

**LINCOLN BOARD OF SELECTMEN'S  
MEETING MINUTES**

**APPROVED**

**DECEMBER 14, 2020 – 5:00PM**

**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

**(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)**

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**Board of Selectmen Present via Zoom:** Chairman OJ Robinson, Vice Chair, Tamra Ham, and Selectman Jayne Ludwig

**Staff Present via Zoom:** Town Manager Burbank, Fire Chief, Ron Beard, Police Chief Chad Morris, and Administrative Assistant Jane Leslie

**Public Present via Zoom Video Conferencing:** Dave Beaudin, and Paul Beaudin

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**I. WORK SESSION (Annual Budget Review Process)/CALL TO ORDER**

Chairman Robinson called the work session to order at 5:03 pm.

Robinson asked the board if there was any business that was discussed last week that they would like to follow-up on this evening (Police, Public Works, Water & Sewer, and Solid Waste). Selectman Ludwig questioned how much of an increase there would be to grind brush at the Transfer Station, as DPW Director Hadaway had noted that costs would be increasing substantially (double) in 2021. Robinson explained that \$4k was budgeted last year (he wasn't certain what the actual expenses were) and it is being increased to \$11k due to an upsurge in volume and contractor's costs.

**Fire Department Budget:**

Town Manager Burbank explained to the board that he and Chief Beard were exploring grant options for increasing the Fire Department's personnel. Burbank feels that the department is severely understaffed, and the Town of Lincoln continues to grow exponentially, and the department does not have the manpower to meet the potential emergency needs of the town. Burbank explained that there is a grant opportunity that will be available in 2021 that will fully fund 100% of the costs (for 3-years) associated with the hiring and annual expenses related to new fire personnel (wages & standard benefits). Burbank noted that the only expenses that the town would incur from day one would be grant-related costs, and the outfitting of the firemen. Burbank explained that if Lincoln was approved for the grant, the department would have two (2) full-time firefighters per shift, 24/7 in addition to the regular on-call staff. Chief Beard read a brief passage from the 2019 SAFER Grant Program that details the costs covered by the grant (*see attached*). A discussion ensued on the current Fire Department staffing, and the number/types of calls responded to in recent months. The board discussed the minimum staffing levels required with the SAFER Grant, and Chief Beard commented that he could make this work with six (6) new full-time firefighters. Selectman Ludwig commented that she is concerned that when the 3-years of grant money expires, the burden of the payroll for 6 full-time firefighters will shift to the taxpayers, and Ludwig would like the Lincoln residents to have the final vote on whether or not any of this will happen.

**Executive Budget:**

Town Manager Burbank explained that the Budget Committee has requested computer tablets for each of its members, and based on his research, the total cost would be approximately \$15k. Burbank noted he also calculated costs for tablets for the Planning Board as well (approximately \$15k) due to the out-of-control copy/paper costs that the Planning Department has seen this year.

The board reviewed the Town Clerk's budget. Town Manager Burbank noted that as of today, all vehicle registration renewals, vitals, and tax payments can now be paid and processed online, however, new vehicle registrations will have to be processed in-person. The board continued their review of the budget,

and focused on the legal line item and reviewed the current litigations that are pending. The board agreed on a total of \$275k for the legal budget. The board reviewed and discussed the remainder of the budgets (except for the Planning and Health Appropriations) and the following motion was made:

**MOTION: “To approve this budget that is in front of us with the exception of #6-Planning & Zoning, and #19-Health Appropriations which the board has yet to make a final decision on.”**

**Motion: Jayne Ludwig                      Second: Tamra Ham                      All in favor.**

*The budget review work session ended at 6pm, and the board took a 2-minute recess, and then resumed their regularly scheduled Board meeting.*

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## **II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING**

**MOTION: “To approve the BOS meeting minutes of December 7, 2020 as amended.”**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION: “To approve the Non-public BOS meeting minutes of December 7, 2020 as presented.”**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

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## **III. OLD/NEW BUSINESS**

### **Town Manager’s Report**

#### **Town Treasurer**

Town Manager Burbank informed the board that he received a letter of interest from Janet Peltier for the Town Treasurer position. Janet would be able to begin working as Treasurer on January 15, 2021. Chairman Robinson commented that he was very excited to have such an experienced, qualified, and devoted person to fill this position.

**MOTION: “To appoint Janet Peltier as Town Treasurer with an effective date of January 15, 2021.”**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

#### **Joint Lincoln-Woodstock Board of Selectmen’s meeting**

Town Manager Burbank explained Woodstock BOS have agreed to meet on Monday, December 21<sup>st</sup> at 5pm to discuss the shared budgets (Recreation and Solid Waste). The board discussed Lincoln’s Budget Committee scheduling conflicts in meeting with Woodstock’s Budget Committee who meets on Wednesdays. Lincoln has two (2) Budget Committee members that also sit on the Planning Board which meets on Wednesdays as well. Selectman Ludwig commented that Mike Simon will be coordinating the meeting schedule with this information in mind. Selectman Ham added that this meeting will begin at 5pm and the following week they will go back to their old meeting schedule beginning at 5:30pm (12/28).

#### **Town Holiday Schedule**

All Town Departments will be closing at noon on 12/24 (closed 12/25) and 12/31 (closed January 1<sup>st</sup>).

#### **Riverfront Park**

Town Manager Burbank updated the board on the recent meetings that have been held with DES, and explained that he would forward the board the recent emails that he received from Town Engineer, Ray Korber in reference to the same.

### **Excess SWEPT School Funding**

Town Manager Burbank explained that an intermunicipal agreement is being drawn up for donor towns, and he is highly recommending that Lincoln participate in this process. Burbank provided the Education Tax Warrant for Tax Year 2021 (*see attached*) to the board and added that Lincoln is required to assess the sum of \$1,855,168 for the 2021 Education Tax. This amount is based on a uniform rate of \$1.825/1000 of the 2019 equalized valuation without utilities in the amount of \$1,016,530,501. Burbank explained that once the agreement is drafted, it will be submitted to the Board of Selectmen for review prior to making any commitments. Selectman Ham recommended that Burbank reach out to our new State Representative, Bonnie Ham for guidance and input as well.

### **2021 Town Meeting**

Town Manager Burbank wanted to discuss possible scenarios for holding the 2021 Town Meeting. Robinson feels at this point it is all conjecture, and they will have to wait to see where things are at in the coming months. Selectman Ham suggested reaching out to Moderator Wetherell and invite him to a meeting to discuss this further. Robinson suggested holding this meeting with Wetherell on January 4<sup>th</sup>. Burbank added that he has also provided the board with NHMA's recommended guidance for town's holding their Annual Meeting (*see attached*).

### **OLD BUSINESS:**

#### **South Peak Litigation**

There was a brief discussion concerning a letter Chief Beard came across from 2009 in reference to South Peak.

#### **Level of Service Statement**

Chairman Robinson asked if the level of service statement is being worked on. Town Manager Burbank responded that Weston & Sampson (W&S) is currently working on this, and Robinson suggested that this item be added to his "on-going activities" on his Town Manager's Report. Robinson also asked if it was possible to have W&S present this to the board within the next two (2) weeks in order to be prepared budgetarily for Town Meeting. Burbank noted he would reach out to W&S immediately to see if he could arrange for this meeting. Robinson asked about the pressure reducing valve and if the town will need additional funding for this as well, above and beyond the grant money. Robinson noted he was very concerned that the town will lose this grant money if they don't get this water tank project up and running. Burbank responded that he has been in touch with Northern Borders Regional Commission (NBRC) about extending the grant agreement, and was told that all the town has to do is to submit a written request to Northern Borders requesting an extension.

