

MEREDITH SELECT BOARD
MEETING AGENDA
Meredith Community Center – 1 Circle Dr.
September 28, 2026, at 4:30pm

CALL TO ORDER AT _____ / ROLL CALL

PLEDGE OF ALLEGIANCE

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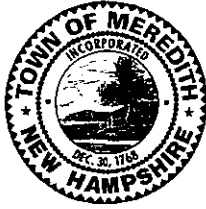
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ADJOURNMENT AT _____

Next meeting: October 26, 2026

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

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



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026**

From: Meredith Management Team

Subject: Comprehensive Fees Review

Public Hearing:

Selectboard Chair Aiken,

I open the duly noticed public hearing at [time] pursuant to RSA 41:9-a relating to the establishment of fees.

Invite Manager Milner to give a brief summary.

Invite Public to speak

Seeing no more public wishing to speak, I close the public hearing relating to the establishment of fees at [time].

Suggested Motion:

Selectboard Member moves, *"I move the Meredith Selectboard adopts the updated fee schedule as presented effective January 1, 2027."*

Selectboard Chair calls for a second, discussion and vote.

Background/Discussion:

In 2025, the Town's management team conducted a thorough and collaborative review of the fee structures across departments. Many of Meredith's existing fees have not been updated in over a decade—and some in nearly twenty years. These updated fees were adopted by the board on September 22, 2025 after a public hearing and effective for

Town of Meredith Selectboard Agenda Report

January 1, 2026. Managements recommendation at the time was to review fees annually as part of the budget process rather than wait several years between reviews.

This is the first annual review of the fee schedule for Meredith. Since adoption of the fee schedule in 2025, the board has approved changes to the cemetery fees in the April 27, 2026 selectboard meeting, adopted a commercial marine operator boat launch fee at their selectboard meeting of June 22, 2026 and amended Short term rental regulation fees in the August 10, 2026 selectboard meeting. These fees are reflected in the attached schedules.

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

Water & Sewer recommended fees are as reflected in the 2025 grant funded rate studies. Fees adopted by the board at their November 24, 2025 selectboard meeting.

Fiscal Impact:

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

Attachments/Exhibits:

Comprehensive Fees List by Department:

Green highlights reflect recommended new fees

Yellow highlights are recommended changes

Town of Meredith Cemetery
Fee Schedule and Grave Opening Charges

- 1) Meredith Village Cemetery Summer Grave Opening Fees are:
 - A. **\$800** per full burial grave, for a summer weekday non-holiday grave opening or disinterment.
 - B. **\$1,000** per full burial grave, for a summer weekend or summer holiday grave opening or disinterment.
 - C. **\$400** per cremation grave, for summer weekday, non-holiday cremation grave opening/disinterment.
 - D. **\$500** per cremation grave, for any summer weekend or holiday cremation grave opening or disinterment.
- 2) Meredith Village Cemetery Winter Grave Opening Fees are:
 - A. **\$1,500** per full burial grave, for a winter weekday non-holiday grave opening or disinterment.
 - B. **\$1,800** per full burial grave, for a winter weekend or winter holiday grave opening or disinterment.
 - C. **\$750** per cremation grave, for winter weekday, non-holiday cremation grave opening/disinterment.
 - D. **\$1,000** per cremation grave, for any winter weekend or holiday cremation grave opening or disinterment.
- 3) Meredith Village Cemetery Tomb Holding Fees are:
 - A. **\$250** per body stored between December 1st through January 31st
 - B. **\$200** per body stored between February 1st through March 31st
 - C. Tomb holding fees apply only to bodies not being interred in a Meredith cemetery.
 - D. Meredith Village Cemetery interments will take precedence in tomb storage use.
- 4) Cost of Graves in Meredith Village Cemetery:
 - A. Full burial graves (4 ft x 11 ft) are **\$1,000** per grave.
 - B. Remains only grave (2 ft x 2.5 ft) are **\$300** per remain only grave (See Town Ordinances for monument restrictions on remain graves.)
 - C. Columbarium remains graves are **\$2,000** per grave.
 - D. To ensure the orderly development of the Meredith Village Cemetery, all graves for sale and all lot locations within the Meredith Village Cemetery will be determined by the Town Cemetery Sexton.
- 5) Meredith Village Monument/Marker Installation Fees:
 - A. **\$200** each for any size monument foundation
 - B. **\$75 per set of four** corner posts-installed
 - C. **\$75 each** for Grass Level Marker to be installed
 - D. Government issued veteran's markers to be installed at **no charge**

- 6) Replacement Right to Burial Certificates (also referred to as "Deeds"):
 - A. There will be a **\$50.00** charge for replacement of Right to Burial Certificates (also referred to as "Deeds".)
- 7) Right to Burial Certificates/Deed Research:
 - A. Research will be conducted at the rate of **\$75.00 per hour**.



PLANNING & DEVELOPMENT

FEE SCHEDULE

Building Permits

New Construction (Based on Total Square Footage)

Single Family Dwelling	\$0.25/sf (gross area includes basement)
Multi-Family (Per Unit)	\$100/Unit plus \$0.25/sf
Garage	\$0.15/sf
Commercial	\$250 + \$0.30/sf
Industrial	\$250 + \$0.30/sf
Dock	\$40.00
Septic System	\$50.00
Sign Permit/Temp. Sign	\$25.00
Swimming Pool	\$25.00
Fence	\$25.00

Existing Residential Structures (Based on Total Square Footage of Renovated/Altered Area)

Renovations & Structural Alteration	\$0.15/sf, \$40 min
Accessory Structures	\$0.15/sf, \$40 min
Dock Repairs	\$25.00
Demolition	\$50.00
Septic System Repair	\$25.00

Other

Plumbing	\$50.00
Electrical	\$50.00
Work Done Without Permit	Double Permit Fee
Re-Inspection Fee	\$25 after the 1 st Inspection

Special Use Permit

Events

Single & Multiple days w/ 1 Vendor	\$35.00
2-3 Days w/ 1-5 Vendors	\$100.00
2-3 Days w/ 6 or more Vendors	\$130.00
4 or more Days w/ 1-5 Vendors	\$165.00
4 or more Days w/ 6 or more Vendors	\$330.00

Short Term Rental License

Annual, Owner Not In Residence	\$400.00
Annual, Owner In Residence	\$200.00

Zoning Board of Adjustment Applications

Variance	\$100.00
Special Exception	\$100.00
Equitable Waiver	\$100.00
Abutter Notification	\$10/Abutter Notification
Publication Fee	\$50.00
After the Fact Application	\$200.00

Planning Board Applications

Site Plan Review

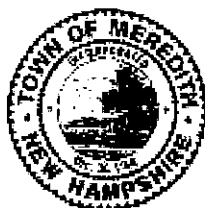
Home Occupation	\$100.00
Change of Use (w/no site modification)	\$125.00
All Other Site Plans	\$300 + \$0.03/sf of disturbance
Amendments	\$300 + \$0.03/sf of disturbance
Abutter Notification	\$10/Abutter Notification
Town Publication Fee	\$50.00

Architectural Design Review

Architectural Design	\$100.00
Abutter Notification (if filed w/out Site Plan)	\$10/Abutter Notification
Town Publication Fee (if filed w/out Site Plan)	\$50.00

Subdivision

Major – Over 3 Lots	\$150/lot
Minor – 3 or Less Lots	\$300.00
Boundary Line Adjustment Application	\$200.00
Lot Merger Application	\$75.00
Town Publication Fee	\$50.00
Abutter Notification	\$10/Abutter Notification
Town Recording Fee	\$50.00
Belknap County Registry	Dependent on Document Size (Not Including LCHP)



FIRE DEPARTMENT FEE SCHEDULE

Inspections and Permits

Blasting	\$100.00
Chimney/Fireplace	\$50.00
Chimney/Fireplace – Additional Units	\$10.00
Cisterns/Hydrants	\$150.00 (one time at install)
Commercial Kitchen Hood Exhaust System	\$150.00
Commercial Tent	\$50.00
Fire Alarm	\$50.00
Fuel Storage Tanks	\$50.00
Gas Piping – Commercial	\$0.23/sf; \$50 minimum
Gas Piping – Non-Commercial	\$50.00
Gas Piping – Each Additional Appliance	\$10.00
Generator – LP Gas	\$50.00
Mechanical	\$50.00
Mechanical – Additional Units	\$10.00
Mobile Cooking Unit	\$50.00
Oil Burner	\$50.00
Reinspection Fee	\$25.00
Replacement Units – Burner	\$50.00/Burner
Short Term Rental	\$50.00
Sprinkler System	\$0.23/sf; \$50.00 minimum

Sprinkler System Plan Review

NFPA 13D (Single Family)	\$50.00
NFPA 13 & 13R -Areas 4000 sf or less	\$50.00
NFPA 13 & 13R – Areas Greater than 4000 sf	\$100.00

Other

Fire Detail Rate per Firefighter	\$75 95
Fire Engine, Tower, Rescue	\$150 200/hour
Forestry Truck, Argo Unit, Utility, Snowmobile, Boat, Command, Staff Vehicle	\$75 100/hour
Fire Report	\$25 each



TOWN OF MEREDITH FEE SCHEDULE

General Fees

Notary Fee	\$5.00
Insufficient Funds Fee	\$25.00
Research Fee	\$75/hour

Copy Fees

8 1/2" x 11"	\$1.00
11" x 17"	\$2.00
Full Size Plans	\$8.00
Electronic Copy	Provide Brand New Thumb Drive in Packaging

Motorcycle Week

Vendor Fee	\$450.00
Late Fee	\$100.00

Assessing

Tax Card Copy	\$1/each
Tax Maps 11 x 17	\$1/map
Canned Owner's List	\$25/list
Lot Restoration Application Fee	\$50.00



PARKS AND RECREATION DEPARTMENT FEE SCHEDULE

After School Program

	Resident	Non-Resident
1 Child	\$40.00	\$55.00
2 Children	\$56.00	\$72.00
3+ Children	\$72.00	\$87.00

Summer Camp (Weekly)

	Resident	Non-Resident
1 Child	\$125.00	\$175.00
2 Children	\$188.00	\$240.00
3+ Children	\$228.00	\$285.00

Half Day Option

1 Child	\$63.00	\$88.00
2 Children	\$94.00	\$120.00
3+ Children	\$114.00	\$144.00

Three Day Option

1 Child	\$80.00	\$110.00
2 Children	\$118.00	\$150.00
3+ Children	\$141.00	\$177.00

Early Drop Off/Late Pick Up (Per Family)

Early Drop Off	\$25.00	\$35.00
Late Pick Up	\$25.00	\$35.00

School Vacation Camps (Weekly)

	Resident	Non-Resident
1 Child	\$125.00	\$175.00
2 Children	\$188.00	\$240.00
3+ Children	\$228.00	\$285.00

Full Day Camp (Daily)

1 Child	\$35.00	\$45.00
2 Children	\$48.00	\$58.00
3+ Children	\$60.00	\$75.00

Half Day Camp (Daily)

1 Child	\$18.00	\$23.00
2 Children	\$24.00	\$29.00
3+ Children	\$36.00	\$39.00

Senior Programs

	Resident	Non-Resident
Yoga	\$25.00	\$30.00
Exercise	\$30.00	\$40.00
Strength And Balance	\$80.00	\$90.00

Youth Programs

	Resident	Non-Resident
Tee Ball	\$35.00	\$45.00
Soccer	\$35.00	\$45.00
Birthday Party	\$150.00	\$200.00
Birthday Party Additional Activity	\$50.00	\$50.00

Pickleball

	Resident	Non-Resident
Open	\$50.00	\$60.00
Intermediate	\$25.00	\$30.00
Advanced	\$50.00	\$60.00

Climbing Wall

	Resident	Non-Resident
Child	\$5.00	\$10.00
Adult	\$10.00	\$15.00
Family	\$20.00	\$25.00

Mother Son Game Night/Daddy Daughter Dance

	Resident	Non-Resident
Couple	\$30.00	\$30.00
Additional Child	\$10.00	\$10.00

Halloween Bash

	Resident	Non-Resident
Child	\$15.00	\$15.00
Family	\$25.00	\$25.00

Craft Fair Per Space

	Resident	Non-Resident
No Electricity	\$60.00	\$60.00
Electricity	\$70.00	\$70.00

Rental fees (Hourly)

Activity Center

State/Federal Agency	\$50.00
Meredith Resident	\$40.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$50.00
Non Resident	\$80.00
Non-Resident Non-Profit	\$50.00
Non-Resident For-Profit	\$80.00

Kitchen

State/Federal Agency	\$40.00
Meredith Resident	\$30.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$40.00
Non Resident	\$60.00
Non-Resident Non-Profit	\$40.00
Non-Resident For-Profit	\$60.00

Meeting Room A, B, C (Per room)

State/Federal Agency	\$40.00
Meredith Resident	\$30.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$40.00
Non Resident	\$60.00
Non-Resident Non-Profit	\$40.00
Non-Resident For-Profit	\$60.00

Two Meeting Rooms

State/Federal Agency	\$55.00
Meredith Resident	\$40.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$55.00
Non Resident	\$80.00
Non-Resident Non-Profit	\$55.00
Non-Resident For-Profit	\$80.00

Three Meeting Rooms

State/Federal Agency	\$65.00
Meredith Resident	\$50.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$65.00
Non Resident	\$100.00
Non-Resident Non-Profit	\$65.00
Non-Resident For-Profit	\$100.00

Arts & Crafts Room

State/Federal Agency	\$40.00
Meredith Resident	\$30.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$40.00
Non Resident	\$60.00
Non-Resident Non-Profit	\$40.00
Non-Resident For-Profit	\$60.00

Athletic Field

State/Federal Agency	\$20.00 / \$25 w/lights
Meredith Resident	\$15.00 / \$20 w/lights
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$20.00 / \$25 w/lights
Non Resident	\$25.00 / \$35 w/lights
Non-Resident Non-Profit	\$20.00 / \$25 w/lights
Non-Resident For-Profit	\$25.00 / \$35 w/lights

Skate Park

State/Federal Agency	\$20.00 / \$25 w/lights
Meredith Resident	\$15.00 / \$20 w/lights
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$20.00 / \$25 w/lights
Non Resident	\$25.00 / \$35 w/lights
Non-Resident Non-Profit	\$20.00 / \$25 w/lights
Non-Resident For-Profit	\$25.00 / \$35 w/lights

Leavitt/Waukewan Beaches

State/Federal Agency	\$20.00
Meredith Resident	\$15.00
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$20.00
Non Resident	\$25.00
Non-Resident Non-Profit	\$20.00
Non-Resident For-Profit	\$25.00

Tennis Court/Pickleball

State/Federal Agency	\$20.00 / \$25 w/lights
Meredith Resident	\$15.00 / \$20 w/lights
Meredith Non-Profit	\$0.00
Meredith For-Profit	\$20.00 / \$25 w/lights
Non Resident	\$25.00 / \$35 w/lights
Non-Resident Non-Profit	\$20.00 / \$25 w/lights
Non-Resident For-Profit	\$25.00 / \$35 w/lights

Skating Rink

State/Federal Agency	\$20.00 / \$25 w/lights
Meredith Resident	\$15.00 / \$20 w/lights
Meredith Non-Profit	\$0.00

Meredith For-Profit	\$20.00 / \$25 w/lights
Non Resident	\$25.00 / \$35 w/lights
Non-Resident Non-Profit	\$20.00 / \$25 w/lights
Non-Resident For-Profit	\$25.00 / \$35 w/lights



POLICE DEPARTMENT

FEE SCHEDULE

General

Boat Launch Recreational Day User	\$30/launch
Commercial Marine Operator Boat Launch	\$350 annually
Sex Offender Registrations	Set by State Statute 651-B:11
Pistol Permits	Set by State Statute 159:6(b)

Report Requests

Accident Reports

Non-Fatal	\$10.00
Fatal	\$25.00
Discovery	\$0.00

Offense Report

Non-Discovery	\$10.00
Discovery	\$0.00

Arrest Reports

Non-Discovery	\$10.00
Discovery	\$0.00

Call For Service Report

Non-Discovery	\$1/page
Discovery	\$0.00

Police Detail

Officer, including Admin Fee	\$95/hour
Cruiser	\$10/hour



SOLID WASTE DEPARTMENT

FEE SCHEDULE

General

Facility Use Permits

Facility Use Permit (2yr) – Resident/Taxpayer	\$35.00
Facility Use Permit (2yr) – Second Permit, Same Household	\$35.00
Facility Use Permit (2yr) – Same household, each additional after first 2 if original is presented	\$35.00
Replacement Decal – If original is presented	\$5.00
Replacement Decal – If original is NOT presented	\$35.00
Coupon Book (10) INSTEAD of Second Decal	\$35.00
Coupon Book – Each Additional Book of 10 Coupons	\$35.00
Special One Day Refuse Permit – One Time Use Only	\$5.00 per trip

Leaves & Yard Waste

Resident/Taxpayer	\$5.00/load No Charge
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Commercial Hauler

Pick Up Truck (Considered a Load if Level with Gunnel)	\$25/load
Pick Up w/ Box	\$50/load
All Other Vehicles	\$75/load

Disposal

Regular Household Waste – Resident/Taxpayer	No Charge
Contractors Permit (Valid 7 Consecutive Days Only)	\$50.00
Construction/Demolition Debris	\$0.12/lb = \$240/ton
Fire Extinguishers	\$5
Printers	\$5
Mattresses or Box Springs	\$20.00 Each
Propane Tanks - Up to 20 lbs	\$10.00
Propane Tanks – Over 20 lbs	\$50.00
Fluorescent Bulbs	\$0.25/foot
Monitors/TV Units	\$25.00 Each
Vehicle Tires – 16" or Less with NO RIMS	\$10.00 Each
Vehicle Tires – 16" or Less WITH RIMS	\$20.00 Each
Vehicle Tires – 16.5" or larger with NO RIMS	\$25.00 Each
Vehicle Tires – 16.5" or larger WITH RIMS	\$30.00 Each
All Other Tires (<i>skidder, loader, heavy const</i>) NO RIMS	\$50.00 Each
White Goods (<i>Refrigerator, freezer, AC unit, microwave, etc</i>)	
Doors Removed	\$35.00 Each
White Goods (<i>All other accepted appliances – washer/dryer/stove, etc</i>)	\$25.00 Each

MEREDITH WATER DEPARTMENT
RATE AND FEE SCHEDULE
Effective January 1, 2026 2027

WATER RATES

WATER FIXED QUARTERLY CHARGE – (\$ Per Quarter)

Meter Size	Rate Ratio*	Rate
5/8"	1.00	\$27.56
1"	1.40	\$38.58
1 ½"	1.80	\$49.61
2"	2.90	\$79.92
3"	11.0	\$303.16
4"	14.0	\$385.84
6"	21.0	\$578.76

*Per AWWA Manual M2

WATER CONSUMPTION RATES - \$ Per Hundred Cubic Feet Per Quarter (\$/ccf/q)

Year	Usage Blocks		
	\$/0-10 ccf/q	\$/11-50 ccf/q	\$/>50 ccf/q
2026-2027	5.65-6.12	5.65-6.12	5.65-6.12

IRRIGATION RATES

Fixed Quarterly Charge – (\$ Per Quarter) – Refer to Water Fixed Quarterly Charge

CONSUMPTION RATES – Two Times Water Consumption Rates

Year	Usage Blocks		
	\$/0-10 ccf/q	\$/11-50 ccf/q	\$/>50 ccf/q
2026-2027	11.30 12.24	11.30 12.24	11.30 12.24

SEWER RATES

SEWER FIXED QUARTERLY CHARGE – (\$ Per Quarter)	\$45.88
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SEWER CONSUMPTION RATES - \$ Per Hundred Cubic Feet Per Quarter (\$/ccf/q)

Metered Accounts	Usage Blocks		
Year	\$/0-10 ccf/q	\$/11-50 ccf/q	\$/>50 ccf/q
2026 2027	6.39 6.96	6.39 6.96	6.39 6.96
Non-Metered Accounts			
Year			
2026 2027	222.14 242.13		

RATES AND FEES:

ACCESS FEE	\$4,000.00
Per Equivalent Unit	
CONNECTION FEES	\$100.00
Per new meter connected, includes inspection	
Digging, Blasting, Fill, & Pavement Costs	Resident/Applicant
Material, Equipment, Any Additional Costs	Resident/Applicant
METER FEES (5/8", 1", 1 1/2", 2", 3" Meter)	Cost plus 25%

MISCELLANEOUS FEES:

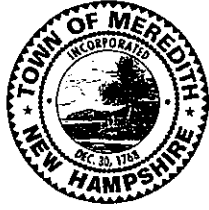
Scheduled Call-Outs during working hours	\$50.00/hr.
Unscheduled Call-Outs, 2 hour minimum	\$75.00/hr.
Inspections	\$50.00/hr
Backflow Device Testing	\$75.00 each
Meter Bases (Freeze plates), first occurrence per account	N/C
Subsequent occurrences	Material \$25 plus call-out cost
Meter Testing, first unit per account	N/C
Subsequent units	\$50.00 (unless unit is defective, then N/C)

Town of Meredith, NH

NOTICE OF PUBLIC HEARING

Establishment of Fees

The Meredith Select Board will hold a public hearing pursuant to RSA 41:9-a, relative to the establishment of fees. The public hearing will be held on **Monday, September 28th, 2026 on or about 4:30 pm** at the Meredith Community Center, 1 Circle Drive, Meredith, NH. Interested members of the public are invited to attend and comment.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Rachael Bethmann, Administrative Assistant

Subject: Selectboard to consider approving meeting minutes

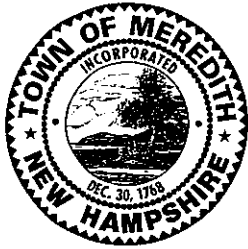
Suggested Motions:

- 1) Selectboard member moves, *"I move that the Selectboard approve the minutes of the September 14, 2026 Select Board meeting."*

Selectboard Chair calls for a second, discussion and vote.

Attachments/Exhibits:

Applicable public draft minutes



Town of Meredith

*41 Main Street, Meredith, New Hampshire 03253
www.meredithnh.gov*

**MEREDITH SELECT BOARD
(DRAFT) MEETING MINUTES
At Meredith Community Center
September 14, 2026
4:30 PM**

PRESENT:

Steve Aiken, Chair
Jim Gregoire, Vice Chair
Lynn Leighton, Selectperson
Mike Pelzcar, Selectperson
Jeanie Forrester, Selectperson

STAFF PRESENT:

Judie Milner, Town Manager
Rachael Bethmann, Administrative Assistant
Chris Janosa, Director of Human Resources
Mike Harper, Police Chief
Robert Carpenter, Director of Administrative Services
Jonathan Trull, Code Enforcement Officer

CALL TO ORDER:

Chairperson Aiken called the meeting to order at 4:32 p.m.

PLEDGE OF ALLEGIANCE:

Selectperson Pelczar led the pledge of allegiance.

AGENDA ITEM 1. PUBLIC HEARING:

Chairperson Aiken opened the duly noticed public hearing at 4:34 p.m.

Police Chief Mike Harper – Speaks on the highway safety grants that they apply annually. They have a 25% match – the total would be \$10,300 for.

Chairperson Aiken invites the public to speak
No.Coment.

Selectboard:

Vice Chair Gregoire – How many hours does that \$10,300 cover?

Chief Harper – That would vary based on different pay rates for different employees. Its at an overtime rate.

Vice Chair Gregoire On one of the pages it breaks down the \$10,300 into various uses, it looks like 30% is allocated for pedestrian bicycle enforcement? Are you bound to using that money for that?

Chief Harper That is correct, it's good for us because of our downtown area and the pedestrian crossing in front of the town docks. This is useful for the PD to walk and talk downtown to help the public hands-on. These numbers are based on previous years' usage.

No further comment

Chairperson Aiken closes the dually noted public hearing at 4:37pm.

Leighton moves

Forrester seconds

Passes Unanimously

AGENDA ITEM 2. MINUTES:

Select Board to consider approving the meeting minutes of August 24, 2026

Selectperson Forrester

page 35 line 272 – “No they have not done the maintenance project”

Line 280 – make that sentence make sense

Line 289 – no apostrophe in “asks”

Page 34 line 220 – Update the sentence to make it make sense

Page 37 line 362 “windy waters”

Line 367 – FBE to Forrest Bell Environmental Associates

Page 39 line 460 – Paying Class to Pay Class

Page 176 (Of the current packet) – Asks for clarification as the motion says that the board needs to approve the Town Manager to sign a form, but it also says that Chairperson Aiken needs to sign it.

Manager Milner clarifies that there are two separate forms that need to be signed; One by Chairperson Aiken, and the other needs to be authorized by the board. It can be Manager Milner or someone else, but the board needs to authorize that person to sign.

Vice Chair Gregoire

page 34, lines 220-221, 234 – change “dyke” to “dike”.

Selectperson Forrester clarifies that is the correct spelling.

Rachael Bethmann asks if he would still like it to be changed.

Vice Chair Gregoire says “sure”.

[The word dyke (also spelled dike) comes from the Old English noun *dīc*, which originally meant a trench, ditch, or moat before the year 900.]

Selectperson Pelczar So we have been struggling a little bit about getting the wording correct in our minutes, I just want to make a recommendation to the board, that we don't approve with the corrections, that we table until the wording is how we want to see it. Something along that lines, cause if we approve it with the corrections, then if we don't like the wording, then we can't change it to what we have, as Rachael filled out. If I'm understanding everything, the way we've been trying to do it. Didn't make sense did I?"

Chairperson Aiken So you want....

Selectperson Pelczar interjects If we approve them with corrections then we can't go back and change them. Is that correct? Isn't that what you were trying to tell us, the wording?

Rachael Bethmann You can change them; you just have to make a motion to change them. If you pass them with the amendments, as I am now, what you've requested, I am going in, making a note of all of the changes, making notes of the page numbers and line numbers of where they've been changed, and then I am going in and changing them. If you do not like the changes after I have done them, after you guys have passed them. Then you can go back and change them, there just needs to be a motion to change them. So, when we are doing this right now you can just say, "I want that to be changed", I change it, and then they pass. But after they have been passed by the board you just have to say, you know, "I make a motion to change this line from the minutes from this date" and then I go back, and then they are *amended*. So, they are not amended before they're passed. After they are passed, they can be amended with a motion.

Selectperson Forrester so would it not be easier to Mikes point, we tell you what the changes are, you make them, you come back to the next meeting, [we] see how the changes have been made, and then we approve them. Rather than having to go back and re-approve and make a motion to change that.

Rachael Bethmann I think that would be up to you all, the only thing I see is you will be two [meeting] minutes behind, at every meeting, so we will be further away from that meeting, to make sure the language is how you want it. It's up to you guys, I thought the reason I was leaving, in the minutes, what the change requests were was to make sure we're double checking them. That you all were double checking it was done as exact. Because this holds me very accountable to changing exactly what you guys are asking in the moment. And that gives me opportunity, once they're passed they go online and you guys can see them. But its totally up to you guys.

Selectperson Pelczar I think that all makes sense, except that way we would have to chase down the website after you've made the corrections. The best way to notify, like quick notes, and here are the corrections on an email that we can discuss. We were trying

to get wording this summer, and it was such a painstaking process to get it to where we wanted it that you know, we were missing it and had to search. Its kinda extra work on our end but it's up to the board, if you guys are happy with trying to chase it down, if you're happy with the way its written.

Selectperson Leighton well what about they get, she amends them, and then just sends us amended, just email them. What about that?

Selectperson Pelczar Whatever's legal and makes sense. I'll stand down here, I don't know what's legal to do on all of that. It's getting the wording correctly without forgetting, without going back and having to change it. Because you're right, if the wording doesn't work, we are still doing it three weeks prior, or still two months behind on the minutes. If they are not the way the board wants them to read, which 99% of the time, they are. So, it's not a huge deal. If it's too much for the board then I'm willing to let it go.

Selectperson Forrester How about this suggestion, what about, because in that particular situation it took so long to correct, it was something controversial, so maybe the solution would be, we do the minutes like we always do, but if there is something that is controversial, where you are very much so concerned about the wording being right. In that instance we would say we are not going to approve these. Make the changes, come back and then we will approve them. Does that make sense? So we are not doing it every time, but case by case.

Selectperson Pelczar Sounds good.

Rachael Bethmann Because I was so new to meeting minutes when I did the May 11th minutes, I think that it was also that we got so far past it, there wasn't a motion being made, I was under the impression that we were just having discussions about updates. But the motion was never made to change them, so I couldn't, and maybe from your perspective, wouldn't, change them. Now that I have a better understanding of the process. And now with the notes you all have asked me to keep, I feel like I'm in a much better place to ensure. Jeanie, I like your idea that if it's something where the wording needs to be absolute. Then we put a pause on it.

Selectperson Leighton Moves to approve the meeting minutes of August 24, 2026 with amendments.

Selectperson Forrester Seconds with amendments
Passes Unanimously

Select Board to consider approving non-public meeting minutes from July 27, 2026 held before the public session.

Selectperson Forrester moves with the update of *Selectperson Gregoire* to Vice Chair
Gregoire

Selectperson Leighton Seconds

Passes Unanimously

Select Board to consider approving non-public meeting minutes from July 27, 2026 held after the public session.

Selectperson Forrester moves with the update of *Selectperson Gregoire* to Vice Chair
Gregoire

Selectperson Leighton Seconds

Passes Unanimously

Select Board to consider approving non-public meeting minutes from August 10, 2026

Selectperson Forrester moves with the update of *Selectperson Gregoire* to Vice Chair
Gregoire

Vice Chair Gregoire seconds

Passes Unanimously

Select Board to consider approving non-public meeting minutes from August 24, 2026

Selectperson Forrester moves to approve with the update of *Selectperson Gregoire* to Vice Chair *Gregoire*, and with the addition that the minutes identify that the Selectboard gave the Town Manager a set of directives.

Vice Chair Gregoire Seconds

Passes Unanimous

AGENDA ITEM 3. WORKSHOPS:

A. Capital Improvements Plan (CIP) Project Planning Spreadsheet - Mr. David Thorpe

David Thorpe Emphasizes that the board first heard about CIP at the meeting on June 8th with Manager Milner. Reminds the board they were able to identify projects they wanted to see completed, but they were unable to prioritize the items during their Primex workshop in 2025. Because of this, the CIP Committee did not have any direction. He states that it is his understanding that there have been some sensitivities that by working on these priorities they are doing the work of CIP, and he does not agree with that. He is hoping this exercise just gives the CIP Committee the direction they need. They are not trying to set budgets, they are just trying to prioritize the projects. The department heads produced worksheets with departmental improvements and department needs. As this is the first draft, he is hoping the Selectboard can give them guidance on what their priorities are for the 5 year plan. He will bring them the second draft to the September 28 meeting. He explains the excel sheets and the charts provided in the packet. He asks the board how they would like to change the priorities, or the order of operations they would like to see. He asks the board to consider the spreadsheet and decide what would be the minimum plan that they could get by with, and the most aggressive plan. That way they (David Thorpe, Manager Milner, Robert Carpenter) can find a middle ground. He suggests they can try and estimate how many grants they could receive for certain plans and try and

deduct the possible grant funding to see the possible totals coming from the town. He explains that the plans they have come up with on these sheets are the most aggressive plan.

Selectperson Forrester asks if he is suggesting that he would make 3 different plans for the board? The maintenance plan, the aggressive plan, and a middle-ground plan?

Thorpe Says yes, he thinks it is a way to move forward.

Selectperson Forrester Is that something you would bring for us at the next meeting?

Thorpe If you can give us enough guidance tonight, to know how to guide those three plans, then you don't need to do anything between the meetings.

Manager Milner – One decision they need is to know if the board would like them to add in grant estimates for all projects. For any/all projects.

Chairperson Aiken, Prescott Park Planning Committee Member – Prescott Park Committee met and will bring information forward at the next meeting about grants and funding. Also the Waukegan Dam and Canal Project went to bid on September 14th, bringing that to the top of the priority list.

Selectperson Forrester – Asks Milner if all projects will be looked at for grant funding to reduce the number.

Manager Milner – All the large projects will be looked at; they will take the information of when the Town's matches would be due and then pull the grant funding out of the total to see what the real numbers for the tax rate are.

Thorpe – Lets the board know they have already done the possible grant reduction for the Water Main, the North Water Tower, and Leavitt Beach. He reminds them that the plan they have in front of them could possibly be the aggressive plan, with some tweaking by the board.

Selectperson Forrester – The minimalist plan would be need vs. wants. Water and sewer infrastructure, things the town needs to fix that have been deferred over the years.

Thorpe – Prescott Park, Main Street, and Space Needs are the three the board need to decide if they think are critical enough to include in the minimalist plan. He reminds the board the Department Heads have already given them their plans of what they believe to be critical. The roads, water filters in the water treatment plant, and the municipal docks at Goodhue, are almost in the liability section. He suggests that if they push off the three big ones, then there will be some alternative investments, including bringing Town Offices to ADA compliance.

Selectperson Forrester – suggests that Town Offices are a need, Main Street is a need, second to Town Offices, and Prescott Park is a want. But infrastructure is a need.

Thorpe asks again their opinions on what they would like to see on the minimal plan, aggressive plan, and middle-ground plan. He just wants their guidance on their hopes of timing on the big three projects.

Selectperson Forrester asks what the timing on the smaller projects are from the Department Heads. **Thorpe** clarifies that those are not included yet in the plans as they are still trying to focus on the larger projects.

Manager Milner – Asks the board what their priorities are for the three large projects, and the other large projects.

Thorpe suggests Main Street, and Town Offices and Prescott Park would not be included in the board's decision regarding the minimalist plan. But again, asks the board to tell him what projects they believe are important to prioritize in a minimalist plan.

Manager Milner clarifies that they want to see the minimalist plan not including the three large projects, possibly increase the maintenance budget on the municipal buildings, and allow the board to see the ETF funds being placed away for these projects in the future. Also to take out any grant funding for the largest projects, and the second-tier projects, including the waterfront infrastructure.

Selectperson Forrester – wants to know how much it could cost without grant money to make sure they see the “worst case”.

Thorpe – He believes the Water and Sewer Superintendent, Jason Bordeau and DPW Directory Craig Hale can give them a reasonable assessment of what grants they believe they can get.

Manager Milner suggests that they should not add grants for some portions of the work, and not for the others, just so they can keep their predictions consistent across the board. They are willing to add a note for “possible grants” but to keep the total amounts in the worksheet to show the board the “worst case”. She asks the board again if they would like to see the ETF funds pulled into account for the duration of the 8-year plan. **Thorpe** agrees they should do that.

Thorpe He asks the board wants to see a limit on how much they will raise the tax rate? He states that he believes with the maximal plans that the tax rate will change from \$.50 to \$1.50. Are they willing to sell it to the taxpayers?

Selectperson Forrester says she thinks that transparency with the taxpayers is key, and they may or may not know when the time comes, but they will not be blindsided.

Thorpe lets them know that they are headed in the direction of that \$1.50 tax rate.

Selectperson Forrester thinks that's a conversation to be had, and the taxpayers should be aware of it. The sooner they know what's going on, then the sooner they can decide on it.

Chairperson Aiken calls for questions from the public.

No Questions

Chairperson Aiken calls for questions from the Selectboard.

No Questions

B. Personnel Policy Update - Director Janosa

The personnel policy manual was last updated in 2018. Over the course of several department head meetings, the Town Manager and all department heads went through the entire manual, section by section, to make updates and changes. Most of the changes were updates to process flows to reflect the current operation. The more substantial changes include:

- Changes to the way vacation is accrued for Department Heads
 - New employees hired as a department head will receive 160 hours of vacation time on their first day of employment
 - All department heads will accrue 14 hours of vacation per month, instead of being based on tenure.
- Implementing vacation accruals for regular part-time employees
 - Will be able to accrue between 4 and 7 hours per month based on their tenure
- Updating the vacation accrual ceiling from 240 hours to 320 hours for all employees.
- Allowing employees who have reached the maximum accrued sick leave balance to use up to one day of sick leave per month, even when sick leave is not otherwise needed, in order to accrue an additional day of sick leave on the first day of the following month.

Selectperson Forrester asks Director Janosa if these changes have already been made, because she read in the Laconia Daily Sun that the policies have been set.

Director Janosa states that he is presenting tonight as a workshop to bring this suggestion to the board.

Manager Milner reminds the board that they set all policies for the town.

Selectperson Pelczar says they read the article in the paper on Saturday morning, before they even read their packets.

Manager Milner states that when the Selectboard receives their packets on Thursdays before the meetings, it is required that the town also makes those available to the public.

Vice Chair Gregoire Why are these changes being made? How much will these changes cost the town?

Director Janosa – All of the department heads contributed, so there are likely varying reasons for why they would like to see these updates. He defers to Manager Milner for further explanation of why these changes have come forward.

Manager Milner – They went into it with the goal of being a premier employer according to the Primex initiative the Selectboard set in 2025. This is something that is done in other communities, especially the policy that Department Heads start to accrue PTO on day one. The part-time employee accrual is for part-time employees who work year-round, these employees would have a minimum of 24 hours a week. Updating the vacation accrual does not count towards retirement. Most department heads are not in the position to qualify for this benefit. For the employees who have reached their maximum sick leave, instead of calling out sick, they would be allowed to use one sick day so they can continue to accrue a new day the following month. They would only be paid 1/3 of the daily pay. It encourages people to not call out sick.

Selectperson Pelczar – When you get a new hire you run the risk of them quitting in the first month, and then you must pay them out, correct?

Director Janosa – Yes, that is how it is set up right now. The purpose of this is for applicants coming from the private sector that are giving up a lot of accrued time at their previous position to join our team.

Manager Milner – If you are hiring from within, its not likely that you are not hiring people that have been with the town for 25 years. You are not going to be hiring people that are at this top tier, but when they are brought on as Department Head, they would be.

Selectperson Pelczar clarifies that they would not restart each year with the four weeks, it would just be when you are hired.

Manager Milner confirms that they would not receive those hours yearly, they would just continue to accrue hours like every other person on staff.

Selectperson Pelczar - Says it seems like the new hires would have it much better off than those who are tenured.

Selectperson Forrester – If we hired someone tomorrow, they would get 160 hours immediately. If they left in a month, they had to pay it out.

Director Janosa Yes, in the way that it is written right now.

Vice Chair Gregoire – He has never seen anything as generous as this, he does not remember there being dissatisfaction with the towns benefit package in the employment study. He tells Director Janosa that he will need to make a strong case that they are losing staff or cannot hire good staff because of the lack of these benefits.

Manager Milner – We can show you communities that are comparable. We can show you what we have done in the past to help recruit professionals at this level. This seems very generous, but it is middle ground for this area.

Director Janosa adds that this is only for Department Heads, so there are only approximately 11 people this would affect.

Vice Chair Gregoire – But is it not a gross conflict of interest to have the Department Heads as the ones who came up with the numbers to benefit themselves?

Director Janosa responds that this is why it has not been implemented, that is why we brought it to the board.

Manager Milner explains that she brought this idea to the Department Heads.

Selectperson Forrester Asks if she reading correctly that they are adding an additional holiday?

Director Janosa Yes, that is a federal holiday. The town of Meredith has always followed the federal Calendar.

Chairperson Aiken explains to the board that the Personnel Policy has not been updated since 2018, and Juneteenth was added as a federal holiday in 2021.

Selectperson Forrester shares that she doesn't even think the state follows the federal.

Chairperson Aiken calls for questions from Selectboard. No questions.

C. 2027 Fees Update - Manager Milner

Manager Milner Reminds the board they did a fee schedule update in 2025, after it was recognized that some of the departments had not had updates in almost 20 years. She walks the board through the proposed fee updates for each individual department and suggests they run a second workshop for this at the following meeting.

Chairperson Aiken – Asks what the fiscal impact is for the town.

Manager Milner – We can certainly estimate the impact, but it will not be the same as last year.

Vice Chair Gregoire – Why don't we just go into a public meeting on this at the next meeting?

Leighton – What about entertaining a Meredith non-profit detail rate?

Milner – The risk you take with that is not having anyone sign up. Out of the \$95.00 rate right now, the hourly rate is \$70.00 with a \$15.00 Administrative fee for the vehicles. If they reduce that rate, it reduces the hourly amount for the officer. They do not want to have to ask other towns to come in and pick that up.

Chairperson Aiken calls for questions from Selectboard. No questions.

Chairperson Aiken asks for comments from the public.

Donna Murphy – Would the board consider charging a fee to a business for closing down Main St.?

Chairperson Aiken – There is already a permit fee.

Donna Murphy – Could there be a higher fee? I know a lot of people complain about it.

Chairperson Aiken – I feel as though we get an equal amount of people that love when we do it.

Ann Sprague – Asks the board not to raise the fees for children's programs at the Community Center. When the board considers the fee schedules for the before/after school programs. To please keep in mind how expensive childcare costs.

Chairperson Aiken – The children's programs on not on the price raising list.

Manager Milner Before we move on did we want to set the Public Hearing for the next meeting?

Vice Chair Gregoire moves to hold a Public Hearing on fee schedule changes for the meeting of September 28th, 2026.

Selectperson Pelczar seconds

Passes Unanimously

D. Breezeline Franchise Agreement - Manager Milner

Manager Milner The Town of Meredith currently has a Cable Television Franchise Agreement with Breezeline, formerly Atlantic Broadband, authorizing the company to operate its cable television system within the Town. This has nothing to do with Internet or Streaming. A cable television franchise is the legal authorization granted by a municipality to a cable operator to construct and operate a cable system within the municipality, including the use of public rights-of-way for the installation and maintenance of cable facilities. This agreement gives back 3% back to the town. This is typically a ten-year agreement. She recognizes that this might be the last ten-year agreement as less people use cable television. Attorney Sullivan suggested they meet in October for a Public Forum.

Gregoire – Is this the only franchise agreement we have? What about Fidium or Comcast?

Manager Milner – That is a streaming contract. If another company were to come into town tomorrow, we would have to have a contract exactly like this.

Selectperson Leighton moves to hold a Public Hearing at the meeting of October 26, 2026 regarding the Breezeline Franchise Agreement.

Passes Unanimously

AGENDA ITEM 4. BUSINESS:

A. Septic System Regulation Update (Code Enforcement Officer Trull)

Jonathan Trull, Code Enforcement Officer – The Town requires septic systems on properties located along bodies of water to be regularly maintained, with particular attention given to properties in the Lake Waukegan Watershed District.

This requirement is outlined in our “Regulations Pertaining to Certain Subsurface Wastewater Disposal Systems in the Lake Waukegan Watershed.” Specifically, the requirement for property owners who have no valid subsurface system design approval on file with the NHDES, owners shall certify that their system is not in failure every five years to the Health Officer.

Enforcement of this regulation has been limited over the past several years. A review of Town records identified nine properties that were not in compliance.

Since enforcement efforts resumed this summer, four of the nine properties have come into compliance. The remaining five properties have received second violation letters, and staff will continue working with those property owners to bring them into compliance.

Before considering changes to the existing regulations, I believe it makes sense to first fully enforce the requirements that are already in place. Once compliance has been achieved, the Town will be in a better position to determine whether any changes are necessary.

Chairperson Aiken calls for questions from Selectboard.

