefactors, contributors, advisors or friends of the Corporation or such other title as they deem appropriate. Such persons shall serve in an honorary capacity and, except as the Board shall otherwise designate, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.

##### BOARD OF DIRECTORS

6.1. Board Membership. The Board shall be composed of at least five (5) members (the "Board"). Except as provided below, one-third (1/3) of the Directors shall be elected annually to serve for three (3) years or until their successors are elected and have been qualified. Directors may serve a maximum of two (2) consecutive, three year terms. The first Board shall include members with two and three year terms to begin staggered terms. All Directors shall be entitled to vote and to attend all meetings. If a Director dies, resigns, is removed, becomes disqualified or comes to the end of his or her term, a successor may be elected as specified in this Section by a majority of the Directors then in office.

6.2. Executive Director. If deemed appropriate by the Board of Directors, the Executive Director shall be appointed by the Board and shall be considered a Member of the Board in an ex-officio capacity, and in such capacity may attend all regularly scheduled meetings and participate in discussions, but without the right to vote. In addition, the Board or its President may, from time to time, invite others to attend meetings.

6.3 Committees. The Board may elect or appoint one or more committees which shall, unless the Board otherwise designates, conduct their affairs for the Board in the same manner as provided in these By-Laws. No committee shall spend or incur liabilities without prior authorization by the Board. Any funds collected by a committee or program shall be administered by the Executive Director and the Treasurer. The members of any committees shall remain in office at the pleasure of the Board, and the President and Executive Director shall be ex-officio members of all committees.

The Board may appoint, if necessary, any of the following committees, which shall conduct themselves in the manner describe below unless the Board designates otherwise:

6.3.a. Executive Committee. An Executive Committee consisting of the officers and the Executive Director shall conduct business of the organization between Board Meetings.

6.3.b. Nominating Committee. A Nominating Committee shall nominate candidates for the Board, Officers, and members, as follows:

1. The Nominating Committee shall meet at the call of its Chairman (who shall be a member of the Board) and shall, at the last regularly scheduled meeting of the Board but before the Annual Meeting, present a slate of candidates sufficient to fill any vacancies that may exist for the Board and Officers, provided that all candidates have expressed their willingness to serve. In addition, the Nominating Committee shall present candidates to the Board to fill all vacancies that occur between Annual Meetings.

6.3.c. Finance Committee. The Finance Committee shall meet at least quarterly. The Treasurer of the Corporation shall serve as a member of this committee.

1. The Finance Committee shall make recommendations to the Board with respect to the ways and means to conserve funds, reduce debt, and to increase revenues. At a meeting of the Board preceding the end of the fiscal year, an operating and a capital budget for the next fiscal year shall be presented by this committee. After they have been approved by the Board, these budgets shall serve as the official appropriation measures and primary financial control documents of the organization.
2. If either the operating budget or the capital budget has not been approved by the Board prior to the end of the fiscal year, then each operating or capital

expenditure must be approved by the Board until the unapproved operating or capital budget is adopted by the Board.

6.3.d. Institutional Marketing & Development Committee. A Development Committee shall be responsible for devising and implementing means of raising contributed income to support programming from businesses, corporations, individuals and foundations, including obtaining sponsorships and shall act in whatever other way it deem appropriate to increase donated revenues of the organization. The Marketing Committee shall be responsible for advertising to include print, radio television and internet and shall act in whatever other way it deems appropriate to increase the attendance, awareness, publicity, and revenue.

6.3.e. Evaluation Committee. An Evaluation Committee, consisting of the President and two (2) other members of the Board appointed by the President, shall be responsible for the evaluation of the Executive Director and shall make an annual written performance review of the Executive Director. This performance review shall be submitted to the Board for approval.

6.4. Suspension or Removal. A Director may be suspended or removed with cause by vote of a majority of the Directors then in office, after reasonable notice and opportunity to be heard. Reason for cause shall include, but not be limited to, missing more than three (3) consecutive meetings without having been excused from attendance or lack of consistent participation in the affairs of the Corporation.

6.5. Resignation. A director may resign by delivering his or her written resignation to the President or Corporation at its principal offices, or in person at a duly authorized meeting of the Directors. Such resignation shall be effective upon receipt (unless specified to be effective at some other time) or when expressed in person, and acceptance thereof shall not be necessary to make it effective unless it so states.

6.6. Vacancies. Any vacancy in the Board may be filled by the Directors as specified in 6.1. Each successor shall hold office for the unexpired term or until death, resignation, removal, or disqualification. The Board shall have and may exercise all their powers notwithstanding the existence of one or more vacancies in their number.

6.7. Annual Meeting. The annual meeting of the Directors shall be held during the month of January each year. The annual meeting may be held at the principal office of the Corporation or at such other place within the United States as the President or the Directors shall determine. Notice of the date for the annual meeting shall be given to all Directors at least ten (10) days before the date fixed for such meeting.

6.8. Regular Meeting. Regular meetings of the Directors may be held at such places and at such times as the Directors may determine.

6.9. Special Meetings. Special meetings of the Directors may be held at any time at any place when called by the President or by three (3) or more Directors.

6.10. Call and Notice.

6.10.a. Regular Meetings. No call or notice shall be required for the regular meetings of the Directors after a schedule has been delivered to the Directors, unless:

1. Contracts or transactions of the Corporation with the interested persons are to be voted upon; or
2. Amendments to these Bylaws are to be considered; or
3. The removal or suspension of a Director or Officer is to be considered.

6.10.b. Special Meetings. Reasonable notice of the time and place of special meetings of the Board shall be given to each Directors. Such notice need not specify the purpose of the meeting, unless otherwise required by law, the articles of organization, or these Bylaws unless there is to be considered at the meeting contracts or transactions of the Corporation with interested persons, amendments to these Bylaws, an increase or decrease in the number of Directors, or removal or suspension of a Director.

6.10.c. Reasonable and Sufficient Notice. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a Director to send notice by mail at least forty-eight (48) hours before the meeting, or by email or facsimile transmission at least twenty-four (24) hours before the meeting, addressed to him or her at his or her usual or last known business or residence address, or to give him or her in person, or by telephone at least twenty-four (24) hours before the meeting.

6.10.d. Waiver of Notice. Whenever notice of a meeting is required, such notice need not be given to any Director if a written waiver of notice, executed by him or her (or his or her attorney thereunto authorized) before or after the meeting, is filed with the records of the meeting, or to any Director who attends the meeting without protesting prior thereto or at its commencement the lack of notice to him or her. A waiver of notice need not specify the purposes of the meeting unless such purposes were required to be specified in the notice of such meeting.

6.11. Quorum. At any meeting of the Board, one-third (1/3) of the Directors then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

6.12. Action by Vote. When a quorum is present at any meeting, a majority of the Directors present and voting shall decide any question, including election of officers, unless otherwise provided by law, the articles of the organization, or these Bylaws.