#### **Election CARES ACT Funding**

Chairman Robinson read the following email received from Town Clerk Kristyn Brophy:

*"After the Town Clerk session with the Secretary of State & ElectionNet last Tuesday, it was brought to my attention that the intent of the CARES Act funds was to compensate the Election Workers. We have been approved for a total of \$1,752.14 (we have received \$452.01 and the remaining \$1,300.13 was to be printed this week). I have attached the letter from Bob Fitch (Elections Council, Assistant Secretary of State) for your reference (see attached). Each town is responsible for distributing the funds if/how they see fit (i.e., to cover overtime for hourly employees, distributing certain dollar amounts based on position (i.e., ballot clerks, Moderators, Supervisors, Town Clerk), split up based on involvement of processing absentee ballots (before, during, and after elections) or whether they only worked during Election Day. It is ultimately up to the Board to decide what to do with these funds, but I would like to advocate and explain*

*that there was a lot of hard work and long hours that went into making sure that the last two elections ran as smoothly as they did, and I think it would be much appreciated amongst those involved to receive some sort of monetary compensation. Please let me know your thoughts or if you have any questions or need further explanation.”*

Selectman Ham suggested that this money be evenly divided amongst all election workers for all of their hard work. Robinson responded that there was a lot of work being done prior to the election(s) and some staff was working way before Election Day to get out absentee ballots and early voting. Ham agreed to meet with Kristyn Brophy to discuss further prior to making any decisions.

#### **Covid Holiday Bonus for Town Staff**

Town Manager Burbank commented that the Police and Fire Departments received stipends during the early onset of the Covid crisis, and noted that other staff who continued to work throughout the crisis did not receive any stipends, and he would like to do something for these staff members. Ham asked Burbank to put a proposal together and submit it to the board so that they could discuss at the next meeting.

#### **Levee Extension**

There was a brief discussion about the levee extension, and the town potentially sponsoring this extension. Chairman Robinson said it would be up to Mr. Sakakeeny and the homeowners to present a proposal to the board with their request.

#### **NEW BUSINESS:**

##### **Ad Hoc Water Committee Meeting**

Selectman Ham reminded the board that there is a Water Committee meeting scheduled for Thursday, December 17<sup>th</sup> at 3pm.

##### **North Country Council USDA Solid Waste Grant**

Chairman Robinson read a letter received from North Country Council seeking letters of support from member communities to aid them in winning a Solid Waste and Technical Support Grant (*see attached*). Robinson suggested Town Manager Burbank forward a letter of support.

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#### **VII. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) Personnel Issue, FairPoint Assessment, attorney correspondence, mediation**

**MOTION: “To go into Non-public session pursuant to RSA 91-A:3 (III) (c)”**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

**The BOS went into Non-public session at 8:05 p.m.**

**MOTION: “To re-enter public session.”**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

The Board came back into public session at 8:35 p.m.

Upon re-entering public session, the Board of Selectmen announced that “the Town is going to participate in the mediation process with FairPoint.”

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## VII. ADJOURNMENT

With no further business to attend to, the Board made the following motion:


**MOTION: "To adjourn."**

**Motion: OJ Robinson**

**Second: Jayne Ludwig**


**All in favor.**


The meeting adjourned at 8:36 p.m.

  
Respectfully Submitted,  
Jane Leslie

Approval Date: January 4, 2021

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Chairman O.J. Robinson

  
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Tamra Ham

  
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Jayne Ludwig





# Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

## FY 2019 SAFER Grant Program

### Frequently Asked Questions (FAQs)

#### What's new for the FY 2019 SAFER Grant Program?

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- FY 2019 SAFER Grant Program applications must be submitted in the FEMA GO system.
- Job sharing (i.e., utilizing more than one person) to fill the SAFER-funded positions under the Hiring of Firefighters Activity is no longer eligible.
- The Staffing Maintenance Level is determined based on the budgeted operational positions at the time of the application, plus the number of SAFER Grant Program-funded positions.
- A logbook for the purchase and issuance of gift cards is now required for the Recruitment and Retention of Volunteer Firefighters Activity. The logbook should include the name of the recipient, date, value of gift card, reason for issuance, and the signature of the recipient. Gift cards should be issued to operational firefighters who have completed the minimum firefighter training required by the authority having jurisdiction.

#### What is the purpose of the SAFER Grant Program?

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

To achieve this purpose, the SAFER Grant Program is a competitive, discretionary grant program comprised of two activities:

- 1) **Hiring of Firefighters Activity** provides federal financial assistance to help fire departments hire new firefighters or change the status of part-time or paid-on-call firefighters to full-time firefighters. The goal is to improve fire department staffing levels to ensure that an adequate number of personnel respond and safely perform at incident scenes and provide protection from fire and fire-related hazards within communities. **This activity provides three-year grants to assist fire departments by paying a portion of the salaries and benefits of the SAFER-funded positions.**
- 2) **Recruitment and Retention of Volunteer Firefighters Activity** assists fire departments and national, state, local, or federally recognized tribal organizations with the recruitment and/or retention of volunteer firefighters. The goal of this program is to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies likely to occur within the fire department's geographic response area. **Recruitment and Retention of Volunteer Firefighters Activity grants can have a period of performance of one to four years.**

#### How much funding is available for the FY 2019 SAFER Grant Program?

A total of \$350,000,000 has been appropriated for the FY 2019 SAFER Grant Program.

The following specific funding parameters are either required by law or are the outcome of recommendations from the Criteria Development Panel (CDP). Each requirement is identified below, followed by the source of the requirement which is noted in parentheses:

- 10 percent is set aside for the recruitment and retention of volunteer firefighters activity. (15 U.S.C. § 2229a(a)(2))

- No more than 33 percent of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters (CDP)
- 10 percent is set aside for grants awarded to volunteer or majority volunteer departments for the hiring of firefighters. A majority volunteer fire department is made up of more than 50 percent of personnel who do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. It may be necessary to go out of rank order to select a sufficient number of applications in order to meet the 10 percent requirement. (15 U.S.C. § 2229a(a)(1)(H))

If less than 10 percent of the funds available for the hiring of firefighters are awarded to volunteer and majority volunteer fire departments, the remaining funds must be transferred to provide grants for the recruitment and retention of volunteer firefighters. (15 U.S.C. § 2229a(a)(1)(H))

#### **What is the maximum amount of funding an applicant can be awarded?**

There is no maximum award amount for grant awards made under the FY 2019 SAFER Grant Program.

#### **Can a department apply for both SAFER Grant Program activities - Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity?**

Yes. However, departments interested in applying for both a Hiring of Firefighters Activity and a Recruitment and Retention of Volunteer Firefighters Activity grant must submit **two separate applications, one for each activity**. Each application will require unique narrative statements for all application sections.

#### **Are SAFER Grant Programs “renewable” after the period of performance?**

No. The SAFER Grant Program is a competitive/discretionary grant program. Program funding is not renewable, and funding is only available to grant recipients during the period of performance associated with the award. Current or former grant recipients do not have a competitive advantage over applicants who have not previously received a SAFER Grant Program award.

### **Hiring of Firefighters Activity**

#### **Who is eligible to apply for funding in the Hiring of Firefighters Activity?**

Career, combination, and volunteer fire departments may apply for funding in the Hiring of Firefighters Activity.