Vice Chair Gregoire Why weren't these enforced before you came on the scene? He would like to know if there are changes that need to be made before the final properties come into compliance.

Code Enforcement Officer Trull Confirms he oversees enforcing these regulations and does not know why it was not enforced before he took over the position. He has no problem looking

into changes in compliance, but he feels as though he should be enforcing the compliance within the current regulations first.

Vice Chair Gregoire States that he does not understand why Code Enforcement Officer Trull can't come to the board with proposed updates to the compliance regulations while he continues to bring the other properties into compliance. He urges that is a top priority. He says if there are updates that need to be made, the board needs to see them sooner than later.

Selectperson Forrester Do you know what the revisions should look like? Will the revisions be more stringent than they are now? Why do you want to wait?

Code Enforcement Officer Trull He has been in talks with Waukegan Watershed Advisory Committee. He first wanted to get all the people into compliance that have not been for the last 6-8 years.

Selectperson Forrester asks Trull if he can't do both of those things in tandem? If you get these people into compliance, will you have to go back and tell these people they have to do things differently?

Code Enforcement Officer Trull agrees that he can. Says the main revision will likely just be more frequent compliance checks.

Selectperson Forrester Do you need help? Is that it?

Code Enforcement Officer Trull no.

Selectperson Pelczar References 126 Meredith Neck Rd. And the law is behind them.

Code Enforcement Officer Trull You give people violations and they have about 30 days before he can act on his 2nd violation, and that time frame is the same for the 3rd infraction.

Chairperson Aiken They are not in compliance, but they are not a health hazard, correct?

Code Enforcement Officer Trull Yes

Selectperson Leighton For the remaining 4 [non-compliant residents] Because we know they are not in compliance, can there be a disclaimer added that the compliance regulations are working on being updated?

Code Enforcement Officer Trull Yes, there are people that we have just brought into compliance that are under the impression they will be in compliance for 5 years, they will need to know that those dates are changing to 3 years.

Frank Murphy, Waukegan Watershed Advisory Committee – The committee has met with Jonathan Trull and they like the way he is approaching this, they are hoping to get the outliers to meet the most minimum standards possible. Septic contamination if about 8-9% of the

polluters and these outliers that are not currently in compliance are possibly a part of that contamination. That is only the people they know about in Meredith that are on the lake, it does not include the other towns also on the lake. There would be simple new regulations that they could propose that are similar to other lakes in the lakes region. These would include maintenance requests, including a new rule to empty your septic system every 3 years and provide a receipt. There would be no extra fee. He recommended they start with bringing these certain outliers up to compliance within the current regulations. He has been working with these people since 2014. He shares that is has been a please working with Code Enforcement Officer Trull.

Chairperson Aiken There are two other communities on the lake they need to take into consideration.

B. Drinking Water State Revolving Fund Authorization - Director Carpenter

Director Carpenter – This project was approved at the 2026 Town Meeting, Warrant Article 09. This project identifies that the four filters at the Water Treatment Plant are at the end of their useful life and need major rehabilitation. Filter breakthroughs are beginning to be noticed which will lead to reduced water quality and shorter filter run times. This process will involve the removal and replacement of the existing filter media, as well as sandblasting the steel back to an SP-10 finish, then recoating it with a potable water epoxy coating. He asks for approval of a signature from Chairperson Aiken to sign the authority to borrow funds, and a second approval of the application and agreement of the funds and authorize the loan disbursements to be signed by Manager Milner. This includes the estimated principal forgiveness of 30% on the \$900,000.

Vice Chair Gregoire What is the repayment terms and the interest on this?

Director Carpenter We do not know that yet.

Vice Chair Gregoire So essentially we are approving the loans without knowing the terms?

Manager Milner That is how the Drinking Water State Revolving Fund and the Clean Water State Revolving Funds work. You get told you are approved. You find out what your forgiveness is going to be after Town Meeting. And then they give you a low interest loan. It's usually between 1-3%.

Chairperson Aiken You already voted on this, and it's a sweet deal.

Selectperson Leighton the Meredith Selectboard authorizes the Town Manager, Judie Milner, to sign any necessary documents pertaining to the Drinking Water State Revolving Fund for the Water Treatment Plant Filter Upgrades Project as approved at the 2026 Town Meeting

Selectperson Pelczar Seconds

Passes Unanimously

AGENDA ITEM 3. WORKSHOPS:

C. Space Needs Committee – Selectboard

Manager Milner – You had expressed that you wanted to put together an Advisory Committee together to assess the Town Offices. She gives the board several different option for this committee to be compliant in the RSA for Committees.

Selectperson Pelczar What he was suggesting was trying to put a group together to go and assess the Blue Building [on Route 3] to see if the five Planning & Development employees could move their department and share that building with the DPW Admin. This would be instead of having the two employees from the Blue Building move up to the Annex. This would allow them to do something with the Annex, sell it, or tear it down and use it for parking. Looking at what Dave Thorpe just recommended, he does not know if this is a priority for him anymore. He wants DPW Director Craig Hale, Code Enforcement Officer Jonathan Trull and himself to do a feasibility study and see if they can have Planning and Development “shove in there as a quick fix”.

Selectperson Forrester – There was discussion about moving Monica (DPW Administrative Assistant) and Craig (DPW Director Hale) somewhere else – but she knows they spoke about moving Planning & Development to the Blue Building. She does not know why there needs to be a formal Committee, she would like to see the RSA that shows the formal Committee rules. She wants to see this process move faster than that.

Manager Milner – I was not at the meeting where you first discussed it, and this is a part of a larger discussion; moving employees, selling town property. She believes that selling the DPW property is probably more lucrative than selling the Annex property. Selling Town Hall and the Annex together, is probably more lucrative than just selling them separate. Its more than will people fit in different places, it’s a bigger discussion of what’s going to make the most sense and give us the most bang for our buck.

Selectperson Forrester doesn’t understand why a Selectboard can’t volunteer to go look at it and do this “quick and dirty”, she clarifies with the Manager if they can do that.

Manager Milner Agrees they can go look at it, but it is a larger discussion with the Selectboard after they look at the space. It will need to be looked at as the whole project.

Selectperson Pelczar His thoughts are the big-ticket items are going to get sold, however, whenever they get sold, he thinks that that building [The Annex] should be torn down. He just wants to go look at the Blue Building and see if it will work for the team in the Annex to move there.

Selectboard Leighton moves Mike Pelczar and possibly Code Enforcement Officer Trull and DPW Director Hale to go take a look at the current DPW Office space and see if the Planning and Development office is able to get into that space as well.

Selectperson Forrester Seconds

Passes Unanimously

AGENDA ITEM 5. TOWN MANAGER'S REPORT:

Waukegan-Winona Watershed Management Plan Presentation Wednesday 9/16/26 at 5:30pm.

Shares her condolences in the passing of Rod Wilson and thanks him for his service taking care of the community, and the Pathways Committee.

Shout Outs

Congratulations to the **Community Garden Club of Meredith's** on their 75th anniversary.

Spencer Morin, DPW – Received the Culvert Maintainer Certification

Officer Ort – Completed field training, and is currently in the field.

Lieutenant Josh LaTulippe – Completed an 8-hour Retention & Recruitment Workshop at the NEAFC conference

Captain Currier & Lieutenant Suiter - Both completed ODP Chief Officer II (6 Sessions) including: Personnel Development & Mentorship, Health & Wellness Programs, Public Relations & Community Engagement, Emergency Medical Services Integrations, Fire Investigations & Prevention, Hazmat Response & Planning

Fire & Police Depts

She shares her gratitude for their work on the 9/11 Memorial and Ceremony for the 25th Anniversary. She thanks Gary Pariseau and thanks Governor Ayotte for joining us on that day. **Olivia Petito and Tyler Stokowski**, are mid-way through the academy and doing well, as our two newest officers.

Shout Out the GMP – wonderful street dance!

Emergency Operations Plan and Hazard Mitigation Plan – Chief Harper will bring the plan to the next meeting

Train Whistle Update – She asks for guidance from the board. It is subject to the federal regulation, and they do have to blow the whistle at every road crossing. They can look at operational rules and see local horn operating rules, make a change to our sound

696 ordinance or make this a civil matter.

697 **Selectperson Forrester** – please respond to the resident and see what their response is.

698

699 The pedestrian crosswalk at Pleasant St. It is across State Route 25, reached out to Chief
700 Harper and Craig Hale. They do understand the problem out there, and they think that a
701 lighted crosswalk could be a possible solution.

702

703 Organizational Meeting of the Winnepesaukee River Basin Program Study Commission
704 occurred in Laconia.

705

706 Attorney Sullivan will talk to the Board at the next meeting to discuss the Road Policy with
707 the board.

708

709 Old Home Day – September 19th

710

711 Fraudulent Emails – All emails from the town have a @meredithnh.gov email. These cyber
712 attacks have so far been hitting people included on the Planning Board and Zoning Board of
713 Adjustment agendas.

714

715 Goes over House Bill 340

716

717 CIP 4:00pm Wednesday 30th September

718

719 Budget Meeting will be the last meeting in November – hoping to keep it on Monday. 12/7,
720 12/14, and 12/21 for Budget Presentations. She would like for those discussions in that
721 room, on camera so the information is available to the public.

722

723 Several of the Board Members will not be available on those meeting dates

724

725 **AGENDA ITEM 6. VISITOR AND RESIDENT COMMENTS:**

726

727 **Chairperson Aiken opened the floor for public comments.**

728

729 **Ann Sprague** – After the discussion tonight about non-compliance with the septic
730 systems, what is the penalty?

731 **Manager Milner** – it eventually goes to superior court.

732 **Ann Sprague** – how long does that last?

733

734 **Manager Milner** – It is 30 days between each notice, there are three notices sent out from
735 our offices before it is escalated. Then the courts have it, and can go even slower. It can
736 take a long time.

737

738 **There was no further public comment.**

739

740 **AGENDA ITEM 7. SELECT BOARD REPORTS AND COMMENTS:**

741

742 **Selectperson Pelczar** – My only question I, I think its great that all this information is going
743 out into the website and getting out quick. Really super excited that the public gets to see it
744 all like the packets and what not. But I know this is a snafu, but is there anyway, like, the
745 personnel policy that we could get it, somehow a chance to digest it before its hits the
746 paper? On some of these bigger issues? Or, ya know, without, ya know, bothering the
747 transparency part of it. A lot of times we take a chance to look at some things before it hits,
748 like I said, before it hits the newspaper. To read it Saturday morning, the headline or
749 whatever it was, was a little bit shocking. Just a question, I don't know if its possible or not.

750 **Manager Milner** Just to clarify, just send the personnel policy out to the board. We can't
751 have a discussion on it, but just send it out to the board ahead of...

752 **Selectperson Pelczar interjects** Well, just to take a look at it without reading it in the
753 paper first. So to speak. Some without, obviously we want it out there. We want the public
754 to see it, but we normally, but that I think is a big thing, we'd like to take a look at it before
755 the phone rings after they've read the paper. Ya know? So we are a little bit more informed.
756 So we can get, not get out ahead of it, but maybe have more reasonable answers. Instead
757 of saying *we haven't discussed it yet, we will let you know*. So to speak, I don't know how
758 the rest of the board feels.

759 **Manager Milner** You will not be able to discuss it ahead of time, but we certainly could get
760 it out to you ahead, but we as a....

761 **Selectperson Pelczar interjects** Correct, absolutely, not breaking any laws, but, if we had
762 it took look, ya know.

763
764 **Chairperson Aiken** This is also a reporter taking something out of context and putting it in
765 the paper without any verification of anything.

766 **Manager Milner** Off of a packet. I can't wait to read this.

767

768 **Chairperson Aiken** Anything else Mike?

769 **Selectperson Pelczar** Nope.

770 **Chairperson Aiken** You won't be here on Saturday?

771 **Selectperson Pelczar** No, and I know this is early but I wont be here on November 9th,
772 either.

773

774

775 **Selectboard Forrester** – Curious if you have gotten the Have they gotten the new Health
776 Insurance rates yet?

777 **Manager Milner** No

778 **Selectperson Forrester** Do you know when we can anticipate that?

779 **Manager Milner** the Public Hearing just came out today, the notice from HealthTrust. It was
780 an email today, and the Public Hearing, I don't remember the date of the Public Hearing on
781 the email. But I can certainly get that for you. We generally get our rates after that.

782 **Selectperson Forrester** – Oh I always...You never got your before?

783 **Manager Milner** No, I didn't use Health Trust before.

784 **Selectperson Forrester** I used HealthTrust before and I would get them before.

785 **Manager Milner** Ahead? You would get them ahead of the rate setting?
786 **Selectperson Forrester** Yeah.
787 **Manager Milner** How'd you do that?
788 **Selectperson Forrester** I think they would just do that for the communities. So that they
789 would, they would give you, they would give you what they believed it was going to be. They
790 would give you the information ahead of time.
791 **Manager Milner** I have not seen any information about rates.
792
793 **Selectperson Forrester** – I would say two weeks ago I was driving through Meredith
794 passed Hesky Park and I saw a wedding being performed. Do we allow Weddings at Hesky
795 Park?
796 **Manager Milner** – Hm. I don't see why we wouldn't, it's a public place.
797
798 **Vice Chair Gregoire** [asks Selectperson Forrester something off mic.]
799 **Selectperson Forrester** Dressed in white. It's a wedding.
800
801 **Manager Milner** It's a public place, I don't know... Sounds like an event.
802 **Selectperson Forrester** And it would be a private event.
803 **Chairperson Aiken** It would be a public event.
804 **Selectperson Forrester** I understand, but it's private. But I just wondered, do we allow
805 that at Hesky Park. If you don't, how does something like that happen?
806 **Manager Milner** I mean I think it's public use. I mean, I don't know. I mean maybe we
807 should get the attorney's advice on it.
808 **Selectperson Forrester** I was just curious, I was just surprised to see it.
809
810 **Selectpereson Leighton** She is pro-wedding.
811 **Selectperson Forrester** No, no I am not, no, I'm not.
812
813
814 **Selectperson Forrester** Rachael, is there any way we can have the attachments not be
815 part of the packet, tha you can have them as attachments. I think we talked about this
816 before. So that we don't, fortunately you are printing out mine, but some of the, when I
817 print it out, I don't want, I'd rather have the attachment as separate so that I can pull it up
818 and read it and not have to print out everything.
819 **Manager Milner** That was me, I put that on because I wanted you to have the personnel
820 policy and I know that's a huge attachment.
821 **Selectperson Forrester** Well its not just the personnel policy, it was Breezeline, the
822 Chief's thing,...
823
824 **Selectperson Pelczar interjects** Yeah stuff with all the lawyer
825 *whereas...whereas...whereas....* I don't understand it anyways, so.
826
827 **Selectperson Forrester** It would just be nice if it had the packet and then the large
828 attachments, so you could decide if you want them out, want to read them online and not

829 have to print them out.

830 **Rachael Bethmann** You are able to print “custom pages” on your...

831 **Selectperson Forrester** Yeah that doesn’t work, not with my printer. I’ve tried it.

832 **Rachael Bethmann** It would be in the “print settings” when you hit print a page will pop up.
833 The only thing I would be concerned about is that it is going to mess up the page numbers
834 for you. I would have to start over a new PDF for you.

835 **Manager Milner** Do you remember that we were doing links to bigger studies. Would that
836 work for you? Or do you want the second packet?

837 **Selectperson Forrester** That’s fine. I just don’t want to see all of it in one packet.

838 **Chairperson Aiken** That’s why when Mike(Selectperson Pelczar) was asking for all the
839 minutes to be sent back in, I was like, *great we are going to have 400-page packages*.

840 **Manager Milner** So we will have a link and will have another space on the website where
841 the big attachments are, and then they click on the link and it brings them to the page on
842 the website, and it works for the packet online too, so the public can see it too. We will go
843 ahead and start doing that.

844

845 **[Vice Chair Gregoire says something to Selectperson Forrester off mic.]**

846 **Selectperson Forrester** No, okay. Jim (Vice Chair Gregoire) and I met with Ed Tullie and
847 Betty Higley this past Saturday, just because I think they wanted to give us an education on
848 Goodhue Marina and all the activity that’s happening down there and their concerns about
849 overdevelopment. Would you say that’s correct?

850 **Vice Chair Gregoire** That’s a good summary.

851 **Selectperson Forrester** That’s a good summary, so I just wanted to let everyone know
852 that.

853
854 **Selectperson Forrester** And then I guess my last question would be, when we met with
855 the new Director of Recreation Department, we talked about our interest in creating some
856 kind of senior programming. Or bringing senior programming back to the Community
857 Center, and I would like to find out where we are with that.

858 **Manager Milner** Absolutely

859 **Selectperson Forrester** Because I think that we had a good programming here, that went
860 away and I think that’s something that some on the board are interested in.

861 **Manager Milner** – She’s been working on it, I’ll have her at the next meeting.

862 **Selectperson Forrester** Thanks, sounds good.

863

864

865 **Selectperson Leighton** – We attended, the meeting for Waukegan Watershed on the 1st.
866 And I wanted to say the 319 Grant was submitted, and actually it was submitted a day
867 early, and thanks to Angela [LaBrecque] and Evan [Ma, from FB Environmental] for making
868 that happen. So now we wait, right? I was going to congratulate the Community Garden
869 Club of Meredith on their 75th year, to all the volunteers and the wonderful collaboration
870 they have with the Greater Meredith Program design and beautification committee. The
871 9/11 Memorial and Dedication was amazing and it was very well thought out and
872 professionally done. It was great. Thank you to all, the committee and Gary [Pariseau].

Street Dance was wonderful and we had the most people for a September Street Dance, I think that people really needed to get out in the community and an added feature that we will do every time: Annie Paquette who the Street Dance is named after, passed away. And there is a recording of him singing God Bless America, so the last song was him singing God Bless America. Every time I say that its emotional, and we handed out small American flags, like he always did at all of his dances. So, it was just, it was very well-received. It was wonderful. There was actually someone who didn't want to go, it was very emotional for her to be able to go out, because she was part of that 9/11 and she was talked into going, and she was so happy that she went. And also, why she really loves living in Meredith. Old Home Day of course, and we also on the committee, the 250th Committee, the time capsule will be going in Community Park on Saturday, I didn't get the latest update, but they said, 11 o'clock [AM]. So, I am thinking that's what's going to happen. Just a little bit more on the September 16th here at the Community Center for the final presentation of the updated Waukegan-Winona Watershed Management Plan. The doors open at 5:30[PM] with light refreshments, and mingling. The presentation is at 6:00[PM] by Evan [Ma] at FB Environmental and Katie Zinc from NHDES. And then there is opportunity for questions and answers. That's what I have.

Vice Chair Gregoire – I think I've said just about enough.

Chairperson Aiken – I just have a quick note for 3 things that will be referring to the CIP for discussion. A couple of residents have reached out about dredging at Leavitt Beach, its grown very flat on itself and it needs some maintenance, it comes up in conversation anywhere, so it's certainly something to at least get on the chalkboard for conversation. Another is I will bring up the cemetery; it needs some assistance at some point. And then I didn't see anywhere in Dave's great presentation tonight about pushing water up over the hill and heading towards Weir's beach which is always on the conversation points. 9/11 was great, I had fun walking along, the [Fire] Chief did great on that. Old Home Days we will have the truck out, I don't know are we going to throw on bale's of hay? Adirondak chairs? What're we going to do?

Selectperson Pelczar Whatever you want, I'll be thinking of ya.

Chairperson Aiken Thank you very much Mike.

Selectperson Leighton I think we sat on hay.

Chairperson Aiken calls the meeting to order at 6:57 PM

AGENDA ITEM 8. NONPUBLIC SESSION:

Motion – Chairperson Aiken moved that there is a need for a non-public session per RSA 91-A:3, II (a) The dismissal, promotion, or compensation OR the disciplining/investigation of charges against a public employee, UNLESS

the employee affected (1) has a right to a meeting and (2) requests that the meeting be open. Motion seconded by Vice Chair .

Roll Call Vote:

Chairperson Aiken	yes
Vice Chair Gregoire	yes
Selectperson Leighton	yes
Selectperson Pelczar	yes
Selectperson Forrester	yes

MOTION PASSED.

The Select Board entered nonpublic session at 6:57 p.m.

Selectperson Forrester moved to enter back into public session

Selectperson Leighton seconded the motion

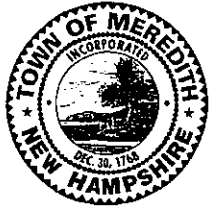
The public meeting was reconvened at 8:07 p.m.

The meeting adjourned at 8:08p.m.

***Next meeting will be held on September 28, 2026**

Respectfully submitted,

Rachael Bethmann, Administrative Assistant
Town of Meredith



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026**

Subject: David Thorpe will Present Capital Planning Tool

Concurrences:

This tool was first discussed in the Board's June 8, 2026 meeting and first presented in the Board's September 14, 2026 meeting.

Attachments/Exhibits:

Capital Planning Proposal from David Thorpe

Meredith Selectboard Workshop September 28, 2026
Capital Planning – 2nd Presentation, 1st Iteration

Attached is a one-page summary of three potential capital project plans showing all projects, their schedules, likely costs and tax rate implications. Also attached are charts of the three plans showing the components of total costs by year.

For these plans, debt was chosen as the means of funding the five largest projects; Prescott Park, Town Offices, Main Street, Water and Sewer (Rt. 3 sewer and Rt. 25 12" water main) and Waterfront Infrastructure (Lovejoy and Hesky Park docks).

A short summary of the three plans is:

Minimal

Consists of almost entirely maintenance – water and sewer, building maintenance due to new offices being delayed, culverts and roads. Prescott Park, town offices and Main Street not included.

Aggressive

Everything included at reasonably attainable schedules except building maintenance removed with new Town Offices included in the plan.

Moderate

Everything except Main Street included but with later implementation schedules. Maintenance project on same schedule as the Aggressive plan.

Cost drivers

Early years show nearly the same costs because of large maintenance requirements in water and sewer, roads, culverts and aggressive ETF balance recovery (which may not be required). Later year costs are driven by waterfront infrastructure maintenance and Prescott Park, town offices and Main Street projects. Note 2026 costs were abnormally low with significant use of ETF's and the fund balance.

Summary

It appears inevitable that 2027 and 2028 capital spending will increase to approximately \$4.5M, increasing the tax rate from approximately \$0.50 to \$1.10 with any of the three plans. Increases beyond 2028 will be greatly influenced by schedules for Prescott Park, town offices, Main Street and continual maintenance projects.

Next Steps – Strategic Guidance to the CIP Committee

Maximum cost of CIP recommendations, especially for 2027, 2028 and 2029. These recommendations will include existing debt, project spending and ETF contributions.

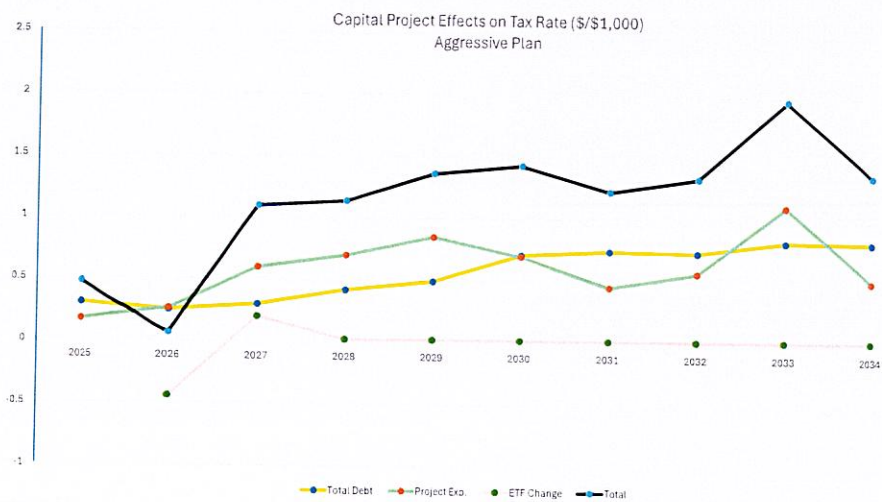
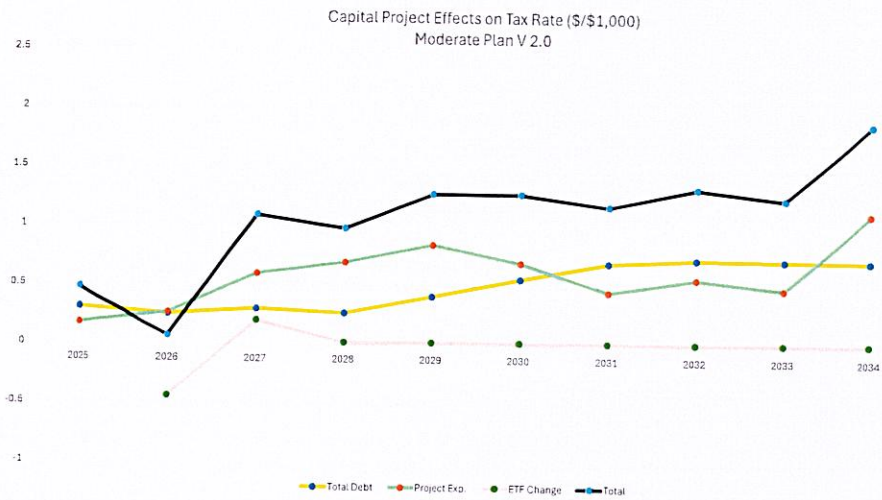
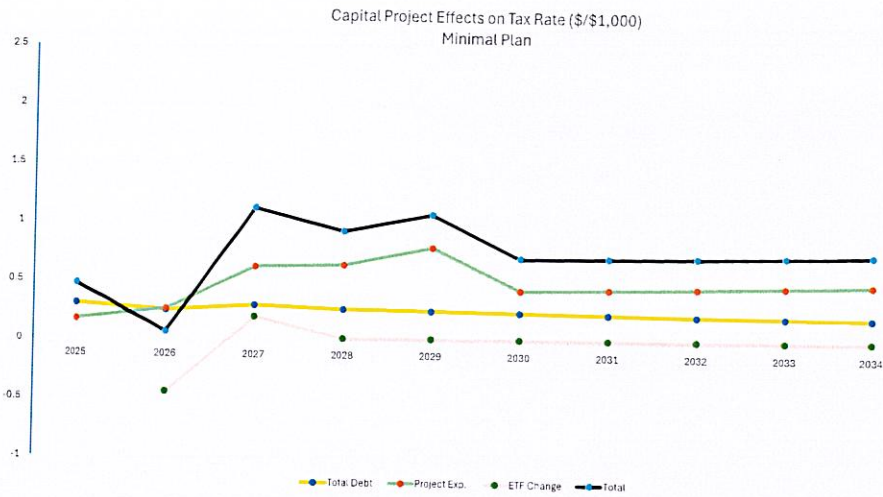
Priority of the three large infrastructure projects. Attached plans show Prescott Park first, town offices second and Main Street third.

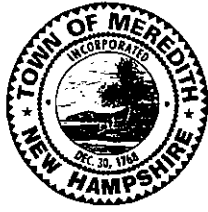
Identification of the preferred plan (Aggressive, Moderate, Minimal) and any alterations to that selected plan if desired. Sequence and timing of the three large projects affects sustaining maintenance of town buildings and possibly other sustaining infrastructure maintenance.

Capital Plan Summary V 2.0

9/24/2026

Projects	Master Plan Reference	Capital Plan		
		Year of Initiation		
	\$/Year x K	Minimal	Moderate	Aggressive
Debt				
Main Street Rehab	375			2033
Municipal Buildings	600		2031	2030
Prescott Park - Phase 1	609		2029	2028
- Phase 2	330		2030	2029
- Phase 3	184		2032	2031
Bundled Infrastructure Project - Phase 1	225	2028	2028	2028
- Phase 2	308		2030	2030
Operating Budget	\$			
Waterfront Infrastructure				
Lovejoy Public Landing (BIP Phase 2 above)				
Hesky Park Town Docks (BIP Phase 2 above)				
Boardwalk and Gazebo	300		2032	2032
Scenic & Clough Parks / Indian Island	75		2032	2032
Cattle Landing Parking and Dock	30		2032	2032
Main Street Rehabilitation				
Planning / Engineering	435			2030
Construction (debt above)				
Waukegan Dam / Canal	500	2027	2027	2027
Water and Sewer Systems				
Rt. 3 Sewer Line (BIP Phase 1 above)				
Rt. 25 12" Main Extension (BIP Phase 1 above)				
North Water Tower	2,500		2034	2033
Municipal Buildings				
Town Hall - Sustaining Maintenance	294	2028		
Town Hall Annex - Sustaining Maintenance	288	2027		
Public Works Office	132	2027		
Town Offices - New or Major Renovation				
Town Infrastructure				
Hesky Park - Stone Work	300		2030	2030
- Lighting, Electrical, Irrigation	300		2030	2030
Retaining Walls - Pleasant Street	1,500	2029	2029	2029
- Library	200	2028	2028	2028
Parks and Recreation				
Leavitt Beach	100/300		2027	2027
Prescott Park (debt above)				
Administration				
Parcel Mapping	200 x 3		2027	2027
Roads				
Culverts	450	2028	2028	2028
Road Rehabilitation	500/yr	2027	2027	2027
Plan Totals				
(Includes existing debt and Dept. Requests + ETF's)				
8-Year Total Cost (\$ x K)		29,599	43,621	46,094
8-Year Cumulative Total Tax Rate (\$)		7.36	10.85	11.46
8-Year Debt Cost (\$ x K)		1,800	11,596	14,069
8-Year Debt Cumulative Tax Rate (\$)		2.56	5.00	5.61





Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28th, 2026

From: Krystal Alpers, Parks and Recreation Director

Subject: Prescott Park Renovation

Background/Discussion:

The Prescott Park Renovation Committee, along with Jeffrey Hyland and his team, recently presented the Prescott Park Master Plan to the Selectboard. The plan was developed at the direction of the Selectboard, which established the Committee to evaluate the park and develop a comprehensive vision for its future.

Following the presentation, the Committee would like to continue the conversation with the Selectboard and receive guidance on how the Board would like to move forward.

In particular, we would like to have an open discussion regarding:

- The overall vision for the Master Plan and whether it aligns with the Board's goals for Prescott Park.
- Next steps the Board would like the Committee and staff to pursue.
- Funding opportunities and priorities, including how the Board envisions the improvements being funded.
- Whether the Board would prefer to approach the Master Plan as one comprehensive project or move forward in phases based on priorities, funding, and available resources.
- Which elements of the Master Plan the Board feels should be addressed first should the phased approach be desired.

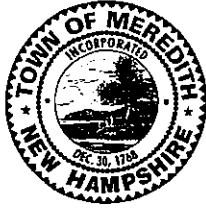
Potential Next Steps:

Once the Selectboard provides direction based on the discussion above, Ironwood Design Group has recommended several potential next steps, including a wetland delineation, formal site survey, and potentially a geotechnical investigation. Gale Associates would take the lead on this as the prime consultant. These steps would help confirm existing site conditions and ensure that the proposed Master Plan can be implemented as designed.

Town of Meredith Selectboard Agenda Report

While we have some site history from NHDHR in 2015 and a Geotechnical report from 2003, additional testing and evaluation may also be necessary in areas of the park that were historically used as a dump, including investigating the potential presence of buried materials such as asbestos. Understanding these site conditions early will help determine what improvements are feasible, what mitigation may be required, and how they may affect the overall project and phasing.

The Committee's goal is to work collaboratively with the Selectboard to establish a clear direction for Prescott Park and identify a practical path forward for turning the Master Plan into a feasible, fundable project.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Krystal Alpers, Parks & Recreation Director

Subject: Older Adult Programming Update

Over the last several months, we have been working to expand and strengthen older adult programming at the Community Center. This effort began with conversations with individuals who have a history with the former Senior Center at the Community Center and a strong interest in seeing additional programming available for older adults.

The Director initially met with the former Director of the Senior Center, an interested community member, and a former Senior Center Board member, who is also interested in seeing increased programming and opportunities for older adults. These conversations helped provide historical perspective on the programs and services that were previously offered and helped identify areas of interest as we look at rebuilding and expanding programming.

We then conducted a survey to better understand what our community is interested in and what types of programs they would like to see offered. The survey was emailed through our Parks & Recreation software database to approximately 800 individuals age 50 and older, and it was also promoted through our social media channels. We received 115 responses, and the feedback was overwhelmingly positive. Respondents expressed a strong interest in additional programming and opportunities to connect with others.

One important takeaway from the survey was that some individuals who have participated in our programs in the past were not aware of many of the programs we currently offer. Based on this feedback, we see two areas of focus moving forward:

- Expand programming based on the interests and needs identified through the survey and other feedback we have received.
- Improve marketing and communication so residents are more aware of the programs and opportunities already available.

Town of Meredith Selectboard Agenda Report

Additionally, I met with the CEO, Director of Strategy and Planning, and Director of Elder Services from Belknap Merrimack Community Action Program (BMCAP). One of our primary discussions was the possibility of bringing a community meal back to the Community Center.

BMCAP currently has several projects and operational changes underway, including plans for a new kitchen at its Laconia location. This new kitchen will provide them with greater capacity to prepare and provide meals in the future. They believe they may be able to begin providing meals before the new kitchen is completed, although they likely would not have the staffing capacity to provide someone to serve the meals on-site.

We discussed several potential meal options and believed there may be an opportunity for BMCAP to provide prepared, packaged meals that Parks & Recreation staff could heat and serve at the Community Center. At this point, we would like to explore starting with one to two community meals per week. This would allow us to determine the level of participation and interest while also evaluating whether our existing Parks & Recreation staff can accommodate the additional responsibility alongside our current programming and facility schedule.

As programming increases and we see stronger attendance on certain days, we will continue to build on that momentum by offering additional workshops, educational sessions, and community talks. These well-attended programs also provide an opportunity to reach a larger audience and introduce participants to other resources, programs, and services available to them.

We have also been working to improve how programming and resources are presented on the Parks & Recreation website. We added a dedicated Older Adults section to make programs and information easier to find, as well as separate sections for Youth and Adult programming. We also added a Resources section to provide information and connections to services and opportunities that may be helpful to older adults and the broader community. This is a work in progress and we will continue to make enhancements.

Our goal is to take a thoughtful approach—expand programming where there is demonstrated interest, improve awareness of what we already offer, and explore partnerships that can provide additional opportunities for older adults in our community.

Current Programming for Older Adults:

Town of Meredith Selectboard Agenda Report

- Pickleball – Advanced, Intermediate, Beginner
- Sassy Step and Stretch
- Strength & Balance
- Senior Yoga

Current additions to programming:

- Better advertising for our existing programs (website enhancements & individual flyers)
 - Coffee social
 - Hooks and Needles
 - Community Walking
 - VNA Talks
 - Technology Assistance
- New Programming (either new or bringing back older programming)
 - Tai Chi
 - Line Dancing
 - Mahjong Beginner and Intermediate
 - Foot Clinics
 - Blood Pressure Clinics
 - Game Day – Drop-in Card and Board Games
- New Community Connections for Future workshops and talks
 - Granite State VNA
 - Meredith Village Savings Bank
 - UNH Cooperative Extension
 - Partnership for Public Health
 - Franklin VNA

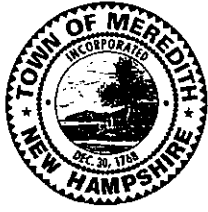
While the following are not specifically older adult programs, I did want to let the Board know of some additional programs that have recently been added:

- Pre-School Playgroup
- Sporties for Shorties
- Dog Obedience Classes
- Pick Up Youth Volleyball
- Increased After School Program availability through coordination with School for bussing

New Programming coming soon:

Town of Meredith Selectboard Agenda Report

- Tennis/Pickleball Clinics with Court Bloom
- Archery Lessons
- Chair Exercises – Tai Chi, Pilates (TBD based on finding an instructor)
- Ball Room Dance Classes



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Krystal Alpers, Parks & Recreation Director

Subject: Disc Golf Update

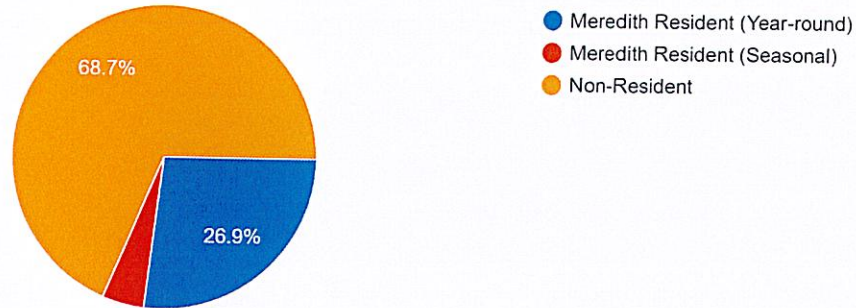
In late July, the Parks & Recreation Director and a local community member presented a concept for developing a disc golf course at Waukewan Highlands Park after a local resident approached the Director with the proposal. Currently, Meredith has one existing disc golf course located at Twin Barns Brewing. Beyond that, the nearest public courses are approximately 20–40 minutes away in communities such as Sandwich, Plymouth, and Franklin.

Following the presentation, the Selectboard discussed other potential locations, including Page Pond. Based on this suggestion during that discussion, the Parks & Recreation Director spoke with a representative from the Conservation Commission regarding the possibility of a disc golf course at Page Pond. The Conservation Commission representative indicated that the Commission likely would not be favorable toward a disc golf course at that location. The Commission subsequently discussed the concept at its meetings and remains not favorable toward a disc golf course at Page Pond.

Based on this feedback, the Parks & Recreation Director developed a survey to gather community input on the disc golf concept at two potential locations: Waukewan Highlands Park and the Meredith Community Forest. The survey received 405 responses. The results are attached for the Selectboard's review.

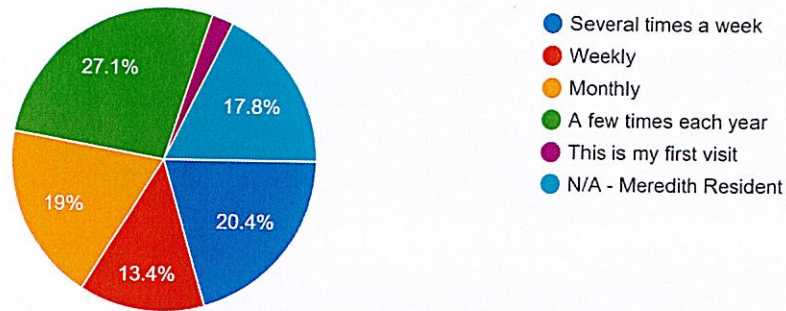
The Parks & Recreation Director asks that the Selectboard review the results in advance of a future discussion regarding whether the Board would like to see the disc golf concept pursued further and, if so, which location should be explored.

1. Are you a:
402 responses



2. Where do you live:	State	Total	Where do you live:	State	Total	Where do you live:	State	Total
Meredith	NH	115	Nashua	NH	2	Madison	NH	1
Moultonborough	NH	26	Rochester	NH	2	Milford	NH	1
Laconia	NH	22	Alton	NH	1	Milton	NH	1
Manchester	NH	21	Andover	NH	1	Milton Mills	NH	1
New Hampton	NH	12	Arizona		1	Nashville	TN	1
Concord	NH	11	Barrington	NH	1	New Boston	NH	1
Belmont	NH	8	Boston	MA	1	New Durham	NH	1
Center Harbor	NH	8	Bradford	NH	1	Newbury	NH	1
Gilford	NH	8	Center Barnstead	NH	1	Newmarket	NH	1
Dover	NH	7	Chicopee		1	Newton	MA	1
Wolfeboro	NH	7	Colorado		1	North Conway	NH	1
Bristol	NH	6	Contoocook	NH	1	Northfield	NH	1
Franklin	NH	6	Conway	NH	1	Ossipee	NH	1
Massachusetts		6	Cow Island	NH	1	Pembroke	NH	1
Plymouth	NH	6	Deerfield	NH	1	Portsmouth	NH	1
Tilton	NH	6	Easton	MD	1	Reading	MA	1
Tuftsboro	NH	6	Epping	NH	1	Rollinsford	NH	1
Campton	NH	4	Fitzwilliam	NH	1	Salisbury	MA	1
Sandwich	NH	4	Florida		1	Sanbornton	NH	1
Bedford	NH	3	Freedom	NH	1	Stoneham	MA	1
Boscawen	NH	3	Goffstown	NH	1	Strafford	NH	1
Canterbury	NH	3	Hampton	NH	1	Sunapee	NH	1
Derry	NH	3	Haverhill	MA	1	Sutton	NH	1
Gilmanton	NH	3	Hill	NH	1	Tamworth	NH	1
Loudon	NH	3	Hillsborough	NH	1	Uxbridge	MA	1
Thornton	NH	3	Holderness	NH	1	Vermont		1
Acton	ME	2	Hooksett	NH	1	Warwick	RI	1
Ashland	NH	2	Kittery	ME	1	Washington State		1
Brookfield	NH	2	Lincoln	NH	1	Weare	NH	1
Exeter	NH	2	Londonderry	NH	1	Wilton	NH	1
Hopkinton	NH	2	Lynn	NH	1	Close		
Hudson	NH	2	Madbury	NH	1			

3. If you are not a Meredith resident (year-round or seasonally), how often do you visit Meredith?
343 responses

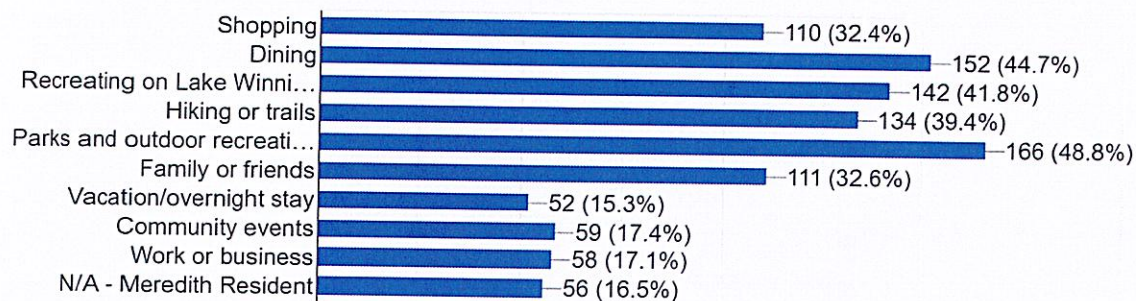


51.6% either live here or are here weekly

33.8% that are non-residents are here weekly

4. If you are not a Meredith resident (year-round or seasonally), what are the primary reasons you visit Meredith? (Select all that apply.)

340 responses



Other Responses:

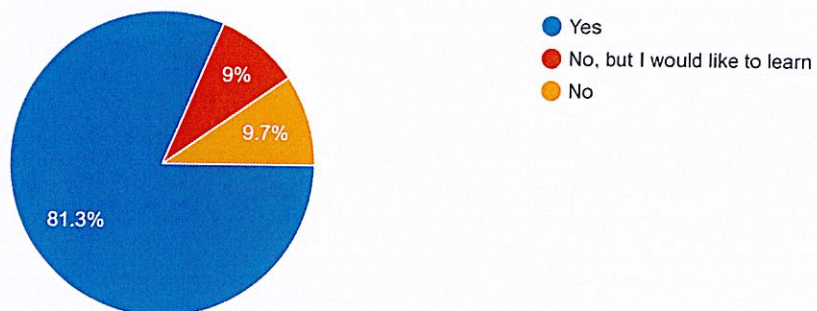
4. If you are not a Meredith resident (year-round or seasonally), what are the primary reasons you visit Meredith? (Select all that apply.)