6.13. Action by Writing. Any action required or permitted to be taken at any meeting of the Directors or any of its standing committees may be taken without a meeting if all the Directors

consent to the action in writing and the written consents are filed with the records of the meeting of the Directors. Such consent shall be treated for all purposes as a vote of a meeting.

6.14. Compensation. Directors shall be precluded from receiving compensation for their services as a member of the Board. However, a Director may receive compensation for special services rendered to the Corporation upon full disclosure and after authorization by a majority of the Directors then in office.

## ARTICLE SEVEN

### OFFICERS AND AGENTS

7.1. Number and Qualification. The officers of the Corporation shall be President, Vice President(s), Treasurer, Secretary and other such officers, if any, as the Directors may determine. The Corporation may also have such agents, if any, as the Board may appoint. The Secretary shall be a resident of New Hampshire unless the Corporation has a resident agent duly appointed for the purpose of service of process. No Director may hold more than one office at the same time. All officers must be Directors.

7.2. Election. The President, Vice President(s), Treasurer and Secretary shall be elected annually by the Board at the annual meeting. Other officers, if any, may be elected by the Board at any time in accordance with this section.

7.3. Tenure. The President, Vice President(s), Treasurer and Secretary shall hold office for one (1) year and are eligible for re-election on an annual basis.

7.4. President. The President shall be the chief executive officer of the Corporation and, subject to the control of the Directors, shall have general charge and supervision of the affairs of the Corporation. The President shall preside at all meetings of the Board, except as the Board otherwise determines, and shall be an ex-officio member of all committees.

7.5. Vice President(s). The Vice President(s) shall be responsible for conducting all meetings of the Directors and all affairs of the Corporation in the absence of the President.

7.6. Treasurer. The Treasurer shall be the chief financial officer of the Corporation. The Treasurer shall be in charge of its financial affairs, funds, securities, and valuable papers. The Treasurer shall also ensure that full and accurate financial records are kept, maintained, and made available, upon request, to any Director. The Treasurer or the Chairman of the Finance Committee shall make accurate and timely reports of the financial condition of the Corporation to the Board. The Treasurer shall have such other duties and powers as designated by the Directors or the President.

7.7. Secretary. The Secretary shall record and maintain all records of all proceedings

, the Directors in a book or series of books kept for that purpose which book or books shall be kept within the State of New Hampshire at the principal office of the Corporation or at the office of the Secretary or of its resident agent and shall also contain records of all meetings of the incorporators and the original attested copies of the articles of incorporation and Bylaws and names of all Directors and the address of each. If the Secretary is absent from any meeting of the Directors, an acting Secretary chosen at the meeting shall exercise the duties of the Secretary at the meeting.

**7.8. Suspension or Removal.** Any officer may be suspended or removed with cause by vote or majority of Directors then in office at any special meeting called for such purpose or at any regular meeting. An officer may be removed or suspended only after reasonable notice and opportunity to be heard.

**7.9. Resignation.** An officer may resign by delivering his or her written resignation to the President or to a meeting of the Directors. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

**7.10. Vacancies.** If the office of any officer becomes vacant, the Directors may elect a successor as specified in Section 6.1. Each successor shall hold office for the unexpired term and, in the case of the President, Vice President(s), Treasurer, and Secretary, until a successor is elected and qualified, or in each case until death, resignation, removal or disqualification.

## ARTICLE EIGHT

### EXECUTION OF PAPERS

**8.1 Generally.** Except as the Board may generally or in particular cases authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, or drafts greater than Three Thousand and No/100 (\$3,000.00) Dollars, and in other obligations made, accepted, or endorsed by the Corporation shall be signed by two (2) Directors appointed for such purposes by the Board. All checks less than three Thousand and no/100 (\$3,000.00) Dollars must be signed by only one (1) of the foregoing individuals. Except for those checks or drafts contemplated by the adopted budget, the Board must authorize each execution by vote of Directors each time.

**8.2 Recordable Instrument.** Any recordable instrument purporting to affect an interest in real estate, having been duly authorized by a vote of the Board, shall be executed in the name of the Corporation by two (2) of its officers, one of whom is the President and the other is the Vice President or Treasurer. Said instrument shall be binding on the Corporation in favor of a purchaser or other person relying in good faith on such instrument notwithstanding any inconsistent provisions of the articles of organization, Bylaws, resolution or votes of the Corporation.

ARTICLE NINE

PERSONAL LIABILITY

9.1 Generally. The Directors and Officers of the Corporation shall not be personally liable for any debt, liability or obligation of the Corporation. All persons, corporations, or other entities extending credit to, contracting with, or having claim against the Taste of Gilmanton may look only to the funds and property of the Corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or any money that may otherwise become due or payable to them from the Corporation.

9.2 Indemnification. Each Director, officer and committee member of the corporation (and their respective heirs, executors and administrators) shall be indemnified by the Corporation against any cost, expense (including attorney's fees), judgment and liability reasonably incurred by or imposed upon him or her in connection with any action, suit or proceeding to which he or she shall be threatened, by reason of his or her being, or have been a Director, Officer or committee member of this Corporation which he or she serves or has served as a Director or Officer at the request of this Corporation (whether or not he or she continues to be an Officer of this Corporation the time such action, suit or proceedings is brought or threatened), except with respect to matters as to which he or she finally shall be adjudged in a Court of law to have acted beyond the scope of their official duty or have acted in a wanton or reckless manner.

ARTICLE TEN

LIMITATION OF LIABILITY

10.1. Unless otherwise expressly authorized by the Board, the Directors and officers shall serve without compensation and, pursuant to Section 508:16 of NH RSA, shall not be liable for bodily injury, personal injury and property damage if the claim for such damages arises from an act committed in good faith and without willful or wanton negligence in the course of an activity carried on to accomplish the purposes of the corporation.

The Directors and officers of the corporation shall not be liable to the Corporation or to its shareholders for monetary damages for breach of fiduciary duties to the fullest extent permitted by NH RSA Chapter 292.

ARTICLE ELEVEN

DISTRIBUTION OF PROPERTY UPON DISSOLUTION

11.1. Upon dissolution of the Corporation and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the Corporation to such other organization or organizations maintaining similar objectives to those set forth herein, which are or may be

entitled to exemption under Section 501(c) (3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE TWELVE

NONPROFIT CORPORATION

12.1. The Corporation shall operate as a nonprofit entity pursuant to and consistent with NH RSA 292.

ARTICLE THIRTEEN

CONFLICTS OF INTEREST

13.1 Any possible conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a Board member, director or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested Director is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested Directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself.

ARTICLE FOURTEEN

AMENDMENT

14.1. The Bylaws may be amended, repealed or altered in whole or in part by a majority vote at any duly held meeting of the Board provided notice of the proposed changes is included in the notice of such meeting. However, in no event may any amendments be made which would affect the corporation's qualification as a tax-exempt organization pursuant to Section 501(c)(3) of the Code or corresponding section of any future federal tax code.