#### **What are the eligible expenses in the Hiring of Firefighters Activity?**

Only the salary and associated benefits (actual payroll expenses) for the SAFER-funded positions are eligible. Costs are reimbursable only if they are included as a part of the standard salary and benefits package available to all operational firefighter positions and are contractually obligated. In addition, only the salary and benefit costs for regularly scheduled and contracted operational shift hours are eligible for reimbursement with SAFER Grant Program funding.

#### **Will the SAFER Grant Program Hiring of Firefighters Activity pay for raises or increases to firefighter pay or benefits in years two and three?**

No. The federal portion of grant funds for years one, two, and three is based on the usual annual cost of a first-year (i.e., entry-level) firefighter in your department at the time the grant application was submitted. “Usual annual costs” includes the base salary (excluding non-FLSA overtime) and the standard benefits package (including the **average** health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year (i.e., entry-level) firefighters





### **What are some of the expenses ineligible for reimbursement in the Hiring of Firefighters Activity?**

- The salaries and benefits of full-time firefighters who are employees at the time of grant award are ineligible to be funded under this grant.
- Pre-application costs, such as grant writer fees, administrative costs (e.g., physicals/medical exams, background checks, etc.), and indirect costs associated with the hiring of firefighters are ineligible.
- Costs to train and equip firefighters (e.g., Personal Protective Equipment (PPE)/Turnout Gear) are ineligible. However, the salaries and benefits of SAFER Grant Program-funded firefighters—while engaged in training—are eligible.
- Costs for uniform allowances that are not contractually obligated and included as part of the standard benefits package for all employees or reimbursed via payroll are ineligible.
- Annual physical/medical exams and entry-level physical/medical exams for SAFER-funded positions are ineligible for reimbursement. Overtime costs (except overtime costs that are routinely paid as a part of the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA)) are ineligible.
- Costs to fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position) are ineligible.
- Job-shared positions (i.e., a position occupied by more than one person) are ineligible.

### **What type of firefighter positions will be funded?**

Under the FY 2019 SAFER Grant Program, only new, additional full-time positions, or positions intended to change the status of part-time or paid-on-call firefighters to full-time firefighters will be funded. In either case, the positions must be above and beyond the budgeted number of positions at the time of application.

Full-time positions are those that are scheduled for at least 2,080 hours per year (e.g., 40 hours per week, 52 weeks per year).

Since the goal of the SAFER Grant Program is to enhance incident scene safety, all applicants must certify that the primary assignment (more than 50 percent of the time) of all SAFER-funded positions will be on an operational fire suppression vehicle, regardless of collateral duties. Volunteer and mostly volunteer fire departments may hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer, etc.) in addition to their primary operational assignment.

### **Is there a waiver that would allow us to retain firefighters facing layoff?**

No. The SAFER Grant Program may only be used to hire new, additional firefighters or to change the status of part-time or paid-on-call firefighters to full-time firefighters. There is no waiver for this requirement.

### **How much time does a department have to hire SAFER Grant Program-funded positions?**

For all grant recipients awarded under the Hiring of Firefighters Activity, a default 180-day recruitment period begins when the application is approved for an award (i.e., the offer of award date).

The three-year period of performance automatically begins after the 180-day recruitment period, regardless of whether the grant recipient has successfully hired the awarded positions or not. To maximize the available federal share of funding, departments should take steps to fill the SAFER-funded positions within the 180-day recruitment period. The salary and benefit costs for the SAFER-funded positions may only be billed to the grant during the period of performance.

There are no extensions to the grant period of performance. If a department experiences any delays in filling the SAFER Grant Program positions, the delay may lead to unexpended grant funding that must be returned to the Department of Treasury at the end of the period of performance. If the SAFER Grant Program positions are filled before the start of the period of performance, departments may submit an amendment requesting to start the grant period of performance early.

**Can the start date of the period of performance be delayed if a department is unable to hire the SAFER-funded positions during the 180-day recruitment period?**

No. The period of performance may not be delayed or started later than 180 days after the offer of award date.

**What is the period of performance under the Hiring of Firefighters Activity?**

The FY 2019 SAFER Grant Program period of performance for the Hiring of Firefighters Activity is a consecutive three-year period.

**Are firefighters hired before the offer of award date eligible under the Hiring of Firefighters Activity?**

No. Full-time firefighters hired before the offer of award date are ineligible under the Hiring of Firefighters Activity.

**How does the SAFER Grant Program define the “offer of award date?” Is this the first day of the period of performance?**

The SAFER Grant Program defines the “offer of award date” as the date that the SAFER Grant Program award notification letter is sent to the recipient through the FEMA GO system.

**What are the cost-share requirements for the Hiring of Firefighters Activity?**

The Hiring of Firefighters Activity award recipients are required to contribute non-Federal funding as described below.

**Position Cost Limit (Waiver Available):**

The amount of Federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed—

- in the first and second years of the grant, 75 percent of the usual annual cost of a first-year firefighter employed by that department at the time the grant application was submitted; and
- in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter employed by that department at the time the grant application was submitted.

“Usual annual costs” includes the base salary (exclusive of non-FLSA overtime) and standard benefits package (including the **average** health, dental, and vision costs, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year (i.e. entry-level) firefighters.

**Cost Share (Wavier Available):**

In addition to the Position Cost Limit, the Federal portion of the costs of hiring new firefighters under this grant may not exceed:

- 75 percent of the actual costs incurred in the first and second years of the grant; and
- 35 percent of the actual costs incurred in the third year of the grant.

**What is a waiver?**

In cases of demonstrated economic hardship, and upon the request of the recipient, the Federal Emergency Management Agency (FEMA) Administrator may waive or reduce the cost-share, position cost limit, minimum budget, or supplanting requirements. The SAFER Grant Program Hiring of Firefighters Activity grant recipients may apply for one, two, three, or all four of the available waivers.

**How do I apply for a waiver?**

Applicants must indicate their interest in applying for an economic hardship waiver within the FY 2019 SAFER Grant Program application and submit supporting documentation for the waiver(s) to the application.

**What information is needed to support a waiver request?**

FEMA has issued [Information Bulletin No. 427, Economic Hardship Waivers: AFG Grant Program, FP&S Grant Program, and SAFER Grant Program](#). Detailed information on the required documentation that must be

submitted for a waiver can be found in Information Bulletin No. 427.

**Does a department have to retain the SAFER Grant Program-funded positions after the grant concludes?**

No. FY 2019 SAFER Grant Program award recipients are under no obligation to retain the SAFER Grant Program-funded positions after the conclusion of the period of performance.

**Are extensions to the SAFER Grant Program period of performance allowable under the Hiring of Firefighters Activity?**

No. Extensions to the period of performance are not allowable under the FY 2019 Hiring of Firefighter Activity grants. Therefore, to maximize the available federal share of funds, departments should take the necessary steps to ensure all SAFER-funded positions are hired within the 180-day recruitment period or as close to the start of the period of performance as possible. Departments should also take active and timely steps to fill any SAFER Grant Program positions that become vacated during the grant period of performance. In writing an application, departments should carefully consider how may new firefighters they can realistically hire within the 180-day recruitment period.

**Can Hiring of Firefighters Activity grant recipients submit a payment request for pre-award expenditures?**

No. Pre-award expenditures are not reimbursable under the Hiring of Firefighters Activity. Only salary and benefit costs incurred during the grant's period of performance are allowable. **Full-time firefighters hired before the offer of award date are ineligible for SAFER Grant Program funding.**

**The 2019 SAFER Notice of Funding Opportunity (NOFO) states that grant recipients cannot layoff any firefighters during the period of performance. If the department loses positions due to retirement or other attrition, must those vacancies be filled?**

Yes. During the grant period of performance, recipients of the FY 2019 SAFER Grant Program Hiring of Firefighters Activity are required to maintain the level of budgeted (filled and vacant positions) operational staffing that existed at the time of application, in addition to filling and retaining the SAFER Grant Program-funded positions.