Driving through
To play disc golf
School sports
Random
Playing disc golf at Twin Barns
I used to rent a shop in Meredith
I do not currently visit
Skatepark
Baseball coach
I haven't visited Meredith. I would if there was a DGC.

Sister is a seasonal resident
Exploring my state
Disc golf will bring me there more often!
Live part time in Moultonborough
I used to visit for work, but rarely visit now due to distance
Usually just passing through.
Groceries or hardware store
Passing through
Driving through

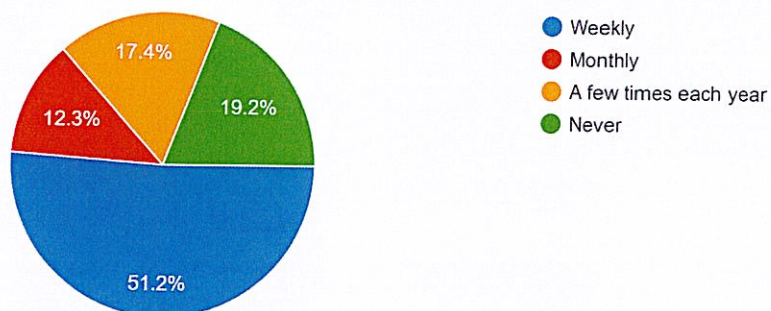
5. Have you ever played disc golf?

402 responses



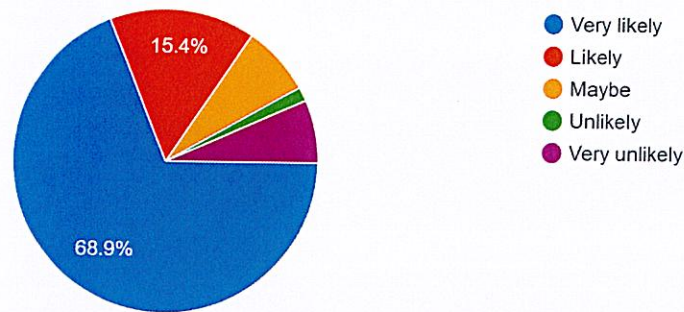
6. How often do you play disc golf?

391 responses



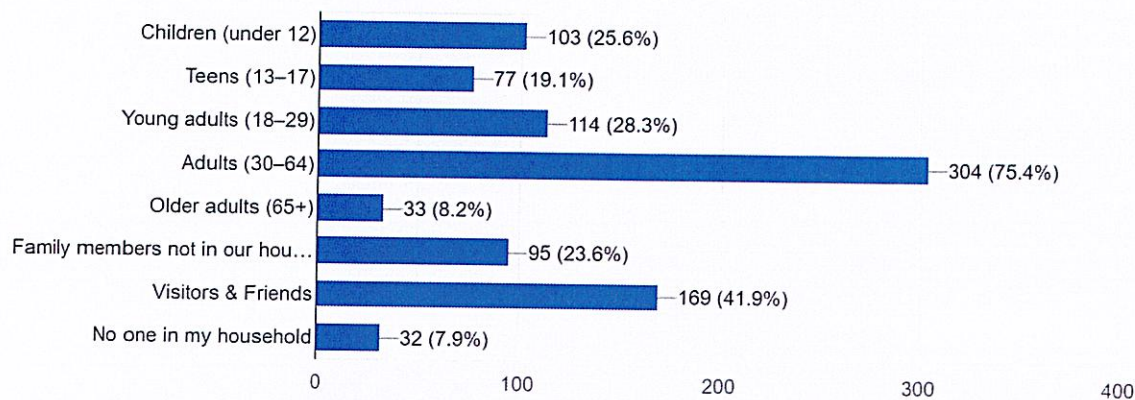
7. If Meredith had a public disc golf course, how likely would you be to use it?

402 responses



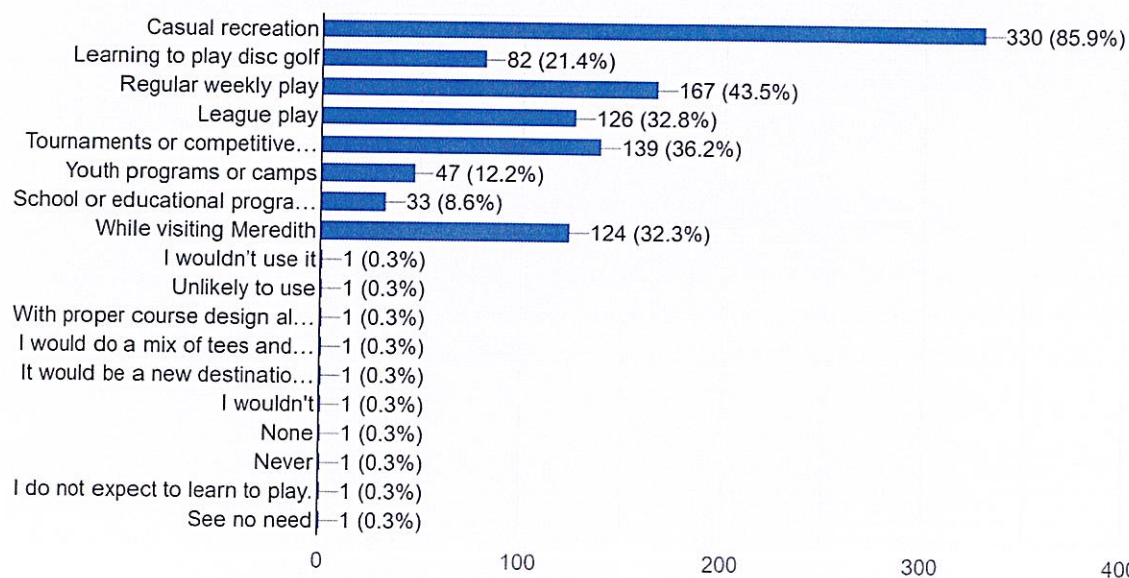
8. Who in your household would likely use the course? (Select all that apply.)

403 responses



9. How would you expect to use a Meredith disc golf course? (Select all that apply.)

384 responses



10. What type of course would you prefer?

389 responses



Other responses:

10. What type of course would you prefer?

2 tee pads recreational and challenging or destination. Look at smugglers notch VT they host world championships
A mix between Recreational and Challenging
All of the above. One course with 5 tee locations for all abilities is great IMO as my wife and I play with our kids and we are all at a different ability level. One target with multiple starting locations for varying abilities. Or a challenging 18 hole course and a family friendly 9 hole course.
Disc Golf popularity may have peaked but still very stable. this should be approved.
I believe there is a way to have multiple tee pads so there is a more competitive option as well as a layout family and beginner friendly!
I would like a challenging/destination level course. But for the area you are probably better off with a family/rec level course.
I would look at a course like Westy Acres that has an entrance point for all types of players. I would not put unnecessary OB on the course and let natural hazards penalize but a reasonable island hole, triple ma do's, and elevated baskets give a course character
I would suggest starting somewhere between recreational and challenging. Somewhere a new player can learn and not be frustrated while also challenging experienced players to a degree. Leaving room to expand the course to a destination/ championship level course could also be a consideration. The Disc Golf Pro Tour has its playoff events in Jeffersonville Vermont and in Worcester Massachusetts. Getting the players to stop in Meredith for a premium event is not a huge stretch of the imagination if the course and infrastructure are suitable for such a large event. These events bring hundreds to thousands of spectators and millions of views online.
I've played disc golf for over 10 years. I'm top 10 in the state. If you need help designing the layout I can give some great input.
Ideally a challenging course designed for more experienced players, but also have a shorter layout for beginners.
Ideally all of the above but making it friendly for beginners but still fun and challenging for the experienced as well. Possibly different tee pad spots or different basket locations
If you do one of the bottom 3 options you could always make a short tee box for beginners
It is possible to design a course for multiple skill levels
It would depend mostly on the space available, but recreational would be best to get the most optimal use out of the course. Still, you'd want it challenging enough to warrant a tournament draw.

11. Which location do you believe would be suitable for a public disc golf course? (Select all that apply.)

363 responses



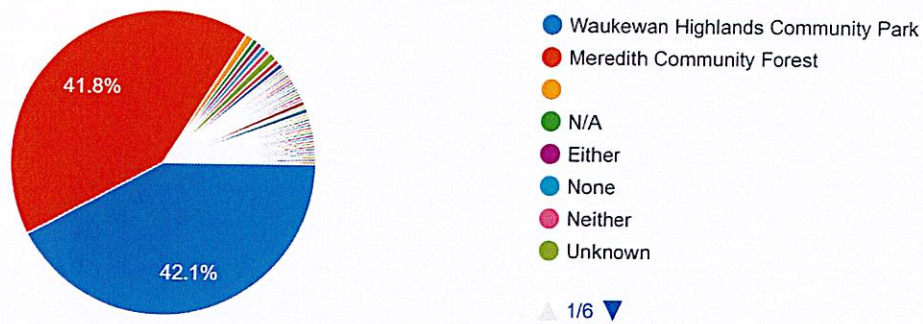
Other Responses

11. Which location do you believe would be suitable for a public disc golf course? (Select all that apply.)
Either would be great
I do not know either location well enough to vote.
I don't know either area well enough to make an informed decision between those two.
I don't know the options enough to answer.
I'd have to walk them with this question in mind
I'm not familiar enough with Meredith to make a good call.
I'm not familiar with either location but if you build it I will play it.
I'm not familiar with the local parks, but I know the area is gorgeous and has awesome options
Idk either one but a spot with trees that are not tight and with minimal brush.
Idk these spots
No opinion
no preference
No Preference
No preference
Not educated
not familiar
Not familiar with either, but disc golf players aren't picky. Add long as there's chains to hit!
Not familiar with other choices
Not familiar with those places
Not sure
Not that familiar with these places
Quarry loop trail/ moulton farm?
Unfamiliar with what the layouts would look like
Unknown
Unknown
Unsure best left to residents
I would ask you to put one in at both locations. One more family friendly and one challenging/destination so you can get all interest levels involved
Page Pond Community Forest
Page Pond Community Forest, Hamlin-Eames-Smyth Recreation and Conservation Area

Page Pond Forest
Prescott Park
Prescott Park
Prescott Park
The power lines at MCF allow for some more open holes
You need 20+ acres of useable land for 18 holes
Whenever them local residents would think best
whichever has the most open space mixed with wooded areas

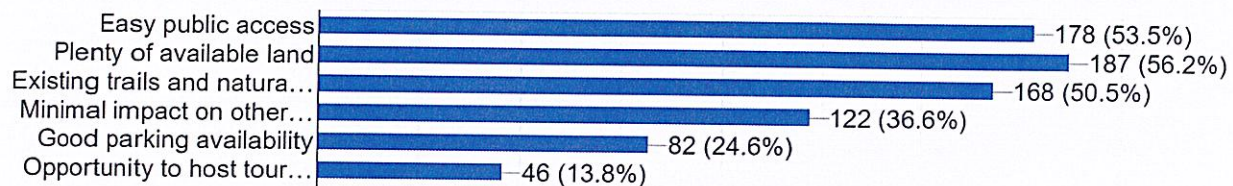
12. Which location would be your first choice?

349 responses



13. Why did you choose that location? (Select up to three.)

333 responses



Other Responses:

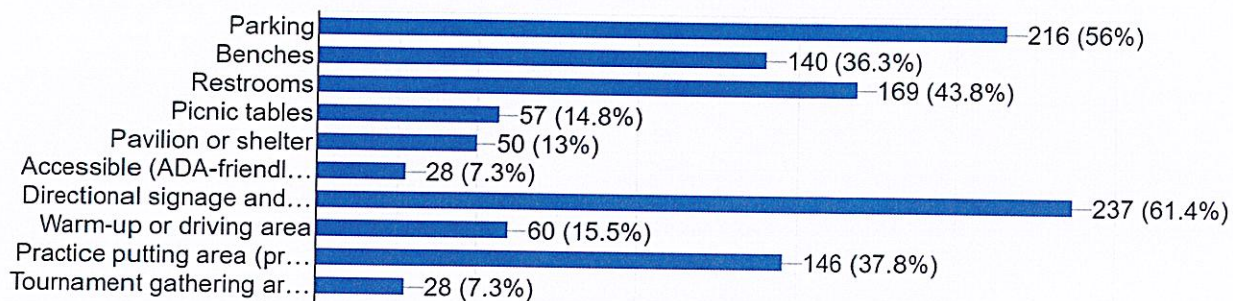
13. Why did you choose that location? (Select up to three.)

Basket=chucking!
Don't know enough
general suitability
I don't know these areas, but a course is a course. Only other option is Franklin Falls or the White Mountain course, and that one is not beginner friendly
I like both lol

Leave those places alone!
no preference
Not familiar with choices
Not familiar with either location
not familiar with either place
Not sure
Those are great criteria, and should be easy to rate
Unknown
Unknown
Would need to look into each area more.
Great mix of woods and open as well as mixed terrain in terms of elevation change
My family hikes weekly here
The utility line cut provides already cleared open shots.
near school. would love to bring groups of my students
Looks like better terrain overall, but the other has better parking.

14. What amenities would you like to see? (Select up to five.)

386 responses



Other Responses:

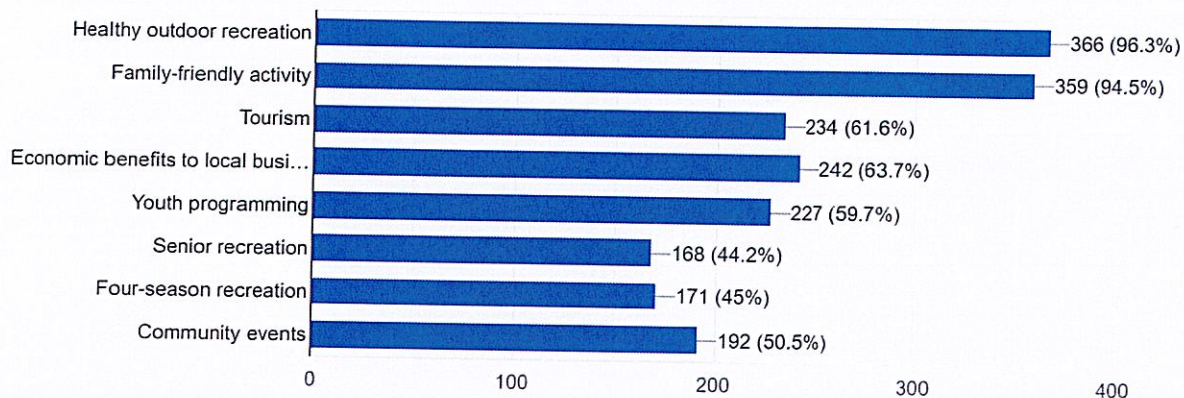
14. What amenities would you like to see? (Select up to five.)

signage, parking, warm-up, putting
Playground equipment to entertain small kids
Drinking water, restrooms, parking
Parking, signage tee boxes and baskets
portapotty or bathroom, tables/benches, directional and course signage, practice basket, parking
Dog friendly
2 unique courses (not just separate layouts)
Would love it if the course is on UDisc
All are great amenities to disc golf courses. Parking, signage, and restrooms are most important
Absolutely zero impact on local homes and watershed,etc.

Water access for hydration in course as well :)
exceptional upkeep
community area
Practice Net/warm up area

15. What benefits do you think a disc golf course would provide? (Select all that apply.)

380 responses



16. Do you have any concerns?

75 responded with a No

Trash can be an issue if A: there aren't cans available for basic trash and dog litter B: they need to be emptied regularly

Some one falling getting hurt insurance

Disc Golfers do love marijuana- keep the course away from schools.

Litterbugs

If in MCF, it should be north near Jenness Hill rd rather than near the hill by Philbrick Ave because there are new bike trails being built in that area by myself and NEMBA

None at all, I think it's a great idea!

People that won't look in to disc golf as a fun activity

That it might not happen

No, disc golf has been an incredible addition to the community in Dover and could do the same for Meredith.

Not building a course.

None - build it!

The survey provides too many wish list items. I just want 9 baskets and 9 cut fairways. Don't let the construction of the extras like bathrooms and pavilions and playgrounds prevent a low impact lean course construction.

Making the general public understand how well disc golf courses integrate into land areas with minimal environmental impacts. It seems like the only people that are opposed to this idea just don't really understand what a disc golf course entails, and what a positive community it truly is.

Cost to play.

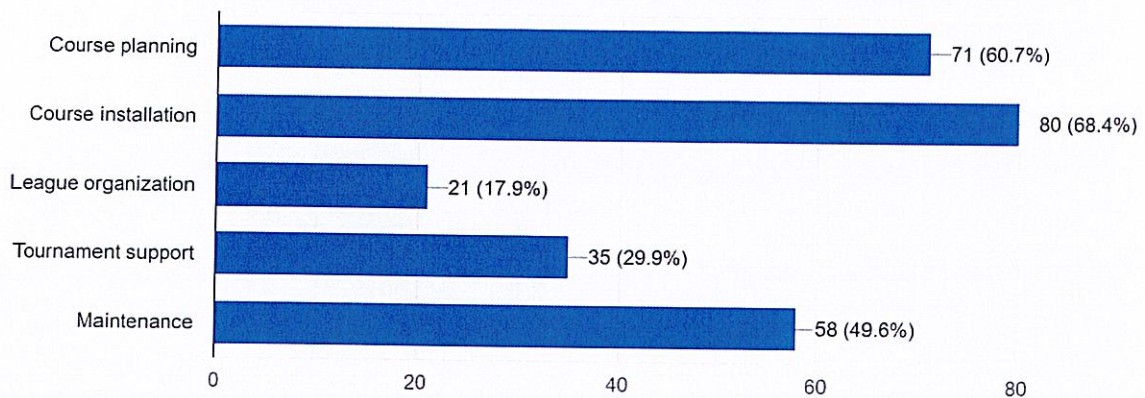
No, it's a minimally invasive use of forested parks.
Please don't use M Albee of White Mtns Disc Golf to design (as suggested on Facebook) - his two designs so far (Tenney and Bethlehem) both have been completely redesigned due to poor initial design.
A concern would be that you decide not to build the course
It not being built
Course design is challenging and requires expertise in order to fully utilize a space
That someone who hasn't played DiscGolf may design the course
The course will need adequate maintenance of fairways and tee areas. If they stop being maintained, traffic and usage will drop.
Safety with the design. Who is the designer? I wouldn't just hire a pro player (local or otherwise). I'd hire known course designers (such as John Houck) or New England / North East based course designers that understand safety, ecological impact, and challenging / fun play - that have designed such courses and have taken or have lead a course design workshop with John Houck (e.g. Josh "Quack" Quackenbush <MA> and/or Adam Harris <NJ>)
So long as there is maintenance on the course this is a big boon
None. Disc golf is a wonderful community. It is a fun approachable sport and It can benefit any town to have a great course.
Disc golf comes with a stigma of drug and alcohol use. Like the skatepark in town there needs to be appropriate signage prohibiting the use of either while on course. I don't expect trash cans to be on every hole but a good size trash and recycling area at the beginning/ parking area would be great.
People who live near the course may consider it noise traffic due to the baskets chains and high volume of players
Hitting other park users.
Potentially losing discs in the reservoir
My concern is that this may not happen :(
Disc golf will bring people from around New England and boost the economy of Meredith. No concerns.
None, the sport is easy to start playing for all skill levels. Also every disc golfer I've met has been an outdoor loving kind person
Nope most parks are cleaner and used more when they have disc golf course
Very strong concerns with the Waukegan Highlands option because of several issues including impact to a property that clearly is not appropriate regarding impact to the environment and needs of a full course.
my only concern would be a disc golf course that was not done properly, but with this survey it sounds like all things would be considered. an experienced course designer and players should be consulted
None at all disc golf is a great sport!
Utilize an experienced, professional course designer please! Courses do require some ongoing maintenance, local DG community will usually step up to help!
Course maintenance
Getting hit by errant drives is the biggest concern - design the layout(s) to avoid risks like blind shots.
Overlap with public parks could be slightly hazardous, however, there are many other public park courses that are just fine. Smart hole design is important.
Zero
Signage and tee pads are very important, without them it will turn players away
Never

Raising of taxes and more traffic on dump road

Yes.

17. Would you be interested in volunteering?

117 responses



18. Contact information provided for those that wanted to get involved.

19. Additional comments or suggestions:

I'm an avid player, would love to have a local full-size course, and would be happy to help.

Talk to our state commissioner / Stay away from Acme Disc Golf for a designer

A new and maintained disc golf course would be an exceptional addition to the lakes region as a whole.

If Meredith is to go forward with a course please seek out the advice from other courses around New England, as well as some professional players. A course that is well thought out will attract new players and keep them coming back. Often a course will try and get a brick and mortar disc store to help with advertising and tournaments.

Talk with other disc golf courses to see what makes theirs enjoyable and play off of that to make it our own and have it be free or donations for upkeep.

Could not select multiple amenities in question 4, so: parking, benches, restroom, picnic area, disc retail shop.

Good luck!

Central NH is lacking in free, public disc golf courses. This would bring new people to the area that would otherwise travel to other destinations for disc golf in NH.

Build it. It will be an asset.

I helped build the course at Twin Barns and I would be interested in helping with another course in Meredith!

If in MCF, an overall trail and course map should be developed with mtb and disc golf shown on it.

Other than clearing trees and regular mowing maintenance, a disc golf course is reasonably inexpensive and brings a lot of joyful outdoor use. I learned disc golf to connect with my son when he was 14. It was an activity we could do together away from screens. He learned to drive while traveling to courses in Moultonborough, Franklin, Manchester, Waterville Valley and more. He's a junior at UNH now and we still meet up to play disc golf almost every week. This is a game that brings people together.

We are looking to put a disc golf here in Hill as well.

I think this would be a great addition to the area. Disc golf is an affordable and fun past time.

Looking forward to a full course in Meredith

I really hope this gets to happen. It would be a great addition to the town.

It's a great upcoming sport that people travel to too play, restaurants and brewery/bars will see a sight uptick

This is a relatively low cost, low impact family, friendly recreation opportunity. It would be foolish for any municipality to not install a disc golf course or 3 on underutilized public land.

If you end up doing both i would make one a recreational course and one difficult course to attract all types of players. And if just making one, make a challenging one with a second set of shorter tee pads for beginners.

If you need help with planning Dennis from Salmon falls disc golf has designed most of the best NH Courses

Thanks for considering the community's feedback!

I have played disc golf for over a decade and have competed in 3 PDGA Disc Golf World Championships. There are almost Zero professional level disc golf courses in the lakes region. I would love to help.

Thank you for your efforts. You have my full 100% support and I will help out when I am able to!

I built a 9-hole course at Merrimack Valley High School

I hope this plan goes through. There are a lot of courses in southern N.H but get very scarce as you go north. More courses means more options, means more people will play..

Use elevation in the course layout, baskets on elevated platforms are a fun challenge

I think this would be a great idea for the community!

There are a few great course designers in the state, I would be happy to introduce you to them.

Excited and hoping this can happen.

I play other local courses like Bolduc Park and Twin bars but they're relatively small, not very well maintained, and don't communicate well with volunteer work. If I want to go to a good course and practice on becoming a better player, the closest is probably Top O' in Canterbury.

I would love to see Meredith have a great course. I think that it would attract more new and experienced players, especially if there's potential for it to be a destination course.

I'm very willing to help with the installation and maintenance.

Hi my name is James Midgley I was a former firefighter in Meredith before I became full-time in Pelham NH. I play numerous times a week and am also designing a long layout for our local course in Pelham. The easiest way to make the park is make it as long as possible first because adding shorter tees and baskets is always easier than making a short course and deciding down the road you want to add a longer layout. There are very few championship level courses in NH with Nashua course being recently added with an over all length of 7300ish feet. I feel like Meredith has always been one of the pioneers for the tourism industry in NH and will hopefully continue to do so. This would be a great addition to the lakes region there are not a lot of courses around the area. A good challenging course in a beautiful place is definitely something that will attract plenty of people to the area. If you are looking for a course designer Avery Jenkins that works for Discmania a disc golf company and a touring professional that has won a world championship is a great person to contact. His number is (541) 337-8668. He designed the course in Nashua and also sells the baskets for the course. I believe he quoted me 395 or so for 3 baskets for a longer layout I am in the middle of designing in Pelham NH my local course. I'm looking forward to the possibility of a course in Meredith I think this would be a great addition to the community and look forward to hearing back from you.

i think you could get the best of both worlds having 2 9 hole sections that start and end in the same area near a parking area. holes 1-9 can be more beginner friendly and holes 10-18 can be longer and more difficult for the more seasoned players

Would love disc golf course , such a great community of people, a hobby my entire family enjoys

DG is a low cost activity that gets people outdoors and active, can play all your life. I'm hoping to start a DG club at my high school.

no

A course is desperately needed there

Just add baskets!

I have played/ taught and worked around disc golf courses for 12 years. There are few courses in the area where I haven't put in many hours of work with cleanup, construction or design. I would love to be involved with this in any way you would have me. Thank you!

If you install a well designed course that caters to beginners through advanced players, it will not only be a boon to the economy, but impact health and wellness, and foster a thriving community in your town. Disc golf is a sport that's accessible to everyone, young and old. It gets people out and moving, appreciating nature, and creating community bonds between its players. Generally, a core group of course regulars materializes who are passionate about the local course, keep it clean, and work with parks and rec to maintain it. It's a low cost way to take advantage of underutilized park space and woodlands to better benefit the community. I can attest that during my yearly two week vacation to your area I would make use of the course almost everyday, if it's implemented well.

If you must charge people, consider asking for donations instead or at least keeping it free for Meredith and surrounding town residents

Thank you guys for exploring this!

Thanks for thinking about this. It's very exciting

None

I spend a month each year in New Hampshire. I travel to courses all around the state while I am in town. I get lunch at a local restaurant, and generally support the businesses

Having built a course in Haverhill, MA (Clement Farm) on public land that is free and open to the public, I wholeheartedly endorse this project. It will provide tremendous benefit to the community.

Happy to volunteer

Disc golf brings people together and provides opportunities for life long self improvement.

We play disc golf year round, and would absolutely be coming to Meredith more in the winter if there was a course; while there is one at the twin barns brewery, it is a short 9 hole course that we do venture up to play, but we would definitely (and many others in the disc golf community in NH) would come more year round if there were a full 18 hole course!

None at this time

This should have been noted in the planning board minutes or Recreation department that Facebook would be how the survey was distributed.

I'm 90 minutes away, but I've travelled farther to play an excellent course before or to play in tournaments. It's a wonderful sport for enthusiasts like me and local community members alike; a relatively low-cost, nature-friendly way to get people outside for fun and competition.

Thank you!! Please make this happen!!

Having a course would add a reason for my wife and I to visit and that would bring in revenue to local business (restaurants especially)

Exciting stuff! I hope this comes to fruition

I love disc golf. There are not a lot of courses around the lakes (region) at all. There is Top O the Hill in Canterbury, Franklin Falls (Franklin), and east of the lake you have King Pine (Freedom), and Moose Mountain (Brookfield) as far as established full courses in the area. Adding another well thought out and made course would bring attention and visitors to the area along with providing outdoor activity with family fun involved.

I designed and am installing a public course now working with the town of Salisbury, MA

I'm the PDGA State Coordinator in NH and have been involved and ran many events. More than willing to help.

Would help with installation

Another valuable person regarding course design and installation would be Ian Craveiro iancrave15@gmail.com. I have worked with him for years installing the temporary course and running the disc golf tournament at Castle in the Clouds. We would both be very interested in the course design and getting things like tournaments and leagues up and running.

Disc golf can bring a positive and friendly vibe to any community. Course installation does very little to no damage or harm to the parks. Sure, sometimes you lose a few trees to carve out new fairways to install a course (especially in the wooded areas), but not too much. I would LOVE to see a new course be put in Meredith, and you can bet I would be there to play it as often as I could.

Think this is a wonderful idea for the community. I travel for Disc and then always make sure to support the local businesses surrounding them.

Winnepesaukee needs more disc golf and Meredith is the perfect location

I have been involved in the design of several courses including The Castle in the Clouds, Constitution Park, Sunshine Park, Terrace Pines (RIP) and currently Kings Mark. I am an avid disc golfer of 20 years.

Would absolutely love to see a new course in town, I think it would greatly benefit Meredith

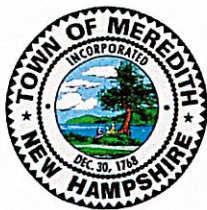
Cut any brush very close to the ground to avoid tripping. Hazards

A disc golf course is a great asset for any community

Please get a community lap pool! Please please please!

Build a year-round community pool instead

Alot of other communities have built these and they sit empty. They are not a good use of tax money or a good investment.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28th, 2026

From: Krystal Alpers, Parks and Recreation Director

Subject: Calisthenics Fitness Station

Suggested Motion:

N/A – workshop only

Board Chair calls for a second, discussion and vote.

Background/Discussion:

The Parks & Recreation Department is proposing the installation of a calisthenics fitness station near the basketball court at Prescott Park.

This proposal has been developed through conversations with a local Meredith resident and business owner of HPS, who has partnered with the Parks & Recreation Department to offer free fitness clinics in Prescott Park. HPS has held clinics at the park, providing residents with an opportunity to participate in and learn about outdoor fitness.

The station would be located near the existing basketball court, creating an additional active recreation opportunity that complements the park's existing amenities. At this time, only one station is being proposed, however, additional stations may be viable in the future. Prescott Park is heavily used by residents for walking and recreation, and the addition of a calisthenics station would give walkers an opportunity to incorporate strength, stretching, mobility, and fitness activities into their existing routines. The station would provide an outdoor fitness resource for individuals of varying fitness levels while adding another way for residents to stay active and enjoy Prescott Park.

The station could support a variety of exercises and activities, including:

- Pull-ups and assisted exercises
- Push-ups and dips

Town of Meredith Selectboard Agenda Report

- Core and flexibility exercises
- Strength and conditioning
- Stretching and mobility
- Individual workouts and small-group fitness

An important benefit of this proposed installation is that the equipment is relatively easy to dismantle and reinstall. Since Prescott Park is being considered for future improvements and renovations, the station can be installed now and, when the park renovation gets underway, dismantled and reinstalled in an appropriate location as part of the future park layout. This would allow the community to benefit from the fitness station now while maintaining flexibility as the Prescott Park renovation plans develop. The Town would not be committed to the current location as a permanent location.

Working with HPS also provides an opportunity to connect the equipment with structured fitness programming. HPS has already conducted clinics at Prescott Park, allowing residents to experience outdoor fitness in the park setting.

Future programming could include:

- Introductory calisthenics classes
- Outdoor strength and conditioning
- Adult fitness classes
- Youth fitness programming
- Small-group workouts
- Community wellness events

The station would also be available for residents to use independently and at their leisure.

Fiscal Impact:

The local citizen and HPS have offered to donate the complete calisthenics station to the Town, including:

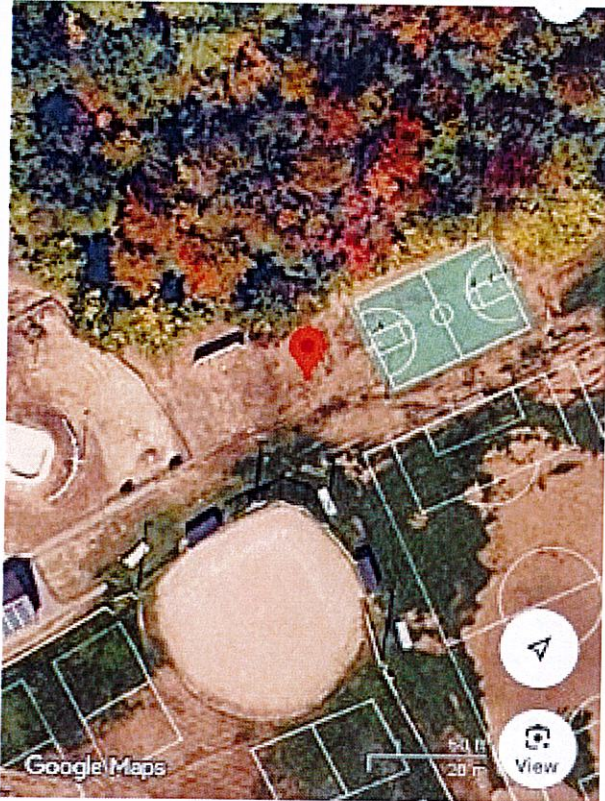
- All equipment and supplies
- Site installation
- Labor associated with the installation

There would be no cost to the Town for the purchase or installation of the equipment. HPS would like to place a small sign at the station with use directions and a sponsorship sign from HPS.

Alternatives: Do not accept the donation and do not install the station.

Attachments/Exhibits:

Location



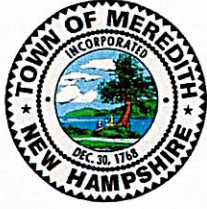
Station Example



Use and sponsorship sign example

Town of Meredith Selectboard Agenda Report





**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026**

From: Chief Ken Jones

Subject: Accepting Grant Funding & applying funds back to budget

Suggested Motion:

Selectboard Member moves, *"I move that the Meredith Selectboard set a public hearing on October 26, 2026 at 4:30pm to accept and appropriate \$10,758 in grant funds received through the New England Fire Chief's Association SAFER grant."*

Board Chair Aiken asks for a second, discussion and vote.

Background/Discussion:

Under the New England Fire Chiefs Association Safer Grant, I applied for funding under the recruitment and retention portion for reimbursement pertaining to a 10 X 10 tent, 8 X 10 background cloth, 6 & 8 ft. tablecloths with Department logo to be used for recruiting at various events. The total cost and reimbursement received is \$1,708.12.

In the immediate future, I will be invoicing through this grant for (2) physicals \$400 ea. And (2) sets of turnout gear \$4,125 ea.

At this time, I'm requesting all reimbursements, totaling \$10,758, through this grant to be appropriated to the department's current 2026 budget.

Fiscal Impact:

If request is not approved, grant funding will not be accepted and/or returned.

Town of Meredith Selectboard Agenda Report

Concurrences:

Declining acceptance hinders future department grant requests.

Alternatives:

Do not accept.

Attachments/Exhibits:

Invoices





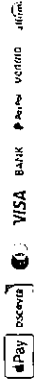
SIGNZDIRECT
1240 E. Ontario Ave. Ste. 102/114
Corona, CA 92881 USA
7142645935
signzdirect@earthlink.net
www.signzdirect.net

Invoice 7944

BILL TO		DATE	PLEASE PAY	DUE DATE
Amanda Cullen Meredith Fire Department 286 Daniel Webster Hwy Meredith, NH 03253		07/13/2026	\$0.00	07/13/2026

ACTIVITY	QTY	RATE	AMOUNT
PRC06 4 sided 6' Table Cover DISCOUNT CODE: J50	1	174.50	174.50
PTC08 PTC08 8' Printed Table Cover DISCOUNT CODE: J50	1	199.50	199.50
STFD08 Straight 8' tension fabric display DISCOUNT CODE: J50	1	599.50	599.50
Shipping UPS Ground / Fuel Charge / CMS	1	76.19	76.19
SUBTOTAL			1,049.69
TAX (0.0875)			0.00
TOTAL			1,049.69
PAYMENT			1,049.69
TOTAL DUE			\$0.00

Ways to pay



THANK YOU.



SIGNZDIRECT
1240 E. Ontario Ave. Ste. 102/114
Corona, CA 92881 USA
7142645935
signzdirect@earthlink.net
www.signzdirect.net

Invoice 7837

BILL TO

Amanda Cullen
Meredith Fire Department
286 Daniel Webster Hwy
Meredith, NH 03253

DATE

05/29/2026

PLEASE PAY

\$0.00

DUE DATE

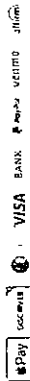
05/29/2026

ACTIVITY

DPT10X10
10' x 10' Digitally Printed (Full Color) Tent DISCOUNT
CODE: FLASH29

Shipping
UPS Ground / Fuel Charge / CMS

Ways to pay



View and pay

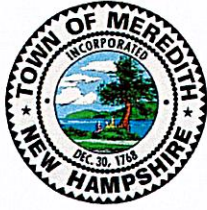
QTY	RATE	AMOUNT
1	499.00	499.00
	159.43	159.43
		658.43
		0.00
		658.43
		658.43

SUBTOTAL
TAX (0.0875)
TOTAL
PAYMENT

TOTAL DUE

\$0.00

THANK YOU.



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026**

From: Chief Ken Jones

Subject: Award Notification (Application Number: EMW-2025-FG-05774)

Suggested Motion:

Selectboard Member moves, *"I move that the Meredith Selectboard set a public hearing on October 26, 2026 at 4:30pm to accept and appropriate \$37,819.42 in Assistance to Firefighters grant funds received through the federal Department of Homeland Security."*

Board Chair Aiken asks for a second, discussion and vote.

Background/Discussion:

With the 2025 Assistance to Firefighters Grant, Meredith Fire Department applied for updated Forestry Gear to include; 32 sets of Boots, Shirts, Goggles, Helmets, Pants and Hoods. Application was submitted back in 12/2025 and official notice of award on 9/21/26 for a total amount of \$39,710.40. This includes a Cost Share of \$1,890.89 local match and a Federal Share of \$37,819.42

There is a timeline of 30 days to accept or deny the Grant and a two-year Period of performance,
9/28/2026 – 9/27/2028

Fiscal Impact:

Modernize Department Forestry PPE and remove from service PPE that is outdated and currently being worn by department members.

Concurrences:

Town of Meredith Selectboard Agenda Report

Continue to use outdated Forestry PPE to respond to brush fires, which poses a Safety concern.

As well as denying the Grant, poses the question with being awarded future AFG's.

Alternatives: Purchase through Department Budget and/or continue to wear outdated gear.

Attachments/Exhibits:

Award Letter

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/21/2026



Kenneth Jones
MEREDITH, TOWN OF
41 MAIN ST
MEREDITH, NH 03253

EMW-2025-FG-05774

Dear Kenneth Jones,

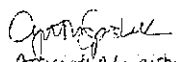
Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2025 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$37,819.42 in Federal funding. As a condition of this award, you are required to contribute non-Federal funds equal to or greater than \$1,890.98 for a total approved budget of \$39,710.40. Please see the FY 2025 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

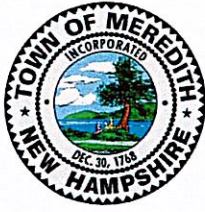
- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligor Document - included in this document
- 2025 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,


Assistant Administrator (A)
FEMA Resilience

Cynthia Spishak



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Judie Milner, Town Manager

Subject: Personnel Policy Manual

Suggested Motion:

N/A – workshop only

Background/Discussion:

Chris Janosa, Director of Human Resources & Special Projects presented the following at the Board's September 14, 2026 meeting:

The personnel policy manual was last updated in 2018. Over the course of several department head meetings, the Town Manager and all department heads went through the entire manual, section by section, to make updates and changes. Most of the changes were updates to process flows to reflect the current operation. The more substantial changes include:

- Changes to the way vacation is accrued for Department Heads
 - *New employees hired as a department head will receive 160 hours of vacation time on their first day of employment*
 - *All department heads will accrue 14 hours of vacation per month*
- Implementing vacation accruals for regular part-time employees
 - *Will be able to accrue between 4 and 7 hours per month based on their tenure*
- Updating the vacation accrual ceiling from 240 hours to 320 hours
- Allowing employees who have reached the maximum accrued sick leave balance to use up to one day of sick leave per month, even when sick leave is not otherwise needed, in order to accrue an additional day of sick leave on the first day of the following month.

Town of Meredith Selectboard Agenda Report

Manager Milner Presentation for September 28, 2026:

The selectboard wishes to implement a remote work policy. The proper place for this type of policy is within the personnel manual. I would recommend placing it right after the section labeled "Attendance" of page 29 of the attachment. You may want to include language like the following:

Remote Work

Meredith's town government is a public facing entity, here to serve taxpayers, residents, businesses and visitors to our community. Therefore, all full time regular employees will adhere to a 40 hour in person work week. All part time regular employees will adhere to the regularly schedule hours at the time of hire in person work week. Exceptions may be made by the Town Manager in extreme and extenuating circumstances but in no instance would any employee work remotely on a routine basis.

In addition to the remote work policy, this would be a good time for the board to include their training policy. I would recommend including it in the section titled "Tuition Reimbursement" on page 25 of the attachment and renaming the section to "Training and Tuition Reimbursement". You may want to include language following the current statement "Courses which are a requirement of the employees job position shall be paid for entirely by the Town." like the following:

In person training courses paid for the Town shall be limited to the New England area. In extenuating circumstances the Town Manager may authorize training courses outside of the New England area.

Then start a new paragraph with the existing language regarding tuition reimbursement which starts with "Courses which are related to the job, but are not required, are also eligible for a tuition refund.....".

Next steps:

Board decision on remote work and/or training policy

Information from surrounding and/or similar communities regarding department head accruals

Personnel manual review by town labor attorney

Discussion and/or adoption at 10/26 or 11/9 board meeting (depending on the review of labor attorney)

MARKED CHANGES — Yellow highlight = new/revised language. Red strikethrough = deleted language. [DELETED] paragraphs identify language removed from the prior policy. Comparison of OLD Personnel policy.docx to Personnel Policy Manual.docx. Inline/paragraph changes identified: 174 modified items, 63 added paragraphs, 72 deleted paragraphs. This is a visual markup for review; it is not native Microsoft Word Track Changes.



Town of Meredith, NH

Personnel Policy

~~manual~~Manual

This document supersedes all personnel policies previously established or approved by the Town of Meredith.



Town of Meredith

Town Manager's Office

5 Highland Street, Meredith, New Hampshire 03253

Tel: (603) 677- 4209 • Email:

TownManager@meredithnh.gov

Website: www.meredithnh.gov

WELCOME TO THE TOWN OF MEREDITH, NH

As an employee of the Town of Meredith, the importance of your contribution cannot be overstated. The Town's goal is to provide residents and visitors with the finest and most efficient service possible. Employees are an important part of this process.

This Personnel manual explains Town personnel policies and benefits, as well as the specific opportunities and responsibilities that exist for employees within the Town. In an effort to be responsive to the needs of a changing organization, changes or additions to this handbook will be made when necessary. This office will keep employees informed when these changes are made.

We are glad you are part of our team, and we hope your work with us is both challenging and rewarding.

Sincerely,

~~Philip~~ ~~Judic L. Milner~~ ~~Warren, Jr.~~
Town Manager

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GENERAL PROVISIONS

ABOUT THIS PERSONNEL POLICY MANUAL

This manual has been prepared to inform Town employees about the Town's general employment practices and policies. These policies apply to all Town employees unless otherwise specified. The policies in this manual are intended to help all Town employees work in a collegial and productive atmosphere. The policies in this manual supersede any previously issued Town employment rules, policies or employee manuals/handbooks. All policies in this manual are effective immediately.