ARTICLE FIFTEEN

ADOPTION

15.1. The Bylaws were adopted at a meeting of the incorporators held on the 16<sup>th</sup> day of January in the year 2017.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY):  
10/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Michael N Bertolone Farm Family Casualty Insurance Company 295 Sheep Davis Rd Concord, NH 03301	CONTACT NAME: Samantha Allman	FAX (A/C, No):
	PHONE (A/C, No, Ext): 603.223.6686	EMAIL ADDRESS: samantha.allman@american-national.com
INSURED Gilmanton's Own Inc. PO Box 223 Gilmanton, NH 03237	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Farm Family Casualty Insurance Co	NAIC # 13803
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR NSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <b>A</b> <input checked="" type="checkbox"/> Select Business Package GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		2801X1202	04/01/25	04/01/26	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SOLENAME AUTOS <input type="checkbox"/> HIRED OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEC RETENTIONS \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE / OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> New Hampshire Department of Agriculture attn: Josh Marshall 1 Granite Place S, Suite 211 Concord, NH 03301	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Michael N Bertolone</i>

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November 14, 2025

Memo for Gilmanton's Own, Inc RFSI Equipment Only Grant supporting documents

Gilmanton's Own, Inc does not have any employees and therefore does not have any worker's comp.

Sincerely,  
Eileen Pugh  
Secretary

# NONPROFIT COVER SHEET

A. Entity Name: Gilmanton's Own, Inc.

B. Entity's Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):

Eileen Pugh (Secretary) jensenpugh@gmail.com

C. List Board of Directors and Affiliations

Name (Identify any additional role(s) in Parentheses)                      Affiliations

E.g., John Doe (President)

Virginia Sapiro (President)      Town of Gilmanton, Supervisor of Checklist  
 Eileen Pugh (Secretary)  
 Colleen Farinham (V. President)  
 Claudia Ferber \* see below      \*Sawyer Lake Village District Treasurer  
 Tresa Livernois  
 Ann Magee

Claudia Ferber cont. \* Town of Gilmanton, Super. of Checklist  
 \* Gilmanton Democratic Committee Co-Chair

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Sarah Baldwin-Welch	Operations Manager	0	0
Virginia Sapiro	Exec. Director	0	0
Eileen Pugh	Program Director	0	0
Leigh Milne	Bookkeeper	0	0

**DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY**

E. Check one of the following:

- The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
- 
- 
- 

**CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION**

F. Check one of the following:

- is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (\*\* see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

\*\* Note: Attached screen shot from the DOJ Registered Charities List found at:

[https://mn.nh.gov/files/uploads/doj\\_remote-docs/registered-charities.pdf](https://mn.nh.gov/files/uploads/doj_remote-docs/registered-charities.pdf)

**FINANCIAL DISCLOSURES**

**G. Check one the following:**

- The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- If neither of the above apply*, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization's most recently completed fiscal year:

**1. INCOME STATEMENT**

		<u>Revenue</u>		<u>Expenses</u>
<i>Grants</i>	\$		<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$		<i>Other salaries &amp; wages</i>	\$
<i>Program Services Revenue</i>	\$		<i>Payroll taxes &amp; employee benefits</i>	\$
<i>Interest &amp; Dividends</i>	\$		<i>Occupancy, rent, utilities, and insurance</i>	\$
<i>All other Revenue</i>	\$		<i>Printing, publications, postage, office supplies, and IT</i>	\$
<u>Total Revenue</u>	\$		<i>All other expenses</i>	\$
			<u>Total Expenses</u>	\$

## 2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash &amp; Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property &amp; Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		

Form 990-EZ

Short Form
Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except private foundations)

OMB No. 1545-0047

2024

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form, as it may be made public.
Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2024 calendar year, or tax year beginning 2024, and ending 2024
B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending
C Name of organization: GILMANTONS OWN INC
D Employer identification number: 81-4884037
E Telephone number: (603) 435-0711
F Group Exemption Number
G Accounting Method: Cash
H Check if the organization is not required to attach Schedule B (Form 990)
I Website: GILMANTONSOWN.WORDPRESS.COM
J Tax-exempt status: 501(c)(3)
K Form of organization: Corporation
L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. \$ 164,948

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Table with 21 rows and 3 columns. Rows are categorized into Revenue (lines 1-9), Expenses (lines 10-17), and Net Assets (lines 18-21). Values are provided for lines 1, 2, 3, 4, 5c, 6d, 7c, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21.

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2024)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

Table with 3 columns: Description, (A) Beginning of year, (B) End of year. Rows include Cash, savings, and investments; Land and buildings; Other assets; Total assets; Total liabilities; Net assets or fund balances.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? SEE ATTACHMENT. Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

Table with 3 columns: Description, Expense amount, and sub-row label (28a, 29a, 30a, 31a, 32). Includes 'SEE ATTACHMENT' and 'Total program service expenses'.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated -- see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

Table with 5 columns: (a) Name and title, (b) Average hours per week devoted to position, (c) Reportable compensation, (d) Health benefits, contributions to employee benefit plans, and deferred compensation, (e) Estimated amount of other compensation.

Part V Other information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V.

Form 990-EZ (2024) questions 33-45b with Yes/No columns. Includes questions about significant activity, changes to documents, business income, political expenditures, and tax shelter transactions.

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I. Yes No  
46

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II. Yes No  
47

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E. 48

49a Did the organization make any transfers to an exempt non-charitable related organization? 49a

b If "Yes," was the related organization a section 527 organization? 49b

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 .....

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 .....

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A. Yes No  
 Yes  No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**  
 Signature of officer: BETTY ANN ABBOTT Date  
 Type or print name and title: TREASURER

**Paid Preparer Use Only**  
 Print/Type preparer's name: JENNIFER BAILEY Preparer's signature: [Signature] Date: 2/30/2025 Check  self-employed  PTIN: P00069042  
 Firm's name: H AND R BLOK EIN/TIN: 933865163  
 Firm's address: 241 UNION AVE Phone: 800-472-5625

May the IRS discuss this return with the preparer shown above? See instructions. Yes No  
 Yes  No

Gilmanton's Own, Inc  
6 Board of Directors and Affiliations

Virginia Sapiro (President) Affiliations: Town of Gilmanton, Supervisor of Checklist (2030)  
Eileen Pugh (Secretary)  
Colleen Farnham (Vice President)

Claudia Ferber  
Affiliations: Sawyer Lake Village District- Treasurer (2026)  
Town of Gilmanton, Supervisor of Checklist (2026)  
Gilmanton Democratic Committee- Co Chair (2026)  
Gilmanton Old Home Day Association - delegate (2027)

Tresa Livernois  
Ann Magee

## Eileen Pugh



### PROFESSIONAL SUMMARY

Experienced project and operations professional with more than 25 years of management experience in both creative and administrative settings. Brings strong skills in nonprofit governance, grant administration, and community engagement. A long-time executive board member of Gilmanton's Own, Inc., dedicated to advancing local agriculture, food access, and community education. Skilled in program coordination, communications, compliance management, and creative content development.