Once awarded, grant recipients under the Hiring of Firefighters Activity must submit a pre-SAFER roster listing all paid operational/firefighting personnel (including budgeted but vacant positions) positions, in support of NFPA 1710 or NFPA 1720, as of the date the application was submitted. The paid operational/firefighting positions budgeted (filled and vacant positions) at the time of the application submission will be combined with the number of awarded SAFER Grant Program-funded positions to establish the required staffing maintenance level. Once the staffing maintenance level is established, grant recipients must agree to maintain this number of filled and vacant operational positions throughout the entire period of performance and take active and timely steps to fill any operational or SAFER Grant Program-funded vacancies.

Grant recipients who are unable to fill pre-SAFER (filled and vacant positions) firefighting positions (due to documented economic hardship) that are vacated through attrition (e.g., resignation, retirement) may petition FEMA for a waiver of the staffing maintenance level requirement. An approved staffing maintenance level waiver allows a grant recipient to decrease and re-establish the agreed-upon staffing maintenance level by the number of positions that a grant recipient is unable to fill. To qualify for this waiver, the economic hardship must affect the entire public safety sector in a grant recipient's jurisdiction, not solely the fire department. **Waivers will not be granted for SAFER-funded positions. Grant recipients who fail to maintain SAFER-funded positions risk losing federal funding awarded under this grant.**

**How much time does a department have to fill an operational position that becomes vacant?**

Departments must demonstrate that they are taking active and timely steps to fill any operational positions vacated during the grant's period of performance.



### **Is there an option for veteran's funding in the FY 2019 SAFER Grant Program?**

No. There is no option for veteran's funding in the FY 2019 SAFER Grant Program.

## **Recruitment and Retention of Volunteer Firefighters Activity**

### **Who is eligible to apply for funding of the Recruitment and Retention of Volunteer Firefighters Activity?**

Combination fire departments; volunteer fire departments; and national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters may apply for funding of the Recruitment and Retention of Volunteer Firefighters Activity. Career fire departments are ineligible to apply for funding associated with this activity.

### **What are examples of eligible costs under the Recruitment and Retention of Volunteer Firefighters Activity?**

Applicants must correlate the activities for which funding is being requested with the identified recruitment and/or retention problems/issues being addressed. Additionally, FEMA will not provide funding for a budgeted line item if an applicant does not provide enough information detailing how the item and/or activity will enhance the recruitment and retention of volunteer firefighters.

For specific examples of eligible costs, please refer to Appendix B – Programmatic Information and Priorities in the FY 2019 SAFER NOFO.

### **What are some ineligible expenses in the Recruitment and Retention of Volunteer Firefighters Activity?**

Examples of ineligible expenses include but are not limited to the following:

- Costs incurred outside of the period of performance, except for grant writer fees as described in the FY 19 SAFER NOFO;
- Computers in common areas or individual computers for training/education;
- Salary and benefits for firefighters;
- Fire suppression equipment;
- Vehicles;
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulator, etc.);
- Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters);
- Annual medical exams (not including NFPA 1582 physicals for new recruits) for members on the department's membership roster before the offer of award date;
- Costs for training currently covered under the department's operating budget, such as tuition or instructor fees for department-mandated, basic-level training; and
- "Giveaways," such as pencils, pens, t-shirts, cups, mugs, or balloons for recruitment events.

For the full list of ineligible costs, please refer to Appendix B – Programmatic Information and Priorities in the FY 2019 SAFER NOFO.

### **What is a waiver?**

In cases of demonstrated economic hardship, and upon the request of the recipient, the FEMA Administrator may waive or reduce the Minimum Budget Requirement under the Recruitment and Retention of Volunteer Firefighters Activity.

### **How do I apply for a waiver?**

Applicants must indicate their interest in applying for an economic hardship waiver within the FY 2019 SAFER Grant Program online application and must attach supporting documentation to the application.

**What information is needed to support our waiver request?**

FEMA has issued [Information Bulletin No. 427, Economic Hardship Waivers: AFG Grant Program, FP&S Grant Program, and SAFER Grant Program](#). Detailed information on the documentation needed can be found in Information Bulletin No. 427.

**How is “new recruit” defined according to the SAFER Grant Program?**

The SAFER Grant Program defines a “new recruit” as someone who has joined the department as an operational/fire suppression member after the offer of award date (the date of the award notification email in FEMA GO) or an existing member who changes their status to an operational/fire suppression member after the offer of award date.

**Is communications equipment eligible for reimbursement under the FY 2019 SAFER Grant Program?**

No. All communications equipment including but not limited to cell phones, pagers, portable radios, or Computer-Aided Dispatch systems are ineligible for reimbursement under the FY 2019 SAFER Grant Program

**Can Personal Protective Equipment (PPE) be purchased under the Recruitment and Retention of Volunteer Firefighters Activity? If so, what are the requirements?**

Yes. OSHA-required and NFPA-compliant PPE is eligible for **new recruits only**, and reimbursement will be limited to the number of new recruits who have successfully passed an NFPA 1582-compliant physical exam and are certified as “fit for duty.” Only actual costs are allowed and will be paid on a reimbursable basis; costs may be limited to reasonable amounts as determined by FEMA based on current market research. Grant recipients will be required to provide documentation of completed NFPA 1582 physicals as well as documentation, including invoices and receipts, to support the purchase of the PPE.

Please refer to Appendix B – Programmatic Information and Priorities in the FY 2019 SAFER NOFO for additional details on eligible PPE expenditures and requirements.

**What activities are allowable for new recruits only under the Recruitment and Retention of Volunteer Firefighters Activity?**

PPE, station duty uniforms, and NFPA-1582 compliant physicals are only eligible for new recruits.

**What types of tuition reimbursement are ineligible for reimbursement?**

The FY 2019 SAFER Grant Program does not limit the type of tuition reimbursement an applicant may apply for, and funding for tuition does not have to be related to fire science or related fields. However, funding awarded for tuition reimbursement may not be used to repay current or past student loans. Only classes taken and completed during the period of performance are eligible for reimbursement under an approved tuition assistance line item.

**Do Recruitment and Retention of Volunteer Firefighters Activity award recipients need to submit training certificates?**

While grant recipients are not required to submit these documents, training certificates, as well as any grant-related documents, must be retained by the grant recipient for a minimum of three years after the submission of the final expenditure report. Please note that FEMA may request to review your grant file at any time. Files may need to be retained for a longer period, such as due to audit, litigation, or other review or for other reasons listed in 2 C.F.R. § 200.333.

**Can a grant recipient submit a payment request for pre-award expenditures?**

Generally, except for grant writer fees, pre-award expenditures are ineligible for reimbursement under the Recruitment and Retention of Volunteer Firefighters Activity. Only costs incurred during the grant period of performance are allowable and eligible for reimbursement.

See the Pre-Award Cost section in the FY 2019 NOFO for the specific requirements about pre-award costs.



**Is there a matching funds/cost-share requirement for the Recruitment and Retention of Volunteer Firefighters Activity?**

No. There is no matching funds or cost-share requirement for this activity and there is no maximum federal share limit.