Employees are required to read this manual to familiarize themselves with the policies in it. This manual is a source of general employment information. It is not all-inclusive as no employment manual can anticipate every circumstance or question that may arise in a workplace. In addition to this manual, the Town may use a variety of other methods to communicate employment information, rules, policies and procedures to its employees. Such methods may include bulletin boards, e-mail memoranda and staff meetings. Employees are responsible for all such communicated information. The official, updated copy of this manual is exclusively located on the Town's website, making it available for all employees to review.

The Town of Meredith retains the right to make decisions involving employment as needed and to change, add or delete the policies in this manual in order to conduct its work in a manner that is beneficial to the Town. This includes the current benefit plans summarized in this manual. Employees will be notified of any such change.

If there is any conflict between the summary of any benefit plan contained in this manual and the terms and conditions stated in the actual plan documents and summary plan description the terms and condition in the plan documents will control.

Nothing in this manual does or should be considered to create an expressed or implied contract between the Town and any employee. Except on authorization of the Town's Select Board no supervisor or representative of the Town can modify any policy in this manual or bind the Town to any change to any manual policy, and even then modification of a policy in this manual will only be effective if it is approved in writing by the Town's Board of Selectmen.

Should any provision in this manual be held to be unenforceable or invalid, such finding will not invalidate the rest of the manual, but only the subject provision. And, should any section of the manual incorrectly represent any state or federal law or regulation, the language of the actual law or regulation will control.

For any Town employee whose job position is included within a union bargaining unit, to the extent there is any conflict between the collective bargaining agreement ("CBA") between the Union and the Town for the employee's bargaining unit, the terms and conditions of the CBA will control.

Employees are required to read this manual carefully⁷ and refer to it whenever questions arise. Questions about the policies and procedures described in this manual or suggestions for improvement should be directed to the Town Manager.

ADMINISTRATION

The rules, regulations, policies and procedures in this manual constitute the Town of Meredith's Personnel Policy manual, and they have been adopted for information and guidance and for use by the Meredith Board of Selectmen, Town Manager, supervisory personnel and employees of the Town.

The Town Manager is responsible for the administration of the provisions of this manual and has the authority to take appropriate action in dealing with cases of violations of it. The Town Manager also serves as the Town's Personnel Director.

In implementing this manual, Department Heads, with approval of the Town Manager, are authorized to generate and implement personnel/departmental rules and regulations supplemental to the policies in this manual. Such rules and regulations bear the same authority as the policies in this manual.

OUR WORKPLACE

As you review this manual, you will notice that terms such as "workplace" and "premises" appear in many of Town of Meredith's policies. For most employers, such terms encompass the buildings and surrounding property that they own or lease. However, as you know, the nature of our work as a municipality requires that our use of these terms have a broader definition. Accordingly, whenever our "workplace" or "premises" is discussed in this manual, you must understand that we are discussing not only Town of Meredith buildings, facilities and properties, but also any remote job site to which you may be assigned to work and any vehicle in which you may be traveling in for Town of Meredith related business.

DEFINITIONS

Wherever used in these policies and procedures, the following terms and words shall be defined as indicated below, unless defined otherwise in a specific section in which case that definition will control:

ANNIVERSARY DATE: The anniversary of the initial employment date shall be used for leave accrual or employment verifications only. For the purpose of performance evaluation and merit salary adjustment, the anniversary date will mean the date an employee changes from probationary to a regular employee. Anniversary dates for promoted or reclassified employees receiving more than a 2.5 percent increase shall be the dates of promotion or reclassification for the purpose of salary adjustments and performance evaluations. Employees become eligible for in-grade salary increases on this date, based upon meritorious performance evaluations.

~~(DELETED)~~

APPOINTING AUTHORITY – The Town Manager is the appointing authority for all classified positions.

COMPENSATION – The salary, wages, fees, benefits, and all other forms of valuable consideration earned or paid to any employee of the classified service by reason of service in the position, but does not include allowances for expenses authorized and incurred and incidents to employment.

DEMOTION – The change of an employee from a position in one class to a position in a class having a salary range with a lower maximum rate of pay.

DISABILITY – A disabling condition; partial or permanent, which prevents, hinders or adversely affects an individual’s performance of their normal routine of work. A formal determination of disability may be based on the disability policy then in place.

DISMISSAL (Discharge) – An involuntary separation of an employee resulting from disciplinary action, inability to perform the duties of the position or other cause.

ELIGIBLE – A person who has met the minimum qualification requirement established for a position or has met the requirements established receive benefits from the Town.

EXAMINATION (Selection Device) – Any test of fitness used to evaluate the ability of applicants to perform the duties of a position. (Example: oral board, written test, performance test, physical examination).

IMMEDIATE FAMILY – “Immediate family” includes spouse, children (natural or adopted), stepchildren, parents, ~~parents in law,~~ brothers, sisters, **in-laws**, stepparents, stepbrothers, stepsisters, grandparents, and grandchildren of the employee.

INCUMBENT – An individual currently occupying a specific position.

JOB DESCRIPTION – The written description of the duties and responsibilities of a class of positions along with its fitness and qualification requirements.

LAYOFF – Involuntary separation of an employee resulting from a reduction in force due to lack of work, lack of funds, or abolishment of the employee’s position.

LEAVE – A period of authorized absence during which an employee does not work but is still considered to be in the employ of the Town. Leave may be authorized with or without pay.

OPEN ENROLLMENT – Designated time frame to make changes or enroll in eligible benefits.

PERSONNEL ACTION – All activities affecting any aspect of an employee’s status. Includes appointments and changes in appointments, original hiring, re-employment, transfer, promotion, and demotion, changes in hours, reallocation, resignation, suspension, dismissal, and placement in leave status.

POSITION – A regularly established job in the classified service of the Town.

PROBATIONARY PERIOD – A working test period, following initial appointment or promotion during which an employee is required to demonstrate by conduct and actual performance of the duties his fitness for the position to which he is appointed.

PROMOTION – Assignment of an employee from a position to another, which has a higher maximum rate of pay.

RECLASSIFICATION – Reassignment of a position from one pay grade, class or title to another pay grade class or title in the Town to more accurately reflect the duties and responsibilities involved.

~~RESIGNATION~~ **VOLUNTARY (Termination) TERMINATION** – Separation of an employee from Town employment by ~~his or her~~ **their** own voluntary act.

INVOLUNTARY TERMINATION – Termination of an employee by the Town.

REGULAR EMPLOYEE – Any non-probationary employee of the Town who is other than a temporary/seasonal employee, and may be part-time or full-time.

RETIREMENT – Separation of an employee in accordance with the provisions of any retirement system under which an employee is eligible to receive benefits.

~~[DELETED] SEPARATION – Separation is the termination of an employee from employment by the Town through retirement, resignation, layoff or dismissal.~~

SUSPENSION – An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

TRANSFER – Change of an employee from ~~a one position in a class in one department~~ to another. **This position may occur** in the same ~~class~~ department ~~in~~ or if they move to another department ~~or to a different class through reclassification of the position.~~

EMPLOYMENT AT WILL

Employment with the Town of Meredith is voluntarily entered into and employees are free to resign at any time. Similarly, the Town of Meredith is free to end an employment relationship when this action is in the Town's best interest. The employment relationship can be terminated with or without cause and with or without advance notice, at any time, and at the option of the employee or the Town of Meredith.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Meredith is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town of Meredith will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, **genetic information**, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

If an employee believes that they have been discriminated against in their employment with the Town on the basis of a characteristic protected by law they must follow the reporting procedure outline in the Harassment policy of this manual.

The Town prohibits retaliation against any employee who complains in good faith about discrimination involving any of the above-listed characteristics, and all employees should feel free to raise any such good faith concerns.

THE AMERICANS WITH DISABILITIES ACT (Section 504)

The Town of Meredith prohibits any form of discrimination against job applicants or employees with physical or mental disabilities. The Town will not discriminate against any applicant or employee who is capable of performing the essential functions of a job, with or without reasonable accommodations provided by the Town. The Town will make every effort to assure that individuals with disabilities have access to the job application process. The Town of Meredith

will provide necessary and reasonable accommodations to assure that employee will enjoy the same benefits and privileges of employment as are enjoyed by non-disabled employees. If an employee requires an accommodation to perform the functions of their job because of a disability he/she should notify the Town Manager. The Town of Meredith will maintain all medical information in a confidential manner in accordance with the ~~ADA~~Americans With Disabilities Act.

HARASSMENT POLICY – Including Sexual Harassment

The Town of Meredith does not tolerate harassment in the workplace on the basis of marital/familial status, physical or mental disability, age, race, color, religion, sex, sexual orientation, veteran/military status, pregnancy, national origin, genetic information, or on any other basis protected by law.

In support of the Town's commitment to equal employment opportunities, the Town of Meredith prohibits harassment of an employee by anyone in the workplace, whether by a co-employee, supervisor, Town official, or a member of the public on the basis of any of the above listed characteristics. Similarly, the Town prohibits its employees from harassing anyone on the basis of any of these characteristics. Any employee who harasses anyone on any of the ~~bases~~basis discussed above will be subject to discipline, up to and including discharge. The Town of Meredith defines harassment with respect to employees as:

Harassment is verbal and physical conduct that denigrates or shows hostility or aversion toward an individual because of ~~his or her~~their race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation veteran status, or any other characteristic protected by law or that of ~~his or her~~their relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It is not possible to list all of the circumstances and behaviors that may constitute unlawful harassment in violation of Town of Meredith policy. However, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, pregnancy, age, disability, sexual orientation, marital status, genetic information, or veteran/military status; and
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, marital status, pregnancy, national origin, age, disability, sexual orientation, genetic information, or veteran/military status that is placed on walls, bulletin boards, or elsewhere on Town of Meredith premises, or in circulation in the workplace.

The Town of Meredith prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of our corporation, Town official, co-worker, or non-employee who is on our premises or who comes in contact with our employees.

It is the goal of the Town of Meredith to promote a workplace that is free of sexual harassment. Sexual harassment of employees is unlawful and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually-oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. If an employee believes they are being harassed, we encourage you to let the person engaging in the conduct know how you feel. However, if you do not feel comfortable taking this step, we certainly do not require that you do so. If an employee believes that they have been subjected to sexual harassment, she or he is to report the incident in accordance with the Reporting Procedure contained in this manual. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Retaliation against an employee who complains in good faith about ~~sexual~~ harassment is a violation of this policy and is prohibited by law. If an employee believes that they have been subjected to retaliation, ~~he they or she is~~ are to report the incident in accordance with the Reporting Procedure contained in this manual.

REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT AND DISCRIMINATION

If an employee feels that they are a victim of sexual or other unlawful harassment, they shall immediately report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.

1. If an employee believes that they are a victim of sexual or other unlawful harassment or discrimination he/she must report the act immediately to the Department Head and the Human Resources department. If the Department Head is being accused of harassment, the employee must report the act immediately to the Town Manager ~~or~~ and the ~~Executive Human Assistant Resources / HR Coordinator~~ Department.

2. The Town of Meredith will promptly investigate every reported incident if appropriate. Any employee, supervisor, or agent/official of Town of Meredith who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including termination. The complainant may be informed of the outcome of the investigation.
3. The Town of Meredith will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to those with a need to know.

IMMIGRATION LAW COMPLIANCE

The Town only employs United States citizens and aliens authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, it is against Town policy to discriminate in any aspect of employment of a person authorized to work in the United States based on the person's national origin, citizenship or intent to become a U.S. Citizen. In accordance with federal law, every prospective employee is required to provide documents verifying his/her identity and authorization to be legally employed in the United States. In addition, a prospective employee is required to sign a verification attesting that ~~he or she is~~ they're legally employable in the United States. The Town retains copies of these documents submitted/signed by an employee. To the extent practical and appropriate, these documents will be kept confidential. However, on request the Town is required to provide copies of the documents to the U.S. Department of Labor and to the Immigration and Naturalization Service ("INS").

Providing false documentation or making any false statement related to this verification shall be grounds for immediate discharge. And, if during the course of employment the Town requests further information relating to an employee's authorization to work in the United States, the employee must furnish the information requested. Failure to cooperate in providing such information shall be grounds for discipline, up to and including termination.

EMPLOYMENT APPLICATIONS AND INFORMATION

The Town relies upon the accuracy of information contained within each employee's employment application, as well as all other information presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in any of this information may result in exclusion of the individual from further consideration for employment or, if the person has been hired may result in termination of their employment.

EMPLOYMENT CHECK/REFERENCES

The Town Manager, and ~~his/her~~ their designee(s), is the only person authorized to respond to a reference inquiry from any other employer or any party.

No other Town employee may provide references for a current or former employee on behalf of Town without express prior authorization from the Town Manager. Employees may provide "personal" references at their own discretion. Personal references may not be published on Town letterhead or give any other indicia of being a reference or recommendation from/on behalf of the Town of Meredith.

USE OF LIKENESS

The Town may take photographs and/or videos for use both internally and in displays, publications and on the Town's web site or other social media. Any employee who does not want their picture

taken and/or used in such a way is responsible to notify the Town Manager of this in writing.

PERSONNEL RECORDS

The Town of Meredith maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of employee progress. The personnel file is the Town's continuous record of information relative to the employee's employment. The employee may inspect his/her own personnel file during regular office hours, upon reasonable request. However, employees may not be permitted to review their personnel file if they are subject to an investigation at the time of the request and disclosure of such information would prejudice law enforcement. File inspection must be done on the employee's own time, and must be arranged through the Town Manager or HR ~~Coordinator~~ Director. Employees may read their personnel file, but they may not remove any portion of the file. ~~Upon request and payment of an established copying cost, employees will be provided with a copy of all or part of their personnel file.~~

If at any time an employee disagrees with the information in ~~his or her~~ their file, the employee may submit a written statement explaining their version of the information together with evidence supporting such version. The Town of Meredith will maintain such statement as part of the personnel file and will include the statement in any transmittal of the file to a third party.

In an emergency it is very important that your personnel file includes accurate information regarding who should be contacted. Please notify the Town Manager or the HR ~~Coordinator~~ Director as soon as possible of any changes in name, address, telephone number, marital status, dependents and/or beneficiaries.

WORKPLACE ISSUES, CONCERNS, OPEN DOOR POLICY

In any workplace, work issues and concerns arise from time-to-time. If any such issues or concerns arise for employees while working for the Town, it is recommended that employees use the following procedure so the matter can be addressed and resolved as soon as possible.

Employees should initially discuss and try to resolve the matter with his/her immediate supervisor. However, if the employee is uncomfortable discussing the matter with his/her immediate supervisor or such a discussion does not resolve the matter to satisfaction, the employee should contact their department head. In the event that the matter is still not resolved to satisfaction, the employee should contact the Town Manager to bring about resolution.

The Town is confident that utilizing this procedure will bring about a satisfactory resolution of most workplace issues or concerns, resulting in a productive work environment for all employees.

EMPLOYEE CLASSIFICATIONS, RECRUITMENT, SELECTION, OPPORTUNITY AND EVALUATION

EMPLOYMENT CLASSIFICATIONS

At the time of hire, employees are classified as full-time, part-time, or temporary and are informed as to whether they qualify for overtime pay. Unless otherwise specified in writing or as required by law, the benefits described in this manual apply only to full-time employees. All other policies described in this manual apply to all employees, with the exception of certain wage, salary and

time off limitations. If an employee is unsure of which job classification into which their position fits, please ask the Town Manager.

FULL-TIME REGULAR EMPLOYEES: Individuals who are regularly scheduled to work 40 or more hours per week.

PART-TIME REGULAR EMPLOYEES: Individuals who are regularly scheduled to work less than 40 hours per week. Part-time employees are not eligible for benefits described in the manual except where noted, authorized by the Town Manager, or to the extent required by state or federal law.

TEMPORARY EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project. Seasonal employees, those hired to work for ~~twenty-six finite~~ (26) periods weeks of or less time, are considered to be temporary employees. Temporary employees are not eligible for benefits described in this manual except to the extent required by state or federal law.

NON-EXEMPT AND EXEMPT EMPLOYEES: Exempt employees are those who, because of their job, are not entitled to overtime pay and minimum wage in accordance with the Fair Labor Standards Act ("FLSA"). Exempt employees may be granted Administrative Leave. Most ~~non-exempt~~ non-exempt employees, with the exception of employees engaged in law enforcement, fire protection, or other public safety activities, are entitled to be paid one and one-half (1-1/2) times their regular hourly wage for any time worked over forty (40) hours per week. Time away from work due to a job-related injury, jury duty and bereavement leave, are not counted towards overtime pay. However, vacation and sick time will be counted as hours worked for the purpose of computing eligibility for overtime pay. Employees will be advised when they are hired if they are entitled to overtime pay. (See Overtime Policy – under Compensation and Hours of Work.)

RECRUITMENT

When a position vacancy occurs, the Department Head shall notify the Human Resources Manager stating the date of vacancy, position, title and other pertinent facts, which may be necessary.

When a Department Head wishes to establish a new position, they shall notify the Town Manager, in writing, stating the class/title, if such a class exists, or a job description when no such position is classified, and the reason for the request. No new position will be established without the approval of the Town Manager.

APPLICATION

Application for employment with the Town must be filed on the available forms prescribed by the Town Manager. Such forms may require whatever information is deemed necessary and all applications must be signed by the applicant.

It is the policy of the Town that vacancies, except those filled by promotion or transfer, be advertised in at least one ~~issue~~ online of a local newspaper location. Applications shall be received for at least one week after the date of advertisement. All positions requiring Commercial licenses, other than emergency vehicle operators, for operation of equipment over 26,000 GVW must meet the Federal Motor Carrier Safety Regulations. ~~The Federal Motor Carrier Safety Regulation handbook is available at the Personnel Department.~~

The Town relies upon the accuracy of information contained in each employee's employment application, as well as all other information presented throughout the hiring process and

employment. Any misrepresentation, falsification, or material omission in any of this information may result in exclusion of the individual from further consideration for employment or, if the person has been hired may result in termination of their employment.

APPOINTMENT

Employment to fill a vacancy, which falls within the jurisdiction of the Town Manager, ~~following may established~~ be filled without opening a recruitment ~~policies~~ period.

The rate of pay at the time of employment will be at the minimum rate for that position unless the applicant has above normal qualifications for the position to be filled, in which case the Town Manager may, at their discretion, employ the applicant at a pay rate above the minimum rate.

If a former employee is rehired, no benefits will be carried forward from previous service. ~~Prior to employment, all applicants must submit to and pass the Town's pre-employment physical examination if required or provide physical condition report as requested.~~

PROBATIONARY EMPLOYEE

Appointments by the Town Manager for all personnel shall, in the first instance, serve in a probationary status for six (6) months, except for police department personnel whose probationary period shall be six (6) months in length commencing after graduation from the Police Academy and not to extend beyond one (1) year from date of hire. At all times, both during and after the probationary period employment with the Town remains at-will. At-will employees are not guaranteed continued employment for the full length of the probationary period, nor for any length of time thereafter. An employee becomes a full-time **regular** employee upon successful completion of a probationary evaluation involving the Department Head, Town Manager and the employee. At the discretion of the Town Manager, or their designee, the probationary period may be extended an additional three (3) months. A probationary employee, after successfully completing the probationary period, shall be upgraded one step upon recommendation of the Department Head and approved by the Town Manager. Probationary employees are not entitled to the protection afforded regular employees under the "Discipline, Grievance Procedure," or "Termination" provisions of this Personnel Policy manual. Probationary Employees, who, during the course of their employment, allege illegal discrimination, shall be entitled to engage in the "Grievance Procedure" as set forth in this manual.

CLASSIFICATION PLAN

1. PURPOSE

The classification plan provides an inventory of positions in the Town service and a position description for each class of employment. The arrangement of the classification is indicative of a range of duties and responsibilities that fall within the same pay grade through the Classified Plan. The plan provides for a normal promotional sequence within and between classifications.

2. MAKE-UP OF CLASSIFICATION PLAN

Grouping and classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications and which can be equitably compensated within the same range of pay under similar working conditions.

3. USE OF THE CLASS JOB DESCRIPTION

Job descriptions are to be interpreted in their entirety and in relation to others in the classification plan. Job descriptions are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

4. USE OF CLASS TITLES

The ~~Class Titles~~ Grades set forth in the classification plan shall be the official titles, designating the several classes and shall be used to designate such positions in all office records, vouchers payroll and communications concerning personnel. No person shall be appointed to, or employed in, a position in the classification service under a Class Title, which has not been approved by the ~~Select Town Board~~ Manager as appropriate to the duties performed.

PAY PLAN

1. PREPARATION

The Select Board shall adopt a uniform and equitable pay plan for the classification service upon recommendation by the Town Manager which shall consist of a minimum and maximum rate of pay for each class or position and other in-between rates as they consider necessary or equitable. Salary ranges shall be tied to the classification plan and will be determined with due regard to ranges of pay for other benefits received by employees, the financial policy of the Town and other economic consideration.

2. ADOPTION

The Pay Plan shall be adopted by the ~~Board Town of Selectmen~~ Manager. After adoption by the ~~Board Town Manager~~, no position shall be assigned a higher salary than the maximum or lower than the minimum salary provided for the class of position unless the Salary Schedule for the class is changed. Adoption of the Pay Plan is a result of adoption of the budget that includes pay adjustments.

3. AMENDMENTS

Amendments to the salary plan may be made by the ~~Select Town Board~~ Manager, ~~upon recommendation by within the Town boundaries Manager of the approved budget~~, when changes in responsibility, work of class titles, rates of pay, the Town's financial position and policies, or other information warrant such action.

4. ADMINISTRATION

Appointment Rates

The minimum rate of pay for a class shall normally be paid upon appointment to the Class. Appointment rates above the minimum rate may be paid with the approval of the Town Manager. Justification for approval will be recognition of exceptional qualifications or experience of the appointee. Lack of qualified persons at the minimum rate may also justify the appointment rate. If a former employee is re-employed ~~in their previous role~~, the Town Manager may make an appointment at the ~~same previous rate~~ Grade ~~of and pay~~ Step, which the employee had been receiving at the termination of ~~his~~ their previous service.

- **Salary Increases:**

Salary adjustment within established ranges in the approved budget shall not be automatic, but shall be based upon merit as recommended by the Department Head and approved by the Town Manager. Said salary adjustments shall be subject to Section 3 above. The Department Head shall conduct performance reviews with each full-time employee at least once a year. Department Heads performance will be reviewed by the Town Manager annually. The evaluation will be reviewed with the employee. The evaluation shall be in writing and a copy shall be placed in the employee's personnel file. Promotions from one job classification to another may be made by the Town Manager at any time, subject to a six-month probationary period.

- **Transfers, Demotions, or Adjustments:**

It may be necessary at times for employees to be transferred, demoted, or an adjustment made throughout the Town Departments due to staffing needs, most effective use of personnel, inability

to handle position responsibilities, or discipline. Employees are to be trained on any new responsibilities a new position would require. ~~Once~~When an employee transfer, successfully demotion, completes or that adjustment training occurs, the employee will move to the same new step grade, but maintains the wage amount as from the their previous grade position.

PERFORMANCE EVALUATIONS

In order for employees to improve performance and better understand the Town of Meredith's expectations, the performance of employees will be periodically reviewed. Employees will generally receive performance evaluations from their Supervisor or Department Head during or at the expiration of the probationary period and yearly thereafter. However, job coaching is a continuing process throughout the course of employment, and employees may meet with supervisors or Department Heads to discuss performance more frequently.

The employee and Supervisor or Department Head will discuss the employee's performance evaluation, giving the employee the opportunity to understand the expectations of the employee's Supervisor or Department Head and to examine the employee's strengths, as well as areas in which the employee needs to improve. The employee and ~~his or her~~their Supervisor or Department Head will also discuss additional opportunities for professional growth at the Town of Meredith. The employee will have the opportunity to comment on and sign the evaluation. The employee's signature on the performance evaluation form indicates that the employee has seen the evaluation; it does not indicate agreement or disagreement with the content of the review.

An evaluation is not a contract or a commitment to provide a compensation adjustment, a bonus, or continued employment. Evaluations are only one of several factors that the Town of Meredith uses in connection with compensation, promotion, and retention decisions.

Full-time ~~regular~~ employees will generally receive a verbal performance evaluation after ninety (90) days in a new position. Another performance evaluation will typically be conducted after six (6) months of service in the new position. Full-time employees may be eligible for a pay increase in conjunction with the six-month evaluation, depending upon the circumstances.

PROMOTIONS, TRANSFERS & JOB POSTINGS

The Town of Meredith strives to provide employees with the opportunity to make full use of their skills, interests and potential. To support employee growth and development, the Town will make every effort to promote or transfer qualified employees from within the Town, if possible, based upon the needs of the ~~business~~town and employees qualifications. Every effort is made to place the employees in jobs that are best suited to their abilities. The Town may also recruit individuals from outside of the Town, depending upon the circumstance.

Employees who have at least twelve (12) months of service in their present position and who meet the qualifications of the open position are eligible to apply. Generally, in order to maintain stability, employees who have been working in their current position for less than one year, will not be considered for another position, unless the Town in its discretion, decides otherwise. However, a transfer or promotion initiated by the Town may take place at any time regardless of the employee's length of service in their present position.

Employees who are promoted shall complete a ~~six-month~~six-month probationary period in their new position. Upon completion of this period, the employee ~~shall~~must receive a favorable review to remain in the position. Employees who do not, shall either have their probation extended, be demoted if a similar position is available, or be subject to termination.

COMPENSATION AND HOURS OF WORK

REPORTING OF TIME WORKED

It is ~~important~~ the employee's responsibility that time be accurately reported so that the employee is compensated for the hours that ~~he~~they or she works work. Employees are required to record time using the Town's time management system. Falsification of time records could lead to disciplinary action, up to and including termination from employment. Operation of the time management system; including employees' employee's responsibility to report all hours worked is detailed in the Town's Administrative ~~Regulations~~ Regulation #33.

PAY/PAY PERIODS

Employees are informed as to their rates of pay and the pay period at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. If employees have any questions regarding their rate of pay, please see the Town Manager or ~~the Human~~ HR Coordinator Resources.

Employees are paid on a weekly basis on Friday for all hours worked during the preceding calendar week. Please review your paycheck for errors. Any concerns regarding the accuracy of a paycheck should be brought to the attention of the ~~Disbursement~~ Staff Accountant in Administrative Services immediately. Paychecks will be distributed to the employee only; paychecks which are not picked up by the close of business on Friday will be mailed to the employee's address on file.

WORKWEEK/HOURS OF WORK

~~[DELETED] The Town's workweek for pay purposes begins on Monday and ends on Sunday.~~

1. The Town of Meredith's workweek begins on Monday at 12:00 a.m. (midnight) and ends on Sunday at 11:59 p.m. Because of the nature of our business, an employee's work schedule may vary depending on the job and department. When hired, supervisors will inform employees of hours of work.

2. Actual starting and quitting times vary from department to department and are established by the respective Department Head with approval of Town Manager. The workweek for regular ~~full-time~~ full-time employees shall generally be either four (4) or five (5) days, out of seven (7) continuous days, forty (40) hours per week. The hours and days of work are subject to change depending on the circumstances of each department. The Town Manager has the authority to reduce hours of any position or employee within any of the departments within ~~his/her~~their administrative control. No employee shall be permitted to work more than sixteen consecutive hours within a twenty-four hour period. Certain emergency situations may be exempt.

After sixteen consecutive work hours have been completed by an employee, said employee shall be released from work duty for a period of not less than six hours. After said six-hour minimum release period, an employee may be recalled for additional work duty at the discretion of the department ~~supervisor~~ head or their designee. Public Works shall be exempt according to the U.S. Department of Transportation Federal Motor Carrier Safety Regulations.

Full-time firefighters will be scheduled to work either 12- or 24-hour shifts.

OVERTIME

~~[DELETED] Administration of Overtime—Except in emergency situations; such as snowstorms, fires, major accidents-crimes, etc., Department Heads shall make written request for approval of overtime to~~

Personnel shortages, peak workloads, and other emergency situations may make it necessary for an employee to work beyond the regularly scheduled workweek. Any time worked in a workweek by most non-exempt employees over forty (40) hours will be paid as overtime. Full-time, non-exempt fire personnel will be paid overtime for time worked in excess of fifty-three (53) hours.

the Town Manager at least twenty-four hours in advance. Administration of the Overtime time Department Heads are responsible for determining if overtime work is scheduled to begin necessary. In emergency situations, overtime may be authorized by the Department Head.

Distribution of Overtime – To the extent possible, overtime will be distributed as evenly as possible among the employees qualified to perform the particular job to be accomplished during overtime.

~~[DELETED] Call Outs – Nonsupervisory employees called out to perform emergency work on other than paid holidays shall be credited with not less than two (2) hours of work.~~

Compensation – All employees except those designated as exempt from the provisions of the Fair Labor Standards Act shall be compensated for all hours actually worked in excess of forty (40) hours at a rate of one and one-half times their regular rate of pay. Effective January 1, 2007, non-exempt vacation, fire and sick time personnel will be counted as overtime for time worked in excess of fifty-three (53) hours worked. Exempt salaried positions are paid on the basis of job responsibility to accomplish the work assigned to the position regardless of the hours required to do the work. Exempt personnel may at the discretion of the Town Manager be paid additional compensation or be allowed time off (administrative leave) in circumstances where their job duties require them to work far more than their normal work hours. Salaried exempt employees doing Department of Justice Grant work, in addition to their salary for their regular job duties, will be paid 1.5 times an hourly rate, which is determined by dividing the exempt employee's weekly salary by 40 for all such hours spent on that work.

~~POLICE Call DETAIL Ins POLICY – Nonsupervisory employees called in to perform emergency work shall be credited with not less than two (2) hours of work.~~

~~The Detail rate paid to a Police Officer is a specified hourly rate approved by the Town Manager and Board of Selectmen. The designated rate will be paid to both full time Police and Police Specialists when a detail is worked regardless of the use of sick days, vacation days or holidays when a detail is worked. Detail hours are not included when calculating overtime pay. Administrative Services will request payment from a customer at the specified rate plus administrative costs and the use of a police vehicle.~~

DETAIL POLICY

The Detail rate paid to a Firefighter or Police Officer is a specified hourly rate approved by the Town Manager and Selectboard. The designated rate will be paid to both full-time Police, Police Specialists, and Firefighters when a detail is worked regardless of the use of sick days, vacation days, or holidays when a detail is worked. Detail hours are not included when calculating overtime pay. Administrative Services will request payment from a customer at the specified rate plus administrative costs and the use of a town vehicle.

PAYROLL DEDUCTIONS

There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, medicare, and wage garnishments as required by law (i.e., child support payments, court ordered payments, IRS garnishments). If authorized in writing by an eligible employee, the Town of Meredith will also make additional deductions for health insurance and other purposes that are for the employee's benefit. Arrangement for these voluntary deductions may be made with the Human Resources. Please contact the Disbursement Staff Accountant in Administrative Services with any questions about payroll deductions. Changes to payroll deduction require the completion of the appropriate, signed form.

REIMBURSABLE EXPENSES

With prior approval by your Department Head or the Town Manager, legitimate expenses will be reimbursed by the Town of Meredith to the employee. The employee must submit receipts in order to reimburse the employee, consistent with relevant Administrative Regulations. See the your Department Head with any questions as to what expenses may be reimbursed to the employee.

MEAL PERIODS

~~{DELETED}~~
~~{DELETED}~~
~~{DELETED}~~

No employee will be required to work more than 5 consecutive hours without being given the option of taking a 1/2 hour eating period, except if it is feasible for the employee to eat during the performance of ~~his/her~~ **their** work and is permitted to do so. Please consult the Town's Administrative Regulations for specifics on meal and break periods.

TIME AWAY FROM WORK AND OTHER BENEFITS

Regular ~~full-time~~ **full-time** employees are eligible for the benefits listed.

HOLIDAYS

The following holidays are observed by the Town of Meredith:

New Year's Day	January 1 st
Civil Rights Day	3 rd Monday in January
Washington's President's Birthday Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Day	December 25 th

Holidays are observed on the dates specified by the laws of the State of New Hampshire.

Holidays falling on a Sunday will be observed on the following Monday; holidays falling on a Saturday will be observed on the preceding Friday. Regular full-time employees are eligible for holiday pay. Temporary employees, ~~regular part-time employees~~ or seasonal employees are not entitled to paid ~~vacation~~ **holiday** time. Regular full-time employees who do not work on holidays will be paid for the holiday at the regular straight time rate (except those absent without pay on authorized leave of absence). Regular straight holiday time paid for holidays shall be considered actual hours worked and shall be figured into overtime pay. Regular ~~full-time~~ **part-time** employees who work ~~twenty~~ **holidays** (20) hours per week or less will be paid for ~~the holidays, and time and one half for hours worked, but in no case will such employees be credited with less than two~~ **four** (24) hours of holiday time. Regular part-time employees who work **twenty-one** (21) to **thirty two** (32) hours per week will be paid for six (6) hours of holiday time.

VACATION

Vacation is a time for an employee to rest, relax, and pursue special interests. The Town of Meredith provides paid vacation as one of the many ways in which we show our appreciation for employee's loyalty and continued service.

All vacation leave is subject to approval ~~by~~ **of** the Department Head ~~and the Town Manager~~.

Regular full-time employees **and regular part-time employees who regularly work 25 hours or greater per week**, are eligible for paid vacation. ~~Temporary Paid employees;~~ **vacation time for**

regular part-time employees ~~or is prorated.~~ Temporary employees and seasonal employees are not entitled to paid vacation time.

Vacation time is granted to eligible employees based upon length of service and anniversary date. If there is a break in service, eligibility for vacation will be based on the employee's current hire date. No part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.

Commented [CJ1]: Dept Heads will receive 160 hours at hire and then they will accrue at 14 hours per month.

Vacation leave shall be accrued at the following rates for regular, non-department head, full-time employees beginning with their first full month of employment:

1. With less than ~~five~~ three (3) years' continuous service, the employee earns eight (8) hours per month. ~~If annualized, this equates to twelve (12) days per annum.~~
2. After ~~five~~ three (3) years' continuous service, but less than ten (10) years continuous service, the employee earns ten (10) hours per month. ~~If annualized this equates to fifteen (15) day per annum.~~
3. With ten (10) or more years' continuous service, but less than twenty (20) years of continuous service, the employee earns twelve (12) hours per month. ~~If annualized this equates to eighteen (18) day per annum.~~
4. With twenty (20) or more years' continuous service, the employee earns fourteen (14) hours per month.

Vacation leave shall be accrued at the following rates for Department Heads:

1. New employees hired as a Department Head will receive one hundred sixty (160) hours of vacation time on their first day of employment.
2. All Department Heads will accrue fourteen (14) hours per month.

~~Probationary~~ Vacation leave shall be accrued at the following rates for regular part-time employees ~~may beginning not with take their vacation first time full unless month approved of by the Town Manager employment:~~

1. ~~Vacation~~ With leave less than ~~three~~ three (3) years' the continuous rate of eight hours of paid leave for each normal workday from which service, the employee is earns absent ~~four (4) hours per month. Vacation leave may be used in increments as desired by the employee and approved by their supervisor. Vacation leave may not be used in advance of accrual. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared at, and during the time requested, and therefore, is subject to approval by the employee's supervisor.~~
2. After three (3) years' continuous service, but less than ten (10) years continuous service, the employee earns five (5) hours per month.
3. With ten (10) or more years' continuous service, but less than twenty (20) years of continuous service, the employee earns six (6) hours per month.
4. With twenty (20) or more years' continuous service, the employee earns seven (7) hours per month.

Probationary employees may not take vacation time unless approved by the Department Head.

Vacation leave may be used in increments as desired by the employee and approved by their supervisor. Vacation leave may not be used in advance of accrual without prior Town Manager approval. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared at, and during the time requested, and therefore, is subject to approval by the

employee's supervisor.

Employees shall submit their vacation requests as early as possible in the calendar year, and in any case, at least two weeks before a requested starting date. Supervisors shall approve vacation requests; to ensure that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular time for all to be approved, employees with the earliest request with sufficient accrued vacation leave shall be given preference.

An eligible employee who resigns, is discharged, or retires will promptly thereafter receive the accrued, unused vacation allowance to which they have earned. In the case of eligible employees who die, accrued vacation will be paid as stated in the TERMINATION policy of this manual. Paid vacation leave may only accumulate up to a maximum of ~~two~~three hundred ~~forty~~twenty (240~~320~~) hours, and up to this maximum amount can be carried forward. Any amount of vacation accrued over ~~240~~320 hours will be forfeited, and will not be paid under any circumstance. Regular part-time employees must use their accrued vacation time by the end of the calendar year in which it accrued.

SICK LEAVE

~~[DELETED] to the employee at their current rate of pay. All unused sick days will be cancelled upon termination for cause.~~
~~[DELETED]~~

Sick Leave is provided to cover an employee during illness. As such, it is a privilege and not a right. All sick leave is subject to approval by the Department Head ~~and~~or Town Manager.

Full-time employees shall accrue sick leave at the rate of eight (8) hours per month of service to the Town, to an annual total of twelve (12) days each calendar year. Unused sick days may be carried forward from year to year, but shall not exceed four hundred eighty (480) hours. Any amount of sick leave over 480 hours will be forfeited. Three (3) days of sick leave may be traded for one (1) vacation day up to a maximum of five (5) vacation days per year, but only after a bank of ten (10) sick days have been retained. On termination of employment, for any reason other than disciplinary action or dismissal, one-third (1/3) of an employee's accrued sick leave shall be paid to the employee at their current rate of pay. All unused sick days will be cancelled upon termination for cause.

(a) Employees may take sick leave for the following purposes:

- 1) Personal illness,
- 2) Serious illness of the immediate family where the employee's attendance is required. Such absence shall not be in excess of one (1) day except with the approval of the employee's supervisor and the Town Manager.
- 3) Doctor, dental, or other health care appointments for the employee or immediate family members for whom the employee is responsible.

(b) Sick leave shall be charged in no less than one-half hour increments.

(c) Department Heads or their designees have authority to grant sick leave for the purposes herein stated. A certifying statement from an examining physician may be required if there is a question concerning the legitimacy of the use of sick leave. Failure to provide such verification, if requested, may result in loss of pay for the leave taken. Further disciplinary action may also be taken. Unauthorized use of sick leave constitutes grounds for dismissal.

(d) Employees who have accrued the maximum amount of sick leave may take one sick day per month, while not sick, to avoid their sick time lapsing during the next accrual update.

(e) Employees may be asked to furnish a physician's certification if they are suspected of abusing the sick leave policy.

(f) The Town reserves the right to require any employee who is ill or disabled and who desires to work to:

- 1) Furnish an examining physician's certification that confirms the employee ~~is able to~~ can perform the duties of the job, or
- 2) ~~To submit~~ Submit to a medical examination by a physician chosen by the Town and at the Town's expense, or both.

In order to receive pay for sick days, an employee must notify their Department Head, or designee, within one half hour after the normal start of the employee's ~~work day~~ workday, unless unable to do so.

Employees who do not report to work due to illness must contact their Supervisor on a daily basis relative to the need for and status of their absences, unless otherwise directed. Reporting of the absence to any employee other than the Supervisor will not be accepted as compliance with the daily reporting requirement.

~~{DELETED}~~

~~{DELETED} Sick leave will not be approved by the Town Manager when it creates overtime within the pay week it is requested—the intent of this privilege is to ensure that employees who are sick receive a full week's regular pay.~~

A Sick Leave Bank option is available to regular employees. (See Administrative Regulation #15). This is available to new employees or during open enrollment each calendar year.

~~{DELETED}~~

~~{DELETED}~~

FAMILY AND MEDICAL LEAVES OF ABSENCE

General Provisions

Under the provisions of the Family and Medical Leave Act of 1993 ("FMLA"), employees of an employer who has at least 50 employees working within a 75 mile radius and who have worked for the employer for at least 12 months and at least 1,250 hours in the preceding 12-month period are entitled to FMLA leave. As of the date that this manual was prepared, the Town of Meredith has at least 50 employees. Should the Town at any time have less than 50 employees FMLA leave will no longer be available to Town employees. Employees entitled to FMLA leave are entitled to take an unpaid leave of absence of up to twelve (12) work weeks in the event of:

~~{DELETED} (12) months of the birth of said child;~~

~~{DELETED} Birth of a child, in order to care for the child (leave must be taken within twelve~~

- (A) ~~has~~ Because at least 50 employees. Should of the Town birth at of any a times son have or less daughter than of 50 the employees employee FMLA and leave in will no longer be available order to Town care employees for such son or daughter. Employees entitled to FMLA leave are entitled to take an unpaid leave of absence of up to twelve (12) work weeks in the event of:

- (B) ~~Adoption~~ Because or of foster care the placement of a child son in or order to care daughter for the child (leave must be taken within twelve (12) months of the adoption or placement); foster care.

- (C) ~~A~~ In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition—of the employee's parent, spouse, minor child, or adult child when the ill person is not capable of self care and the employee is needed for such care; or,

- (D) ~~A~~Because of a serious health condition ~~of~~ that makes the employee ~~which results in the employee's inability~~ unable to perform ~~his~~ the or functions ~~her~~ of job the employee's position.
- (E) ~~Qualifying~~Because exigencies of any qualifying exigency arising out of the fact that the ~~employee's~~ spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) ~~status as a member of in the National Armed Guard or Reserves in support of a contingency operation~~ Forces.
- (F) An eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness is eligible to take up to a total of **26 workweeks of unpaid** leave during a "single 12-month period" to care for the service member.

The twelve (12) month period in which an employee can take up to twelve (12) work weeks of leave is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks which an employee has available upon the beginning of ~~an~~ FMLA leave shall be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee has taken eight (8) weeks of FMLA leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken when a second leave is requested. If an employee used four weeks beginning February 1, ~~2006~~2026, four weeks beginning June 1, ~~2006~~2026, and four weeks beginning December 1, ~~2006~~2026, the employee would not be entitled to any additional leave until February 1, ~~2007~~2027. Beginning on February 1, ~~2007~~2027, the employee would be entitled to four weeks of leave, on June 1, ~~2007~~2027, the employee would be entitled to four additional weeks, if the employee had met all other requirements of this leave.

~~[DELETED] When an employee requests any leave of absence that qualifies as leave under the FMLA, the Town of Meredith may designate such leave as FMLA leave upon written notification to the employee.~~

~~[DELETED]~~

FMLA leave for the birth or placement for adoption or foster care of a child, as described in paragraphs A and B above, must be taken all at once unless otherwise agreed to by the Town of Meredith. If medically necessary, FMLA leave due to illness as described in paragraphs C and D above may be taken on an intermittent or reduced leave schedule. If FMLA leave is requested on this basis, however, the Town of Meredith may require the employee to transfer temporarily to an alternative position which better accommodates periods of absence or a part time schedule, provided that the position has equivalent pay and benefits. ~~When an employee requests any leave of absence that qualifies as leave under the FMLA, the Town of Meredith may designate such leave as FMLA leave upon written notification to the employee.~~

Status of Employee Benefits

While on FMLA leave, employees may continue to participate in the Town of Meredith's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, an employee shall pay to the Town of Meredith the employee's share of any medical insurance premiums once per month in advance on the first day of each month. In the event that the employee elects not to return to work upon completion of a FMLA leave of absence, the Town of Meredith may recover from the employee the cost of any payments to maintain the employee's medical coverage, unless the employee's failure to return to work was for reasons beyond the employee's control. Benefit entitlements based on length of service and work hours will be

preserved at the level earned as of the commencement of FMLA leave, but will not accrue further during FMLA leave except for any time of FMLA leave during which the employee is concurrently using paid sick or vacation leave. On return to work following FMLA leave, the employee will return at the level and with benefits available to them when the leave began, or at the level and amount when concurrent paid leave ended ~~in~~ applicable.