### CURRENT ROLE

**Program Director – Gilmanton's Own, Inc., Gilmanton, NH**  
2020 – Present

- Executive Board Member (2020–Present), Secretary (2023–Present).
- Oversee project operations, ensure program compliance, and manage grant deliverables.
- Develop and distribute weekly community newsletter reaching more than 1,300 subscribers via Mailchimp.
- Serve as Editor & Publisher for the Gilmanton's Own Weekly Newsletter, managing content, layout, and production.
- Produce photography and creative materials for community outreach and advertising.
- Support partnerships with vendors and local organizations to expand program engagement.

### RELEVANT EXPERIENCE

**Property Manager – Lime Avenue Studios, LLC**  
2003 – Present

- Manage operations and finances for commercial and residential real estate properties.
- Oversee accounts, tenant relations, maintenance, and budgeting.

**Manager, Administration & Accounting – Nick Pugh Studio, Inc.**  
2000 – Present

- Handle day-to-day administrative and financial operations including billing, bookkeeping, and technical support.

**Art Director / Lighting Supervisor – Rhythm & Hues Studios, Greater Los Angeles, CA**  
1992 – 2012

- Led creative and technical teams for feature films and commercials.
- Managed staff of artists and supervisors, coordinated production with producers and clients.
- Award: Babe (1996) — Academy Award for Best Visual Effects; key member of VFX team pioneering digital techniques to make animals appear to talk.
- Credited on major studio productions including Cat in the Hat, Scooby Doo, Babe - Pig in the City, and Babe.

**EDUCATION**

B.A. in Anthropology with Honors – Stanford University

Additional coursework in Canva and other graphic design software.

**COMMUNITY LEADERSHIP**

- Executive Board Member, Gilmanton's Own, Inc. (2020–Present)
- Secretary, Gilmanton's Own, Inc. (2023–Present)
- Editor & Publisher, Gilmanton's Own Weekly Newsletter (1,300+ subscribers)

## Leigh Milne



### PROFESSIONAL SUMMARY

Finance and administrative professional with extensive experience in accounting, payroll, and operations management. Skilled in financial tracking, grant reporting, and procurement with a strong background in nonprofit finance and budgeting. Brings demonstrated success overseeing accounts payable and receivable, payroll, and organizational compliance. Dedicated to transparent financial stewardship and supporting community development through Gilmanton's Own Inc.

### CURRENT ROLE

**Finance and Grants Administrator / Bookkeeper – Gilmanton's Own Inc., Gilmanton, NH**

2025 – Present

- Serve on Advisory Board, providing financial and administrative oversight for the organization.
- Manage bookkeeping and reporting for Gilmanton's Own Market, including grant-related financial tracking.
- Support procurement, budgeting, and fiscal compliance for the USDA RFSI Equipment Only Grant.

### RELEVANT EXPERIENCE

**Business Office Manager – Meredith Senior Housing I (OPCO LLC dba Forestview Manor), Meredith, NH**

April 2023 – Present

- Oversee all financial operations including accounts payable/receivable, payroll, general ledger, and P&L management.
- Prepare monthly reports, capital forecasts, and ensure fiscal accountability across departments.
- Manage employee onboarding, retention, and benefits programs.

**Resident Care Director – Meredith Senior Housing I (OPCO LLC dba Forestview Manor)**

January 2022 – September 2022

- Supervised 30+ staff members; developed schedules, training, and performance plans.
- Ensured compliance with care standards and state regulations.

**Director of Marketing and Sales – Meredith Senior Housing I (OPCO LLC dba Forestview Manor)**

September 2015 – April 2023

- Managed marketing and community relations to increase residency and revenue.
- Designed and executed strategic outreach campaigns.

**EDUCATION**

Business Administration / Human Resources (ongoing)

Southern New Hampshire University, Manchester, NH (2022 – 2024)

**CERTIFICATIONS AND SKILLS**

- Certified Dementia Practitioner
- Microsoft Office • Payroll Processing (ADP/Paylocity) • Accounting and Budgeting
- Leadership • Employee Coaching • Recruiting • Conflict Resolution

## Sarah Baldwin-Welcome

### PROFESSIONAL SUMMARY

Experienced culinary and operations professional with over 30 years in food service, catering, and management. Proven leadership in commercial kitchen operations, event coordination, and small-business management. A founding member and long-time leader of Gilmanon's Own, Inc, dedicated to supporting local agriculture and expanding community access to locally produced foods.

### CURRENT ROLE

Market Manager – Gilmanon's Own, Inc, Gilmanon, NH  
2016–Present

- Founding member of the community nonprofit market.
- Oversee day-to-day operations, including purchasing, inventory, vendor relations, food preparation, and pricing.
- Collaborate with local producers, volunteers, and customers to strengthen community food systems.

### RELEVANT EXPERIENCE

Owner / Chef – Provincial Palate, Gilmanon, NH  
1994–Present

- Operate catering and specialty foods business producing gourmet condiments and full-service event catering for private and community clients.
- Manage kitchen operations, ensuring safe, efficient food production and coordination of prepared foods for sale and events.
- Responsible for menu development, purchasing, production, and staff coordination.

Instructor – Laconia Adult Education, Laconia, NH  
2009–2012

- Taught culinary skills and food service management to adult learners, emphasizing safe kitchen practices and menu planning.

**Manager / Bartender / Waitstaff – Various Restaurants, NH & MA**  
1982–2011

- Progressive **experience** in restaurant management, event coordination, and customer service at multiple New Hampshire establishments.

#### **EDUCATION**

Associate of Science, Culinary Arts – Newbury College, Brookline, MA (1985)

Gilford Middle High School, Gilford, NH (1979)

#### **COMMUNITY LEADERSHIP**

- Founding Member, Gilmanton's Own, Inc (2016–Present)
- Executive Board Member, Gilmanton's Own, Inc (8 years)
- President, Gilmanton's Own, Inc (5 years)

## **Virginia Sapiro, Ph.D.**

Gilmanton, NH

### **PROFESSIONAL SUMMARY**

Senior nonprofit and academic leader with extensive experience in organizational governance, program oversight, and policy compliance. Founding member and current President of Gilmanton's Own, Inc., dedicated to strengthening local agriculture and rural community life. Brings more than 40 years of executive and educational leadership in higher education and nonprofit organizations, with proven success in strategic planning, board governance, and public service.