**Is an extension to the SAFER Grant Program period of performance allowable under the Recruitment and Retention of Volunteer Firefighters Activity?**

Extensions to the period of performance are generally unallowable. FEMA may consider extension requests only in extenuating circumstances (such as those fire departments whose operations were significantly impacted due to presidentially declared disasters).

**Are administrative or indirect costs eligible for reimbursement?**

Management & Administrative (M&A) are allowable but are limited to three percent of the total awarded amount.

Indirect costs are allowable under the Recruitment and Retention of Volunteer Firefighters Activity as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application.

This indirect cost rate is established by a federal department or agency for the grant recipient's organization that the grant recipient uses to compute the dollar amount they can charge to the grant for indirect costs incurred during the execution of the grant agreement (Information about indirect cost rate agreements may be found at <http://rates.psc.gov/>).

Before submitting any claims for reimbursement of indirect costs, applicants must first submit a copy of their negotiated and approved indirect cost rate agreement or proposal, along with the SAFER application number, to FEMA at [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov) for review and approval. The indirect cost rate is applicable as long as it is consistent with the established terms of the agreement.

**What qualifies as a "nominal stipend?"**

Nominal stipends are eligible for firefighters whose primary duty is an operational assignment (fire suppression), regardless of collateral duties. A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. The nominal stipend may include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur during the period of performance. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full-time firefighters on their payrolls may compare the stipend to the salary paid to a full-time firefighter who performs similar duties to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full-time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full-time firefighter in a neighboring jurisdiction, elsewhere in the state, or ultimately the nation. They may also utilize data from the Department of Labor's Bureau of Labor Statistics.

If a stipend exceeds 20 percent of the prevailing wage, the firefighter receiving compensation would not qualify as a volunteer and would be considered an employee who may be covered by the FLSA minimum wage and overtime provisions. Therefore, they would be ineligible for a stipend under the grant.

**How do you define a paid-on-call firefighter?**

The FY 2019 SAFER NOFO defines paid-on-call firefighters as those who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters,

depending on whether the stipend they receive is a nominal stipend. For the purposes of the SAFER Grant Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Grant Program, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also, refer to the definition of a nominal stipend in the FY 2019 SAFER NOFO.

## **Recruitment and Retention Activity Regional Applications**

### **Who may apply for a regional grant?**

Eligible volunteer and combination fire departments may apply for regional Recruitment and Retention of Volunteer Firefighters Activity if their request will have a direct regional impact or local benefit beyond the immediate boundaries of the applicant's first-due response area. An eligible applicant will serve as the "host applicant" and should apply on behalf of the other fire departments benefitting from the grant.

Direct benefit means that other fire departments/organizations will receive a portion of the grant awarded funds, or the department will receive items purchased with the grant funds.

**Note:** The Hiring of Firefighters Activity is not eligible as a regional project.

### **I'm planning to apply as the host department for a regional project. How do I answer the questions in the online application?**

When completing the application, the applicant must include a list of participating third-party organizations (including point of contact information) that will directly benefit if awarded. In completing the application, the regional applicant must include data that approximate the combined characteristics of all fire departments affected by the grant.

### **I'm applying as the host for a regional project, but I also have needs in my own department. Can I include my own department needs in the application?**

Yes. An eligible applicant may act as a "host applicant" and apply for support of both a regional initiative and its own department's internal needs in one application.

A regional host must include a list of all the participating organizations, including the point of contact information and Employer Identification Number (EIN), benefitting from a proposed regional project, and provide clear and detailed information on which activities are regional-specific versus those that are host-specific.

If awarded, the host applicant must agree to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for all assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, before applying under the Regional Program activities.

## **Eligibility**

### **Who is eligible for SAFER Grant Program funding?**

Eligible departments or organizations are limited to one application for Recruitment and Retention of Volunteer Firefighters Activity funding and one application for Hiring of Firefighters Activity funding per application period. Your organization type determines your eligibility for SAFER Grant Program application categories.

Entity	Volunteer Fire Departments	Combination Fire Departments	Career Fire Departments	National, state, local, or federally recognized tribal volunteer firefighter interest organizations
<b>Hiring of Firefighters Activity</b>	✓	✓	✓	
<b>Recruitment and Retention of Volunteer Firefighters Activity</b>	✓	✓		✓

**Can a career fire department apply under the Recruitment and Retention of Volunteer Firefighters Activity?**

No. Career fire departments are ineligible to apply for Recruitment and Retention of Volunteer Firefighters Activity grant funding. They are only eligible for funding associated with the Hiring of Firefighters Activity.

**I represent a volunteer firefighter interest organization that received a Fire Prevention and Safety (FP&S) Activity grant. Are we also eligible to receive additional funding from a SAFER Grant Program activity?**

Yes. National, state, local, or federally recognized tribal volunteer firefighter interest organizations that represent the interests of volunteer firefighters are eligible to receive funding under the Recruitment and Retention of Volunteer Firefighters Activity regardless of whether they received an FP&S Activity grant. However, these organizations are ineligible for funding associated with the Hiring of Firefighters Activity.

**If my fire department was recently awarded an AFG Grant, can we still apply for SAFER Grant Program funding?**

Yes. While the SAFER Grant Program and the Assistance to Firefighters Grants (AFG) are administered by the same office, there are no restrictions concerning one department having concurrent awards. However, the SAFER Grant Program award should supplement the AFG award and cannot be for the same activities or expenditures for the same members.

**Is an independent rescue squad or emergency medical services unit eligible for SAFER Grant Program funding?**

No. Independent rescue squads or emergency medical services units are ineligible for SAFER Grant Program funding. Only fire departments and national, state, local, or federally recognized tribal volunteer firefighter interest organizations are eligible for the SAFER Grant Program.

**If my department was awarded SAFER Grant Program funding in a previous year that still has an active performance period, are we eligible to apply for additional SAFER Grant Program funding this year?**

Yes. Applicants are eligible to receive and manage more than one SAFER Grant Program award. Applicants wishing to apply for additional grants are subject to the same guidelines and requirements as discussed in the FY 2019 SAFER NOFO and must indicate if the activities they are requesting are new initiatives or if they are building upon the previously awarded program. The grant activities requested in the new application should supplement the current award and cannot be for the same activities or expenditures for the same members as the currently awarded SAFER Grant Program.



## Definition of Applicant Types

### How do I determine whether I represent a volunteer, combination, or career fire department?

- A **volunteer fire department** has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be a majority volunteer department if more than 50 percent of its membership is comprised of personnel who do not receive financial compensation for services.
- A **career department** has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).
- A **combination department** has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services other than life, health, and workers' compensation insurance.

Additionally, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend is considered a combination fire department for the purposes of this program.

### How do you define a national, state, local, or federally recognized tribal volunteer firefighter interest organization?

These are defined as organizations that support or represent the interests of firefighters to legislative bodies at the local, state, federally recognized tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether a volunteer firefighter interest group applicant is eligible for SAFER Grant Program funding.

### The SAFER Grant Program prohibits "for-profit" organizations from applying for grant funding. How do I determine if my department is a not-for-profit organization?

If you are a municipally based organization, (i.e., an organization providing services on behalf of a governmental entity), or if you are registered with the IRS as a 501(c)(3) corporation, you are eligible to receive SAFER Grant Program funding.

## Completing the Application

### When can I apply?

Applications will only be accepted only from 8:00 a.m. Eastern Time (ET) on **Monday, April 13, 2020**, until 5:00 p.m. ET on **Friday, May 15, 2020**.