Basic Regulations and Conditions of Leave

The Town of Meredith may require medical certification to support a claim for FMLA leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of ~~his or her~~ ~~their~~ position. For FMLA leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. At its discretion, the Town of Meredith may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the Town of Meredith, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Town of Meredith and the employee.

Notification and Reporting Requirements

When the need for FMLA leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable (at least 30 days) prior notice, and make efforts to schedule leave so as not to disrupt Town of Meredith operations. In cases of illness, the employee will be required to report periodically on their FMLA leave status and intention to return to work. At the expiration of any FMLA leave due to the employee's own illness, the employee must present a written authorization from ~~his or her~~ ~~their~~ doctor stating that the employee is ready to return to work and perform their job duties.

Procedures

1. A Request for FMLA leave must be submitted to ~~the~~ ~~Human Resources~~ ~~Town Manager~~ ~~Resources~~. Unless the leave is for a situation for which the employee did not know in advance of the need for leave, the request must be submitted on the Town's FMLA request form a minimum of thirty (30) days in advance of the effective date of the FMLA leave.

2. All requests for FMLA leaves of absence due to illness should include the following information to be supplied by the treating medical provider: ~~1) the date on which the serious health condition commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of FMLA leave to care for a child, spouse, or parent,~~

3. ~~The date on which the serious health condition commenced; the probable duration of the condition; and the appropriate medical facts within the knowledge of the health care provider regarding the condition.~~

4. ~~the~~ ~~In request~~ ~~addition,~~ ~~should give an estimate of the amount of time that the employee is needed to provide such care. For~~ ~~for~~ ~~purposes of FMLA leave to care for an employee's illness~~ ~~child,~~ ~~the request must state that the employee is unable to perform the functions of his~~ ~~spouse,~~ ~~or her position. In the case of certification for intermittent FMLA leave or FMLA leave on a reduced leave schedule for planned medical treatment~~ ~~parent,~~ ~~the dates on which such treatment is expected to be given and the duration of such treatment must be stated.~~

~~the request should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of FMLA leave for an employee's illness, the request must state that the employee is unable to perform the functions of their position. In the case of~~

certification for intermittent FMLA leave or FMLA leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Return to Work

At the end of FMLA leave an employee will be reinstated to his/her former job position, or an equivalent position except as otherwise allowed by the FMLA, such as an exempt employee who is among the highest paid ten percent of Town of Meredith employees and keeping the job open for the employee would result in substantial economic injury to the Town of Meredith, reinstatement can be denied at the end of the leave period.

If an employee takes leave because of his/her own serious health condition, the employee will not be reinstated until ~~he~~they or she provides provide a fitness for duty certification from ~~his or her~~their health care provider confirming that the employee is medically able to safely resume work and perform the essential functions of ~~his or her~~their job. The Town has health care provider return to work certification forms available for employees. The Town reserves the right to clarify and authenticate such certification.

Coordination with Other Town of Meredith Policies and other FMLA Terms and Conditions

In the event of any conflicts between this policy and other Town of Meredith policies, the provisions of this policy shall govern.

The FMLA contains many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of the FMLA are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

MATERNITY LEAVE

To the extent required by New Hampshire law, employees are entitled to a leave of absence for any period of temporary physical disability they experience resulting from pregnancy, childbirth or related medical conditions. When an employee is physically able to return to work, ~~he~~their original position or a comparable one will be made available to ~~her~~them unless business necessity makes this impossible or unreasonable. This leave runs concurrent with any other time-off available to an employee, paid or unpaid, and an employee must use any ~~such~~ other time-off current with this leave.

NH PARENTAL MEDICAL LEAVE

No employer with 20 employees or more, shall deny an employee leave from work up to a total of 25 hours to attend the employee's own medical appointments for childbirth, postpartum care, or the employee's child's pediatric medical appointments within the first year of the child's birth or adoption.

In the case where both parents of a child are employees of the same employer, the parents collectively may take unpaid leave according to this section, for a total of 25 hours in their child's first year. An employer is not required to pay an employee for any time taken as leave pursuant to this section. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken pursuant to this section. When the employee returns from their own or their child's health appointments, that employee's original job shall be made available to the employee by the employer. An employee who wishes to request leave under this section shall provide reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer. An employer may ask for documentation from the employee to ensure the time is being used for its intended purpose.

AUTHORIZED ABSENCES WITHOUT PAY

The Town Manager, at ~~his/her~~**their** discretion, may grant a leave of absence without pay for a period not to exceed one (1) year. Except in unusual circumstances, such absences will be for the purpose of tending to personal affairs during short periods which the employee is unable to cover with accrued paid vacation leave, or to cover absences resulting from bona fide sickness or other physical disability which the employee cannot cover with accrued paid ordinary leave or sick leave.

For such absences of thirty (30) calendar days or less, the employee will continue to accrue paid leave and sick leave credits and health and life insurance benefits will remain in effect. For such absences of thirty-one (31) calendar days or more, accrual of paid vacation leave and sick leave credits shall be suspended, and health and life insurance will be cancelled unless allowance of **continuation is allowed or required by law and is paid for in advance by the employee, until the** ~~continuation is allowed or required by law and is paid for in advance by the employee, until the~~ first full calendar month after return to work.

There will be no payment for longevity for the year in which such leave commences; however, for the purpose of establishing and maintaining eligibility for longevity, the employee's service shall be considered to be continuous.

AUTHORIZED ABSENCES WITH PAY

Days of authorized leave with pay, may only be approved by the ~~Town~~**Department Manager** ~~Head~~.

UNAUTHORIZED ABSENCES

An absence of any employee from duty for a single day or part of a day that is not authorized by a specified grant of a leave of absence under the provisions of these regulations, will be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. Any employee who ~~absents~~**is themselves absent** for three (3) consecutive days without leave shall be deemed to have resigned.

MILITARY LEAVE

Leaves of absence and re-instatement rights will be granted to employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States in accordance with the Federal Uniform Services Employment and Reemployment Rights Act ("USERRA").

If an employee is in the military reserve, ~~he or she~~**they** will receive required time off to complete training and drill obligations. Employees must present a copy of their official orders or instructions to ~~the Human~~**Town Manager** ~~Resources~~. This information shall be made a part of the employee's permanent personnel record.

Advance notice of military service is required, unless military necessity prevents such notice from being given in advance. To the extent possible, employees should schedule military duty time at a time when their absence will be least disruptive to the Town. A military leave of absence will be unpaid except to the extent an employee elects to use accrued vacation time.

The rate of pay and other benefits of the employee on return from the military leave of absence will be same as if the employee had worked continuously with the Town of Meredith in the job held when such special leave was granted.

Employees must notify ~~the Human~~**Town Manager** ~~Resources~~ of their availability to return to work in compliance with the USERRA.

The Town of Meredith reserves the right to place another employee in vacated position for the duration of the military leave of absence. Every effort will be made to return the returning employee ~~into~~ their previous position. If this is not possible, the employee will be placed in a position with comparable status, pay and responsibility.

BEREAVEMENT LEAVE

Full-time bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following policy.

~~[DELETED] In the event of the death of a member of a regular full-time employee's immediate family, the Town of Meredith provides up to three (3) days paid time off. The three workdays usually include~~

~~[DELETED] In the event that an employee is on paid vacation at the time of the death of the relative, the bereavement leave will not be charged against your vacation credit. Additional vacation days may be granted to compensate for those days used as bereavement leave.~~

~~[DELETED]~~

~~the day before~~In the funeral event and of the death of a day member after of a regular full-time employee's immediate family, the Town of Meredith provides up to twenty-four (24) hours of time off. "Immediate family" includes spouse, those children as (natural defined or adopted), stepchildren, parents, parents in law, brothers, sisters, stepparents, stepbrothers, stepsisters, grandparents, and grandchildren of in the employee personnel policy under definitions.

Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Town Manager. ~~Employees seeking such additional unpaid time off must demonstrate the need for the time off.~~

JURY DUTY LEAVE

The Town of Meredith considers it a civic duty to serve on a jury if summoned and will grant employees leave in order to serve on a jury. Employees summoned for jury duty will be paid their regular rate of pay. The employee must turn into the Town the pay provided by the government for jury service excluding mileage. The employee must show the jury summons to their Department Head as soon as the notice is received.

While serving on a jury, employees are expected to call your Supervisor daily to advise them of their status. In addition, employees are expected to return to their job if they are excused from jury duty during your regular working hours.

ADMINISTRATIVE LEAVE

The Town Manager may excuse employees from duty for short periods of time with pay and without charge to leave. Examples would be extreme weather conditions, disaster and days of national mourning or celebration. This additionally may be granted to exempt employees as a result of extensive work requirements.

CRIME VICTIM LEAVE

Employees who are victims of crimes or are immediate family members of certain crime victims are entitled to time off to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee:

- Was a victim; or
- Is part of the immediate family of a homicide victim; or
- Is part of the immediate family of a child under the age of 18 who was a victim; or
- Is part of the immediate family of an incompetent child who was a victim.

A victim is someone who suffers direct or threatened physical, emotional, psychological or financial harm as a result of the commission or attempted commission of a crime. Immediate family is defined as the father, mother stepparent, child, stepchild, sibling, spouse, grandparent or

legal guardian of the victim, or any person involved in an intimate relationship and residing in the same household.

To qualify for leave under this law, an employee must provide the Town of Meredith with copies of written notices of hearings, conferences, and meetings the employee must attend as part of the criminal proceedings.

The Town of Meredith is not required to pay employees for time away from work under this law; however, the use of accrued time may be approved by the Town Manager.

~~DELETED~~

SAFETY PERSONNEL LEAVE

When the Governor or the General Court of New Hampshire declares a state of emergency under NH RSA 4:45 any employee who is a member of a fire department, rescue squad, or emergency medical services agency who is called into service of the state or a political subdivision for the emergency shall be entitled to leave without pay to respond, unless the Town certifies that the employee is essential to the Town's own emergency or disaster relief activities. An employee may, but is not required to, use any vacation time they have available during their emergency service leave.

LONGEVITY

~~Upon completion of five (5) years of service with the Town of Meredith as a full-time employee (including any probationary period), an employee shall be entitled annually to One Hundred Fifty Dollars (\$150.00) longevity pay; upon completion of ten (10) years of such service, he or she shall be entitled annually to Three Hundred Dollars (\$300.00) longevity pay; upon completion of fifteen~~

~~(15) Exempt years of such service, he or she shall be entitled annually to Four Hundred Forty Dollars (\$440.00) longevity pay; upon completion of twenty (20) years of such service, he or she shall be entitled annually to Six Hundred Dollars (\$600.00) longevity pay; upon completion of twenty-five Employees~~

~~(25) years of service, he or she shall be entitled to One Thousand Dollars (\$1,000.00) longevity pay.~~

Exempt employees will receive monetary compensation as their longevity award. The longevity award tiers are as follows:

Upon completion of five (5) years but less than ten (10) years of service with the Town of Meredith as a full-time employee (including any probationary period), an employee shall be entitled annually to Five Hundred Dollars (\$500.00) longevity pay; upon completion of ten (10) years but less than fifteen (15) years of service, they shall be entitled annually to One Thousand Dollars (\$1000.00) longevity pay; upon completion of fifteen (15) years but less than twenty (20) years of service, they shall be entitled annually to One Thousand Five Hundred Dollars (\$1500.00) longevity pay; upon completion of twenty (20) years of service, they shall be entitled annually to Two Thousand Dollars (\$2000.00) longevity pay.

Entitlement commences in the calendar year in which the required service is completed and is continuous until the calendar year in which the employee qualifies for a higher entitlement or terminates service with the Town.

Normally, longevity pay will be paid on the first pay period in the month following the month of the employee's anniversary date and will only be paid if the employee remains employed by the Town at the time of payment.

Non-Exempt Employees

Non-Exempt Employees will receive personal time as their longevity award. Personal time is awarded as follows:

Upon completion of one (1) year but less than five (5) years of service with the Town of Meredith as a full-time employee (including any probationary period), an employee shall be entitled annually to eight (8) hours of personal time; upon completion of five (5) years but less than ten (10) years of service, they shall be entitled annually to sixteen (16) hours of personal time; upon completion of ten (10) years but less than fifteen (15) years of service, they shall be entitled annually to twenty-four (24) hours of personal time; upon completion of fifteen (15) years of service, they shall be entitled annually to thirty-two (32) hours of personal time.

Longevity personal time will be awarded the first week of January each year and based on an employee's tenure on January 1st of that year. Longevity personal time will only be awarded if the employee remains employed at the time of the award. Longevity personal time must be used in the calendar year in which it is rewarded and will not be paid out upon termination.

VACATION CONVERSION

Regular full-time employees may redeem up to forty (40) hours of vacation leave, at a rate of 100% of the employee's regular rate of pay, once per year. Redemption requests shall be submitted to Human Resources no later than October 1st of each year. Payment shall occur in the first pay period in the month of December.

TUITION REIMBURSEMENT

Courses which are a requirement of the employee's job position shall be paid for entirely by the Town. Courses which are related to the job, but are not required are also eligible for a tuition refund by the Town within the limits of the employee's department's budget up to; Grade A 100%, Grade B 75%, Grade C 50% refund.

All courses must be approved in advance by the Town Manager, satisfactorily completed, and upon completion proof of payment and satisfactory completion must be presented to the Town Manager to be eligible for reimbursement under this policy.

Tuition reimbursement shall be for ~~full~~regular ~~time~~full-time employees only. If an employee separates service with the town within 6 months of reimbursement, the employee will return 100% of the reimbursement to the Town.

~~{DELETED}~~

When a course is paid for in whole or in part through ~~any Federal~~outside ~~or funding State~~that ~~program~~doesn't require repayment, then the Town will not reimburse for such amount, it being the intent to eliminate double payment for a course.

MEDICAL BENEFIT PLAN

Details concerning the health insurance plan may be obtained from the Town Manager or the HR ~~Coordinator~~Director. There are three options of health coverage will be offered; an SOS plan, HMO plan, and a PPO plan.

~~{DELETED} The Town of Meredith offers an Opt-Out benefit for employees who have health coverage through other means. The Opt-Out amount of \$2,500 is paid on a weekly basis (\$48.08) as long as the employee does not partake in the health insurance coverage through the Town. The employee must provide proof of alternative health coverage. Said Opt-Out is a taxable benefit.~~

~~{DELETED}~~

~~{DELETED} Effective September 1, 2011, all newly hired full time employees shall pay 25% of the total cost of the HMO plan selected, if an employee selects the PPO plan then they shall pay the additional costs for said plan.~~

~~{DELETED}~~

~~{DELETED} Effective January 1, 2007 two options of health coverage will be offered; a HMO plan and a PPO plan. The Town of~~

Meredith will provide HMO health insurance coverage at no cost to the regular full-time employees and regular part-time employees working 30 hours or more, who were hired prior to September 1, 2011. The cost share for dependent coverage shall be 15% of the cost of the HMO plan after the single employee share is paid. (15% cost share of the HMO will be applied to the remaining cost.) The employee will pay any additional costs of the PPO plan.

The Town of Meredith offers an Opt-Out benefit for employees who have health coverage through other means. The Opt-Out amount is based on the plan level (single, 2-person, family) an employee is eligible to receive. The Opt-Out amounts are \$3,000 for single, \$6,000 for 2-person, and \$9,000 for family and is paid on a weekly basis as long as the employee does not partake in the health insurance coverage through the Town. The employee must provide proof of alternative health coverage. Said Opt-Out is a taxable benefit.

DENTAL PLAN

~~{DELETED}~~

The Town of Meredith provides all full-time employees who have met the eligibility requirements of the dental plan with dental insurance coverage. ~~Coverage for dependents is also available at the no employee's cost expense. Details regarding this plan may be obtained from Town Manager or to the HR Coordinator Effective September 1, 2011 all newly hired full time employees shall pay 25% of the total cost of their Dental Insurance employee.~~

CONTINUATION OF GROUP HEALTH INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Please contact the ~~Town Manager or HR Coordinator~~ Director for more details regarding COBRA.

RETIRED PERSONNEL

Retired personnel may continue to carry their Health Insurance through our group insurance program. They must remit full payment monthly for this benefit. Retired personnel for the purpose of this section shall mean those employees who have retired and are receiving retirement benefits from the New Hampshire Retirement System.

SHORT-TERM AND LONG-TERM DISABILITY

Short-Term Disability insurance provides income replacement benefits to employees who are unable to work due to a qualifying non-work-related illness, injury, or medical condition. Benefits begin after an eight-day waiting period and continue for up to thirteen weeks, as outlined in the applicable insurance policy. Employees may be required to provide medical documentation to support a claim. Coverage details, eligibility requirements, benefit amounts, and claim procedures are governed by the terms of the employer's disability insurance plan.

Long-Term Disability insurance provides income replacement benefits to employees who remain unable to work for an extended period due to a qualifying non-work-related illness or injury. LTD benefits generally begin after Short-Term Disability benefits are exhausted or after a specified elimination period. Benefit duration, eligibility, coverage percentages, and claim requirements are determined by the terms of the applicable insurance policy. Employees may be required to submit ongoing medical certification to maintain eligibility for benefits.

WORKERS' COMPENSATION

The Town of Meredith pays a premium for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. Employees are required to report all work-related injuries to the ~~Town Human Resources or the HR Coordinator~~ immediately department.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance

with the New Hampshire Workers' Compensation law. In New Hampshire, an injured worker is entitled to worker's compensation for injuries and medical conditions that arise out of an exposure at work. Claims are divided into two categories:

1. Medical Only Claims: Any claim with no time lost from work or any claim in which the lost time is less than three days.
2. Lost Time or Indemnity Claims: Any claim where the injured worker is out of work for more than three days.

When a worker is injured, they receive no wage replacement benefit for the first three days of disability. The employee may use accrued sick leave in order to make their paycheck "whole". If the disability is greater than fourteen days, then the waiting period is waived. Worker's Compensation benefits are based on 60% of the employee's average weekly wage.

Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to the Town Manager. The Town of Meredith will consider the request in accordance with its Americans with Disabilities Act policy.

Worker's Compensation is not a leave benefit. Employees who are not able to work must use available leave, or if none is available should apply for leave under the Town's Authorized Absence without Pay leave policy in this manual.

UNEMPLOYMENT INSURANCE

The Town of Meredith pays into the unemployment compensation fund established by the State of New Hampshire. Individuals laid off from employment by the Town of Meredith may be eligible for unemployment compensation benefits through the New Hampshire Department of Employment Security.

SOCIAL SECURITY

Social Security is a payroll deduction representing employees' contribution to the Federal Government's Social Security Program. The Town of Meredith also contributes money on the employees' behalf to the Social Security Program for regular employees. Sworn Police personnel and Fire regular full-time employees are exempt.

LIFE INSURANCE

The Town of Meredith provides Life Insurance in the amount of ~~twenty~~ **one hundred** thousand dollars (~~\$20~~**100,000**) for each **regular**, full-time employee ~~until age 65, which then reduces to thirteen thousand (\$13,000)~~ until age 70, which then reduces to ~~ten~~ **fifty** thousand dollars (~~\$10~~**50,000**). **Call Firefighters who work at least five (5) hours per week are provided a fifty thousand dollar (\$50,000) policy until age 70, which then reduces to twenty-five thousand dollars (\$25,000).** Coverage begins on the first day of ~~the month following appointment~~ employment or as soon as the employee can be added to the Town's policy **and ends upon separation of employment or death.**

NEW HAMPSHIRE RETIREMENT SYSTEM

At the March 11, 1969 Town Meeting, the Town of Meredith voted (as required by State Law) in the affirmative to include full-time employees of the Town in the New Hampshire Retirement System to be effective January 1, 1969. This vote made it mandatory for all full-time employees employed with the Town of Meredith to participate. **NHRS considers employees who work thirty-six (36) hours per week or greater to be full-time.**

Group I employees consist of all employees other than Fire and Police. They are required to join the retirement system immediately upon employment with the Town.

~~{DELETED} A percentage of the employee's gross earnings are deducted weekly from the employee's paycheck and are submitted monthly to the system by the Town. The Town of Meredith submits, at the same time, a percentage towards each employee's retirement fund. Each group's percentages are~~

Group II employees consist of Police and ~~Group III employees consist of~~ Fire. These employees are required to join the retirement system immediately upon employment with the Town.

~~{DELETED} Upon termination of employment from the Town, a form provided by the New Hampshire Retirement System is available at the Town Manager's Office or on-line at www.state.nh.us/retirement/ for the return of accumulated contributions made by the employee. This form must be filled out by the employee, signed by the Town Manager or the HR Coordinator and mailed by the employee.~~

~~{DELETED}~~

A percentage of the employee's gross earnings are deducted weekly from the employee's paycheck and are submitted monthly to the system by the Town. The Town of Meredith submits, at the same time, a percentage into NHRS. Each group's percentages are available at the Payroll Office. All percentages are designated by New Hampshire Retirement System.

DEFERRED COMPENSATION PLAN

The Town of Meredith has a 457 Savings Plan available to regular full-time employees. Employees opting to participate may make payroll-deducted contributions to the Plan by designation or wages up to the allowable maximum.

~~{DELETED} The Town of Meredith participates with a Credit Union. Employees of the Town are eligible to become members. Savings and loan payments may be made through payroll deduction.~~

~~{DELETED} CREDIT UNION~~

~~{DELETED}~~

DIRECT DEPOSIT

The Town of Meredith provides direct deposit for employees in up to three (3) banks.

FLEXIBLE BENEFIT PROGRAM

The Town has a Flexible Benefit Program for employees. Employees participating in this program have a specified amount deducted from their gross pay, before federal, state, Social Security and federal unemployment taxes which they can use for eligible medical and/or dependent care expenses in accordance with Section 125 of the Internal Revenue Code. Details regarding this plan may be obtained from ~~Town Human Manager or HR Coordinator~~ Resources.

COMPUTER PURCHASE

Computers may be purchased through the Town and a payroll deduction plan implemented. See Administrative Services for details.

~~{DELETED}~~

~~{DELETED}~~

~~{DELETED}~~

~~{DELETED}~~

ON THE JOB

ATTENDANCE

Every employee is a valuable and contributing member of the Town of Meredith. Regular attendance is important to our success and efficiency. We must be able to depend on our employees to report to work regularly and on time.

Every employee is expected (1) to work all scheduled hours; (2) to report for work on time; and (3) to work until the end of the work period.

Excessive absence, being late, and quitting early, are grounds for disciplinary action, including separation from employment. If employees are absent or late for work, they must contact their supervisor either orally or in writing, up to one-half hour after starting time, to explain why they ~~{DELETED}~~ will be absent or late and how long they expect to remain absent. An employee who fails to call in on the day of an absence, or does not have an excuse for calling in late, may be subject to disciplinary action, up to and including termination. If employees are absent from work for more than one day, they are required to call in on each day of absence, unless the employee has submitted a doctor's note indicating that they will be absent from work on that day.

Unless there are extenuating circumstances, an employee will be considered to have resigned from the Town of Meredith if no notification is received within three (3) consecutive working days from the beginning of the absence. Before returning to work, an employee who is absent three (3) or more consecutive workdays due to illness may be requested to submit to their supervisor a doctor's release to work slip.

CONFIDENTIALITY

Employees are expected to respect the confidentiality of information received during the course of employment with the Town of Meredith.

CELL PHONES/PORTABLE COMMUNICATION AND INFORMATION DEVICES

The Town may provide ~~cellular~~cell telephone, ~~pager~~phones and/or other portable electronic communication and information devices to some employees as business tools. Any such device provided by the Town is subject to the TOWN OF MEREDITH EQUIPMENT, TELEPHONE, FACSIMILE, E-MAIL AND INTERNET USE policy below, and as stated therein employees should have *no expectation of privacy* in their use of any of these devices.

These communication/information devices, whether or not provided by the Town may not under any circumstances be used while driving or engaging in any other activity which requires full attention. Employees should not use ~~cellular~~cell telephonesphones, or any other insecure communications system to communicate any confidential or proprietary information. ~~And~~In the workplace, ~~at~~with ~~no~~the ~~time~~exception of public meetings, should any of these devices be used by an employee to record anyone/thing or any conversation ~~in the workplace~~ without their consent.

TOWN OF MEREDITH EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL AND INTERNET USE

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Town of Meredith equipment and systems are the property of the Town of Meredith and as such are to be used solely for job-related purposes. All electronic information and communication systems of the Town are intended to be used for ~~job~~~~related~~job-related purposes. Use of these systems for personal use is strongly discouraged. However, incidental and occasional brief personal use is permitted on an "absolutely necessary" basis. Such use should be on personal time. In addition, employees should be aware that such communications are not private and shall be treated in the same manner as all other messages in accordance with this policy. Under no circumstances should any of these systems be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Use of any electronic communication ~~devices~~devices, voice mail, or computer systems belonging to the Town ~~is~~are not private. The Town reserves the right to access, audit, read, review, monitor, use and disclose any and all information and messages on these systems, whether pass worded or not, at any time for any reason, without notice, permission or any other restriction. These systems

should be considered by employees as accessible as any other shared business file. In addition, all uses of these systems are subject to disclosure to law enforcement and/or government officials. For these reasons, employees should not have any expectation of privacy in their use of the Town's electronic communication systems, including e-mail and voice mails, even when using a private password.

Employees are prohibited from receiving, sending, viewing and/or downloading any messages or information on these systems that is discriminatory, including offensive, e-mail harassing, embarrassing, intimidating, destructive, or offensive to others or in any way may be deemed illegal or fraudulent. For example, the display or transmission of sexually explicit images, messages, and voice cartoons is not allowed. Other such misuse includes, even but when is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Employees are prohibited from accessing, reading, using and private disclosing password electronic, voice mail or any other information not intended for their review or receipt.

~~[DELETED] Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Town Manager. All pass codes are the property of the Town of Meredith. No employee may use a pass code that has not been issued to that employee or that is unknown to the Town of Meredith. Moreover, improper use of the e-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment.~~

~~[DELETED] Employees are prohibited not from permitted receiving to use a code, sending, access viewing a and/or downloading any messages or information on these systems that is discriminatory, offensive, harassing, embarrassing, intimidating, destructive file, or offensive retrieve any stored communication unless authorized to others do so or in unless any they way have may received prior clearance from the Town Manager. All pass codes are the property of the Town of Meredith. Moreover, improper use of the e-mail system (e.g., spreading offensive jokes or remarks) will not be deemed illegal or fraudulent. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others tolerated. Employees who violate this policy are prohibited subject to disciplinary action, up to and including separation from accessing, reading, using and disclosing electronic, voice mail or any other information not intended for their review or receipt employment.~~

The Town purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Town does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town prohibits the illegal duplication of software and its related documentation.

Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town of Meredith's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town of Meredith may monitor the use of such equipment from time to time. See Administrative Regulations Regulation for procedural information #26.

SOCIAL NETWORKING AND BLOG POSTINGS

Postings on social networking sites such as ~~Twitter~~^X, Facebook, ~~MySpace~~^{Instagram}, and YouTube ^{or other similar apps}, as well as on blogs, have become a common activity of many individuals. The Town neither encourages nor discourages any of its employees from posting on social networking sites or blogging on their own time, using their own equipment. However, employees should be aware that these postings are public; even if access to them is restricted they may be forwarded out of the restricted group by those who have rightful access, and live on virtually forever. Even if a posting is taken down it never truly disappears but rather continues to exist somewhere in cyberspace. Employees need to be mindful of potential damage to their own reputation and interests as well as the reputations and interests of the Town, co-workers and the entities and individuals we serve that can occur from such postings.

~~[DELETED] Should employees choose to blog or participate in any social networking site on his or her own time, using his or her own resources and equipment; employees are required to follow the following guidelines:~~

^{Should employees choose to blog or participate in any social networking site on their own time, using their own resources and equipment; employees are required to follow the following guidelines:}

1. Never disclose any confidential information of the Town or any entity or individual the Town serves.
2. Postings must not violate any laws or Town policies, including but not limited to harassment, violence, pornography or infringement on the privacy rights of co-employees or any entity or individual the Town serves.
3. Never defame the Town, co-employees or any individual or entity the Town serves.
4. ~~Should employees reference the Town in any way, including stating that he or she is~~^{they're} employed by it, employees must state that "The postings on this site are my own and do not necessarily represent the opinions or positions of my employer."
5. Do not use Town of Meredith e-mail address.
6. Unless part of the employee's job responsibilities, do not access any social media sites while at work, or with Town-owned property. There is to be no use of social media while on work time or using Town property.

Conduct that violates this or any other policy of the Town may be subject to investigation and/or discipline regardless of whether such conduct occurred away from work or on ~~non-~~^{non- work} time.

COMMUNICATIONS

Good communication is vital for efficient and effective operations. Bulletin boards are maintained within each Town facility to bring to the attention of employees any matters relating to federal and state regulations, safety and health, Town of Meredith policies and announcements. No notices, posters or other material may be displayed on these boards without the approval of the Town Manager. All employees are urged to check these boards daily.

Furthermore, all employees are provided with a Town of Meredith email account, and are expected to check said email ~~consistent at~~^{with} ~~least~~^{Administrative Regulations} ~~weekly~~^{weekly}, as most employment related information is transmitted through said email account. ^{Failure to read emails / bulletins will not serve as an excuse for violations of policies.}

Failure to read emails / bulletins will not serve as an excuse for violations of policies.

PERSONAL DRESS and HYGIENE

Discretion in style of dress and behavior is extremely important to the Town of Meredith. Employees are therefore required to dress in attire that is safe and appropriate for their positions. Work clothing worn by employees must not be torn, must meet safety requirements, and must not contain inappropriate language or graphics. Employees must use good judgment in their choice of work clothes and hygiene; and please remember to conduct themselves at all times in a way that best represents the employee and the Town of Meredith. Any questions regarding appropriate dress for specific departments should be addressed to the Town Manager.

~~Employees generally are expected to report to work during inclement weather. However, there may be occasions on which the Town of Meredith will have a delayed opening or be closed due to severe inclement weather. Employees should contact the Town main telephone at 279-4538; listen to WLKZ or tune into TV channel WMUR (9) for information as to whether the Town of Meredith will be open for business. Essential personnel must adhere to departmental procedures.~~

~~SNOW DAYS~~

~~DELETED~~

~~represents the employee and the Town of Meredith. Any questions regarding appropriate dress for specific departments should be addressed to the Town Manager.~~

~~DELETED~~

PERSONAL INCLEMENT DRESS and HYGIENE WEATHER

~~Discretion in Administrative style Regulation of dress and behavior is extremely important to the Town of Meredith. Employees are therefore required to dress in attire safe and appropriate for their positions. Work clothing worn by employees must not be torn, must meet safety requirements, and must not contain inappropriate language or graphics. Employees must use good judgment in their choice of work clothes and hygiene; and please remember to conduct themselves at all times in a way that best~~
#40

SOLICITATIONS

No solicitation of any kind is permitted during working time, unless first approved by the Town Manager. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, and membership in organizations, attendance at events, or other similar conduct. "Working time" is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related written materials is permitted in any work area at any time, unless first approved by the Town Manager. "Work areas" are defined as any Town of Meredith office or facility including email transmissions, other than designated break areas. Absent prior approval by the Town Manager, employees may solicit or distribute materials only during break time or outside of scheduled work hours.

Persons not employed by the Town of Meredith are prohibited from distributing materials or soliciting employees on Town of Meredith premises at any time, unless authorized by the Town Manager.

~~DELETED~~

~~DELETED~~

MOTOR VEHICLE VIOLATIONS

All employees who operate Town of Meredith vehicles are required within 72 hours to notify their Department Heads if they have been convicted of or plead nolo contendere to any and all motor vehicle violations. If the license of any employee who operates Town of Meredith vehicle[s] is

suspended, revoked, or otherwise restricted, the employee must notify their Department Head within one working day of learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

TOWN OF MEREDITH PROPERTY

Town of Meredith's property of any type or value shall not be used or removed from Town of Meredith premises' ~~without~~ **unless written being authorization used for regular performance of the Town Manager duties.** All Town of Meredith equipment, memoranda, records, communications **equipment**, computer data, ~~disks~~ **storage devices**, or other documents made or compiled by employees or made available to employees in connection with the business of the Town of Meredith shall be delivered to the Town of Meredith promptly upon your termination or at any other time upon request.

TOWN OF MEREDITH SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. Employees should be familiar with emergency exits and with alarm systems and the ~~[DELETED] proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of the department Head or the Town Manager.~~ **proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of the Department Head or the Town Manager.**

CODE OF PROFESSIONAL CONDUCT AND ETHICS

The Town of Meredith expects that all ~~of~~ its directors, officers and employees will maintain the highest ethical standards in the conduct of all Town business. It is the intent of this Code of Professional Conduct and Ethics that all directors, officers and employees will conduct the Town's business with integrity and will comply with all applicable laws and Town policies in a manner that focuses on the Town's best interests and excludes consideration of personal advantage or gain. **If an employee's position and/or professional certification requires they abide by an additional code of conduct, this should be taken into consideration along with the Town's code of conduct.**

This Code of Professional Conduct and Ethics applies to all Town employees.

Given the complexity of ethical questions that may arise in the course of business, this Code of Town Conduct and Ethics offers guidance only. If confronted with ambiguous ethical situations, then we should remember the Town's commitment to the highest ethical and moral standards and should seek advice from each other and from Management to ensure that all actions are taken in furtherance of the Town's commitment to these principles. Specifically, Department Heads should seek guidance from the Town Manager and all other employees should seek guidance from their Department Head – if the Department Head is unable to present said guidance, then the employee shall be referred to the Town Manager for guidance.

Fair and Ethical Dealing

Town employees shall behave honestly and ethically at all times. The Town bases its relationships with suppliers, the public and employees on fair and ethical practices. Accordingly, all employees should endeavor to deal fairly and ethically with suppliers, the public and employees. No employee shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair or unethical practice.

COMPLIANCE WITH LAWS, REGULATIONS POLICIES AND ESTABLISHED PROFESSIONAL STANDARDS.

In conducting the business of the Town, employees will respect and comply with all applicable

federal, state, local, and international laws, rules and regulations at all levels of the government in the United States

All employees shall communicate to the Town's independent auditors all relevant information and professional judgment or opinions, furthermore, employees shall not knowingly conceal or falsify information, misrepresent material facts, or omit material facts to mislead the Town's independent auditors.

In addition, Department Heads shall adhere to the code of ethics or professional standards that is established and maintained by their respective professional organization (example: ICMA, GFOA).

General Principles and Standards

To summarize the important points of this Code and provide more specific guidance, it should be clear that all employees of the Town are required to adhere to the following standards and principles:

~~(DELETED)~~

- Avoid the intent or appearance of unethical or compromising practices in relationships, actions and communications.
- Refrain from any private business or professional activity that would create an actual or potential conflict between personal interests and the interests of the Town.
- Refrain from soliciting or accepting money, loans, credits, discounts, gifts, entertainment, favors, or services from present or potential suppliers, or anyone else that might influence, or appear to influence decisions.
- Handle confidential information belonging to the Town and our customers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- Promote positive relationships through courtesy and impartiality in all phases of service delivery.
- Know and obey the letter and spirit of laws governing all functions of the Town, and remain alert to the legal ramifications of your actions.

Compliance with the Code of Conduct and Ethics

This Code of Conduct and Ethics applies to all Town employees. Any employee who violates this Code shall be subject to disciplinary action up to and including dismissal. The appropriate disciplinary action will be determined after a review of the circumstances and with the goal of preventing and correcting any violations of this policy and making clear that violations will not be tolerated or condoned.

In addition to disciplinary action against any employee who violates this Code, disciplinary action may also be taken against individuals who authorize a violation of this Code, who deliberately fail to report violations of this Code, who deliberately withhold relevant information regarding violations of this Code, and those who manage or supervise a violator to the extent that the circumstances of the violation reflect inadequate leadership or lack of diligence.

Reporting Non-Compliance With the Code or Other Ethical Concerns

If any employee has knowledge or is suspicious of any noncompliance with any section of this Code or is concerned whether a circumstance could lead to a violation of the Code, then they should immediately discuss the situation with their Department Head or with the Town Manager. The Town will not tolerate any retaliation against an employee who acts in good faith in reporting

any violation or suspected violation of this Code. Any individual who believes that he or she has been retaliated against for reporting a violation or suspected violation of this Code should immediately report the matter to the Town Manager.

CONFLICT OF INTEREST

The Town's employees have an obligation to promote the best interests of the Town at all times. A conflict of interest occurs when a person's private interests interfere in any way with the interests of the Town. Town personnel should avoid any action that may involve a conflict of interest with the Town's activities.

Employees and their relatives should not have any undisclosed, unapproved financial or other business relationships with suppliers, vendors, consultants or contractors of a nature that might impair the independence of any judgment they may need to make on behalf of the Town.

Concurrent or outside employment can also pose actual or potential conflicts of interest. If any employment other than that with Town interferes in any way with assigned job responsibilities for ~~(DELETED)~~ the Town, encroaches on Town working hours, or is otherwise not in the Town's best interests, then the individual may not engage in the other employment.

At times, relationships can also cause actual or potential conflicts of interest. Employees may not represent the Town in any transaction in which the individual or the individual's relative has a substantial economic interest.

Employees must also avoid apparent or potential conflicts of interest, which occur when a reasonable observer might assume there is a conflict of interest and, therefore, a loss of objectivity in their actions on behalf of the Town.

Where actual or potential conflicts arise, Employees must provide full disclosure of the circumstances in accordance with this Code and should stand back from any related ~~decision making~~ decision-making process. Department Heads shall provide full disclosure of any actual or potential conflicts of interest to the Town Manager, and all other employees shall provide full disclosure to their Department Heads.

The Town of Meredith expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

- Investing in any of the Town of Meredith's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.
- Receiving any gifts or favors from, any members of the public, vendors, or suppliers. Guidelines shall be provided in Administrative Regulation #38.
- Using directly or indirectly, Town of Meredith funds, assets, or other resources for any unlawful goal or purpose.

Employees with any questions regarding these guidelines are required to discuss them with their department head or the Town Manager, prior to engaging in any activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

SUGGESTIONS AND IDEAS

The Town of Meredith is always interested in constructive ideas and suggestions for improving operations. Employees will be notified whether or not it is feasible to put the suggestions and ideas into practice.

The Town of Meredith believes that constructive suggestions indicate initiative on the part of an employee, and encourages employees to submit ~~them~~ their suggestions to their supervisor. A constructive suggestion notes an issue and offers a reasonable suggestion for improvement.

DISCIPLINE

The Town of Meredith is justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to conduct themselves in an appropriate manner. However, for the protection of its property and other employees, the Town of Meredith has established certain rules of conduct which must be followed.

It is the policy of the Town of Meredith to discipline an employee whenever they violate a rule, regulation, endangers the safety of others, or performs unsatisfactorily. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation. Generally, there are four types of discipline used by the Town of Meredith: verbal warning, written warning, suspension, and dismissal. The Town has no obligation to use these types of discipline in any specific steps or order with any employee. Which of these types of discipline is used for any given matter is at the sole and absolute discretion of the Town, and may be influenced by the employee's history of employment with the Town. Discipline is to correct behavior and not punish.

~~{DELETED} It is the policy of the Town of Meredith to discipline an employee whenever he or she violates a rule, regulation, endangers the safety of others, or performs unsatisfactorily. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation. Generally, there are four types of discipline used by the Town of Meredith: verbal warning, written warning, suspension, and dismissal. The Town has no obligation to use these types of discipline in any specific steps or order with any employee. Which of these types of discipline is used for any given matter is at the sole and absolute discretion of the Town, and may be influenced by the employee's history of employment with the Town.~~

The ~~Town~~ Department Head will bring all violations to the attention of Meredith ~~the~~ is employee. justifiably A proud written memorandum will be placed in the file noting the following: the nature of ~~our each~~ employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to conduct themselves in an appropriate manner. However, for the protection of its property and other employees occurrence, the Town remedial of action Meredith has established certain rules of conduct suggested, which and ~~must~~ what action was taken. Disciplinary action taken may be followed a reprimand, suspension, or discharge.

~~{DELETED} If an employee is suspended, they must be notified in writing of the effective date, reason and duration. The Town Manager shall suspend or discharge employees.~~

~~{DELETED}~~

The ~~If~~ Department ~~an~~ Head employee will ~~is~~ brings suspended, all they violations must to be then notified attention in writing of the employee effective A written memorandum will be placed in the file noting the following: the nature of each occurrence date, the remedial action suggested reason, and what action was taken duration. Disciplinary The action Town taken Manager may shall be a

~~reprimand, suspension~~ suspend or discharge employees.

If an employee is discharged, they must be notified of the reason for discharge, and of the effective date of discharge.

A suspended or discharged employee may appeal the action by written appeal to the Select Board within five (5) working days after the action. The Select Board will respond in writing to that employee within ten (10) working days.

STANDARDS OF CONDUCT

All employees are required to comply with our standards of conduct, which are intended to promote consistency and harmony in the workplace, and to support the missions and objectives of the Town of Meredith. We recognize that no list of rules can be all inclusive. Incidents may arise that are not covered by the standards of conduct which may lead to discipline, up to and including termination. The following areas are intended to guide employees in recognizing certain behaviors which are clearly prohibited and which are considered by the Town of Meredith to constitute cause for disciplinary action, up to and including termination.

~~{DELETED}~~

1. **Absence and Lateness**

Absence and lateness without good reason, failure to report when absent, overstaying allotted break time, excessive or unexcused absences.

2. **Employment/Town of Meredith Records**

Making a false statement on the application form; falsifying Town of Meredith and employment records.

3. **Attitude**

~~{DELETED}~~

Abusive language, creating any type of disturbance, complaining in front of visitors, uncooperativeness, abuse or neglect of visitors or residents, and abuse, neglect, or intentional destruction of Town of Meredith property.

4. **Safety**

Violation of safety regulations or endangering the health or safety of other persons.

5. **Employee Relations**

Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees.

6. **Crime**

Conviction of a crime that adversely impacts the employee's position with the Town of Meredith.

7. **Dishonesty**

Dishonesty to a coworker, resident, visitor or to the Town of Meredith.

8. **Incompetence**

Repetition of avoidable mistakes ~~to a point that~~ wherein the mistakes demonstrate a willful disregard for the Town of Meredith's interest.

9. **Intoxicants**

Bringing, possessing, or using alcoholic beverages or illegal drugs on Town of Meredith property or while on the job; being under the influence of or testing positive for these substances during working hours will result in immediate discharge.

10. **Neglect of Duty**

Negligence in the performance of duties, which seriously conflict with the Town of Meredith's interest.

11. **Unsatisfactory Job Performance**

Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties.