### **CURRENT ROLE**

**Executive Director / Program Director - Gilmanton's Own, Inc., Gilmanton, NH**  
2016–Present

- Founding member of Gilmanton's Own, a nonprofit supporting local agriculture and community-based food access.
- Provide strategic and operational leadership, ensure program compliance, and oversee community engagement.
- Serve as President (2023–Present) following prior terms as Vice President (2018–2022).
- Coordinate board operations, fiscal oversight, and long-term planning.

### **ACADEMIC AND PROFESSIONAL EXPERIENCE**

#### **Boston University - Boston, MA**

Professor of Political Science, 2007–2021; Professor Emerita, 2021–Present  
Dean of Arts & Sciences, 2007–2015

- Directed the largest college within Boston University, managing complex budgets, staff, and compliance processes.
- Oversaw academic and administrative operations, research programs, and institutional policy implementation.

#### **University of Wisconsin–Madison - Madison, WI**

Professor of Political Science & Women's Studies, 1976–2007  
Vice Provost for Teaching and Learning (2002–2006); Interim Provost & Vice Chancellor (2005–2006)

- Managed university-wide academic programs and compliance initiatives.
- Led multiple administrative teams focused on teaching excellence and equity in higher education.

## **EDUCATION**

Ph.D. & M.A., Political Science – University of Michigan, Ann Arbor, MI

A.B. with High Honors, Government – Clark University, Worcester, MA

## **SELECTED NONPROFIT LEADERSHIP**

- President, Gilmanton's Own, Inc. (2023–Present); Vice President (2018–2022); Founding Member (2016–Present)
- President, Shelter Music Boston (2019–2021)
- Trustee, Clark University (2001–2007)
- Advisory Board, Lowell Observatory (2012–2015)
- Visiting Committee, MIT Department of Political Science (2006–2015)

Gilmanton's Own, Inc

Key Personnel for RFSI Equipment Only Grant

Key Personnel are volunteering their time. There is no annual salary & amounts of salary paid through the agreement as it is equipment only..

Sarah Baldwin-Welcome - Operations Manager

Virginia Sapiro - Executive Director

Eileen Pugh - Program Director

Leigh Milne - Bookkeeper

*The RFSI Equipment-Only Grant Proposal should include a project narrative that describes the overall scope of the project and how it aligns with the program goals and priorities. Applicants must attach documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.*

**APPLICANT INFORMATION**

<b>Applicant Organization Name:</b>	Gilmanton's Own, Inc
<b>UEI:</b>	J81GNLM7Z577
<b>Phone Number:</b>	
<b>Email Address:</b>	gilmantonsown@gmail.com

**Physical Address**

<b>Street:</b>	741 Province Road
<b>City:</b>	Gilmanton
<b>State:</b>	New Hampshire
<b>Zip:</b>	03237

**Mailing Address (If different from above)**

<b>Street:</b>	PO Box 223
<b>City:</b>	Gilmanton
<b>State:</b>	New Hampshire
<b>Zip:</b>	03237

**PRIMARY POINT OF CONTACT**

*List the person who will be the main contact for any correspondence and is responsible for signing any documentation should the grant be awarded.*

<b>Name:</b>	Virginia Sapiro
<b>Title:</b>	President
<b>Phone Number:</b>	617-306-7158
<b>Email Address:</b>	gilmantonsown@gmail.com

## DISTRESSED COMMUNITIES INDEX

Using the [Distressed Communities Index Map](#), provide the community distress score for the county(ies) benefiting from your project.

Note: U.S. Territories are not required to submit Distressed Communities Index data.

Click the + or - button to add or remove items as needed.

### FOR EXAMPLE:

County 1: Enter County name      Distress Score 1: Enter County Distress Score

County 2: Enter County name      Distress Score 2: Enter County Distress Score

+	County	Distress Score
-	Belknap County	14.3586
-	Merriam County	15.5392
-	Carroll County	19.6235
-	Sullivan County	45.0542

## TYPE OF APPLICANT

Select applicant type:

- Agricultural producers or processors**, or groups of agricultural producers and processors.
- For-profit entities** operating middle-of-the-supply-chain activities such as processing, aggregation, or distribution of targeted agricultural products, whose activities are primarily focused for the benefit of local and regional producers, and that meet the eligibility requirements of the SBA small business size standards are eligible. For more information on these size standards, please visit [SBA's Size Standards webpage](#). For a quick check on whether your business qualifies, please use the [Size Standards Tool](#).
- Nonprofit organizations** operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Local government** entities operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Tribal governments** operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products.
- Institutions** such as schools, universities, or hospitals bringing producers together to establish cooperative or shared infrastructure or invest in equipment that will benefit multiple producers middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural product.

## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Lakes Region Collaborative Commercial Kitchen: Strengthening Food Resilience among Farmers and Small-Scale Food Producers

## EXECUTIVE SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Applicant to lead and execute the project.
2. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal

Gilmanton's Own, Inc. (GOI) will install and equip a shared commercial kitchen and collaborative

culinary incubator to serve central New Hampshire. The Collaborative Kitchen will empower local and regional small-scale agricultural producers by providing them with a dedicated space to process their fruits, vegetables, and grains into value-added products. There is a demonstrated insufficiency of commercial kitchen facilities to meet the need in this region. The kitchen will address this gap, enabling producers to scale their businesses at lower financial risk, with a focus on baked goods, value-added processing, and preserving local produce. The shared kitchen will foster collaboration and improve access to production resources, ultimately increasing the availability of locally produced foods. Expected outcomes include increased market access for producers, reduced barriers to entry, and a more resilient local food system, resulting in better supply to consumers and strengthened regional food security.

**PROJECT PURPOSE**

**OPERATIONS IDENTIFIER**

Provide where within the Middle of the Supply Chain the requested equipment be used:

- Processing
- Aggregation
- Distribution
- Value Added Production

Other

**TYPE OF AGRICULTUREAL FOOD PRODUCTS PROCESSED WITH THE EQUIPMENT?**

Remove Product Row	Add Product Row
#	<b>Product Type</b>
1	Fruit, incl blueberries, peaches, apples, berries, grapes
2	Vegetables, incl carrots, tomatoes, corn, peppers
3	Baked Goods, incl bread, cakes, cookies, pastries
4	Garlic, Herbs, Spices, Dry mixes
5	Sauces, Salsa
6	Soups
7	Dressings/Condiments
8	Popcorn
9	Candy, incl maple

#	Product Type
10	Preserved value-added agricultural products, such as jams and jellies
11	Pickled Products

**SCOPE OF WORK**

**PLEASE DESCRIBE THE CURRENT BUSINESS OPERATIONS INCLUDING SERVICES BEING OFFERED IN THE GEOGRAPHIC FOCUS AREA.**

Gilmanton's Own Inc. (GOI) is a nonprofit 501(c)(3) organization operating since 2016, dedicated to preserving and promoting agriculture, arts, and community in Belknap and Merrimack counties and the surrounding region. GOI supports over 75 local farmers, food producers, and artisans through the year-round indoor farmers market, Gilmanton's Own Market, located on a 180-acre farm along rural Route 107. The Market occupies 1,000 square feet of a 3,500 square-foot winterized agricultural building. The proposed shared commercial kitchen will be installed in an adjacent 1,000-square-foot space, formerly used as a kitchen and storage area.