### When is the grant application due?

The application deadline is **Friday, May 15, 2020**. Applications must be received by 5:00 p.m. ET. Applications received after the close of the application period will not be accepted.

### How do I access the FY 2019 SAFER Grant Program online application?

The online FY 2019 SAFER Grant Program application is available through the Assistance to Firefighters Grant Program's FEMA GO (FEMA Grants Outcomes) application portal at <https://go.fema.gov>. The application will also be linked with the US Fire Administration's (USFA) website <http://www.usfa.fema.gov> and the Grants.gov website <http://www.grants.gov>.

### **Can I apply for the FY 2019 SAFER Grant Program using a paper application process?**

No. All FY 2019 SAFER Grant Program applications must be completed online through the FEMA GO system. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

### **Technical Assistance to Applicants**

#### **Where can I obtain technical assistance in filling out the application?**

The SAFER Grant Program Help Desk at 866-274-0960 will be available to provide technical assistance with completing your SAFER Grant Program Application.

Normal business hours for the Help Desk are Monday through Friday from 8:00 a.m. to 4:30 p.m. Eastern Time (ET). During the application period, the Help Desk will be staffed between the hours of 8:00 a.m. and 4:30 p.m. ET, Monday through Friday; and until 5:00 p.m. ET on **Friday, May 15, 2020**. However, these hours may change as the application period progresses. The toll-free number also accepts voicemail messages after hours or if the line is busy. Questions may also be e-mailed to [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov).

#### **Which internet browsers are compatible with FEMA GO?**

FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 73 or higher), or Chrome (version 80 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

#### **What is the "Request Details" section of the application?**

The Request Details section is where applicants answer activity-specific questions and enter the budget details of their grant proposal. This is the section where Departments enter the specific items or activities for which they are requesting SAFER Grant Program funding. Please note that activities noted in the narrative portion of the application, but not included in the Request Details section, will not be funded. Only items specifically noted in the Request Details section can be funded.

#### **Do I need to register with SAM.gov?**

Yes. Per 2 CFR § 25.205, SAM registration is required to both begin and submit a SAFER Grant Program application in the FEMA GO system. Organizational SAM.gov registrations are only active for one year and must be renewed annually. Therefore, applicants must ensure the applicant entity has a valid and active registration in SAM.gov before starting an application.

However, in conjunction with the Office of Management and Budget's (OMB) memo, M-20-17, dated March 19, 2020, Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations, FEMA is providing short-term flexibility with SAM registration (2 C.F.R. § 200.205) in that SAM registrations expiring before May 16, 2020 will be afforded a one-time 60-day extension. U.S. General Services Administration (GSA) will be automatically extending SAM registration by 60 days for existing registrations set to expire before May 17, 2020. Applicant should contact SAM.gov questions or concerns about their SAM registration.

Applicants who do not have a SAM registration will still need to register in order to begin an application.

FEMA may not make an award or provide an alternate application submission process to an entity until the entity has complied with the requirement to provide a valid DUNS number and maintain an active SAM.gov registration with current information. If the applicant is noncompliant with this requirement at the time of the application submission deadline, then the application will not be considered for a federal award.

The submission of payment requests and amendments are also contingent on the information provided in the



entity's SAM.gov registration. It is imperative that all information in the application is correct, current, and matches the information in the SAM.gov registration. Please ensure that your organization's name, address, DUNS number, and EIN are up to date in SAM.gov and that the DUNS number used in SAM.gov is the same number used to apply for all other FEMA grant program awards.

More information on SAM.gov may be located in the FY 19 SAFER NOFO and on the [AFGP Website](#). If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

## **National Standards for the SAFER Grant Program**

### **What standards does the SAFER Grant Program involve?**

The industry minimum standards to be addressed by the SAFER Grant Program are the staffing and deployment sections of **NFPA 1710, Section 5.2.4.1 (Single Family Dwelling Initial Full Alarm Assignment Capability)**, which primarily applies to all-career fire departments and at the combination department's election; and **NFPA 1720 Section 4.3 (Staffing and Deployment)**, which primarily applies to all-volunteer fire departments and combination departments that do not elect to comply with NFPA 1710. The NFPA established a website providing information regarding these standards, available at <http://www.nfpa.org/freeaccess>.

### **NFPA 1001**

#### **Standard for Firefighter Professional Qualifications (FFI and II)**

This standard identifies the minimum job performance requirements for career and volunteer firefighters whose duties are primarily structural in nature. The purpose of this standard is to specify the minimum job performance requirements for firefighters. It is not the intent of the standard to restrict any jurisdiction from exceeding these requirements.

### **NFPA 1582**

#### **Standard on Comprehensive Occupational Medical Program for Fire Departments**

To help fire departments ensure that personnel are medically capable of performing their required duties, the 2013 NFPA 1582 incorporates current research and knowledge to present the latest provisions for a comprehensive occupational medical program. The Standard provides separate chapters for the medical evaluation of candidates/prospective employees and for the occupational medical and fitness evaluations for fire department members. Requirements are evaluated against the essential job tasks based on several NFPA Professional Qualification Standards and apply to career, volunteer, private, industrial, governmental, and military fire departments. For specific physical requirements, Recruitment and Retention of Volunteer Firefighters Activity applicants should refer to **NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members** (<http://www.nfpa.org/freeaccess>).

Additional information on implementing NFPA 1582 physicals can also be found at <https://fstaresearch.org/roadmap>.

## **National Fire Incident Reporting System (NFIRS)**

### **Do applicants who apply for SAFER Grant Program funding have to report to the National Fire Incident Reporting System (NFIRS)?**

No. FEMA does not require FY 2019 SAFER Grant Program applicants to report to NFIRS.

## **National Incident Management Systems (NIMS)**

**Do fire departments that receive SAFER Grant Program funding awards have to comply with the requirements of the National Incident Management System (NIMS)?**

Yes. Any applicant who receives an FY 2019 SAFER Grant Program funding award must achieve the level of NIMS compliance required by the authority having command and control jurisdiction over the applicant's emergency service operations, before the end of the grant's period of performance. SAFER Grant Program applicants are not required to comply with NIMS either to apply for SAFER Grant Program funding or to receive a SAFER Grant Program funding award.

**For Regional applications, are all the benefiting fire departments required to be NIMS compliant or just the host applicant?**

Yes. All departments receiving equipment or services from a regional SAFER Grant Program must be compliant with all local edicts regarding NIMS.

## **Help FEMA Prevent Fraud, Waste, and Abuse**

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email [DHSOIGHOTLINE@dhs.gov](mailto:DHSOIGHOTLINE@dhs.gov)



Lindsey M. Stepp  
Commissioner

Carolynn J. Lear  
Assistant Commissioner

**State of New Hampshire  
Department of Revenue Administration**

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
[www.revenue.nh.gov](http://www.revenue.nh.gov)



MUNICIPAL AND PROPERTY  
DIVISION

James P. Gerry  
Director

Samuel T. Greene  
Assistant Director

**EDUCATION TAX WARRANT  
FOR TAX YEAR 2021**

November 3, 2020

To the Selectmen or Assessors of Lincoln

In accordance with the provisions of RSA 76:8 II, you are hereby required to assess the sum of **\$1,855,168** for the 2021 Education Tax. Per RSA 76:3, this amount is based on a uniform rate of **\$1.825/1000** of the 2019 equalized valuation without utilities in the amount of **\$1,016,530,501**.

James P. Gerry, Director  
Municipal & Property Division

Note: This warrant amount will be used to calculate your locally assessed state education rate in the fall of 2021.