12. **Telephone, Facsimile, Computer, E-Mail, Copier**

Use of a Town of Meredith telephone, cell phone, facsimile, computer, e-mail, and copier for a non-Town of Meredith purpose.

13. **Theft or Destruction of Property**

The theft or negligent or intentional destruction of any Town of Meredith property or the personal property of a coworker, customer or visitor.

14. **Sexual or Other Unlawful Harassment**

Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town of Meredith policies.

15. **Insubordination**

Acting in an insubordinate manner toward your supervisor or any other directive of the Town of Meredith.

~~Acting in an insubordinate manner toward your supervisor or any other directive of the Town of Meredith.~~

GRIEVANCE PROCEDURE

Any employee, who believes that they have received inequitable treatment because of some condition of their employment, may personally appeal for relief from that condition through the following steps:

- (a) An employee is expected to discuss any grievance initially with their immediate supervisor, then, if the matter is not settled, the employee may choose to submit it in writing to the Department Head within five (5) days of the supervisor's decision. The Department head shall give a written reply within ~~one seven~~ **(+7) week days**.
- (b) If the employee feels that their immediate supervisor or Department head has not satisfactorily ~~adjusted~~ **addressed** the grievance, they may then submit it in writing to the Town Manager within five (5) days of receipt of the Department Head's reply. The Town Manager shall give a written reply within ~~one seven~~ **(+7) week days** of their receipt of written grievance.
- (c) The Town Manager's decisions shall be final on employee's grievances for all employees who are under their administrative supervision. The ~~Board~~ **Select of Selectmen's** Board's decisions shall be final on employee's grievances that are under the ~~Board~~ **Select of Selectmen's** Board's administrative supervision.

These steps are to be followed in sequence. The requirements of a written presentation are not intended to preclude the use of frank and informal discussions as a means of reaching resolution.

COMPLAINT PROCEDURE

A complaint is an informal or formal expression of employee dissatisfaction regarding workplace conditions, interpersonal issues, or policy enforcement. Employees should address a complaint through the following steps:

- a) An employee is expected to discuss any complaint initially with their immediate supervisor, then, if the matter is not settled, the employee may choose to speak with their Department Head. The Department head shall address the issue and make a decision.
- b) If the employee feels that their immediate supervisor or Department Head has not satisfactorily addressed the complaint, they may then choose to speak with Human Resources who may conduct an investigation.
- c) Human Resources will inform the Town Manager of the investigation results, and the Town Manager will render a final decision.

EMPLOYEE SAFETY AND HEALTH

INTRODUCTION

The Town of Meredith is committed to providing a safe and healthy working environment for all of our employees. With the employee's assistance, we can use our resources to identify and control work-related hazards. All employees are required to bring known and potential hazards and safety issues to the attention of the Joint Loss ~~Safety Management~~ Committee. Failure to do so may result in an injury to the employee or others that could otherwise have been avoided.

The cooperative effort of each employee, ~~and~~ supervisor, and manager in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Employees are encouraged to bring any suggestions they may have to improve safety to ~~the their Joint Department Loss Safety Committee or the Town Manager~~ Head.

SAFETY AND HEALTH STATEMENT

The Town of Meredith values the safety and health of ~~each and~~ every Town employee. It is the policy and the responsibility of the Town to adopt all reasonably practicable measures:

- To secure the safety, health and welfare of all employees at places of work under the Town's control and elsewhere when performing duties;
- To maintain equipment and a safe and healthy place of work;
- ~~{DELETED}~~
- To enable all employees to provide input;
- To ensure that the Town of Meredith is in compliance with safety rules, laws, and regulations.

It is also the policy of the Town of Meredith to ensure that all employees are aware of their responsibility regarding health and safety. In this regard they should become familiar with the Safety manual developed by the Town of Meredith Joint Loss ~~Safety Management~~ Committee.

We all share the responsibility for the prevention of accidents and should take reasonable care that all policies and procedures used are safely carried out. Any health or safety concerns should be reported to the Joint Loss ~~Safety Management~~ Committee.

JOINT LOSS SAFETY MANAGEMENT COMMITTEE RESPONSIBILITIES

Every employee of the Town of Meredith has the right to a workplace free from occupational safety and health hazards. The Joint Loss Safety Management Committee, Supervisory Personnel, and all employees share in the responsibility of implementing the provisions of this program within their respective capabilities and jurisdiction. The responsibilities listed are a minimum and should not be construed to limit individual initiative to implement more comprehensive procedures to control losses and enhance workplace safety.

Joint Loss Management Committee

- The Committee shall officially adopt this program and update at least every five years in accordance with the NH Department of Labor regulations.
- Provide overall support, direction, and commitment.

~~{DELETED} Ensure that personnel responsible for carrying out the provisions of this program understand the content of the program, are held accountable for their actions/inactions in accordance with established policies and procedures, and serve as advocates for the promotion of safety values and programs at all levels.~~

~~{DELETED}~~

~~{DELETED} Provide overall support, direction and commitment.~~

~~{DELETED} The Committee shall officially adopt this program and update at least every five years in accordance with the NH Department of Labor regulations.~~

~~{DELETED} Joint Loss Safety Committee~~

- Ensure that personnel responsible for carrying out the provisions of this program understand the content of the program, are held accountable for their actions/inactions in accordance with established policies and procedures and serve as advocates for the promotion of safety values and programs at all levels.

Supervisory Personnel

- Personnel with supervisory duties shall have the authority and responsibility to maintain a safe and healthy ~~work-place~~workplace and work practices. The supervisory personnel will:
 - Comply with the contents of this program
 - Comply with applicable work rules and regulations
 - Ensure that all employees within their jurisdiction comply with the program and follow all work rules and regulations as well as setting a positive example.
 - Follow disciplinary procedures as they relate to this program.
 - Promptly investigate and report all accidents and incidents, and immediately discuss measures for prevention.
 - Provide education for employees within their departments including correct methods for performing tasks, precautions to be taken, and the use of appropriate protective and emergency equipment.

~~{DELETED}~~

- Conduct workplace inspections and investigations to identify and correct unsafe conditions.
- Include and evaluate employee's safety behavior in each formal performance evaluation.

Employees

- Employees are required to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers, the general public, and equipment entrusted in their care. Employees shall:
 - Understand and follow all work rules and regulations. If an employee does not understand a work rule or regulation, they must notify their immediate supervisor.

- Utilize required personal protective equipment.
- Report all unsafe acts and conditions to their supervisor.
- Operate only machines and equipment that they have been properly trained and/or licensed on.
- Must follow all accident reporting procedures.
- Employees required to have a license as a condition of employment must report to immediate supervisor or Department Head:
 - Any motor vehicle law enforcement action;
 - Any motor vehicle conviction or any administrative action by the Department of Motor Vehicles.
 - These provisions shall not supersede any law or Commercial Driver's license requirements.
- Follow Disciplinary Policy as it relates to this program.

Administrative ~~Regulations~~ Regulation #12 and the Town Safety manual provide further information on safety policies and procedures.

WORKPLACE VIOLENCE

Unfortunately, violence in the workplace has become a reality in many workplaces. The Town hopes that it will never have to face this growing problem. Violence and verbal and physical threats of violence of any kind in the workplace or on Town of Meredith property will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including separation from employment. If an employee becomes aware of any violence or threat of violence, ~~he or she~~ they must immediately report the matter to their Department Head or Town Manager.

ALCOHOL AND DRUGS

The Town of Meredith is committed to providing a safe and productive workplace for all of its employees. In addition, The Drug-Free Workplace Act of 1988 imposes certain obligations upon employers with respect to substance abuse. To have a safe and productive workplace for all Town employees it is absolutely essential that every employee report to work in an appropriate mental and physical condition to perform their jobs safely. This is also critically important for the individuals for whom we provide services.

In addition to this Policy, any employee working for the Town as a commercial driver or in a job position designated by the U.S. Department of Transportation as a safety-sensitive position is also subject to the Town's Alcohol and Controlled Substances Policy and Testing Program for Commercial Drivers and DOT Safety-Sensitive Positions.

During work hours, including meal and break periods, whether on Town premises, in a vehicle or at any other location, employees may not consume, use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. In addition, employees are required to report to their jobs in appropriate physical and mental condition, ready to work free from the influence of any illegal drugs or alcohol and any prescribed drugs which impair the employee's ability to perform their job duties.

Use of medication prescribed for an employee by their physician and the use of over-the-counter medication is permitted as long as the medication will not interfere with the employee's ability to perform their job functions. If you are taking a medication which might interfere with your ability to perform your job functions, it is your responsibility to inform your supervisor or Human Resources so that a determination can be made as to whether you can continue working.

Employees who are suspected of violating Town of Meredith's policies regarding drugs and/or alcohol, including, but not limited to, when their performance is impaired, behavior is erratic, or the odor of drugs/alcohol is observed, may be required to immediately submit to a drug test and/or alcohol test and/or fitness for duty exam as determined appropriate by the Town in its discretion. In addition, at the discretion of the Town, drug/alcohol testing may be required when an employee is involved in any job related accident, is part of a rehabilitation program, when there is reason to believe that any controlled substance or alcohol in the possession or control of the Town has been tampered with, and when required by an entity with whom the Town does business (governmental contract). Any employee who is required to submit to a drug and/or alcohol test or a fitness for duty exam must cooperate fully with the process and must not do anything to tamper with, adulterate, dilute, or otherwise interfere with any specimen, test, or exam. A drug/alcohol test or other exam will not be conducted without the employee's consent; however, an employee must consent as a condition of employment and may be terminated for failing or refusing to consent. Failure to submit to or co-operate fully in a drug or alcohol test or exam required by the Town, or if the results of the drug/alcohol test is positive may result in disciplinary action, up to and including immediate termination, at the sole discretion of the Town.

In addition to the fitness for duty/reasonable suspicion testing described above, the Town reserves the right to implement further drug testing programs at any time, such as ~~pre-employment~~pre-employment, post-accident, and random drug and alcohol testing.

An Employee who appears impaired and is asked to submit to a drug/alcohol test will not be permitted to drive to a test facility. They will be taken to the test facility by a member of Town of Meredith management, or other designated individual.

Any employee who is convicted of any drug or alcohol related crime (including violations, misdemeanors, and felonies) must notify the Town Manager within **five (5)** days of the date of conviction. A conviction includes any finding of guilt (including one agreed to by the employee) or plea of no contest and/or imposition of a fine, jail sentence, or other penalty.

~~On Violations violation of this part of this policy admission may lead to or use of a treatment or other program does not preclude appropriate disciplinary action by the Town, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. On violation of this policy, admission to or use of a treatment or other program does not preclude appropriate disciplinary action by the Town, including termination of employment. Violation of this policy may also have additional legal consequences.~~

~~[DELETED] Violations of this part of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or~~

~~[DELETED] treatment program. On violation of this policy admission to or use of a treatment or other program does not preclude appropriate disciplinary action by the Town, including termination of employment. Violation of this policy may also have additional legal consequences.~~

DOT DRUG AND ALCOHOL POLICY

~~[DELETED]~~

The Town of Meredith employs individuals, who as part of their position, must obtain and maintain a CDL. ~~Please Individuals see who Administrative have Regulation #40~~CDL may be randomly tested for further drugs clarification or on this alcohol.

SMOKING

The Town of Meredith is committed to providing a safe, healthy, and smoke-free work

environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within our buildings and in Town of Meredith vehicles. Department Heads may implement specific departmental policy with Town Manager approval.

Smoking is not allowed in any areas of Town of Meredith buildings. Anyone wishing to smoke must do so only during authorized breaks in the designated area. The Town of Meredith hopes and expects that our employees will comply with the no-smoking policy. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.

WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town of Meredith, the Town reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises based on probable cause. **The Police Department will be involved with all searches.** Employees should understand that all offices, desks, files, lockers, and so forth are the property of the Town of Meredith and are issued for the use of employees only during their employment with the Town of Meredith. Inspections may be conducted at any time at the discretion of the Town of Meredith. Employees will be informed that the inspection occurred if they were not present during the inspection. Employees who refuse to cooperate in an inspection will be subject to disciplinary action up to and including discharge if after investigation, they are found to be in violation of the Town of Meredith's security procedures or any other Town of Meredith rules and regulations.

SEPARATION FROM EMPLOYMENT

TERMINATION

~~(DELETED)~~

Should an employee decide to resign from ~~his or her~~ **their** employment with the Town of Meredith, we ask that ~~he or she~~ **they** notify their Department Head of their decision at least two weeks in advance of the planned departure date. Thoughtfulness will be appreciated, and will allow the Town of Meredith to maintain work schedules and provide important services to the public.

Pay in lieu of vacation earned, but not taken, will be made in the case of employment terminated by resignation, dismissal, retirement or death of an employee. ~~Additionally, full time employees will receive any longevity pay to which they are entitled.~~ Employees forfeit all accrued sick leave upon termination for cause. Please see Vacation and Sick leave.

If a ~~permanent~~ **regular** employee dies while in the Town's services, wages earned to the time of death, ~~any and~~ **longevity accrued pay time to will** ~~which be paid per the deceased was entitled~~ **Vacation and lump Sick sum Leave for policy** ~~any unused vacation leave credits and~~ shall be paid to:

- (a) A beneficiary named by the deceased and recorded with the Town;
- (b) Surviving spouse of deceased if no other beneficiary has been named and recorded with the Town;
- (c) The estate of the deceased if neither of the foregoing is applicable.

EXIT INTERVIEWS

All employees who ~~terminate~~ **separate** their employment may be asked to participate in an exit interview with Town Manager or their designee. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback from the employee on ways in which our Town can improve our operations and retention of employees.

RETURN OF TOWN OF MEREDITH PROPERTY

~~Town of Meredith property of any type or value may not be used or removed from the Town of~~

~~Meredith premises without authorization from the Town Manager.~~ All Town tools, equipment, documents, or records made or compiled by the employee or made available to the employee in connection with the business of the Town of Meredith must be delivered to the Town of Meredith promptly upon the ~~termination~~ separation of employment or at any other time upon request.

LAYOFF

The Town reserves the right to lay off any employee, without discredit to the employee, if circumstances dictate that such layoff is necessary for the public's best interest. Decision that such a layoff is necessary shall be made by the Town Manager.

Employees shall be laid off within pay-position groups affected based on the most recent annual merit review. If merit, ability and capacity are equal, length of service shall be the determining factor. No employee shall be laid off without at least two weeks' notice.

~~{DELETED}~~

~~{DELETED}~~

An employee, if qualified therefore, shall be offered a lower paid position if a vacancy in such a position exists. Acceptance of such a position shall in no way prejudice the employee's return to ~~his/her~~ their former position, should rehiring take place.

**RECEIPT AND ACKNOWLEDGMENT OF TOWN OF MEREDITH
PERSONNEL POLICY MANUAL DATED DECEMBER 3RD, 2018**

~~[DELETED] This Personnel Policy manual dated 12.3.2018 and is an important document intended to help employees become acquainted with the Town of Meredith. This manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.~~

This Personnel Policy manual dated January 1, 2027, is an important document intended to help employees become acquainted with the Town of Meredith. This manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

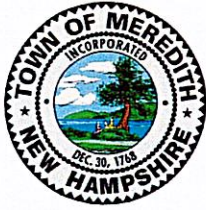
Please read the following statements and sign below to indicate your receipt and acknowledgment of the personnel policy manual.

- A copy of this manual has been made available to me; and is available to view on the Town's website. I understand that it is my obligation to read and understand the policies in this manual as well as future updates to this policy manual.
- I understand that the policies described in the manual are subject to change at the Town of Meredith's sole discretion at any time, and that this manual does not create a contract express or implied with the Town for any purpose.
- I understand that my employment with the Town is at-will meaning that either I or the Town can end my employment with it at any time, with or without notice or cause.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of Town of Meredith premises or with non-Town of Meredith employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have reviewed the personnel policy manual and that it is my responsibility to familiarize myself with the provisions of the manual and to adhere to these provisions.

Employee's Name (please print)

Date: _____

Employee's Signature



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Chief Ken Jones

Subject: Stewarts Ambulance Contract

Suggested Motion:

Selectboard Member moves, *"I move the Meredith Selectboard approved the contract with Stuart's Ambulance Service effective July 1, 2026 through June 30, 2031."*

Selectboard Chair calls for a second, discussion and vote.

Background/Discussion:

The Four Town EMS Committee has been meeting and working with Stewarts to renew the current EMS Contract over the past few months. It was agreed upon to stay with a 5-year term contract, especially due to the continued uncertainty of private EMS Companies sustaining financial stability to stay in operation. At this point, Justin does not foresee this in the immediate future with Stewarts but with the governing world and insurance companies who knows what is to come down the road.

After discussion and a few changes, a draft was completed and sent to the individual 4 Town Attorneys. Our Attorney Tim Sullivan reviewed and advised us to adopt suggested corrections which were presented to the committee, and to date, to my knowledge have been accepted.

The current contract expired on June 30th, three 30-day extensions were granted, expiring 9/30. The proposed contract would secure EMS Services until June 30, 2031.

Please note the additional language to the contract under contingency fund:

Town of Meredith Selectboard Agenda Report

- An increase in EMS incident volume of 25% or greater above the established baseline average shall be deemed an extraordinary service demand event requiring review of financial, staffing, and operational provisions of this agreement.

Fiscal Impact:

As with the previous contract, the cost of the contract is based on each town's call volume percentage of total. Meredith's percentage is approximately 63% with an estimated base annual cost to Meredith of \$406,805. The base contract is subject to an annual cost of living increase for subsequent years of the contract. There is a non-appropriation clause built in.

Concurrences:

By not approving the Town would forfeit their part of the contract and be searching for EMS Services immediately.

Alternatives:

Seek EMS Services elsewhere, or initiate a Town of Meredith Fire/EMS Service

Attachments/Exhibits:

Proposed Contract

AGREEMENT FOR AMBULANCE SERVICES

Intermunicipal Agreement pursuant to RSA 53-A

Towns of Center Harbor • Meredith • Moultonborough • Sandwich, New Hampshire

Agreement Date:	___ day of _____, 2026	Term:	July 1, 2026 – June 30, 2031
Service Provider:	Stewart's Ambulance Service, Inc., Meredith, NH ("Stewart's")	Authority:	RSA 53-A Intermunicipal Agreement
Municipal Parties:	Towns of Center Harbor, Meredith, Moultonborough, and Sandwich, New Hampshire (collectively, "the Towns" or "the Four Towns")		

For and in consideration of the mutual covenants and considerations hereinafter stated, the parties hereto agree as follows:

ARTICLE I — TERM AND SCOPE OF SERVICES

Section 1 Term

This Agreement shall be in effect from July 1, 2026, through June 30, 2031, unless extended or terminated as set forth herein.

Section 2 Scope of Work

Stewarts shall provide the Towns with ambulance service on a continuous 24-hour basis for each day of the Agreement.

Section 3 Extension of Term

This Agreement may be extended by the parties for one or more periods of extension five (5) years in length. The renewal term shall commence on July 1, 2031 and end on June 30, 2036 and for subsequent five (5) year terms thereafter, following the last day of June, unless written notice of re-negotiation or termination hereof is given by either party one hundred and eighty (180) days prior to the last day of said five (5) year term hereunder.

ARTICLE II — EQUIPMENT AND PERSONNEL

Section 4 Equipment

4a. Ambulance Deployment

Stewart's shall provide at least two (2) New Hampshire Department of Safety, Division of Fire Standards and Training and Emergency Medical Services licensed basic life support ambulances each equipped as an Advanced Life Support ("ALS") unit, well maintained and garaged in heated accommodations in the Towns of Meredith and Moultonborough.

- One ambulance shall be located at its headquarters in Meredith, NH.
- The second ambulance shall be located at the Moultonborough Public Safety Building.
- In the event Moultonborough is no longer a party to this Agreement, the second ambulance shall be relocated to a mutually agreeable location.

4b. Ambulance Standards

Ambulances must, always, be licensed by the State of New Hampshire, meet motor vehicle registration and inspection requirements, and be maintained and stocked in a sound manner in accordance with "best practices" of the industry and all applicable rules and regulations governing the provision of services being provided under this Agreement. Such ambulances shall be equipped with mobile communication equipment, according to the State of New Hampshire EMS Communication Plan, and shall be capable of communications with the Towns' Fire Departments on the assigned Lakes Region Mutual Fire Aid frequencies and/or their other local tactical or operational frequency, so as to provide communications with Fire Departments, state and local police departments, and hospitals.

4c. Medical Equipment

All necessary medical equipment shall be kept current and assessed regularly to ensure readiness.

Section 5 Personnel

5a. Standard Staffing

The ambulances provided pursuant to this Agreement shall be staffed on a regular basis, with two (2) Nationally Registered Emergency Medical Technicians (NREMT) per ambulance.

- One ambulance shall be staffed with one person possessing a Paramedic Level certification.
- The other shall be staffed with one person possessing an Advanced Emergency Medical Technician Level certification, provided they are also able to provide Advanced Life Support Service.
- A second person with Paramedic level certification shall be available, defined as present on the shift or on call within an acceptable and normal response range of 20 minutes, to staff additional ambulances as needed.
- As an auxiliary service to this staffing pattern, Stewart's shall provide Paramedic intercept coverage whenever the ambulance(s) is staffed in accordance with this paragraph.

5b. Enhanced Holiday & Peak Season Staffing

Notwithstanding the foregoing, Stewart's shall staff each ambulance such that at least one (1) of its two (2) staff members on each ambulance shall be a Paramedic during the following time periods:

Period	Staffing Requirement
Summer Weekends (July & August)	5:00 p.m. Friday through 8:00 a.m. Monday. Triggered in full whenever one of the days in this period occurs in June or September.
Fourth of July (Extended)	When the 4th of July is celebrated legally on a Friday or Monday commences at 5:00 p.m. on the preceding Thursday, it ends at 8:00 a.m. on the following Tuesday.
Memorial Day Weekend	5:00 p.m. Friday through 8:00 a.m. Tuesday following the holiday.
Labor Day Weekend	5:00 p.m. Friday through 8:00 a.m. Tuesday following the holiday.
Columbus Day Weekend	5:00 p.m. Friday through 8:00 a.m. Tuesday following the holiday.

5c. Training & Continuing Education

Stewart's EMTs shall be periodically trained in new and innovative technologies and treatment methods to maintain competence in the EMS field in accordance with industry's best practices and regulations.

ARTICLE III — FINANCIAL TERMS

Section 6 Compensation

6a. Base Year Compensation

The compensation to be paid to Stewart's for the period July 1, 2026, through June 30, 2027, shall be sixty-three thousand three hundred thirty-seven dollar and thirty-three cents (\$63,337.33) per month for an annualized cost of seven hundred sixty thousand forty-eight dollars (\$760,048.00) for the base year of July 1, 2026, through June 30, 2027 (the "Total Contract Price").

6b. Annual Cost of Living Adjustment (COLA)

The total contract price thereafter shall be determined by adding or reducing the base year total contract price for the subsequent period(s) of July 1 to June 30 to reflect an increase in the annual Cost of Living Adjustment ("COLA").

- The COLA to be used shall be that recognized by the NH Employment Security as reflecting the State of New Hampshire Consumer Price Index (CPI), not to exceed 4%, for the period of October 1 to September 30 of the period preceding the July 1 period for which the price is being adjusted.

- At the time of notifying the Towns of the CPI escalator being applied to set a new total contract price, together with the annual apportionment as established herein, Stewart's may request the parties negotiate, in good faith, suitable offsets in the Agreement to allow it to remain a viable concern if the CPI for said period shall have exceeded 5%.

Section 7 Apportionment of Compensation

The total contract price is divided into a fixed cost component which is equally allocated among the individual towns and a variable cost component which is based on the actual usage of services by each town ("run volume") as a percentage of the total run volume. The initial division is set forth on Exhibit A attached hereto.

This annual run volume shall be recalculated for each year of the Agreement, based on the run volume during the 12-month period between October 1 and September 30 of the preceding year.

- No Town shall pay less than 10% of the total contract price at any time.
- In the event an adjustment is required so that a Town pays at least 10% of the contract price, the balance of the price shall be allocated proportionately to the other Towns.
- The Towns reserve the right to amend the allocation among themselves of fixed and variable costs, provided such revised allocation shall take effect upon no less than one hundred and eighty (180) days' notice and July 1 of any given year.

Section 8 Invoicing and Payment

Stewarts shall submit invoices to each individual town by the first (1st) day of each month for payment of the town's individual fixed and variable cost share.

Payment Term	Requirement
Payment Due	Within fourteen (14) business days from receipt of invoice.
Suspension of Service	If payment is not made within 30 business days of its due date, Stewart's may suspend services for that individual town until payment is made.
Disputed Amounts	Right to suspend shall not apply if the amount is reasonably disputed, provided the billed party promptly notifies Stewart's of the amount in dispute, the reasons therefore, and pays the undisputed amount.

Section 9 Subject to Appropriation

The continued participation of each Town in this Agreement is subject to each individual Town annually raising and appropriating the monies that Town is required to pay under this Agreement.

- In the event any Town fails to raise and appropriate the necessary funds, they may terminate their participation upon ninety (90) days' notice.
- In such an event, the remaining Towns shall promptly enter negotiations with Stewart's to adjust the contract scope and price as may be appropriate for the changed circumstances. During the negotiation period Stewart's shall continue to provide service to the remaining Towns.
- Failure of the remaining Towns and Stewart's to reach agreement on changed terms within ninety (90) days after beginning negotiations, unless such time is extended by mutual agreement of the parties, shall constitute cause for termination of all the parties.
- Termination of this Agreement under this provision may only be made by a Town if the legislative body was presented, in good faith, with a request for the needed appropriation.
- Stewarts agrees to timely provide the Towns with the anticipated annual cost of the contract by November 30 of each year, so that the Towns may appropriately budget the contract cost. Stewarts also agrees that upon written request, it will send a representative of the company to any publicly noticed meeting, to address any questions regarding the contract costs.

Section 10 Contingency Fund

The Four Towns shall individually maintain a Contingency Fund in the total amount of two hundred and fifty thousand dollars (\$250,000.00), said amount to be appropriated per Town by the pro rata breakdown of costs to each Town. The Contingency Fund shall be available for use by the Four Towns in the event of unforeseen increase in costs, which shall include:

- Mid-contract closure and cease of operations by Stewarts Ambulance Service
- An increase in EMS incident volume of 25% or greater above the established baseline average shall be deemed an extraordinary service demand event requiring review of financial, staffing, and operational provisions of this agreement.
- Unexpected, fuel, staffing or supply cost surges that occurred after the contract was signed and were outside of either party's control.
- Mass casualty or disaster event requiring extraordinary ambulance resources not covered under the base contract.
- Regulatory or legislative changes during the contract year imposing new requirements on the ambulance service provider that increase their costs and trigger a measurable and demonstrated material reduction in reimbursement for such services (including, without limitation, Medicare, Medicaid, or private insurance reimbursements) that materially threatens Stewart's ability to continue providing 911 EMS services to the Four Towns.

If needed, the funds shall be expended by the respective Towns as contemplated by the Intermunicipal Agreement For the Provision of Ambulance Service, dated 2006. In the event any funds from the contingency fund are used, the Towns shall replenish their individual funds to the total amount of \$250,000.00, through the next year's warrant article, subject to the vote of the legislative body. Should any legislative body defeat the article, that would not be a breach of this agreement.

ARTICLE IV — INSURANCE, INDEMNIFICATION AND LIABILITY

Section 11 Insurance, Indemnification & Litigation

11a. Required Insurance Coverage

Stewarts shall carry business and vehicle insurance that is customary and appropriate for its industry, providing for the following minimum types and levels of coverage:

Worker Compensation	\$1 Million/Statutory
Automobile and Equipment	Combined Single Auto Liability Limit for Bodily Injury and Property Damage = \$1million per occurrence; With the \$5 million umbrella limit sitting over the total limit = \$6 million.
Property Damage	\$1 million/\$2 million
General Liability	\$1M/\$3M – with unimpaired umbrella limits above, it would provide \$6M/\$7M
Professional Liability	\$1million per medical incident and \$3 million in the Aggregate. Combined with the \$5 million Umbrella, the per incident limit would be \$6 million and \$9 million in the aggregate.

Stewarts shall, on the effective date of this Agreement and then on every July 1 thereafter, furnish the Towns with proof of insurance that:

- States that the issuing company(ies) shall mail the Towns a ninety (30) day notice of cancellation, with 10-days' notice for non-payment, alteration, or material change in Stewart's coverage.
- Names the Towns as certificate holders; and
- Provides that the Towns and their officers, employees, and agents are named as additionally insured on the General Liability policy.

11b. Town Employee Coverage Letter

Stewart's shall, on the same schedule as above, provide a letter on the letterhead of its insurer verifying that Stewart's insurance policy(ies) provide workers compensation and general liability coverage for Town employees directed to drive the ambulance from a scene to a treatment center when assigned to do so by the Fire Chief at the request of Stewart's.

11c. Indemnification

Stewart's shall indemnify, defend and save harmless the Towns, and its officers, agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury,

including death at any time therefrom, sustained by any person or persons or on account of damages to property, including loss thereof to the extent caused by Stewart's negligent acts, errors, or omissions, in the performance of services under this Agreement.

The Towns agree that Stewart's shall not be responsible for any suit, action or claim of loss or expenses because of bodily injury, or damages, caused by the Towns, its officers, agents and employees due to the negligence or omission of the Town. This covenant shall survive the termination of this Agreement.

ARTICLE V — GOVERNANCE, OVERSIGHT AND CONTINUITY

Section 12 Meetings

During the duration of this Agreement, Stewart's shall meet with:

- The Fire Chiefs of the Towns on a quarterly basis.
- The IMA Joint Board of the Towns during September and April; and
- Either of the two groups at such other times as shall be mutually agreeable.

Section 13 Reporting Requirements

13a. Run Volume Statistics

Stewarts shall maintain accurate statistics reflecting the individual Town call volume monthly throughout the term of the agreement. The total volume of mutual aid calls shall be divided amongst the Towns in an amount equal to the individual town's proportionate share of the run volume.

Stewarts shall provide a report to the Towns for the following periods on the following dates:

Reporting Period	Covers	Report Due
Quarter 1	July 1 – September 30	Last day of October
Quarter 2	October 1 – December 30	Last day of January
Quarter 3	January 1 – March 31	Last day of April
Quarter 4	April 1 – June 30	Last day of July

Said report shall also show the prior three quarters such that a one-year profile of activity is available. Stewarts shall provide a copy of such reporting in an electronic format if requested by the Towns.

13b. Public Information

Stewarts shall make available in printed format and on its internet site information written in "plain speak" a Patient Billing Transparency Notice. This Notice shall explain:

- What Stewarts Ambulance Service is
- How Stewarts are regulated
- What Stewarts charges you for when they transport you
- What you will owe when transported
- How your insurance pays Stewarts
- What Stewarts may adjust or write off if applicable
- Your rights as a patient
- How to contact Stewarts if you have a billing or insurance question

Section 14 Continuity of Services and Oversight

14 — Continuity of Coverage

Should Stewart's determine it can no longer efficiently and effectively provide 911 Emergency Medical Services ("EMS") to the Four Towns, it shall work in good faith with the municipalities to ensure a seamless transition of services. This obligation includes cooperative transition planning and as needed, the transfer or sale of vehicles, equipment, and supplies required to maintain uninterrupted emergency response coverage.

The Four Towns shall have the right of first refusal to purchase any such assets, subject to applicable legal or contractual restrictions. Stewarts shall provide the Four Towns with an inventory of all contract-related assets. Either party may request a third-party appraisal to establish fair asset values; the cost of any such appraisal shall be shared equally or capped by mutual written agreement.

All proprietary or sensitive information exchanged during this process shall be subject to a non-disclosure agreement and accessible only to authorized Town Administrators, Select Board members, Town Counsel, and officials solely responsible for contract oversight. The Towns will notify Stewarts promptly if any request for information is made pursuant to RSA 91-A. To the extend required, Stewarts will notify the Towns if the specific information which is subject to a non-disclosure agreement, and will intervene to defend the Towns against any action challenging non-disclosure.

14a. Quarterly Oversight Meetings

The fire chiefs of the Four Towns shall convene quarterly meetings with Stewart's Ambulance Service. During these meetings, Stewart's shall provide updates on service performance, staffing, response metrics, and financial indicators relevant to contract performance. If concerns arise, the fire chiefs shall notify their select boards and recommend convening the Joint Intermunicipal Ambulance Service Board.

Section 15 Termination

15a. Mutual Agreement

This Agreement may be terminated by mutual written agreement of all parties, under terms jointly negotiated and agreed upon.

15b. Breach of Contract

Either party may terminate this Agreement in the event of a material breach by the other. The terminating party must provide ten (10) calendar days' written notice of the alleged breach and its intent to terminate. The breaching party shall have an additional ten (10) calendar days to cure the breach.

If a party breaches the Agreement and cures such breaches on three (3) separate occasions, causing ongoing operational disruption or reputational harm to the other, the non-breaching party may issue a final thirty (30) calendar day notice of termination, without further opportunity to cure.

Definition of Material Breach

For purposes of this section, a "material breach" shall mean a failure to meet or comply with a significant provision of this Agreement, or demonstrable acts of malfeasance or misfeasance by Stewart's Ambulance Service that negatively impact the quality, reliability, or public confidence in emergency medical services.

Section 16 Proactive Review and Mutual Termination

16a. Early Warning and Review Process

The purpose of this section is to identify and address potential challenges before they escalate into a breach or service disruption. Should recurring or emerging trends — whether operational, financial, or organizational — suggest that the Agreement may no longer be sustainable or effective, either party may request that the Joint Intermunicipal Ambulance Service Board ("JIASB") convene a formal review. Stewarts shall provide reasonable access to relevant operational and financial data to support that review and facilitate proactive problem-solving.

16b. Structured Wind-Down Process

If the JIASB review concludes, or if both parties independently agree, that continuation of the Agreement is no longer in the mutual interest of the parties, either party may initiate a structured, voluntary wind-down by delivering written notice to the other. This process is entirely separate from, and shall not constitute, a declaration of breach under Section 15b.

The wind-down process shall proceed as follows:

Step 1 — Notice of Intent (Day 1) The initiating party delivers written notice expressing its intent to explore mutual termination. The notice shall identify the specific operational, financial, or organizational concerns prompting the request.

Step 2 — Good Faith Review Period (Days 1–30) The parties, through the JIASB or designated representatives, shall meet within ten (10) calendar days of notice and confer in good faith. The purpose of this period is to determine whether the concerns can be resolved through modification of the Agreement, adjusted service levels, or other remedial measures. Stewarts shall provide all requested data during this period.

Step 3 — Election to Proceed or Resolve (Day 30) At the conclusion of the review period, the parties shall jointly elect one of the following:

- (a) Execute a written amendment addressing the identified concerns and continue the Agreement; or
- (b) Execute a Mutual Termination Agreement establishing a transition timeline, asset disposition plan, and service continuity obligations consistent with Section 15.

Step 4 — Transition Period (Days 31–120) If mutual termination is elected, the parties shall implement the transition plan developed under Section 15. During this period, Stewart's shall continue to provide uninterrupted 911 EMS services to the Four Towns and shall cooperate fully with any successor provider or municipal takeover of services. Neither party shall take action that undermines service continuity or disadvantages the other during this period.

16c. No Fault; No Prejudice

A mutual termination executed under this Section shall not be construed as a breach of contract, shall not trigger any breach-related remedies or penalties, and shall not prejudice either party in any subsequent legal, regulatory, or procurement proceeding. Any Mutual Termination Agreement shall include a mutual release of claims arising from the wind-down process itself.

16d. Relationship to Breach Clause

Nothing in this Section limits either party's independent right to terminate for material breach under Section 15b. However, the parties agree that good-faith use of the Early Warning and Review Process under Section 15.1 shall be considered as evidence of cooperative intent and may be considered by any mediator, arbitrator, or court in evaluating the conduct of the parties.

ARTICLE VI — GENERAL PROVISIONS

Section 17 Applicable Laws, Rules, and Regulations

The parties hereto agree that they shall comply with all pertinent federal, state, and local laws applicable to this Agreement and its performance and responsibilities under this agreement.

Section 18 Parties Bound / Ownership & Assignment

This agreement shall be binding upon the successors, heirs, and assigns of the parties. The Towns are entering into this Agreement in reliance upon the good reputation and proven ability of Stewart's senior management and upon the stability provided by Stewart's ESOP ownership structure. Should Stewart's wish to discontinue its ESOP ownership for any reason, the Company will request the consent of the Four Towns no less than 90 days prior to such consent being required. Such request and consent shall not be unreasonably withheld.

Section 19 Notices

All notices required or permitted under this Agreement shall be in writing and considered properly served if they are delivered by hand or certified mail with return receipt requested. Notices shall be

considered received upon the day of hand delivery or, in the instance of mail delivery, upon three business days having expired after the date of mailing.

Party	Address
Stewart's Ambulance Service, Inc.	20 Foundry Avenue Meredith, NH 03253
Town of Center Harbor	Board of Selectmen PO Box 140 – 36 Main Street Center Harbor, NH 03226
Town of Meredith	Board of Selectmen 41 Main Street Meredith, NH 03253
Town of Moultonborough	Board of Selectmen PO Box 139 – 6 Holland Street Moultonborough, NH 03254
Town of Sandwich	Board of Selectmen PO Box 194 – 8 Maple Street Center Sandwich, NH 03227

Section 20 Amendment

This Agreement may be modified at any time in writing by the mutual consent of the parties executed in the same manner as this original Agreement.

Section 21 Entire Agreement

This Agreement shall constitute the entire contract among the parties and supersedes all existing Agreements among them, whether oral or written, with respect to the subject matter hereof.

Section 22 Governing Law

This Agreement is entered into under the laws of the State of New Hampshire and shall be construed and interpreted in accordance with the laws of said state.

SIGNATURES

WITNESS our hands this ____ day of _____, 2026.

Stewart's Ambulance Service, Inc.

Signature

Title / Date

Town of Meredith, NH

Signature

Title / Date

Town of Center Harbor, NH

Signature

Title / Date

Town of Moultonborough, NH

Signature

Title / Date 27 Aug, 2026

Town of Sandwich, NH

Signature

Title / Date

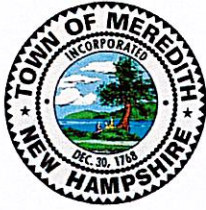
EXHIBIT A — CONTRACT PRICE ALLOCATION

Base Period: July 1, 2026, to June 30, 2031

Town	Fixed Portion (1)	Variable Portion (2)	Adjustment (3)	Total Contract	Base # of Calls	% of Calls
TOTALS	\$190,012.00	\$570,036.00	—	\$760,048.00	—	—
Center Harbor	\$47,503.00	\$33,664.00	—	\$81,167.00	150	5.9055%
Meredith	\$47,503.00	\$359,302.00	—	\$406,805.00	1,601	63.0314%
Moultonborough	\$47,503.00	\$135,552.00	—	\$183,055.00	604	23.7795%
Sandwich	\$47,503.00	\$41,518.00	—	\$89,201.00	185	7.2834%
TOTALS	\$190,012.00	\$570,036.00	—	\$760,048.00	2,540	100.0000%

Exhibit Notes

Note	Explanation
(1)	The Fixed Portion and Total Contract are adjusted annually by the CPI formula as established in Section 6.
(2)	The Variable Portion is the Total minus the Fixed Portion. The Variable Portion for each Town is established by multiplying the total Variable Portion by the % of calls for that Town.
(3)	Any Town not paying 10% of the Total Contract is first adjusted upward to that amount. The remaining Towns are then adjusted downward by dividing that adjustment equally amongst them as a credit against what they otherwise would have been obligated to pay.



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026**

From: Police Chief Michael Harper

Subject: Request to authorize the annual temporary closure of Main Street, Cross Street, Waukewan Avenue, High Street, and portions of Lake Street and Waukewan Street from 4:30 p.m. to 9:00 p.m. on each October 31st for the Town of Meredith's Halloween activities.

Suggested Motion:

Selectboard member moves, "I move that Chief Harper be authorized to temporarily close Main Street, Cross Street, Waukewan Avenue, High Street, and portions of Lake Street and Waukewan Street from 4:30 p.m. to 9:00 p.m. each October 31 for the Town's annual Halloween activities and pedestrian safety, and to implement the necessary traffic-control measures and detours, unless modified or suspended by the Select Board due to public safety, traffic, or other municipal needs."

Selectboard Chair calls for a second, discussion and vote.

Recommendation:

The closure of Main Street, Cross Street, Waukewan Avenue, High Street, and portions of Lake Street and Waukewan Street from 4:30 p.m. to 9:00 p.m. on October 31 for the Town of Meredith's Halloween activities.

Background/Discussion:

The closure provides a controlled and safer environment for pedestrians, particularly children and families, by reducing vehicle-pedestrian conflicts during the busiest period of Halloween.

Town of Meredith Selectboard Agenda Report

Making the closure an annual authorization provides consistency for residents, businesses, and Town personnel while eliminating the need for annual Select Board approval. The Police Department can continue to establish traffic-control points, detours, and emergency access based on conditions each year.

The closure has been successfully utilized in prior years without significant issues, making annual authorization a practical approach.

Fiscal Impact:

No change from prior years. The Halloween Street closures will utilize the same personnel and staffing levels as in previous years, resulting in the same anticipated fiscal impact.

Concurrences:

Alternatives/Considerations:

Do not close the roadways.

This would require officers to manage both vehicles and increased pedestrian traffic, particularly children, while being spread across multiple locations, making traffic and pedestrian management more challenging than the established closure plan.

Attachments/Exhibits:

Map of the proposed Closures and Flyer for Halloween 2026

TOWN OF MEREDITH



TRICK-OR-TREAT

**MAIN STREET
AND
WAUKEWAN STREET
CLOSED**

**LOCAL AND
EMERGENCY
TRAFFIC ALLOWED**

**31 OCTOBER 2026
5PM-8PM**



Daniel Webster Hwy.



Lang St.

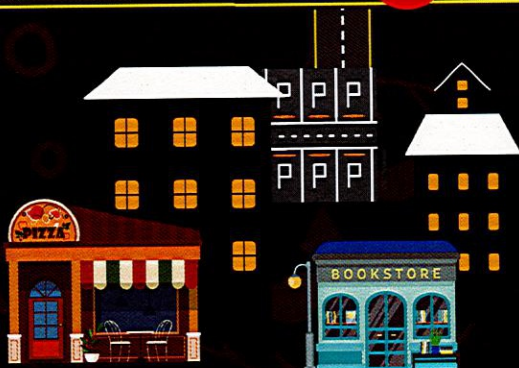


Cross St.

Lake St.



Dover St.



Main St.



STORE

RESTAURANT

Plymouth St.



High St.



Water St.

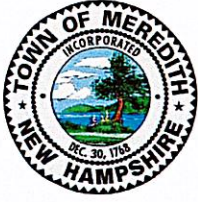


Highland St.

St. James St.



NO ACCESS



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Robert Carpenter, Director of Administrative Services

Subject: August Financial Reports

Suggested Motion:

None

Recommendation:

None

Background/Discussion:

Fiscal Impact:

Expenses:

The month of August puts expenditures at 67.9% complete for the year in general operations. This increase is due to summer projects being captured through billing.