Current business operations include the aggregation of locally grown and locally produced items—such as vegetables, fruits, eggs, meats, fish, cheeses, baked goods, jams, honey, and maple products—from more than 45 small-scale producers. These goods are delivered to GOI pre-packaged and labeled, and are made available to customers through GOI's year-round indoor farmers market, which serves as a centralized food access hub for the region.

GOI also supports limited external distribution through informal partnerships with local outlets. For example, select baked goods and cheeses are sold to the restaurant at Gilmanton Winery and Vineyard, and fresh produce is distributed to a local elementary school for food education events. At this time, this type of distribution reaches two to three additional food access points beyond the primary market. In addition to direct-to-consumer distribution, GOI provides community education and outreach by collaborating with local schools and nonprofits on events that promote agricultural literacy and healthy eating.

Currently, GOI does not conduct value-added processing or packaging on site. All products are processed off-site by the producers. The proposed commercial kitchen will fill a critical infrastructure gap by enabling on-site processing, storage, packaging, and distribution. This will allow producers to scale their operations, reduce food waste, and expand access to new market channels while strengthening the regional food system.

**PLEASE DESCRIBE THE SPECIFIC NEED THAT THE REQUESTED EQUIPMENT WILL ADDRESS.**

This project strengthens the middle of the food supply chain in central New Hampshire by addressing the lack of shared processing infrastructure for small and mid-sized producers. The addition of commercial-grade equipment will support the processing, aggregation, storage, and/or distribution of at least 15 new agricultural products and 15 value-added products, creating essential capacity for local farms and food businesses.

The shared kitchen will initially allow approximately 20 producers, currently operating through Gilmanton's Own Market and farm stands, to increase production and efficiency. This directly supports supply chain coordination, expands the distribution of New Hampshire-grown products, and creates new economic opportunities for local producers.

Examples of new agricultural products to be processed, aggregated, stored, and/or distributed include flash-frozen orchard fruit from Magee Family Farm (such as 15–20 lbs. of peaches that currently go unsold), vacuum-sealed root vegetables (carrots, beets, potatoes) from Pancake Hill Farm and Jones Mill House, and fresh greens aggregated from multiple producers for broader distribution. Geddes Blueberry Farm plans to process and store prepared blueberries to extend seasonal availability, while JerkFace Farm, Red Fox Farm, and others will dehydrate vegetables and herbs to create soup mixes and seasoning blends. The kitchen will also enable producers to aggregate surplus crops from neighboring farms, reducing food loss and increasing overall community output.

On the value-added side, producers will use the facility to process a wide range of items. Red Fox Farm and Jones Mill House will expand production of pickles, relishes, and sauces such as carrot relish, pickled beets, tomato sauce, and salsa verde. Sarah Welcome of Pancake Hill Farm will double her output of gourmet mustards and use the space to expand into baked goods, dressings, and shelf-stable condiments made from fruits and vegetables grown on her farm and neighboring farms. She writes that “freezing, dehydrating, and vacuum packing fruits and vegetables for year-round use will make fresh local produce accessible for longer periods of time” and will allow her to “continue processing local, nutrient-rich vegetables into products that meet consumer demand while reducing seasonal loss.”

Jessie James Maple Farm will expand production of maple-flavored popcorn, mustards, and seasoning blends using the shared kitchen's convection ovens and packaging equipment. Lindon Garlic Farm, a small family-owned business in Gilmanton, will increase its output of garlic-based, shelf-stable value-added products such as garlic powder, granules, and black garlic. Rockwall Farm, Jones Mill House, Magee Family Farm, and Pancake Hill Farm will use the kitchen to process baked goods, snacks, and grab-and-go meals—extending the shelf life of local ingredients and increasing availability across multiple distribution channels.

Tracey Tully, owner of JerkFace Farms, writes: “Having a commercial space to process my organic veggies and eggs would increase my output four-fold. I could take a day or two and put all my focus into canning, freezing, and food preparations. My husband could process all his organic fermented hot sauce in a single day. We already source some produce from other farms—this kitchen would let us purchase more, process more, and distribute more nutrient-rich local food to the community.”

By providing tools like a flash freezer, steam kettle, range, vacuum sealer, bottle filler, and dehydrator, this project will significantly improve the shelf life, safety, and year-round availability of local food. Products will be aggregated from multiple farms, then processed and stored safely before being distributed through co-ops, markets, small food businesses, and community partners.

These improvements will enable producers like Magee Family Farm, JerkFace Farm, and Pancake Hill Farm to preserve surplus crops and scale value-added processing. New and underserved producers will also gain entry into the food supply chain through shared access to essential infrastructure.

Ultimately, this project advances RFSI goals by creating new and better distribution channels for local food, increasing aggregation capacity, expanding processing options, and improving market access for small-scale, beginning, and underserved producers. By building infrastructure that supports the processing, aggregation, storage, and/or distribution of local products, the project will help sustain local food economies and strengthen the resilience and diversity of New Hampshire's regional food system.

PLEASE DESCRIBE THE IMPACT THIS EQUIPMENT WILL HAVE ON LOCAL AND REGIONAL PRODUCERS, MARKET OUTLETS, AND MORE.

The equipment will enable approximately 20 existing local farmers and food producers—all of whom currently sell through Gilmanton's Own Market, regional farm stands, and farmers markets—to process, refine, package, and safely store their products at a lower financial risk. This will increase efficiency, extend shelf life, and support compliance with food safety standards—key steps to expanding sales through existing regional distribution channels.

In addition to strengthening current outlets, the project is expected to establish a minimum of 12 new market outlets for local producers. These include food access points and distribution venues that are already in communication with producers or well-positioned to carry aggregated, processed, or value-added New Hampshire-grown products. Confirmed or likely outlets include Little Red Hen Farm & Market (Pittsfield), Concord Food Co-op, Hannaford, Market Basket, Vista Foods, Sunflower Natural Foods (Laconia, Tilton and Concord), Iron Works Market (Gilmanton), Gilford Village Store and Beans & Greens Farm (Gilford), Sweet Beet Market (Bradford), and Osborne's Agway—all of which actively promote locally sourced and New Hampshire-made goods.

These new outlets become viable through the increased production volume, packaging capacity, and product safety made possible by this shared-use infrastructure. Producers also aim to expand distribution through catering and small-scale food service outlets such as Wayfarer Coffee Roasters, Local Eatery, Gilmanton Winery and Vineyard, and Hermit Woods Winery. With access to commercial processing equipment, farms can now supply these outlets with flash-frozen fruit, jams, sauces, prepared meals, and other shelf-stable products that previously could not be produced in certified facilities.