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)**

NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021 (Rounded to the nearest dollar)	TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019	RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825
		PER \$1,000 VALUE
<b>TOTALS</b>	<b>199,059,304,362</b>	<b>363,283,230</b>
Acworth	99,051,642	180,769
Albany	120,119,898	219,219
Alexandria	218,026,425	397,898
Allenstown	327,016,700	596,805
Alstead	183,327,417	334,573
Alton	1,973,730,596	3,602,058
Amherst	2,012,488,885	3,672,792
Andover	292,829,896	534,415
Antrim	273,934,911	499,931
Ashland	255,191,838	465,725
Atkinson & Gilmanton	905,340	1,652
Atkinson	1,187,684,667	2,167,525
Auburn	936,615,749	1,709,324
Barnstead	619,553,597	1,130,685
Barrington	1,175,450,581	2,145,197
Bartlett	1,239,115,022	2,261,385
Bath	120,847,195	220,546
Bean's Grant	0	0
Bean's Purchase	0	0
Bedford	4,268,070,603	7,789,229
Belmont	817,990,227	1,492,832
Bennington	127,935,212	233,482
Benton	26,732,401	48,787
Berlin	353,616,289	645,350
Bethlehem	290,407,657	529,994
Boscawen	294,859,896	538,119
Bow	1,204,211,758	2,197,686
Bradford	246,149,206	449,222
Brentwood	676,051,591	1,233,794
Bridgewater	417,496,069	761,930
Bristol	550,217,970	1,004,148
Brookfield	119,049,763	217,266
Brookline	690,911,393	1,260,913
Cambridge	10,220,554	18,653
Campton	429,140,331	783,181
Canaan	403,485,216	736,361
Candia	529,390,871	966,138

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)**

NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021 (Rounded to the nearest dollar)	TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019	RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825 PER \$1,000 VALUE
Canterbury	316,075,610	576,838
Carroll	380,752,251	694,873
Center Harbor	510,881,987	932,360
Chandler's Purchase	42,832	78
Charlestown	305,623,768	557,763
Chatham	59,682,515	108,921
Chester	727,662,829	1,327,985
Chesterfield	602,885,112	1,100,265
Chichester	337,069,329	615,152
Claremont	744,994,085	1,359,614
Clarksville	52,573,848	95,947
Colebrook	175,101,568	319,560
Columbia	77,985,662	142,324
Concord	4,004,593,744	7,308,384
Conway	1,792,189,907	3,270,747
Cornish	193,801,669	353,688
Crawford's Purchase	265,584	485
Croydon	97,098,881	177,205
Cutt's Grant	0	0
Dalton	100,032,340	182,559
Danbury	133,245,779	243,174
Danville	470,131,836	857,991
Deerfield	642,438,118	1,172,450
Deering	211,567,824	386,111
Derry	3,626,236,822	6,617,882
Dix's Grant	1,121,552	2,047
Dixville	8,918,594	16,276
Dorchester	43,208,989	78,856
Dover	3,886,932,845	7,093,652
Dublin	263,992,565	481,786
Dummer	34,720,608	63,365
Dunbarton	396,202,280	723,069
Durham	1,269,099,878	2,316,107
East Kingston	379,614,276	692,796
Easton	75,432,193	137,664
Eaton	113,289,698	206,754
Effingham	192,787,673	351,838
Ellsworth	16,914,984	30,870



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)**

<b>NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021 (Rounded to the nearest dollar)</b>	<b>TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019</b>	<b>RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825 PER \$1,000 VALUE</b>
Enfield	619,074,273	1,129,811
Epping	950,215,986	1,734,144
Epsom	506,818,328	924,943
Errol	79,693,082	145,440
Erving's Location	52,867	96
Exeter	2,374,604,905	4,333,654
Farmington	556,957,590	1,016,448
Fitzwilliam	258,384,739	471,552
Francestown	217,483,183	396,907
Franconia	326,185,317	595,288
Franklin	652,587,060	1,190,971
Freedom	599,202,956	1,093,545
Fremont	548,630,243	1,001,250
Gilford	2,116,177,335	3,862,024
Gilmanton	538,402,950	982,585
Gilsum	67,336,595	122,889
Goffstown	1,843,439,076	3,364,276
Gorham	228,438,363	416,900
Goshen	79,292,306	144,708
Grafton	134,167,683	244,856
Grantham	549,679,101	1,003,164
Greenfield	175,643,137	320,549
Greenland	927,951,008	1,693,511
Green's Grant	9,080,740	16,572
Greenville	115,193,827	210,229
Groton	119,007,254	217,188
Hadley's Purchase	0	0
Hale's Location	80,813,045	147,484
Hampstead	1,376,737,035	2,512,545
Hampton	3,946,630,196	7,202,600
Hampton Falls	543,316,877	991,553
Hancock	276,754,087	505,076
Hanover	2,511,005,691	4,582,585
Harrisville	217,362,744	396,687
Hart's Location	18,852,641	34,406
Haverhill	356,837,763	651,229
Hebron	313,683,293	572,472
Henniker	481,610,791	878,940

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)

NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021 (Rounded to the nearest dollar)	TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019	RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825 PER \$1,000 VALUE
Hill	93,952,333	171,463
Hillsborough	561,910,339	1,025,486
Hinsdale	276,491,686	504,597
Holderness	842,175,521	1,536,970
Hollis	1,536,007,510	2,803,214
Hooksett	2,324,191,883	4,241,650
Hopkinton	786,085,111	1,434,605
Hudson	3,448,934,840	6,294,306
Jackson	473,157,940	863,513
Jaffrey	527,944,741	963,499
Jefferson	140,774,339	256,913
Keene	1,914,717,842	3,494,360
Kensington	399,627,679	729,321
Kilkenny	0	0
Kingston	868,746,684	1,585,463
Laconia	2,511,955,724	4,584,319
Lancaster	282,967,821	516,416
Landaff	54,692,818	99,814
Langdon	59,802,988	109,140
Lebanon	2,408,828,700	4,396,112
Lee	594,022,219	1,084,091
Lempster	150,308,972	274,314
Lincoln	1,016,530,501	1,855,168
Lisbon	116,863,186	213,275
Litchfield	1,062,570,238	1,939,191
Littleton	845,687,762	1,543,380
Livermore	136,600	249
Londonderry	4,010,453,312	7,319,077
Loudon	663,714,605	1,211,279
Low & Burbank's Grant	0	0
Lyman	74,178,604	135,376
Lyme	370,999,204	677,074
Lyndeborough	216,341,414	394,823
Madbury	276,307,137	504,261
Madison	587,198,742	1,071,638
Manchester	11,431,334,728	20,862,186
Marlborough	204,765,405	373,697
Marlow	73,055,449	133,326