The Water Dept is at 47.2% of expenses waiting for some of their summer project billing to catch up.

The Sewer Department is still below average at 29.0% for the year.

Revenues:

Revenue for the operating account is 59.8%, but many large items like Rooms and Meals comes at the end of the year. There are no concerns here.

Water and Sewer are on track with 50% or more of their revenues

This does not include the school payments or expenses from the Expendable Trust Fund accounts, which we get reimbursed for.

Concurrences:

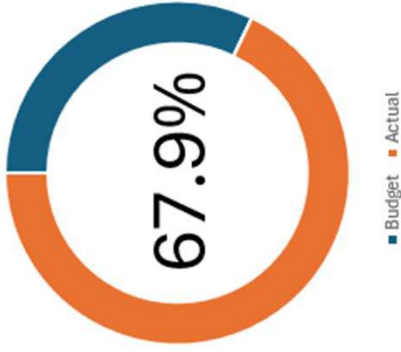
Alternatives:

Attachments/Exhibits:

Monthly expense and revenue reports.

Expense Reporting – August 2026

Operating Expenses: Budget vs Actual



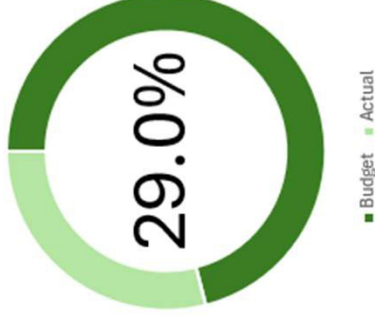
Forecast: \$ 21,091,032
Actual to date: \$ 14,321,259

Water Expenses: Budget vs. Actual



Forecast: \$ 818,301
Actual to date: \$ 386,294

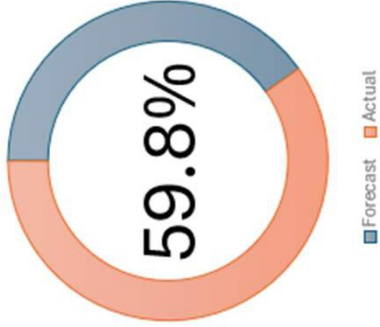
Sewer Expenses: Budget vs. Actual



Forecast: \$ 1,448,553
Actual to date: \$ 420,159

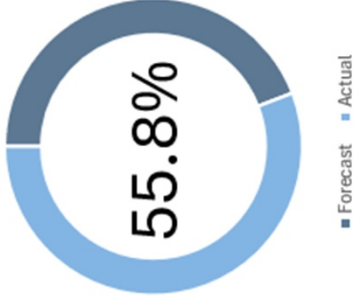
Revenue Reporting – August 2026

Operating Revenue: Forecast vs Actual



Forecast: \$ 5,094,224
Actual to date: \$ 3,046,354

Water Revenue: Forecast vs. Actual



Forecast: \$ 818,301
Actual to date: \$ 456,877

Sewer Revenues: Forecast vs. Actual



Forecast: \$ 1,448,553
Actual to date: \$ 725,954

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS	FOR:	Fund	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01	General								
01405 TOWN MANAGER									
01405 0100	Full-time Employees		331,937	0	331,937	191,799.28	.00	140,137.57	57.8%
01405 0109	Overtime Pay		0	0	0	682.93	.00	-682.93	100.0%
01405 0111	Longevity		500	0	500	.00	.00	500.00	.0%
01405 0160	Elected Officials -		13,000	0	13,000	6,712.50	.00	6,287.50	51.6%
01405 0210	Cell Phones		550	0	550	280.00	.00	270.00	50.9%
01405 0220	Dues - Memberships		500	0	500	225.00	.00	275.00	45.0%
01405 0223	NH Municipal Associa		11,423	0	11,423	11,941.00	.00	-518.00	104.5%
01405 4395	Office Supplies		250	0	250	351.25	.00	-101.25	140.5%
TOTAL TOWN MANAGER			358,160	0	358,160	211,991.96	.00	146,167.89	59.2%
01407 MUNI BLDG									
01407 0201	Advertising		3,000	0	3,000	2,083.36	.00	916.64	69.4%
01407 0204	Bank Fees		1,500	0	1,500	3,540.64	.00	-2,040.64	236.0%
01407 0210	Cell Phones		5,450	0	5,450	540.14	.00	4,909.86	9.9%
01407 0220	Dues		580	0	580	.00	.00	580.00	.0%
01407 0257	Postage		31,500	0	31,500	15,827.19	.00	15,672.81	50.2%
01407 0270	RSA Updates		100	0	100	.00	.00	100.00	.0%
01407 0286	Telephone		108,600	0	108,600	55,967.91	.00	52,632.09	51.5%
01407 0358	Computer Hardware/so		255,846	0	255,846	133,562.54	46,252.00	76,031.46	70.3%
01407 0500	Electricity		315,600	0	315,600	189,659.88	.00	125,940.12	60.1%
01407 0505	Heating Oil		49,890	0	49,890	18,911.03	.00	30,978.97	37.9%
01407 0510	Propane		101,185	0	101,185	34,141.19	.00	67,043.81	33.7%
01407 0515	Water & Sewer		32,700	0	32,700	12,024.87	.00	20,675.13	36.8%
01407 0651	Property/Liability I		231,293	0	231,293	231,293.00	.00	.00	100.0%
01407 0655	Workers Compensation		243,074	0	243,074	240,885.00	.00	2,189.00	99.1%
01407 0703	Gas - Boat		800	0	800	1,363.32	.00	-563.32	170.4%
01407 0705	Mileage		4,500	0	4,500	2,344.04	.00	2,155.96	52.1%
01407 4103	Aquatherm Maintenanc		500	0	500	.00	.00	500.00	.0%
01407 4115	Building Repairs & M		14,000	0	14,000	1,264.76	.00	12,735.24	9.0%
01407 4155	Fire Extinguisher Ma		500	0	500	.00	.00	500.00	.0%
01407 4207	Miscellaneous Servic		85,848	0	85,848	28,094.00	22,500.00	35,254.00	58.9%
01407 4232	Copier Contract		25,000	0	25,000	10,406.67	.00	14,593.33	41.6%
01407 4236	Postage Meter Lease		3,750	0	3,750	2,571.30	.00	1,178.70	68.6%
01407 4252	Alarm Maintenance		1,500	0	1,500	.00	.00	1,500.00	.0%
01407 4253	Septic System Emerge		10,000	0	10,000	.00	.00	10,000.00	.0%
01407 4255	Acct Software Maint/		125,000	0	125,000	18,123.55	-5,940.00	112,816.45	9.7%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01407 4319 Unlead Gas - Bulk	59,118	0	59,118	81,254.34	.00	-22,136.34	137.4%
01407 4320 Diesel Fuel - Bulk	190,000	0	190,000	104,255.30	.00	85,744.70	54.9%
01407 4395 Supplies - Miscellaneous	33,000	0	33,000	15,228.54	.00	17,771.46	46.1%
01407 4533 Milfoil Abatement	73,541	0	73,541	22,460.00	.00	51,081.00	30.5%
01407 4600 Ambulance	406,805	0	406,805	298,577.76	.00	108,227.24	73.4%
01407 4602 LR Mutual Fire Aid	116,998	0	116,998	116,998.17	.00	.00	100.0%
01407 4611 Engineer/Engineering	1,000	0	1,000	14,771.50	-11,896.00	-1,875.50	287.6%
01407 4612 Economic Development	45,000	0	45,000	40,801.07	.00	4,198.93	90.7%
01407 4627 Legal/Professional S	100,000	0	100,000	43,603.40	.00	56,396.60	43.6%
01407 4635 Registry of Deeds	1,700	0	1,700	554.54	.00	1,145.46	32.6%
01407 4640 Surveyor/Surveying	10,500	0	10,500	.00	.00	10,500.00	.0%
01407 4662 Pathways - Nature Tr	3,000	0	3,000	2,154.39	.00	845.61	71.8%
01407 4667 Waukewan Watershed	23,520	0	23,520	14,594.42	.00	8,925.58	62.1%
01407 4668 Wicwas	4,500	0	4,500	4,500.00	.00	.00	100.0%
01407 4825 Hydrant Rental	69,000	0	69,000	.00	.00	69,000.00	.0%
TOTAL MUNI BLDG	2,789,398	0	2,789,398	1,762,357.82	50,916.00	976,124.35	65.0%
01409 OUTSIDE AGENCY							
01409 0900 American Legion Post	3,000	0	3,000	3,000.00	.00	.00	100.0%
01409 0902 CASA of NH	1,000	0	1,000	1,000.00	.00	.00	100.0%
01409 0905 Community Action Pro	36,600	0	36,600	36,600.00	.00	.00	100.0%
01409 0906 Central NH VNA & Hos	10,000	0	10,000	10,000.00	.00	.00	100.0%
01409 0910 Interlakes Day Care	26,251	0	26,251	26,251.00	.00	.00	100.0%
01409 0911 Kidworks Daycare	10,000	0	10,000	10,000.00	.00	.00	100.0%
01409 0912 Interlakes Community	5,900	0	5,900	5,900.00	.00	.00	100.0%
01409 0913 Lakes Region Mental	18,377	0	18,377	18,377.00	.00	.00	100.0%
01409 0914 Greater Meredith Pro	20,000	0	20,000	20,000.00	.00	.00	100.0%
01409 0915 Lakes Region Tourism	2,500	0	2,500	2,500.00	.00	.00	100.0%
01409 0917 Child & Family Servi	1,500	0	1,500	1,500.00	.00	.00	100.0%
01409 0918 Lakes Region Plannin	12,327	0	12,327	12,327.00	.00	.00	100.0%
01409 0925 Meredith Chamber of	7,000	0	7,000	7,000.00	.00	.00	100.0%
01409 0926 Meredith Historical	4,500	0	4,500	4,500.00	.00	.00	100.0%
01409 0927 Lakes Region Vistiti	85,000	0	85,000	85,000.00	.00	.00	100.0%
01409 0930 Motorcycle Rally wee	5,000	0	5,000	5,000.00	.00	.00	100.0%
01409 0935 New Beginnings	1,836	0	1,836	1,836.00	.00	.00	100.0%
01409 0936 NH Humane Society	10,763	0	10,763	10,763.00	.00	.00	100.0%
01409 0946 Winnepesaukee wellne	3,500	0	3,500	3,500.00	.00	.00	100.0%
TOTAL OUTSIDE AGENCY	265,054	0	265,054	265,054.00	.00	.00	100.0%
01410 TOWN CLERK							
01410 0100 Full-Time Employee	69,844	0	69,844	46,228.84	.00	23,615.56	66.2%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01410 0109 Overtime	1,000	0	1,000	1,517.37	.00	-517.37	151.7%
01410 0160 Elected Official	79,381	0	79,381	51,853.88	.00	27,526.82	65.3%
01410 0201 Advertising - Town C	700	0	700	756.00	.00	-56.00	108.0%
01410 0215 Dog Fees - State	2,700	0	2,700	.00	.00	2,700.00	.0%
01410 0216 Dog License Supplies	550	0	550	.00	.00	550.00	.0%
01410 0220 Dues - Memberships	2,500	0	2,500	260.00	.00	2,240.00	10.4%
01410 0245 Marriage Licenses -	2,500	0	2,500	448.00	.00	2,052.00	17.9%
01410 0259 Publications	500	0	500	.00	.00	500.00	.0%
01410 0295 Vital Records / New	5,000	0	5,000	2,334.00	.00	2,666.00	46.7%
01410 0297 Polls - All Day Expe	2,500	0	2,500	1,294.05	.00	1,205.95	51.8%
01410 4220 Optech Maintenance C	1,000	0	1,000	.00	.00	1,000.00	.0%
01410 4471 Voting Supplies	1,000	0	1,000	.00	.00	1,000.00	.0%
01410 4650 Binding & Rest of Re	2,000	0	2,000	.00	.00	2,000.00	.0%
01410 4670 Voting Machine Progr	3,000	0	3,000	2,274.20	.00	725.80	75.8%
TOTAL TOWN CLERK	174,175	0	174,175	106,966.34	.00	67,208.76	61.4%
01411 SUPERVISOR							
01411 0170 Supervisors of Check	2,000	0	2,000	.00	.00	2,000.00	.0%
01411 0201 Advertising	200	0	200	108.00	.00	92.00	54.0%
01411 4471 Voting Supplies	100	0	100	.00	.00	100.00	.0%
TOTAL SUPERVISOR	2,300	0	2,300	108.00	.00	2,192.00	4.7%
01412 FINANCE							
01412 0100 Full-time Employees	287,708	0	287,708	180,455.25	.00	107,252.35	62.7%
01412 0109 Overtime	1,500	0	1,500	524.58	.00	975.42	35.0%
01412 0111 Longevity	500	0	500	.00	.00	500.00	.0%
01412 0160 Elected Official - T	850	0	850	212.50	.00	637.50	25.0%
01412 0220 Dues-Memberships	1,250	0	1,250	862.00	.00	388.00	69.0%
01412 0259 Publications	500	0	500	284.00	.00	216.00	56.8%
01412 0287 Town Reports	6,000	0	6,000	6,092.00	.00	-92.00	101.5%
01412 4620 Independent Auditor	49,775	0	49,775	2,500.00	.00	47,275.00	5.0%
TOTAL FINANCE	348,083	0	348,083	190,930.33	.00	157,152.27	54.9%
01413 GENERAL ASSISTANCE							
01413 0230 General Assistance	70,000	0	70,000	52,890.93	.00	17,109.07	75.6%

Town of Meredith

YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL ASSISTANCE	70,000	0	70,000	52,890.93	.00	17,109.07	75.6%
01415 ASSESSOR							
01415 0100 Full-Time Employees	263,187	0	263,187	132,929.71	.00	130,257.49	50.5%
01415 0109 Overtime Pay	0	0	0	104.18	.00	-104.18	100.0%
01415 0111 Longevity	2,000	0	2,000	.00	.00	2,000.00	.0%
01415 0205 Boot Allowance	1,500	0	1,500	250.00	.00	250.00	50.0%
01415 0210 Cell Phones	1,200	0	1,200	602.93	.00	597.07	50.2%
01415 0220 Dues - Memberships	902	0	902	684.00	.00	218.00	75.8%
01415 0285 Tax Maps	8,000	0	8,000	.00	.00	8,000.00	.0%
01415 4125 Software Maint. Cont	30,406	0	30,406	32,889.00	1,017.00	-3,500.00	111.5%
01415 4288 Vehicle Maintenance	850	0	850	.00	.00	850.00	.0%
01415 4395 Supplies - Miscellan	150	0	150	.00	.00	150.00	.0%
TOTAL ASSESSOR	307,195	0	307,195	167,459.82	1,017.00	138,718.38	54.8%
01418 TAX COLLECTOR							
01418 0100 Full-Time Employees	67,112	0	67,112	42,727.36	.00	24,384.64	63.7%
01418 0109 Overtime	2,500	0	2,500	2,430.57	.00	69.43	97.2%
01418 0224 NH Tax Collectors As	50	0	50	.00	.00	50.00	.0%
01418 4238 Mortgage Search	5,000	0	5,000	.00	.00	5,000.00	.0%
01418 4634 Bill Processing Serv	10,000	0	10,000	5,098.86	.00	4,901.14	51.0%
TOTAL TAX COLLECTOR	84,662	0	84,662	50,256.79	.00	34,405.21	59.4%
01421 COMMUNITY DEL							
01421 0100 Full-Time Employees	336,752	0	336,752	187,412.47	.00	149,339.93	55.7%
01421 0109 Overtime	2,500	0	2,500	842.34	.00	1,657.66	33.7%
01421 0111 Longevity	1,500	0	1,500	.00	.00	1,500.00	.0%
01421 0150 Part-time Employee -	0	0	0	17,556.84	.00	-17,556.84	100.0%
01421 0201 Advertising	4,000	0	4,000	1,424.25	.00	2,575.75	35.6%
01421 0205 Boot Allowance	250	0	250	250.00	.00	.00	100.0%
01421 0210 Cell Phone	1,000	0	1,000	529.18	.00	470.82	52.9%
01421 0220 Dues - Memberships	1,700	0	1,700	1,315.60	.00	384.40	77.4%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01421 0246 Master Plan Update	0	0	0	7,982.50	-7,982.50	.00	.0%
01421 0258 Printing	200	0	200	80.00	.00	120.00	40.0%
01421 0259 Publications	200	0	200	.00	.00	200.00	.0%
01421 4207 Misc. Service Contra	75,000	0	75,000	13,639.45	-3,057.50	64,418.05	14.1%
01421 4288 Vehicle Maintenance	1,500	0	1,500	.00	.00	1,500.00	.0%
01421 4395 Supplies - Miscellan	500	0	500	1,412.07	.00	-912.07	282.4%
01421 4617 Inspection Services	4,000	0	4,000	.00	.00	4,000.00	.0%
01421 4648 Professional GIS Ser	8,000	0	8,000	.00	.00	8,000.00	.0%
TOTAL COMMUNITY DEL	437,102	0	437,102	232,444.70	-11,040.00	215,697.70	50.7%
01430 POLICE DEPT							
01430 0100 Full-time Employees	1,510,255	0	1,510,255	869,663.32	.00	640,591.48	57.6%
01430 0109 Overtime	96,000	0	96,000	96,566.60	.00	-566.60	100.6%
01430 0111 Longevity	4,000	0	4,000	2,000.00	.00	2,000.00	50.0%
01430 0113 Training	10,000	0	10,000	5,135.48	.00	4,864.52	51.4%
01430 0114 Detail	0	0	0	3,535.00	.00	-3,535.00	100.0%
01430 0116 Cadets/Parking Enfor	46,106	0	46,106	31,421.16	.00	14,684.44	68.2%
01430 0117 Prosecution Services	54,000	0	54,000	36,000.00	.00	18,000.00	66.7%
01430 0121 Special Officers	93,479	0	93,479	59,279.23	.00	34,200.13	63.4%
01430 0150 Part-time Employees	4,500	0	4,500	1,513.22	.00	2,986.78	33.6%
01430 0174 Safety Grant - Mobil	0	0	0	1,473.61	.00	-1,473.61	100.0%
01430 0176 Safety Grant - Pedes	0	0	0	1,621.82	.00	-1,621.82	100.0%
01430 0181 Safety Grant - Distr	1,200	0	1,200	547.60	.00	652.40	45.6%
01430 0182 Grant - Pedestrian	3,000	0	3,000	.00	.00	3,000.00	.0%
01430 0185 Safety Grant - Speed	1,200	0	1,200	304.09	.00	895.91	25.3%
01430 0186 Safety Grant - Safe	3,400	0	3,400	.00	.00	3,400.00	.0%
01430 0188 Safety Grant - DWI	1,200	0	1,200	.00	.00	1,200.00	.0%
01430 0201 Advertising	150	0	150	.00	.00	150.00	.0%
01430 0205 Boots	2,750	0	2,750	3,000.00	.00	-250.00	109.1%
01430 0210 Cell Phones	12,500	0	12,500	7,137.65	.00	5,362.35	57.1%
01430 0220 Dues - Memberships	650	0	650	100.00	.00	550.00	15.4%
01430 0240 Law Book Updates	400	0	400	.00	.00	400.00	.0%
01430 0290 Uniforms	17,000	0	17,000	20,850.10	.00	-3,850.10	122.6%
01430 0355 Minor Equipment	24,000	0	24,000	78,297.47	-76,897.00	22,599.53	5.8%
01430 0365 Police Vehicles	84,000	0	84,000	73,316.50	6,866.84	3,816.66	95.5%
01430 0370 Portable Radios	3,000	0	3,000	370.00	.00	2,630.00	12.3%
01430 4113 Boat Maintenance	2,500	0	2,500	1,547.00	.00	953.00	61.9%
01430 4115 Building Repairs & M	10,000	0	10,000	26,324.30	-17,890.00	1,565.70	84.3%
01430 4125 Software Maintenance	20,000	0	20,000	18,698.20	.00	1,301.80	93.5%
01430 4143 Equipment Maintenance	0	0	0	356.08	.00	-356.08	100.0%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01430 4155 Fire Extinguisher Ma	550	0	550	477.60	.00	72.40	86.8%
01430 4240 Radar Maintenance	1,000	0	1,000	965.50	.00	34.50	96.6%
01430 4241 Radio Maintenance	15,000	0	15,000	19,151.42	-10,727.00	6,575.58	56.2%
01430 4252 Alarm Maintenance	1,000	0	1,000	830.00	.00	170.00	83.0%
01430 4288 Vehicle Maintenance	10,000	0	10,000	10,641.58	.00	-641.58	106.4%
01430 4300 Ammunition	6,000	0	6,000	4,818.25	1,110.75	71.00	98.8%
01430 4301 Animal Control Suppl	15	0	15	.00	.00	15.00	0%
01430 4370 Intoxilyzer supplies	250	0	250	114.08	.00	135.92	45.6%
01430 4395 Office Supplies	5,000	0	5,000	1,374.60	.00	3,625.40	27.5%
01430 4450 Tires - Auto	5,500	0	5,500	.00	.00	5,500.00	0%
01430 4514 Blood/Alcohol Exams	500	0	500	.00	.00	500.00	0%
01430 4829 Motorcycle Lease	1,950	0	1,950	1,950.00	.00	.00	100.0%
TOTAL POLICE DEPT	2,052,055	0	2,052,055	1,379,381.46	-97,536.41	770,209.71	62.5%
01433 FIRE							
01433 0100 Full-Time Employees	511,021	0	511,021	334,203.30	.00	176,817.98	65.4%
01433 0109 Overtime Pay	46,241	0	46,241	9,497.81	.00	36,743.06	20.5%
01433 0111 Longevity	1,500	0	1,500	1,500.00	.00	.00	100.0%
01433 0113 Training	19,500	0	19,500	8,641.54	.00	10,858.46	44.3%
01433 0122 Firefighters	262,500	0	262,500	101,188.27	.00	161,311.73	38.5%
01433 0150 Part-Time Employees	96,357	0	96,357	50,030.49	.00	46,326.81	51.9%
01433 0201 Advertising	450	0	450	.00	.00	450.00	0%
01433 0205 Boots	1,750	0	1,750	1,910.93	.00	-160.93	109.2%
01433 0210 Cell Phones	7,000	0	7,000	3,319.20	.00	3,680.80	47.4%
01433 0220 Dues - Memberships	12,000	0	12,000	722.99	.00	11,277.01	6.0%
01433 0222 NH State Firemen's A	1,600	0	1,600	1,260.00	.00	340.00	78.8%
01433 0259 Publications	1,000	0	1,000	.00	.00	1,000.00	0%
01433 0290 Uniforms	12,000	0	12,000	10,862.14	669.45	468.41	96.1%
01433 0293 Awards, Badges, Insi	5,500	0	5,500	401.20	.00	5,098.80	7.3%
01433 0355 Minor Equipment	30,000	0	30,000	2,076.66	.00	27,923.34	6.9%
01433 0372 Safety Equipment	3,000	0	3,000	12,194.20	-11,938.21	2,744.01	8.5%
01433 4113 Boat Maintenance	3,000	0	3,000	2,943.09	.00	56.91	98.1%
01433 4115 Building Maintenance	60,000	0	60,000	60,553.39	-7,497.58	6,944.19	88.4%
01433 4125 Computer Software Ma	4,000	0	4,000	3,998.00	.00	2.00	100.0%
01433 4143 Equipment Maintenance	3,500	0	3,500	4,145.46	.00	-645.46	118.4%
01433 4154 Fire Alarm Maintenan	2,200	0	2,200	1,677.44	.00	522.56	76.2%
01433 4155 Fire Extinguisher Ma	1,400	0	1,400	1,008.50	.00	391.50	72.0%
01433 4241 Radio Maintenance	1,500	0	1,500	452.23	.00	1,047.77	30.1%
01433 4251 SCBA Maintenance	4,000	0	4,000	6,946.62	.00	-2,946.62	173.7%
01433 4288 Vehicle Maintenance	16,000	0	16,000	11,011.68	.00	4,988.32	68.8%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01433 4351 Fire Prevention Mate	1,000	0	1,000	.00	.00	1,000.00	.0%
01433 4352 Fittings & Couplings	1,800	0	1,800	192.66	.00	1,607.34	10.7%
01433 4361 Hose & Accessories	4,500	0	4,500	3,321.00	.00	1,179.00	73.8%
01433 4395 Office Supplies	3,500	0	3,500	947.78	.00	2,552.22	27.1%
01433 4431 Safety Supplies	40,000	0	40,000	11,798.79	17,750.00	10,451.21	73.9%
01433 4460 Training Supplies	800	0	800	.00	.00	800.00	.0%
01433 4538 Issuance of Fire Per	150	0	150	.00	.00	150.00	.0%
TOTAL FIRE	1,158,769	0	1,158,769	646,805.37	-1,016.34	512,980.42	55.7%
01434 FOREST FIRE							
01434 0201 Advertising (Forest	100	0	100	.00	.00	100.00	.0%
01434 0327 Forestry Equip - For	100	0	100	.00	.00	100.00	.0%
01434 4840 Tower Rental (Forest	500	0	500	500.00	.00	.00	100.0%
TOTAL FOREST FIRE	700	0	700	500.00	.00	200.00	71.4%
01436 SOLID WASTE							
01436 0100 Full-Time Employees	334,838	0	334,838	170,177.46	.00	164,660.14	50.8%
01436 0109 Overtime	15,000	0	15,000	7,331.11	.00	7,668.89	48.9%
01436 0150 Part-Time Employees	29,675	0	29,675	.00	.00	29,675.10	.0%
01436 0201 Advertising	100	0	100	.00	.00	100.00	.0%
01436 0205 Boot Allowance	1,750	0	1,750	1,250.00	.00	500.00	71.4%
01436 0220 Dues - Memberships	1,000	0	1,000	1,148.18	.00	-148.18	114.8%
01436 0259 Publications	25	0	25	.00	.00	25.00	.0%
01436 0290 Uniforms	3,000	0	3,000	2,758.43	.00	241.57	91.9%
01436 0355 Minor Equipment	750	0	750	.00	.00	750.00	.0%
01436 0395 Kenworth	48,000	0	48,000	47,797.57	.00	202.43	99.6%
01436 4115 Building Maintenance	3,500	0	3,500	10,683.96	.00	-7,183.96	305.3%
01436 4143 Equipment Maintenan	3,500	0	3,500	969.68	.00	2,530.32	27.7%
01436 4155 Fire Extinguisher Ma	250	0	250	.00	.00	250.00	.0%
01436 4171 Grinder/Chipper Main	10,000	0	10,000	.00	.00	10,000.00	.0%
01436 4250 Scales/Computer Main	4,000	0	4,000	4,112.00	.00	-112.00	102.8%
01436 4288 Vehicle Maintenance	40,000	0	40,000	8,257.64	.00	31,742.36	20.6%
01436 4298 Yard Maintenance	25,000	0	25,000	7,493.34	-5,000.00	22,506.66	10.0%
01436 4304 Baling wire	3,500	0	3,500	1,325.91	.00	2,174.09	37.9%
01436 4395 Office Supplies	500	0	500	47.46	.00	452.54	9.5%
01436 4431 Safety Equipment	350	0	350	.00	.00	350.00	.0%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01436 4451 Trailer Tires	12,000	0	12,000	40.00	.00	11,960.00	.3%
01436 4520 Const Debris/Asphalt	110,000	0	110,000	52,134.54	.00	57,865.46	47.4%
01436 4530 Trans - Demolition D	5,000	0	5,000	1,300.00	.00	3,700.00	26.0%
01436 4535 Trans - Woodchip Dis	500	0	500	.00	.00	500.00	.0%
01436 4540 Hazardous Waste Coll	12,500	0	12,500	12,486.00	.00	14.00	99.9%
01436 4550 Propane Tank Dispos	250	0	250	2,301.47	.00	-2,051.47	920.6%
01436 4551 AVRRDD	215,000	0	215,000	119,503.51	.00	95,496.49	55.6%
01436 4560 Scrap Metal	500	0	500	.00	.00	500.00	.0%
01436 4581 Trans - Trash Dispos	5,000	0	5,000	.00	.00	5,000.00	.0%
01436 4611 Engineer/Engineering	15,000	0	15,000	7,975.70	.00	7,024.30	53.2%
TOTAL SOLID WASTE	900,488	0	900,488	459,093.96	-5,000.00	446,393.74	50.4%
01437 BUILDINGS & GROUNDS							
01437 0100 Full-Time Employees	266,472	0	266,472	170,483.64	.00	95,987.96	64.0%
01437 0109 Overtime	10,000	0	10,000	7,836.08	.00	2,163.92	78.4%
01437 0155 Seasonal/Temporary E	15,000	0	15,000	.00	.00	15,000.00	.0%
01437 0201 Advertising	100	0	100	.00	.00	100.00	.0%
01437 0205 Boots	1,500	0	1,500	1,250.00	.00	250.00	83.3%
01437 0210 Cell Phones	500	0	500	.00	.00	500.00	.0%
01437 0290 Uniforms	2,500	0	2,500	2,543.55	.00	-43.55	101.7%
01437 0333 Garbage Containers	250	0	250	126.92	.00	123.08	50.8%
01437 0355 Minor Equipment	5,000	0	5,000	649.31	.00	4,350.69	13.0%
01437 4115 Building Maintenance	35,000	0	35,000	14,842.82	.00	20,157.18	42.4%
01437 4143 Equipment Maintenance	3,000	0	3,000	881.80	.00	2,118.20	29.4%
01437 4172 Grounds Maintenance	15,000	0	15,000	6,424.27	.00	8,575.73	42.8%
01437 4173 Grounds Maintenance-	15,000	0	15,000	8,236.57	7,307.00	-543.57	103.6%
01437 4285 Vandalism	500	0	500	.00	.00	500.00	.0%
01437 4288 Vehicle Maintenance	8,500	0	8,500	6,849.30	.00	1,650.70	80.6%
01437 4292 Irrigation Maintenan	2,500	0	2,500	.00	.00	2,500.00	.0%
01437 4395 Office Supplies	300	0	300	-8.75	.00	308.75	-2.9%
01437 4810 Chemical Toilets	4,000	0	4,000	1,434.00	.00	2,566.00	35.9%
TOTAL BUILDINGS & GROUNDS	385,122	0	385,122	221,549.51	7,307.00	156,265.09	59.4%
01438 CEMETERY							
01438 0100 Full-Time Employees	60,028	0	60,028	39,018.25	.00	21,009.75	65.0%
01438 0109 Overtime	3,500	0	3,500	1,388.26	.00	2,111.74	39.7%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01438 0205 Boot Allowance	300	0	300	250.00	.00	50.00	83.3%
01438 0220 Dues - Memberships	100	0	100	.00	.00	100.00	.0%
01438 0290 Uniforms	750	0	750	761.81	.00	-11.81	101.6%
01438 0355 Misc. Equip.	500	0	500	132.93	.00	367.07	26.6%
01438 0382 Vehicle	37,500	0	37,500	32,555.00	.00	4,945.00	86.8%
01438 4115 Building Maintenance	1,500	0	1,500	30,553.95	.00	1,446.05	3.6%
01438 4143 Equipment Maintenan	2,500	0	2,500	450.72	.00	2,049.28	18.0%
01438 4243 Road Maintenance	2,500	0	2,500	.00	.00	2,500.00	.0%
01438 4274 Tree Maintenance	3,000	0	3,000	.00	.00	3,000.00	.0%
01438 4280 Outlying Cemetary Ma	250	0	250	.00	.00	250.00	.0%
01438 4288 Vehicle Maintenance	1,500	0	1,500	422.04	.00	1,077.96	28.1%
01438 4292 Water Line Maintenan	100	0	100	.00	.00	100.00	.0%
01438 4295 Winter Maintenance	100	0	100	.00	.00	100.00	.0%
01438 4350 Fertilizer	1,000	0	1,000	.00	.00	1,000.00	.0%
01438 4395 Office Supplies	250	0	250	73.61	.00	176.39	29.4%
01438 4397 Supplies - Miscellan	500	0	500	857.07	.00	-357.07	171.4%
TOTAL CEMETERY	115,878	0	115,878	106,463.64	-30,500.00	39,914.36	65.6%
01439 PUBLIC WORKS							
01439 0100 Full-Time Employees	1,074,875	0	1,074,875	704,508.00	.00	370,366.80	65.5%
01439 0109 Overtime	125,000	0	125,000	116,355.77	.00	8,644.23	93.1%
01439 0111 Longevity	2,500	0	2,500	.00	.00	2,500.00	.0%
01439 0150 Part-Time Employees	32,783	0	32,783	38,826.34	.00	-6,042.94	118.4%
01439 0155 Seasonal/Temporary E	20,000	0	20,000	.00	.00	20,000.00	.0%
01439 0201 Advertising	250	0	250	90.00	.00	160.00	36.0%
01439 0205 Boots	3,500	0	3,500	3,250.00	.00	250.00	92.9%
01439 0210 Cell Phones	3,000	0	3,000	1,163.06	.00	1,836.94	38.8%
01439 0220 Dues - Memberships	400	0	400	20.00	.00	380.00	5.0%
01439 0290 Uniforms	12,000	0	12,000	7,609.48	.00	4,390.52	63.4%
01439 0560 Highway Block Grant	220,000	0	220,000	.00	.00	220,000.00	.0%
01439 4105 Backhoe Maintenance	3,000	0	3,000	.00	.00	3,000.00	.0%
01439 4115 Building Maintenance	40,000	0	40,000	9,848.26	.00	30,151.74	24.6%
01439 4148 Excavator Maintenance	3,500	0	3,500	5,303.44	.00	-1,803.44	151.5%
01439 4155 Fire Extinguisher Ma	2,000	0	2,000	2,123.04	.00	-123.04	106.2%
01439 4168 Grader Maintenance	10,000	0	10,000	.00	.00	10,000.00	.0%
01439 4198 Loader Maintenance	5,000	0	5,000	3,525.95	.00	1,474.05	70.5%
01439 4225 Outside Vehicle Repa	25,000	0	25,000	1,812.50	.00	23,187.50	7.3%
01439 4241 Radio Repairs	3,500	0	3,500	1,932.85	.00	1,567.15	55.2%
01439 4288 Vehicle Maintenance	125,000	0	125,000	97,643.26	9,600.00	17,756.74	85.8%
01439 4327 Cold Patch Material	3,500	0	3,500	1,311.31	.00	2,188.69	37.5%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01439 4335 Drainage Supplies	50,000	0	50,000	3,403.99	6,800.00	39,796.01	20.4%
01439 4346 Equipment Maint. Sup	7,500	0	7,500	27,454.35	-21,500.00	1,545.65	79.4%
01439 4360 Hand Tools	1,500	0	1,500	1,523.94	.00	-23.94	101.6%
01439 4385 Loam	2,500	0	2,500	72.00	.00	2,428.00	2.9%
01439 4391 Mechanic Tools	3,000	0	3,000	1,073.56	.00	1,926.44	35.8%
01439 4395 Office Supplies	1,500	0	1,500	409.98	.00	1,090.02	27.3%
01439 4413 Public Works Maint.	20,000	0	20,000	8,011.56	.00	11,988.44	40.1%
01439 4420 Road Surface Material	425,000	0	425,000	410,515.90	-2,650.30	17,134.40	96.0%
01439 4432 Salt	225,000	0	225,000	139,625.58	78,838.74	6,535.68	97.1%
01439 4434 Winter Sand	80,000	0	80,000	87,978.00	.00	-7,978.00	110.0%
01439 4437 Safety Equipment	1,000	0	1,000	394.80	.00	605.20	39.5%
01439 4445 Street Sign Material	21,500	0	21,500	8,627.79	.00	12,872.21	40.1%
01439 4452 Tires - Truck	25,000	0	25,000	5,436.88	.00	19,563.12	21.7%
01439 4482 Welding Tools	500	0	500	175.10	.00	324.90	35.0%
01439 4483 Winter Maint. Suppli	32,000	0	32,000	5,165.58	.00	26,834.42	16.1%
01439 4490 1 1/2 CBR	125,000	0	125,000	20,618.00	.00	104,382.00	16.5%
01439 4491 1 1/2 Stone"	25,000	0	25,000	10,947.50	.00	14,052.50	43.8%
01439 4500 Asphalt Paving	500,000	0	500,000	282,753.86	118,036.43	99,209.71	80.2%
01439 4511 Beaver Trapping	100	0	100	.00	.00	100.00	.0%
01439 4512 Blasting	2,500	0	2,500	.00	.00	2,500.00	.0%
01439 4521 Catch Basin Cleaner	30,000	0	30,000	17,187.50	2,812.50	10,000.00	66.7%
01439 4531 Dust Control Program	1,000	0	1,000	1,600.00	.00	-600.00	160.0%
01439 4533 Mtlfoil Abatement	20,000	0	20,000	.00	.00	20,000.00	.0%
01439 4549 Mowing - Roads	30,000	0	30,000	5,712.50	.00	24,287.50	19.0%
01439 4568 Snow Removal / Trans	15,000	0	15,000	1,822.50	.00	13,177.50	12.2%
01439 4573 Street Sweeping	37,500	0	37,500	27,125.00	9,875.00	500.00	98.7%
01439 4574 Striping	30,000	0	30,000	16,878.64	1,997.36	11,124.00	62.9%
01439 4582 Tree Removal	20,000	0	20,000	6,019.00	5,600.00	8,381.00	58.1%
01439 4815 Equipment Rental	30,000	0	30,000	885.50	.00	29,114.50	3.0%
01439 4830 Oxygen / Cylinder Le	1,000	0	1,000	464.86	.00	535.14	46.5%
TOTAL PUBLIC WORKS	3,477,908	0	3,477,908	2,087,207.13	209,409.73	1,181,291.34	66.0%
01441 PARKS							
01441 0100 Full-Time Wages	364,854	0	364,854	219,280.95	.00	145,573.05	60.1%
01441 0109 Overtime	27,540	0	27,540	18,503.34	.00	9,034.66	67.2%
01441 0111 Longevity	2,000	0	2,000	.00	.00	2,000.00	.0%
01441 0150 Part-Time Wages	208,763	0	208,763	193,296.73	.00	15,466.37	92.6%
01441 0201 Advertising	400	0	400	18.00	.00	382.00	4.5%
01441 0205 Boots	1,000	0	1,000	1,000.00	.00	.00	100.0%
01441 0210 Cell Phone	2,000	0	2,000	2,300.69	.00	-300.69	115.0%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01441 0220 Dues - Memberships	1,100	0	1,100	929.00	.00	171.00	84.5%
01441 0258 Printing	400	0	400	.00	.00	400.00	.0%
01441 0290 Uniforms	1,200	0	1,200	140.50	.00	1,059.50	11.7%
01441 0343 Ice Rink Equipment	2,300	0	2,300	583.60	.00	1,716.40	25.4%
01441 0355 Equipment - Miscella	10,000	0	10,000	1,224.30	.00	8,775.70	12.2%
01441 0451 Babysitting Course	700	0	700	376.00	.00	324.00	53.7%
01441 0453 Community Events	33,000	0	33,000	13,193.25	.00	19,806.75	40.0%
01441 0457 Summer Camp Trip Adm	13,000	0	13,000	6,571.49	.00	6,428.51	50.5%
01441 0458 Summer Camp Trip Tra	11,000	0	11,000	.00	.00	11,000.00	.0%
01441 0470 Soccer	800	0	800	47.49	.00	752.51	5.9%
01441 0473 Swim Programs	1,200	0	1,200	780.88	.00	419.12	65.1%
01441 0475 Summer Camp Supplies	6,500	0	6,500	5,060.29	.00	1,439.71	77.9%
01441 0478 T-Ball Program	500	0	500	719.03	.00	-219.03	143.8%
01441 4115 Com. Ctr Building Ma	204,000	0	204,000	89,754.29	18,701.86	95,543.85	53.2%
01441 4153 Turf Repairs & Field	49,600	0	49,600	30,312.30	7,783.50	11,504.20	76.8%
01441 4252 Alarm Maintenance	1,500	0	1,500	2,200.00	.00	-700.00	146.7%
01441 4288 Vehicle Maintenance	5,000	0	5,000	1,797.02	.00	3,202.98	35.9%
01441 4293 Water Tests	600	0	600	360.00	.00	240.00	60.0%
01441 4395 Office Supplies	2,300	0	2,300	2,610.74	.00	-310.74	113.5%
01441 4399 General Maintenance	247,440	0	247,440	165,986.49	48,735.00	32,718.51	86.8%
01441 4431 First Aid Supplies	1,800	0	1,800	239.24	.00	1,560.76	13.3%
01441 4445 Signs	1,000	0	1,000	918.01	.00	81.99	91.8%
01441 4475 Vending supplies	5,000	0	5,000	529.35	.00	4,470.65	10.6%
01441 4476 After School Program	1,000	0	1,000	1,874.71	.00	-874.71	187.5%
TOTAL PARKS	1,207,497	0	1,207,497	760,609.69	75,220.36	371,667.05	69.2%
01450 LIBRARY							
01450 0100 Full-Time Employees	371,856	0	371,856	237,411.15	.00	134,444.85	63.8%
01450 0109 Overtime Pay	0	0	0	10.08	.00	-10.08	100.0%
01450 0111 Longevity	3,000	0	3,000	3,000.00	.00	.00	100.0%
01450 0150 Part-Time Employees	141,900	0	141,900	89,767.60	.00	52,132.42	63.3%
01450 0201 Advertising	500	0	500	.00	.00	500.00	.0%
01450 0257 Postage	1,500	0	1,500	828.00	.00	672.00	55.2%
01450 0286 Telephone	1,200	0	1,200	518.22	.00	681.78	43.2%
01450 0358 Computer Hardware/so	5,000	0	5,000	2,028.55	.00	2,971.45	40.6%
01450 0405 AV-Video (Adult)	4,000	0	4,000	1,319.46	.00	2,680.54	33.0%
01450 0406 AV-Video (Children)	500	0	500	.00	.00	500.00	.0%
01450 0410 Books - Adult	12,000	0	12,000	5,086.36	.00	6,913.64	42.4%
01450 0412 Books - Large Print	2,700	0	2,700	1,263.10	.00	1,436.90	46.8%
01450 0414 Books - Young Adults	6,000	0	6,000	1,550.62	.00	4,449.38	25.8%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01450 0415 Books - Easy	3,000	0	3,000	898.82	.00	2,101.18	30.0%
01450 0430 Allocation	8,500	0	8,500	.00	.00	8,500.00	.0%
01450 0437 Newspapers	750	0	750	72.00	.00	678.00	9.6%
01450 0439 Digital Collection	12,000	0	12,000	8,532.04	.00	3,467.96	71.1%
01450 0440 Summer Reading Progr	1,600	0	1,600	1,346.35	.00	253.65	84.1%
01450 0445 Reference Materials	2,000	0	2,000	9,493.24	-8,000.00	506.76	74.7%
01450 4025 Archiving Materials	300	0	300	.00	.00	300.00	.0%
01450 4100 HVAC	15,000	0	15,000	29,706.36	-5,966.00	-8,740.36	158.3%
01450 4115 Building Repair & Ma	17,000	0	17,000	18,569.68	.00	-1,569.68	109.2%
01450 4154 Alarm System	2,500	0	2,500	228.00	.00	2,272.00	9.1%
01450 4155 Fire Extinguishers	1,300	0	1,300	771.00	.00	-471.00	257.0%
01450 4381 Children's Supplies	8,800	0	1,350	774.96	.00	575.04	57.4%
01450 4395 Office Supplies	4,000	0	8,800	4,823.36	.00	3,976.64	54.8%
01450 4515 Professional Carpet	50,240	0	4,000	.00	.00	4,000.00	.0%
01450 4618 Janitorial Services	4,000	0	50,240	33,200.49	15,192.50	1,847.01	96.3%
01450 4628 Software Support	681,496	0	4,000	3,732.88	.00	267.12	93.3%
TOTAL LIBRARY	681,496	0	681,496	454,932.32	1,226.50	225,337.20	66.9%
01459 Personal Admin							
01459 0248 Meetings & Training	26,000	0	26,000	12,856.60	.00	13,143.40	49.4%
01459 0600 Health Insurance	1,873,665	0	1,873,665	1,268,918.68	.00	604,746.64	67.7%
01459 0601 Dental Insurance	99,823	0	99,823	60,092.26	.00	39,730.70	60.2%
01459 0602 Life Insurance	32,868	0	32,868	18,677.62	.00	14,190.66	56.8%
01459 0603 FICA	346,918	0	346,918	.00	.00	346,918.34	.0%
01459 0604 Medicare	104,466	0	104,466	.00	.00	104,465.58	.0%
01459 0605 Retirement I	594,161	0	594,161	368,436.61	.00	225,724.45	62.0%
01459 0606 Retirement II	413,972	0	413,972	263,305.72	.00	150,666.62	63.6%
01459 0607 Retirement III	162,442	0	162,442	99,133.57	.00	63,308.35	61.0%
01459 0609 Unemployment Compens	0	0	0	2,605.00	.00	-2,605.00	100.0%
01459 0610 Disability	82,326	0	82,326	38,146.77	.00	44,179.65	46.3%
01459 0611 Insurance Deductible	1,000	0	1,000	.00	.00	1,000.00	.0%
01459 0614 Physicals - Depart	22,000	0	22,000	4,639.67	.00	17,360.33	21.1%
01459 0615 Hep B Shots	100	0	100	.00	.00	100.00	.0%
01459 0616 Drug/Alcohol Test or	2,000	0	2,000	1,960.00	.00	40.00	98.0%
01459 0617 Section 125 Expenses	1,000	0	1,000	.00	.00	1,000.00	.0%
01459 0618 Background Checks	1,500	0	1,500	1,047.00	.00	453.00	69.8%
01459 0619 Health Insurance Opt	93,000	0	93,000	50,018.91	.00	42,981.09	53.8%
01459 0630 Wellness Program (FD	2,200	0	2,200	.00	.00	2,200.00	.0%
TOTAL Personal Admin	3,859,442	0	3,859,442	2,189,838.41	.00	1,669,603.81	56.7%