A local example of scalable product development is Popzup Popcorn, now distributed in over 1,200 stores across New England. Gilmanton-based Jessie James Maple Farm currently makes maple-flavored popcorn in small batches and could significantly expand production using the proposed equipment, mirroring the growth potential seen in Popzup's success.

By improving capacity for processing, aggregation, storage, and distribution, this project strengthens the middle of the food supply chain and creates new and better markets for small and underserved producers. It supports RFSI's goal of increasing market access, building supply chain infrastructure, and fostering a more resilient, regionally rooted food system.

ESTIMATE THE NUMBER OF LOCAL AND REGIONAL PRODUCERS IMPACTED.

20

DOES THIS PROJECT DIRECTLY BENEFIT:

Check box for all that apply below

- Underserved farmers and ranchers?
- New and beginning farmers and ranchers?
- Veteran Producers?
- Processors or other middle-of-the-supply businesses owned by socially disadvantaged individuals?

**EXPECTED PERFORMANCE MEASURES**

The outcomes and performance measures below provide a framework that allows grant recipients to track and evaluate project activities. Please provide expected numbers based on the projects scope of work. Select N/A if not applicable to the specific project.

**OUTCOME 2: CAPACITY IN THE MIDDLE OF THE SUPPLY CHAIN FOR LOCAL/REGIONAL FOOD PRODUCTS**

Indicator	Description	Expected Numbers	N/A
2.3	Number of processing equipment units purchased and installed:	16	<input type="checkbox"/>
2.5	Number of aggregation, storage, distribution equipment units purchased and installed:	8	<input type="checkbox"/>

**OUTCOME 3: INCREASE ECONOMIC VIABILITY OF LOCAL/REGIONAL PRODUCERS AND PROCESSORS**

Indicator	Description	Expected Numbers	N/A
3.2	Number of local/regional agricultural producers who benefited from the new or improved processing/aggregation/storage or distribution capacity:	20	<input type="checkbox"/>
3.3	Number of new local/regional products processed, aggregated, stored or distributed:	15	<input type="checkbox"/>
3.4	Number of new value-added products developed:	15	<input type="checkbox"/>
3.5	Number of new market-outlets established:	12	<input type="checkbox"/>

**BUDGET NARRATIVE**

Please be sure to list and justify all expenses to be covered. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

**EQUIPMENT**

Describe any special purpose equipment to be purchased under the grant. "Special purpose equipment" such as such as, canners, hulling processors, reverse osmosis systems, egg packing machines, flotation tanks, roasters, or other processing equipment, packing and labeling equipment, or delivery vehicles.

+	#	Equipment Item	Purchase Price	Acquisition Date	Funds Requested
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1	-	\$6326.00	11/1/2025	\$12,652.00	True T-49F-11C, 54 1/8" Solid Door Freezer
2	-	\$1399.00	11/1/2025	\$1,399.00	VacPak-MC16 16" Seal Bar and Oil Pump
3	-	\$1499.99	11/1/2025	\$1,499.99	Avantco HPI-1836 Full Size Insulated Heated Holding / Proofing Cabinet with Clear Door - 120V
4	-	\$5837.00	11/1/2025	\$5,837.00	True T-49G-11C 2 Section Class Door Reach-In with LED Lighting
5	-	\$4699.00	11/1/2025	\$4,699.00	Cooking Performance Group FEC-200-DK Double Deck Standard Deep Full Size Electric Convection Oven
6	-	\$9489.00	11/1/2025	\$9,489.00	Garland 5586 Sentry Series 6 Sealed Burner Electric Restaurant Range with Standard Oven - 240V, 1 Phase, 19 kW
7	-	\$4818.00	11/1/2025	\$4,818.00	Ecoline-Hobart High Temperature Undercounter Dishwashing Machine 208-240Volt
8	-	\$837.98	11/1/2025	\$837.98	Hobart Legacy+ HL200 20 Qt. Planetary Stand Mixer with Guard & Standard Accessories - 120V, 1/2 hp.
9	-	\$5499.00	11/1/2025	\$5,499.00	Avanto SF-5 30" Countertop Blast Chiller/Freezer
10	-	\$192.99	11/1/2025	\$964.95	Regency 24" x 48" x 74" NSF Chrome Stationary Wire Shelving Starter Kit with 6 Shelves
11	-	\$1759.00	11/1/2025	\$1,759.00	Eagle Group T3048SBB-B5-E23 30" x 48" Stainless Steel Deluxe Work Table with Sink
12	-	\$504.49	11/1/2025	\$2,017.96	Regency 5" Heavy Duty Swivel Stem Casters for Work Table and Equipment Stands
13	-	\$226.99	11/1/2025	\$457.98	Regency 30X24 16" Gauge Stainless Steel Equipment Stand with Undershelf and Casters
14	-	\$859.00	11/1/2025	\$859.00	Regency 30X96 14" Gauge Stainless Steel Equipment Stand, stainless undershelf
15	-	\$104.49	11/1/2025	\$1,044.49	Regency 12x16 Wall Mounted Hand Sink with Crossneck Faucet
16	-	\$389.99	11/1/2025	\$389.99	Regency 30 Pan End Load Bun / Sheet Pan Rack with Non-Marking Casters - Welded
17	-	\$699.00	11/1/2025	\$699.00	Regency 94X16, 3 Compartment Commercial Sink with Drainboards
18	-	\$188.99	11/1/2025	\$1,187.98	Regency 30X72 18" Gauge Stainless Steel Commercial Work Table, galvanized legs and undershelf
19	-	\$1839.00	11/1/2025	\$1,839.00	John Boos & Co. BAK01 Wood Top Mobile Bakers Table with Stainless Base, Bun Pan Rack

-	21	Vulcan K6ETT-7 6 Gallon Tilting Jacketed Kettle	\$8215.00	11/1/2025	\$8,215.00
-	21	Waring WD1110 10-Tray Food Dehydrator	\$645.00	11/1/2025	\$645.00
-	24	Yevor Pneumatic Liquid Paste Filler 50-500 ML	\$504.69	11/1/2025	\$504.69
-	25	AP362 Label Applicator	\$1,595.00	11/1/2025	\$1,595.00
-	26	Glass Jar Vacuum Capping Machine Semi-Auto Pneumatic Sealer Equipment Twist off	\$2,999.99	11/1/2025	\$2,999.99
<b>Equipment Subtotal</b>					<b>\$76,634.96</b>

#### EQUIPMENT JUSTIFICATION

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

#### FOR EXAMPLE:

Equipment 1: Description and justification

Equipment 2: Description and justification

Equipment 1: 2 Door Freezer - Processing of raw to frozen fruits and vegetables will require freezing and storage.  
 Equipment 2: Vacuum Packer - Vacuum packing food extends the life of the product. Commercial equipment is a requirement by the State of NH  
 Equipment 3: Proof Box - Bakers will require access to proof boxes to produce in baked goods in a timely manner  
 Equipment 4: 2-Door Refrigerator -Refrigeration will be necessary for proper cooling before and during production of products  
 Equipment 5: Double Convection Oven -Necessary for the baking of products by renting Bakers  
 Equipment 6: 6 Burner Stove -Necessary for production of fruits & vegetables being processed by heat.  
 Equipment 7: Under Counter Dishwasher -All sanitation equipment is critical to promote a place for cleaning, sanitizing of production equipment, packaging jars, production space  
 Equipment 8: 20 Quart Mixer -This unit will be utilized by our Bakers and Producers for incorporating ingredients, mixes and doughs  
 Equipment 9: Counter Top Blast Chiller/Freezer -Flash freezing is a rapid cooling technique used to preserve food by preventing large ice crystals that damage the cellular structure. This process maintains food quality, texture, and nutritional value by using ultra-low temperatures.  
 Equipment 10: Shelving/Racks -These units will house the necessary processing equipment and supplies for renting producers  
 Equipment 11: Produce Sink w/Table -Will aid in cleaning and preparation of fresh fruits and vegetables for further processing/packaging  
 Equipment 12: Equipment Stand/Wheel Coasters -Required for proper storage and mobility of equipment  
 Equipment 13: SS Table 30x24 -These stainless steel tables will house processing equipment as well as provide area for food production, Packaging and Labeling in the production areas.  
 Equipment 14: SS Table 30x36 -Same as above  
 Equipment 15: Hand washing Sink -Hand hygiene provides area for cleaning one's hands with soap and water to remove viruses/bacteria/microorganisms, dirt, grease. A must for a commercial space.  
 Equipment 16: Speed Rack -Baker rack for proper cooling of Baked products  
 Equipment 17: 3 Bay SS Sink -All sanitation equipment requests are critical to promote a place for cleaning, sanitizing.  
 Equipment 18: SS Table 30x72 inch -These stainless steel tables will house processing equipment as well as provide area's for food production  
 Equipment 19: Butcher Block Prep Table -This unit is for preparation of baked and food products for further processing and packaging  
 Equipment 20: Steam Kettle -This unit will help producers produce batches of their products such as Fruit Fillings, Syrups, Soups, Sauces, Condiments in a uniform heated vessel.  
 Equipment 21: Dehydrator -The ability to prolong shelf life to fruits, vegetables and herbs for packaging will require proper dehydration  
 Equipment 24: Filling Machine -This unit will provide the ability to jar products such as Condiments, Jams & Sauces  
 Equipment 25: Label Applicator -Products produced by participants will require proper labeling

Equipment 26. Capper - This unit will allow participants to seal glass jars of value-added product

**\*Applicants must submit documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.**

G = Good Standing; X = Not in Good Standing; S = Suspended

Reg. No.	Charity Name	Address	City	State	Zip	Status	Report Due
10164	Gilbert H. Hood Middle School PTSA	5 Hood Road	Derry	NH	03038	X	11/15/2021
13137	Gilford Education Endowment Foundation	PO Box 7058	Gilford	NH	03247	G	5/15/2026
4808	Gilford Police Relief Association	47 Cherry Valley Road	Gilford	NH	03249	X	5/15/2025
3593	Gilford Rotary Club	PO Box 7091	Gilford	NH	03249	G	11/14/2026
3550	Gilford Village Knolls, Inc.	PO Box 10540	Bedford	NH	03110	G	5/15/2026
16803	Gilford Youth Baseball Association, Inc.	10 Hazelnut Road	Gilford	NH	03249	X	5/15/2024
17368	Gilford Youth Center	19 Potter Hill Road	Gilford	NH	03249	G	11/15/2025
34397	Gilfoyle Foundation, Inc.	1 Brush Hill Road, Suite 512	New Fairfield	CT	06812	X	5/15/2024
32893	Gilmanton Community Farmers Market Association	99 Hatch Road	Gilmanton IW	NH	03837	X	5/15/2022
34552	Gilmanton Firefighters Association	1824 NH Route 140	Gilmanton	NH	03837	G	5/15/2026
1943	Gilmanton Historical Society	Box 236	Gilmanton	NH	03237	G	2/15/2026
6454	Gilmanton Iron Works Library Association	PO Box 268 10 Elm Street	Gilmanton Iron W	NH	03837-0268	X	5/15/2025
11311	Gilmanton Land Trust	PO Box 561	Gilmanton	NH	03237-0561	G	11/15/2026
19348	Gilmanton Old Home Day Association	P.O. Box 423Gilmanton, NH 03237	Gilmanton	NH	03237	G	5/15/2026
17090	Gilmanton Police Relief Association	297 Route 140Gilmanton, NH 03237	Gilmanton	NH	03237	G	5/15/2026
12928	Gilmanton PTA	1386 NH Route 140	Gilmanton IW	NH	03837	G	11/15/2026
3856	Gilmanton Supplemental Assistance, Inc.	PO Box 246	Gilmanton	NH	03246	X	5/15/2024
35244	Gilmanton Tricentennial Committee	P.O. Box 550	Gilmanton	NH	03237	G	5/15/2026
12758	Gilmanton Year Round Library Association	1385 NH Route 140	Gilmanton IW	NH	03837	G	5/15/2026
30415	Gilmanton's Own, Inc.	PO Box 223 317 Loon Pond Road	Gilmanton	NH	03237	G	5/15/2026
1510	Gilmore Pond Association, Inc.	PO Box 793	Jaffrey	NH	03452	X	11/15/2022
3090	Gilsum Historical Society	PO Box 41	Gilsum	NH	03448	G	5/15/2026
32807	Gilsum Recreation Committee	PO Box 76	Gilsum	NH	03448	G	1/15/2026
18641	Gilsum Rescue	PO Box 314Gilsum, NH 03448	Gilsum	NH	03448	G	5/15/2026
13482	Gilsum STEAM Academy Parent Teacher Community Association	PO Box 38	Gilsum	NH	03448	G	11/15/2025
14906	Girard College Foundation	2101 South College Avenue Suite 2600	Philadelphia	PA	19121	X	11/15/2023
4414	Girl Scouts of Eastern Massachusetts, Inc.	265 Beaver Street	Waltham	MA	02452	G	8/15/2026
2875	Girl Scouts of the Green & White Mountains	1 Commerce Drive	Bedford	NH	03110-6835	G	2/15/2026
15730	Girl Scouts of the United States of America	420 Fifth Avenue	New York	NY	10018	G	2/15/2026
12816	Girls at Work, Inc.	200 Bedford St. Manchester, NH 03101	Manchester	NH	03101	G	5/15/2026
31757	Girls in Tech, Inc.	180 Sansome Street, 2nd Floor	San Francisco	CA	94104	X	5/15/2021