01460 ETF Funding

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01460 0819 FD Equipment Replace	182,000	0	182,000	182,000.00	.00	.00	100.0%
01460 0820 FD Vehicle Rplmnt ET	535,000	0	535,000	535,000.00	.00	.00	100.0%
01460 0826 Main Street Rehab ET	75,000	0	75,000	75,000.00	.00	.00	100.0%
01460 0843 Rec. Facility Improv	200,000	0	200,000	200,000.00	.00	.00	100.0%
01460 0844 DPW Equip. Replaceme	337,000	0	337,000	337,000.00	.00	.00	100.0%
01460 0847 waterfront Infrastru	75,000	0	75,000	75,000.00	.00	.00	100.0%
TOTAL ETF Funding	1,404,000	0	1,404,000	1,404,000.00	.00	.00	100.0%
01465 ETF Expense							
01465 0246 Com Dev Professional	0	0	0	6,950.00	-6,950.00	.00	.0%
01465 0826 Main Street Rehabili	0	0	0	7,747.69	.00	-7,747.69	100.0%
01465 0832 Building & Fac Maint	0	0	0	6,500.00	.00	-6,500.00	100.0%
01465 0836 Waukegan water Quali	0	0	0	51,882.05	-51,882.05	.00	.0%
01465 4707 Parks & Rec Faciliti	0	0	0	123,706.46	-29,896.00	-93,810.46	100.0%
01465 4721 DPW Equipment Purcha	0	0	0	369,075.00	.00	-369,075.00	100.0%
TOTAL ETF Expense	0	0	0	565,861.20	-88,728.05	-477,133.15	100.0%
01470 Bonds							
01470 0984 Bundled Project Bond	83,000	0	83,000	83,000.00	.00	.00	100.0%
01470 0986 DPW Facility Bond	430,000	0	430,000	430,000.00	.00	.00	100.0%
01470 0987 Library Renovation B	230,000	0	230,000	230,000.00	.00	.00	100.0%
TOTAL Bonds	743,000	0	743,000	743,000.00	.00	.00	100.0%
01480 Bonds							
01480 0978 TAN - Interest	10,000	0	10,000	.00	.00	10,000.00	.0%
01480 0984 Bundled Project Bond	1,358	0	1,358	1,358.00	.00	.00	100.0%
01480 0986 DPW Facility Bond In	167,490	0	167,490	167,490.00	.00	.00	100.0%
01480 0987 Library Renovation B	89,700	0	89,700	89,700.00	.00	.00	100.0%
TOTAL Bonds	268,548	0	268,548	258,548.00	.00	10,000.00	96.3%
01902 SCHOOL FUND							
01902 0996 Interlakes School Di	0	0	0	18,534,292.00	.00	-18,534,292.00	100.0%

YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL SCHOOL FUND	0	0	0	18,534,292.00	.00	-18,534,292.00	100.0%
01904 VILLAGE DISTRICT							
01904 0994 Village District App	0	0	0	3,007.97	.00	-3,007.97	100.0%
TOTAL VILLAGE DISTRICT	0	0	0	3,007.97	.00	-3,007.97	100.0%
TOTAL General Fund	21,091,032	0	21,091,032	32,855,551.35	111,275.79	-11,875,794.77	156.3%
TOTAL EXPENSES	21,091,032	0	21,091,032	32,855,551.35	111,275.79	-11,875,794.77	

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR:	Water Fund	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
02								
02465 water Capital Improvements								
02465 0848	Water System Improve	0	0	0	123,852.37	-21,427.37	-102,425.00	100.0%
TOTAL Water Capital Improvements		0	0	0	123,852.37	-21,427.37	-102,425.00	100.0%
02502 WATER FUND ORG								
02502 0100	Full-Time Employees	161,130	0	161,130	97,595.64	.00	63,534.81	60.6%
02502 0109	Overtime	6,500	0	6,500	3,659.77	.00	2,840.23	56.3%
02502 0150	Part-Time Employees	0	0	0	2,264.45	.00	-2,264.45	100.0%
02502 0201	Advertising	500	0	500	67.50	.00	432.50	13.5%
02502 0205	Boots	750	0	750	500.00	.00	250.00	66.7%
02502 0210	Cell Phones	1,600	0	1,600	690.78	.00	809.22	46.1%
02502 0213	Dam Registration Fee	1,500	0	1,500	.00	.00	1,600.00	.0%
02502 0220	Memberships	1,500	0	1,500	1,028.00	.00	472.00	68.5%
02502 0241	Licenses	1,500	0	1,500	1,412.00	.00	88.00	94.1%
02502 0258	Printing	5,000	0	5,000	1,169.63	.00	3,830.37	23.4%
02502 0286	Telephone	2,300	0	2,300	570.39	.00	1,729.61	24.8%
02502 0290	Uniforms	800	0	800	196.08	.00	603.92	24.5%
02502 0319	Equipment - Miscella	5,000	0	5,000	1,170.25	.00	3,829.75	23.4%
02502 0344	IT/GIS Mapping Equip	1,000	0	1,000	8,820.00	.00	-7,820.00	882.0%
02502 0500	Electricity	43,000	0	43,000	45,739.10	.00	-2,739.10	106.4%
02502 0505	Heating Oil	7,000	0	7,000	3,533.33	.00	3,466.67	50.5%
02502 0600	Health Insurance	20,223	0	20,223	22,578.34	.00	-2,355.12	111.6%
02502 0601	Dental Insurance	1,322	0	1,322	1,082.70	.00	239.10	81.9%
02502 0602	Life Insurance	180	0	180	432.00	.00	-252.00	240.0%
02502 0603	FICA	10,393	0	10,393	.00	.00	10,393.09	.0%
02502 0604	Medicare	2,431	0	2,431	.00	.00	2,430.64	.0%
02502 0605	Retirement	19,444	0	19,444	.00	.00	19,443.80	.0%
02502 0619	Health Insurance Opt	12,000	0	12,000	4,442.56	.00	7,557.44	37.0%
02502 0700	Gas - unleaded	4,600	0	4,600	1,328.08	.00	3,271.92	28.9%
02502 0701	Diesel	11,400	0	11,400	1,862.31	.00	9,537.69	16.3%
02502 0898	Water Capital Recove	100,000	0	100,000	.00	.00	100,000.00	.0%
02502 0964	Bundled Project Debt	26,928	0	26,928	.00	.00	26,928.00	.0%
02502 4115	Building Repairs & M	10,000	0	10,000	24.69	.00	9,975.31	.2%
02502 4181	Hydrant Replacement	15,000	0	15,000	5,597.49	.00	9,402.51	37.3%
02502 4200	Meter Repair	7,000	0	7,000	7,295.62	.00	-295.62	104.2%
02502 4205	Misc Repairs & Maint	7,000	0	7,000	1,802.97	.00	5,197.03	25.8%
02502 4252	Alarm Maintenance	1,500	0	1,500	.00	.00	1,500.00	.0%

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR:	water	Fund	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
02									
02502 4288	Vehicle Maintenance		5,000	0	5,000	5,809.08	.00	-809.08	116.2%
02502 4290	Water Intake		9,800	0	9,800	3,750.00	.00	50.00	93.8%
02502 4293	Water Testing		9,500	0	9,500	3,910.86	.00	5,589.14	41.2%
02502 4325	Chemicals		15,500	0	15,500	8,541.85	.00	6,958.15	55.1%
02502 4380	Laboratory - Supplie		20,000	0	20,000	9,906.05	.00	10,093.95	49.5%
02502 4394	Meters - Water		25,000	0	25,000	22,966.71	.00	2,033.29	91.9%
02502 4395	Office Supplies		2,500	0	2,500	2,925.79	.00	-425.79	117.0%
02502 4431	Safety - Supplies		3,000	0	3,000	1,168.07	.00	1,831.93	38.9%
02502 4500	Asphalt Paving		12,000	0	12,000	5,800.00	.00	6,200.00	48.3%
02502 4510	Backflow Testing		15,000	0	15,000	5,900.00	.00	9,100.00	39.3%
02502 4570	State Certification		1,500	0	1,500	.00	.00	1,500.00	.0%
02502 4608	Consulting Services		10,000	0	10,000	4,000.00	.00	6,000.00	40.0%
02502 5000	Distribution Mainten		65,000	0	65,000	16,215.29	.00	48,784.71	24.9%
02502 5001	Treatment Plant Equi		65,000	0	65,000	36,003.74	14,945.00	14,051.26	78.4%
02502 5002	Booster Pumping Stat		50,000	0	50,000	20,945.08	.00	29,054.92	41.9%
02502 5003	Instrumentation/Alar		30,000	0	30,000	16,888.26	.00	13,111.74	56.3%
02502 5004	Water Building Maint		0	0	0	9,699.84	220.04	-9,919.88	100.0%
	TOTAL WATER FUND ORG		818,301	0	818,301	386,294.30	15,165.04	416,841.66	49.1%
	TOTAL water Fund		818,301	0	818,301	510,146.67	-6,262.33	314,416.66	61.6%
	TOTAL EXPENSES		818,301	0	818,301	510,146.67	-6,262.33	314,416.66	

Town of Meredith



YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS	FOR:	ORIGINAL	TRANSFERS/ ADJUSTMTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
03	Sewer Fund	APPROP		BUDGET			BUDGET	USED
03503 SEWER FUND ORG								
03503 0100	Full-Time Employees	161,130	0	161,130	97,596.12	.00	63,534.33	60.6%
03503 0109	Overtime	6,500	0	6,500	3,659.92	.00	2,840.08	56.3%
03503 0150	Part-Time Employees	0	0	0	2,264.47	.00	-2,264.47	100.0%
03503 0205	Boots	750	0	750	500.00	.00	250.00	66.7%
03503 0210	Cell Phones	1,500	0	1,500	690.78	.00	809.22	46.1%
03503 0241	Licenses	0	0	0	125.00	.00	-125.00	100.0%
03503 0286	Telephone	500	0	500	570.37	.00	-70.37	114.1%
03503 0290	Uniforms	800	0	800	1,116.30	.00	-316.30	139.5%
03503 0319	Equipment - Miscella	3,000	0	3,000	179.54	.00	2,820.46	6.0%
03503 0500	Electricity	38,000	0	38,000	18,032.97	.00	19,967.03	47.5%
03503 0505	Heating Oil	3,500	0	3,500	2,443.31	.00	1,056.69	69.8%
03503 0510	Propane	3,600	0	3,600	5,294.82	.00	-1,694.82	147.1%
03503 0550	WRBP Administration	79,500	0	79,500	32,168.00	.00	47,332.00	40.5%
03503 0551	WRBP Capital Recover	78,500	0	78,500	.00	.00	78,500.00	.0%
03503 0552	WRBP Capital Replace	140,506	0	140,506	.00	.00	140,506.00	.0%
03503 0553	WRBP Operation & Mai	580,000	0	580,000	145,510.00	.00	434,490.00	25.1%
03503 0554	WRBP Indust Discharg	1,200	0	1,200	1,200.00	.00	.00	100.0%
03503 0600	Health Insurance	20,223	0	20,223	22,578.38	.00	-2,355.16	111.6%
03503 0601	Dental Insurance	1,322	0	1,322	1,136.64	.00	185.16	86.0%
03503 0602	Life Insurance	12	0	12	378.00	.00	-366.00	3150.0%
03503 0603	FICA	10,393	0	10,393	.00	.00	10,393.09	.0%
03503 0604	Medicare	2,431	0	2,431	.00	.00	2,430.64	.0%
03503 0605	Retirement	19,444	0	19,444	.00	.00	19,443.80	.0%
03503 0619	Health Insurance Opt	12,000	0	12,000	4,442.30	.00	7,557.70	37.0%
03503 0701	Diesel	3,750	0	3,750	1,862.31	.00	1,887.69	49.7%
03503 0899	Sewer Capital Recove	50,000	0	50,000	.00	.00	50,000.00	.0%
03503 0964	Bundled Project Debt	40,392	0	40,392	.00	.00	40,392.00	.0%
03503 4126	Collection System Ma	65,000	0	65,000	17,288.96	.00	47,711.04	26.6%
03503 4130	Dock Pump Repairs	2,000	0	2,000	.00	.00	2,000.00	.0%
03503 4143	Equipment Maintenan	5,000	0	5,000	.00	.00	5,000.00	.0%
03503 4155	Fire Extinguisher Ma	1,000	0	1,000	.00	.00	1,000.00	.0%
03503 4170	Generator Maint Agre	3,500	0	3,500	1,805.94	.00	1,694.06	51.6%
03503 4205	Misc Repairs & Maint	4,000	0	4,000	3,116.86	.00	883.14	77.9%
03503 4241	Radio Maintenance	500	0	500	.00	.00	500.00	.0%
03503 4256	Sewer Pump Station M	35,000	0	35,000	31,200.29	-11,632.00	15,431.71	55.9%
03503 4288	Vehicle Maintenance	4,000	0	4,000	4,358.86	.00	-358.86	109.0%
03503 4325	Chemicals & Degrease	5,000	0	5,000	892.00	.00	4,108.00	17.8%
03503 4326	Cleaning Supplies	400	0	400	253.32	.00	146.68	63.3%
03503 4380	Laboratory Supplies	500	0	500	.00	.00	500.00	.0%
03503 4390	Manhole / Line Repai	3,000	0	3,000	.00	.00	3,000.00	.0%

YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR:	Sewer Fund	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
03503 4393	Meters for Sewer Onl	1,500	0	1,500	.00	.00	1,500.00	.0%
03503 4395	Office Supplies	2,500	0	2,500	41.00	.00	2,459.00	1.6%
03503 4431	Safety Supplies	3,500	0	3,500	.00	.00	3,500.00	.0%
03503 4440	Small Tools	5,000	0	5,000	3,133.72	.00	1,866.28	62.7%
03503 4500	Asphalt Patching	6,000	0	6,000	.00	.00	6,000.00	.0%
03503 4561	Septic Pumping	5,000	0	5,000	.00	.00	5,000.00	.0%
03503 4800	Water Department Bui	7,200	0	7,200	.00	.00	7,200.00	.0%
03503 5003	Instrumentation/Alar	30,000	0	30,000	16,319.35	.00	13,680.65	54.4%
TOTAL SEWER FUND ORG		1,448,553	0	1,448,553	420,159.53	-11,632.00	1,040,025.47	28.2%
TOTAL Sewer Fund		1,448,553	0	1,448,553	420,159.53	-11,632.00	1,040,025.47	28.2%
TOTAL EXPENSES		1,448,553	0	1,448,553	420,159.53	-11,632.00	1,040,025.47	

YTD BUDGET REPORT - EXPENSE

FOR 2026 08

ACCOUNTS FOR:	Conservation Commission	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05								
05505	F5 CONSERVATION							
05505 0220	Dues	700	0	700	625.00	.00	75.00	89.3%
05505 0248	Meetings & Training	300	0	300	573.00	.00	-273.00	191.0%
05505 0258	Printing	250	0	250	.00	.00	250.00	.0%
05505 4395	Office Supplies	50	0	50	.00	.00	50.00	.0%
05505 4545	Plans & Maps	200	0	200	.00	.00	200.00	.0%
05505 4665	Professional Service	26,000	0	26,000	9,007.00	.00	16,993.00	34.6%
05505 4680	Trail Improvements/M	5,500	0	5,500	5,621.38	.00	-121.38	102.2%
TOTAL F5 CONSERVATION		33,000	0	33,000	15,826.38	.00	17,173.62	48.0%
TOTAL Conservation Commission		33,000	0	33,000	15,826.38	.00	17,173.62	48.0%
TOTAL EXPENSES		33,000	0	33,000	15,826.38	.00	17,173.62	

Town of Meredith

YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01301 PT Abate							
01301 3010 Current Property Tax	0	0	0	-21,226,504.15	.00	21,226,504.15	100.0%
01301 3015 Property Taxes - Pri	0	0	0	1,064.15	.00	-1,064.15	100.0%
01301 3030 Payment in Lieu of T	-114,000	0	-114,000	-84,691.43	.00	-29,308.57	74.3%
TOTAL PT Abate	-114,000	0	-114,000	-21,310,131.43	.00	21,196,131.43	*****%
01302 Yield Tax Abate							
01302 3040 Current Yield Taxes	0	0	0	-3,064.41	.00	3,064.41	100.0%
TOTAL Yield Tax Abate	0	0	0	-3,064.41	.00	3,064.41	100.0%
01303 Tax Lien Costs							
01303 3070 Tax Lien Redemption	0	0	0	17,858.47	.00	-17,858.47	100.0%
TOTAL Tax Lien Costs	0	0	0	17,858.47	.00	-17,858.47	100.0%
01304 Land Use Tax Rev							
01304 3050 Current Land Use Cha	0	0	0	-43,054.82	.00	43,054.82	100.0%
TOTAL Land Use Tax Rev	0	0	0	-43,054.82	.00	43,054.82	100.0%
01305 Costs Prior TL							
01305 3080 Costs Prior to Tax L	-8,000	0	-8,000	124,479.78	.00	-132,479.78	-1556.0%
01305 3081 Costs Prior to Tax D	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
TOTAL Costs Prior TL	-16,000	0	-16,000	124,479.78	.00	-140,479.78	-778.0%
01306 TL Costs							
01306 3047 Current Yield Tax In	-17,000	0	-17,000	.00	.00	-17,000.00	.0%

YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01306 3072 2020 Tax Lien Costs	-500	0	-500	.00	.00	-500.00	.0%
01306 3073 2019 Tax Lien Costs	-500	0	-500	.00	.00	-500.00	.0%
TOTAL TL Costs	-18,000	0	-18,000	.00	.00	-18,000.00	.0%
01307 TL Interest							
01307 3060 2021 Yield Tax Inter	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
01307 3902 2017 Tax Lien Intere	0	0	0	-366.92	.00	366.92	100.0%
01307 3903 2018 Tax Lien Intere	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
01307 3904 2019 Tax Lien Intere	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
01307 3905 2020 Tax Lien Intere	-4,000	0	-4,000	-10,387.53	.00	6,387.53	259.7%
TOTAL TL Interest	-14,000	0	-14,000	-10,754.45	.00	-3,245.55	76.8%
01310 Boat Tax Rev							
01310 3035 Boat Taxes	-60,000	0	-60,000	-25,082.15	.00	-34,917.85	41.8%
TOTAL Boat Tax Rev	-60,000	0	-60,000	-25,082.15	.00	-34,917.85	41.8%
01311 PT Int							
01311 3016 Current Prop. Tax In	-18,000	0	-18,000	-5.66	.00	-17,994.34	.0%
01311 3051 Prior Property Tax I	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
TOTAL PT Int	-38,000	0	-38,000	-5.66	.00	-37,994.34	.0%
01315 Grant Funding							
01315 3150 Highways & Bridges B	-226,472	0	-226,472	-91,921.75	.00	-134,550.25	40.6%
01315 3151 Railroad Tax	-3,452	0	-3,452	-3,422.80	.00	-29.20	99.2%
01315 3153 Rooms & Meals Tax	-679,187	0	-679,187	.00	.00	-679,187.00	.0%
01315 3157 State & Federal Fore	-113	0	-113	-107.95	.00	-5.05	95.5%
01315 3159 State/Federal Grants	0	0	0	-53,510.47	.00	53,510.47	100.0%
TOTAL Grant Funding	-909,224	0	-909,224	-148,962.97	.00	-760,261.03	16.4%

Town of Meredith



YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01317 Fees Copies Notary							
01317 3303 Miscellaneous Revenue	0	0	0	-74,885.25	.00	74,885.25	100.0%
01317 3450 Sale of Town Property	0	0	0	-6,259.00	.00	6,259.00	100.0%
01317 3454 MC Vendor Licensing	0	0	0	-4,175.00	.00	4,175.00	100.0%
01317 3455 Sign Lease Revenue	0	0	0	-5,400.00	.00	5,400.00	100.0%
TOTAL Fees Copies Notary	0	0	0	-90,719.25	.00	90,719.25	100.0%
01318 Motor Vehicles							
01318 3380 Motor Vehicle Permit	-2,200,000	0	-2,200,000	-1,703,664.06	.00	-496,335.94	77.4%
01318 3381 Miscellaneous MV Tit	0	0	0	-2,519.10	.00	2,519.10	100.0%
01318 3382 Miscellaneous MV Dec	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
01318 3383 Miscellaneous MV Oth	-4,000	0	-4,000	.00	.00	-4,000.00	.0%
01318 3385 Town Dog Licenses	-7,000	0	-7,000	-4,843.00	.00	-2,157.00	69.2%
01318 3386 State Dog License Fe	0	0	0	-2,579.00	.00	2,579.00	100.0%
01318 3390 UCC Filing Fees	0	0	0	-2,790.00	.00	2,790.00	100.0%
01318 3391 Vital Records - Copi	0	0	0	-5,215.00	.00	5,215.00	100.0%
01318 3392 Aquatherm Permit	0	0	0	-43.50	.00	43.50	100.0%
01318 3395 Marriage License	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
01318 3396 Notary & JP Fees	0	0	0	-180.00	.00	180.00	100.0%
01318 3398 Misc Town Clerk Rece	-1,000	0	-1,000	-266.00	.00	-734.00	26.6%
TOTAL Motor Vehicles	-2,245,000	0	-2,245,000	-1,722,099.66	.00	-522,900.34	76.7%
01319 Zoning Rev							
01319 3180 Subdivision Applicat	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
01319 3183 Subdivision Lot Fees	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
01319 3185 Subdivision - Regist	-500	0	-500	.00	.00	-500.00	.0%
01319 3191 Site Plan Applicatio	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
01319 3192 Site Plan Certified	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
01319 3193 Site Plan Sign Revie	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
01319 3200 Planning/Zoning Perm	-1,000	0	-1,000	-119,556.05	.00	118,556.05	*****%
01319 3201 Bldg. Permit-New Mul	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
01319 3203 Bldg. Permit - New G	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
01319 3204 Bldg. Permit - New A	-2,000	0	-2,000	.00	.00	-2,000.00	.0%

Town of Meredith

YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01319 3205 Bldg. Permit - New C	-1,200	0	-1,200	.00	.00	-1,200.00	.0%
01319 3212 Bldg. Permit - New D	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
01319 3213 Bldg. Permit - Renov	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
01319 3218 Bldg. Permit-New Gues	-500	0	-500	.00	.00	-500.00	.0%
01319 3220 Manufactured Housing	0	0	0	-405.00	.00	405.00	100.0%
01319 3223 Misc. Licenses, Perm	-35,800	0	-35,800	-60,375.24	.00	24,575.24	168.6%
01319 3227 Architectural Design	-500	0	-500	.00	.00	-500.00	.0%
01319 3230 Zoning Application F	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
01319 3231 Zoning Certified Mai	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
01319 3242 Plumbing Permit	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
01319 3243 Electrical Permit	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
01319 3244 Oil Burner Permit	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
01319 3246 Town Publications	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
TOTAL Zoning Rev	-106,000	0	-106,000	-180,336.29	.00	74,336.29	170.1%
01320 Police Rev							
01320 3310 Police Reports	0	0	0	-1,280.00	.00	1,280.00	100.0%
01320 3313 Detail Revenues	0	0	0	-1,127.50	.00	1,127.50	100.0%
01320 3314 Cruiser Detail Reven	0	0	0	-65.00	.00	65.00	100.0%
01320 3315 SRO Program	-170,000	0	-170,000	-179,793.19	.00	9,793.19	105.8%
01320 3317 Misc Police Dept. Re	-24,000	0	-24,000	-12,416.85	.00	-11,583.15	51.7%
TOTAL Police Rev	-194,000	0	-194,000	-194,682.54	.00	682.54	100.4%
01321 Fire Rev							
01321 3303 Fire Miscellaneous R	-50,000	0	-50,000	-32,575.40	.00	-17,424.60	65.2%
TOTAL Fire Rev	-50,000	0	-50,000	-32,575.40	.00	-17,424.60	65.2%
01322 Highway Rev							
01322 3320 Highway Revenues	-15,000	0	-15,000	-1,200.00	.00	-13,800.00	8.0%
TOTAL Highway Rev	-15,000	0	-15,000	-1,200.00	.00	-13,800.00	8.0%
01323 Recycling Rev							
01323 3255 Refuse Permits - Dec	-30,000	0	-30,000	-33,695.00	.00	3,695.00	112.3%

Town of Meredith

YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01323 3285 Center Harbor Refuse Recycling - Aluminum	-250,000	0	-250,000	-242,125.00	.00	-7,875.00	96.9%
01323 3400 Recycling - Cardboard	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
01323 3407 Recycling - Monitors	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
01323 3411 Recycling - Demolito	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
01323 3413 Recycling - Flourresc	-120,000	0	-120,000	-128,881.52	.00	8,881.52	107.4%
01323 3415 Recycling - Mattress/	-1,000	0	-1,000	-494.95	.00	-505.05	49.5%
01323 3424 Recycling - Metals	0	0	0	-8,540.00	.00	8,540.00	100.0%
01323 3425 Recycling - Miscella	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
01323 3426 Recycling - Propane	-83,000	0	-83,000	-43,648.51	.00	-39,351.49	52.6%
01323 3435 Recycling - Tires	-1,000	0	-1,000	-330.00	.00	-670.00	33.0%
01323 3441 Recycling - Large wh	-7,000	0	-7,000	-5,135.00	.00	-1,865.00	73.4%
01323 3445 Recycling - Small wh	-10,000	0	-10,000	-3,758.00	.00	-6,242.00	37.6%
01323 3446 Recycling - Yard was	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
01323 3449 Solid Waste Allocati	-5,000	0	-5,000	-2,865.00	.00	-2,135.00	57.3%
01323 3494	0	0	0	-65.00	.00	65.00	100.0%
TOTAL Recycling Rev	-559,000	0	-559,000	-469,537.98	.00	-89,462.02	84.0%
01325 Cemetery Rev							
01325 3350 Sale of Cemetery Lot	-2,000	0	-2,000	-2,300.00	.00	300.00	115.0%
01325 3351 Cemetery Lot Opening	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
01325 3352 Cemetery Cremation L	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
01325 3353 Cemetery Winter Open	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
01325 3355 Cemetery Revenues -	0	0	0	-14,500.00	.00	14,500.00	100.0%
TOTAL Cemetery Rev	-8,000	0	-8,000	-16,800.00	.00	8,800.00	210.0%
01330 Parks Rev							
01330 3850 Parks & Recreation P	-250,000	0	-250,000	-208,579.05	.00	-41,420.95	83.4%
01330 3851 Community Center Ren	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
01330 3853 Meeting Room Rentals	0	0	0	190.00	.00	-190.00	100.0%
TOTAL Parks Rev	-258,000	0	-258,000	-208,389.05	.00	-49,610.95	80.8%
01346 Interest on Deposits							
01346 3295 Interest on Deposits	-450,000	0	-450,000	.00	.00	-450,000.00	.0%

Town of Meredith

YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR: 01 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Interest on Deposits	-450,000	0	-450,000	.00	.00	-450,000.00	.0%
01347 Miscellaneous Revenues							
01347 3250 Boat Launch - Town D	-15,000	0	-15,000	-13,465.00	.00	-1,535.00	89.8%
01347 3251 Boat Launch - Shep B	0	0	0	-2,580.00	.00	2,580.00	100.0%
01347 3303 Miscellaneous Receipts	-16,500	0	-16,500	.00	.00	-16,500.00	.0%
01347 3359 Donations - GA Auto	0	0	0	-2,000.00	.00	2,000.00	100.0%
TOTAL Miscellaneous Revenues	-31,500	0	-31,500	-18,045.00	.00	-13,455.00	57.3%
01355 Reimburse							
01355 3550 Reimbursement - Payr	0	0	0	-31.54	.00	31.54	100.0%
01355 3555 Reimbursement - Offi	0	0	0	-16,880.85	.00	16,880.85	100.0%
01355 3564 Reimbursement - Insu	0	0	0	-6,215.60	.00	6,215.60	100.0%
01355 3568 Reimbursement - Meet	0	0	0	-255.00	.00	255.00	100.0%
TOTAL Reimburse	0	0	0	-23,382.99	.00	23,382.99	100.0%
01374 Library Rev							
01374 3340 Library Revenues	-8,500	0	-8,500	.00	.00	-8,500.00	.0%
TOTAL Library Rev	-8,500	0	-8,500	.00	.00	-8,500.00	.0%
TOTAL General Fund	-5,094,224	0	-5,094,224	-24,356,485.80	.00	19,262,261.80	478.1%
TOTAL REVENUES	-5,094,224	0	-5,094,224	-24,356,485.80	.00	19,262,261.80	

Town of Meredith

YTD BUDGET REPORT - REVENUE



FOR 2026 08

ACCOUNTS FOR:	water	Fund	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
02358	GRANTS								
02358 3159	State & Federal	Gran	0	0	0	-318,816.00	.00	318,816.00	100.0%
TOTAL	GRANTS		0	0	0	-318,816.00	.00	318,816.00	100.0%
02372	WATER	FUND ORG							
02372 3600	Current Water	Rents	-818,301	0	-818,301	-445,757.49	.00	-372,543.51	54.5%
02372 3621	Water Rent Int.	Prio	0	0	0	-3,610.05	.00	3,610.05	100.0%
02372 3625	Misc. Water	Revenues	0	0	0	-7,510.00	.00	7,510.00	100.0%
TOTAL	WATER	FUND ORG	-818,301	0	-818,301	-456,877.54	.00	-361,423.46	55.8%
TOTAL	water	Fund	-818,301	0	-818,301	-775,693.54	.00	-42,607.46	94.8%
TOTAL	REVENUES		-818,301	0	-818,301	-775,693.54	.00	-42,607.46	

YTD BUDGET REPORT - REVENUE

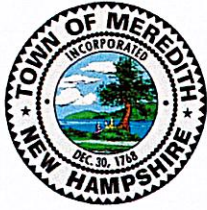
FOR 2026 08

ACCOUNTS FOR:	Sewer Fund	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
03373	SEWER FUND ORG							
03373 3650	Current Sewer Rents	-1,448,553	0	-1,448,553	-719,537.31	.00	-729,015.69	49.7%
03373 3670	Sewer Rent Int. Curr	0	0	0	-5,447.37	.00	5,447.37	100.0%
03373 3675	Misc. Sewer Revenues	0	0	0	-920.00	.00	920.00	100.0%
	TOTAL SEWER FUND ORG	-1,448,553	0	-1,448,553	-725,904.68	.00	-722,648.32	50.1%
	TOTAL Sewer Fund	-1,448,553	0	-1,448,553	-725,904.68	.00	-722,648.32	50.1%
	TOTAL REVENUES	-1,448,553	0	-1,448,553	-725,904.68	.00	-722,648.32	

YTD BUDGET REPORT - REVENUE

FOR 2026 08

ACCOUNTS FOR:	Conservation Commission	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05								
05347	F5 DONATIONS							
05347 3368	Con. Commission Dona	0	0	0	-2,000.00	.00	2,000.00	100.0%
	TOTAL F5 DONATIONS	0	0	0	-2,000.00	.00	2,000.00	100.0%
05375	F5 CONSERVATION							
05375 3722	Misc Conservations R	0	0	0	-36,642.20	.00	36,642.20	100.0%
	TOTAL F5 CONSERVATION	0	0	0	-36,642.20	.00	36,642.20	100.0%
	TOTAL Conservation Commission	0	0	0	-38,642.20	.00	38,642.20	100.0%
	TOTAL REVENUES	0	0	0	-38,642.20	.00	38,642.20	



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

From: Judie Milner, Town Manager

Subject: Town Manager Report

Shout Outs:

Sgt Goulet – completed the second out of three courses in the FBI-LEEDA Trilogy leadership program

Fire Department – lighting at the 9/11 memorial garden is STRIKING!

Old Home Day Organizers – Absolutely marvelous event!!! Thank you all!!

Town Hall & Annex – those scarecrows look familiar.....

Meredith Police Association – is conducting its annual Halloween Candy Drive – see attached flyer – donations may be dropped off at the Meredith Community Center or the Meredith Police Department.

Smokey the Bear Signage - at both Fire Stations will be replaced shortly. They look a bit rough at the moment.

Town Offices Closed & No Selectboard Meeting – October 12th in observance of Columbus Day.

Private & Class VI Road Policy – Tim Sullivan available for nonpublic at your 9/28 selectboard meeting.

Water Main Break -

Town of Meredith Selectboard Agenda Report

Fraudulent Emails -

CIP Committee – meeting this Wednesday the 30th at 4pm in the Town Hall Annex

Health Regulation proposed changes – Code Enforcement Officer Trull expects to have changes before the board in one of your November meetings.

Coalition Communities 2.0 –

Waukegan Dam & Canal project –

WRBP Study Commission -

Upcoming Events on Town Property:

DPW FACILITY USE PERMITS APPROVED						UPDATED 9/9/2026	
NAME OF APPLICANT	PROPERTY	Event Date	TIME	EVENT	APPROVED	Denied	
COMPLETED EVENTS - APPROVED PERMITS FOR 2026							
Meredith Rotary Club	Solid Waste Facility	January 10th	8am to 3pm	Styrofoam collection	x		
ILHS Future Business Leaders	Solid Waste Facility	January 18th	8am to 3pm	Fundraiser	x		
Meredith Fishing Derby	Hesky Park	Feb 6, 7, 8	4 am Fri to 5 pm Sunday	Annual Ice Fishing Derby	x		
Meredith Rotary Club	Solid Waste Facility	March 28	8am to 3pm	Styrofoam collection	x		
Rick De Mark	Hesky Park	March 28, 2026	1pm to 4pm	No Kings Political Protest	YES		
Calvary Bible Church	Hesky Park	4/5/2026	6:15 to 6:45 AM	Sunrise Easter Service	YES		
ILHS Prom March	Hesky Park/Bridge	5/9/2026	2pm to 6pm	Prom Couples march over bridge	YES		
ILHS Gating Club	Solid Waste Facility	5/9/2026	8am to 2pm	Dunlop Day	YES		
ILHS Softball League	Solid Waste Facility	5/24/2026	10am to 2pm	Fundraiser	YES		
NE POW/MIA	Hesky Park/bandstand	6/18/2026	3pm to 9pm	38th Annual Freedom Ride/Vigil	YES		
ILHS Sophomore Class	Solid Waste Facility	6/20/26	8am to Noon	Fundraiser	YES		
LR Dance	Solid Waste Facility	June 27 & 28	8am to 3pm	Fundraiser	YES		
Meredith Parks and Rec	Hesky Bandstand	7/4/2026	7-9pm	music/live performances	YES		
Meredith Lions Club	Hesky Park	7/4/2026	7am to 6pm	July 4th Rubber Duck Race	YES		
American Legion	Hesky Picnic Pavilion	7/4/2026	10am to 6pm	July 4th cookout	YES		
LR Dance	Solid Waste Facility	July 25 & 26	8am to 3pm	Fundraiser	YES		
Meredith Parks and Rec	Hesky Bandstand	8/15/2026	1-4pm	music/live performances	YES		
Rise/Heart & Hands	Main St/Community Park	8/15/2026	10 am to 6pm	Bako Bazaar-vendors/booths	YES		
Make a Wish Foundation	Hesky, Bandstand, Boat launch	July 16 - 18	8am Thurs to 8pm Saturday	Rafting for Wishes	YES		
LR Dance	Solid Waste Facility	August 22 & 23	8am to 3pm	Fundraiser	YES		
Meredith Chamber of Commerce	Community Park & Main Street	8/22 & 8/23	Sat 5pm-Sun 6pm	LR Fine Arts & Crafts Festival	Yes		
Meredith Parks and Rec	Hesky Bandstand	6/5/26 thru 8/28/26	5-9pm every Fri night	music/live performances	YES		
NAME OF APPLICANT	PROPERTY	Event Date	TIME	EVENT	APPROVED	Denied	
APPROVED PERMITS SCHEDULED FOR 2026							
Rick Loader, Guitar Army	Hesky Park	Every Tues night (May-Sept)	5:30 to 8:30 pm every Tues	guitar concert	YES		
Greater Meredith Program	Main Street	6/26 and 9/11	4:30pm to 9pm	Street Dance on Main Street	YES		
Mandy's Angels	Hesky, Scenic, Clough**	09/12/26	7am-5pm	Service dog fundraiser	YES		
Town of Meredith	Main Street	9/19/2026	9am to 11am	Old Home Day Parade	YES		
ILHS Class of 2028	Solid Waste Facility	09/19/26	8am to 11am	Class Fundraiser	YES		
Permits Submitted but Not Yet Approved by all Dept. Heads*							
NAME OF APPLICANT	PROPERTY	Event Date	TIME	EVENT	APPROVED	Denied	
ILHS Soccer Team	Solid Waste Facility	9/20/2026	8am to 2pm	Class Fundraiser			

Town of Meredith Selectboard Agenda Report

Upcoming Meetings:

Date	Time	Meeting	Location
9/28/2026	4:30pm	Selectboard Regular Meeting	Community Center
9/30/2026	4pm	Capital Improvement Plan Meeting	Town Hall Annex
10/7/2026	4pm	Capital Improvement Plan Meeting	Town Hall Annex
10/14/2026	4pm	Capital Improvement Plan Meeting	Town Hall Annex
10/19/2026	4:30pm	Selectboard Forum on Form of Govt	Community Center
10/26/2026	4:30pm	Selectboard Regular Meeting	Community Center
11/9/2026	4:30pm	Selectboard Regular Meeting	Community Center
11/23/2026	4:30pm	Selectboard Regular Meeting	Community Center

Projects In Motion – Stay Tuned for Future Update

Route 3/25 assessment(underground)

Prescott Park Renovation-on the agenda tonight

Space Needs Project

PFAS Settlements

Flood Maps

DPW Bldg/Hutter

Route 25 Pedestrian Crossing

Fire Department Study

2026 Parking PILOT Program

Disc Golf – on agenda tonight

Water Filtration Project

Pay & Classification Study

Library Retaining Wall

Economic Development – on hold

Waterfront infrastructure

State Zoning/Housing Mandate Dialog

Main Street Project

Community Plan Implementation Committee

MEREDITH COMMUNITY



CANDY DRIVE

ALL DONATIONS MUST BE IN ORIGINAL SEALED PACKAGES

DONATIONS CAN BE DROPPED OFF AT A DESIGNATED COLLECTION LOCATION UNTIL 4PM ON FRIDAY, OCTOBER 23RD. CASH DONATIONS GRATEFULLY ACCEPTED AS WELL.

DROP-OFF LOCATIONS

MEREDITH COMMUNITY CENTER AND MEREDITH POLICE DEPARTMENT

ELIGIBLE HOUSEHOLDS BY STREET

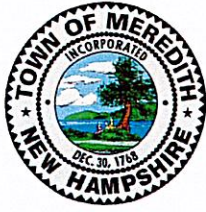
WAUKEWAN ST. (TO AVERY ST.)

MAIN ST. (TO STEVENS AVE.)

HOW TO REGISTER

YOU MUST BE 18 YEARS OF AGE TO REGISTER. REGISTRATIONS WILL END ON FRIDAY, OCTOBER 23RD. TO SIGN UP, PLEASE EMAIL NICKI AT MEREDITHPOLICEASSOCIATION@GMAIL.COM OR CALL 603-279-4561. REGISTERED HOUSEHOLDS MAY PICK UP AT MEREDITH POLICE DEPARTMENT BETWEEN 10/28 AND 10/30.

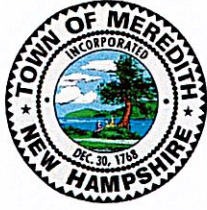




Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

Subject: Visitor and Resident Comments

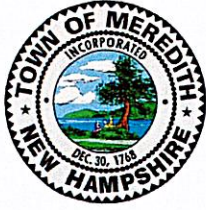
Board Chair opens up the meeting for public comment.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

Subject: Select Board Reports and Comments

Board Chair recognizes Board Members for reports and comments.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of September 28, 2026

Subject: Nonpublic Session

Suggested Motion to Enter Nonpublic Session:

Selectboard member moves, *"I move the Meredith Selectboard enter into nonpublic session under RSA 91-A3 II (L) consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present."*

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

Suggested Motion to Exit Nonpublic Session:

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

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

In public session, Suggested Motion to Seal the Minutes:

Selectboard member moves, *"I move the Meredith Selectboard seal the minutes of the 9/28/26 nonpublic session because it is determined that the divulgence of this information likely would render a proposed action ineffective."*

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