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)**

<b>NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021</b> (Rounded to the nearest dollar)	<b>TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019</b>	<b>RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825 PER \$1,000 VALUE</b>
Martin's Location	0	0
Mason	181,379,597	331,018
Meredith	2,323,072,369	4,239,607
Merrimack	3,934,747,937	7,180,915
Middleton	194,448,876	354,869
Milan	114,674,323	209,281
Milford	1,762,723,343	3,216,970
Millsfield	10,176,679	18,572
Milton	490,711,180	895,548
Monroe	88,509,382	161,530
Mont Vernon	315,752,008	576,247
Moultonborough	3,573,089,347	6,520,888
Nashua	11,499,464,127	20,986,522
Nelson	127,082,310	231,925
New Boston	739,942,173	1,350,394
New Castle	800,812,081	1,461,482
New Durham	531,953,635	970,815
New Hampton	326,209,403	595,332
New Ipswich	476,904,093	870,350
New London	1,307,965,445	2,387,037
Newbury	907,295,812	1,655,815
Newfields	289,667,493	528,643
Newington	604,396,825	1,103,024
Newmarket	1,065,252,293	1,944,085
Newport	458,226,636	836,264
Newton	608,762,925	1,110,992
North Hampton	1,273,756,518	2,324,606
Northfield	383,165,301	699,277
Northumberland	92,245,070	168,347
Northwood	608,515,521	1,110,541
Nottingham	748,744,169	1,366,458
Odell	3,162,927	5,772
Orange	33,125,901	60,455
Orford	157,535,390	287,502
Ossipee	800,160,213	1,460,292
Pelham	1,986,103,790	3,624,639
Pembroke	753,717,142	1,375,534
Penacook	384,439,491	701,602

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)**

NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021 (Rounded to the nearest dollar)	TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019	RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825 PER \$1,000 VALUE
Peterborough	785,324,771	1,433,218
Piermont	98,852,632	180,406
Pinkham's Grant	4,623,546	8,438
Pittsburg	316,066,005	576,820
Pittsfield	315,086,758	575,033
Plainfield	308,940,091	563,816
Plaistow	1,201,019,887	2,191,861
Plymouth	515,079,777	940,021
Portsmouth	6,599,370,581	12,043,851
Randolph	65,868,559	120,210
Raymond	1,167,260,865	2,130,251
Richmond	104,703,315	191,084
Rindge	682,485,868	1,245,537
Rochester	2,700,359,838	4,928,157
Rollinsford	324,070,773	591,429
Roxbury	26,197,681	47,811
Rumney	191,152,912	348,854
Rye	2,527,038,486	4,611,845
Salem	5,650,297,903	10,311,794
Salisbury	159,384,524	290,877
Sanbornton	537,987,380	981,827
Sandown	764,029,200	1,394,353
Sandwich	446,925,342	815,639
Sargent's Purchase	2,183,272	3,984
Seabrook	1,894,070,893	3,456,679
Second College Grant	1,532,212	2,796
Sharon	53,437,999	97,524
Shelburne	47,066,914	85,897
Somersworth	1,085,916,487	1,981,798
South Hampton	168,852,093	308,155
Springfield	221,612,005	404,442
Stark	60,546,104	110,497
Stewartstown	91,495,579	166,979
Stoddard	295,470,468	539,234
Strafford	626,720,234	1,143,764
Stratford	48,093,494	87,771
Stratham	1,550,439,858	2,829,553
Success	14,571,981	26,594

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
WARRANTS FOR TAX YEAR APRIL 1, 2021 (RSA 76:8)**

NEW HAMPSHIRE DEPARTMENT OF REVENUE FOR TAX YEAR BEGINNING 4/1/2021 (Rounded to the nearest dollar)	TOTAL EQUALIZED VALUATION NOT INCL. UTILITIES 4/1/2019	RSA 76:3 WARRANT AMOUNT TOTAL EQUALIZED VALUE TIMES TAX RATE OF \$1.825
		PER \$1,000 VALUE
Sugar Hill	165,816,348	302,615
Sullivan	60,861,446	111,072
Sunapee	1,473,150,907	2,688,500
Surry	87,572,600	159,820
Sutton	322,387,320	588,357
Swansey	621,343,934	1,133,953
Tamworth	388,545,420	709,095
Temple	159,589,497	291,251
Thompson & Meserve's Purchase	6,568,887	11,988
Thornton	417,787,793	762,463
Tilton	597,414,878	1,090,282
Troy	132,179,650	241,228
Tuftsboro	1,187,214,569	2,166,667
Unity	129,543,153	236,416
Wakefield	1,196,697,382	2,183,973
Walpole	436,733,601	797,039
Warner	312,759,952	570,787
Warren	73,441,750	134,031
Washington	269,337,871	491,542
Waterville Valley	330,407,138	602,993
Weare	981,156,071	1,790,610
Webster	229,950,544	419,660
Wentworth	103,056,897	188,079
Wentworth's Location	8,664,481	15,813
Westmoreland	184,726,694	337,126
Whitefield	217,685,388	397,276
Wilmot	213,106,698	388,920
Wilton	462,515,957	844,092
Winchester	276,568,313	504,737
Windham	3,089,132,749	5,637,667
Windsor	26,052,069	47,545
Wolfeboro	2,325,790,646	4,244,568
Woodstock	297,779,702	543,448
<b>State Totals</b>	<b>199,059,304,362</b>	<b>363,283,230</b>





## **NHMA Guidance on 2021 Annual Meeting\***

**December 4, 2020**

**\*This guidance is subject to further update, clarification, and supplemental material. Please visit NHMA's COVID-19 webpage to ensure you are reading the most recent version of our guidance and any supplemental information that may be available.**

### **HB 1129: "Drive-Thru Voting"**

In order to afford local governments the option of holding a virtual annual meeting in 2021, the Legislature adopted [HB 1129](#) (2020 N.H. Laws Chapter 8). The Temporary Optional Town Meeting Procedures of HB 1129, Paragraph 8:3, are set forth at length below, and may be used for either SB2 or "traditional" annual meetings.

The governing body of a town, school district or village district may elect to convene the annual meeting to approve the posted warrant through a two (2) step process. Where that decision is going to be made after the warrant has been posted, and thus the town meeting has been scheduled, the moderator should make a determination under 40:4 that an "emergency" (Covid-19) has "render[ed] use of the meeting location unsafe," and the select board would then exercise the option to conduct a virtual meeting as permitted by HB 1129. All procedures that would normally precede posting of the annual meeting warrant would still be followed as prescribed in RSA chapter 39, RSA chapter 40, RSA chapter 52, RSA chapter 194. When the governing body undertakes to employ HB 1129 to conduct the annual meeting virtually, the regular municipal legal counsel should be consulted.

**Step 1:** First, the governing body must hold two (2) live virtual meetings to inform the voters about the proposed optional meeting procedures, discuss the warrant articles and finalize the warrant content.

Before the first virtual information session is held the governing body shall mail notice to all registered voters at least seven (7) days prior to that first session providing the date and time of the meeting and the virtual meeting access information. This means that each voter shall receive an individually addressed piece of mail, regardless of the number of voters at each address location. The notice must also describe the procedures to be followed for conducting the annual meeting under provisions of HB 1129. The notice will also inform voters that a second virtual meeting will be held by the governing body seven days later. This first information session would be a review of the warrant, article by article. During the first information session, the proposed optional town or school district meeting procedures must also be outlined. The first information session will be conducted by the governing body chairperson or by the moderator. It would be optional whether the first information session would be interactive with members of the public offering comment via online means.

After the first virtual meeting is adjourned, questions and comments from the public shall be solicited and received via electronic mail, voice mail, text message, or by other electronic means. Comments are not restricted to registered voters, but of course the governing body can decide how much weight to give to comments from non-voters.

Within seven (7) days of the first information session, the governing body shall hold another live virtual meeting to consider and address comments received from the public after the first session. At that meeting the governing body shall discuss, debate, and be permitted to amend the posted warrant. This delegates to the governing body the sole authority to put the warrant in final form. Like the first information session, this second virtual meeting could either be conducted by the chair of the governing body or by the moderator. It would also be optional whether the second information session would be interactive with the public participating via online means.

**Step 2:** Second, after the last information session the governing body would make the final warrant available electronically for printing by voters to be brought to the voting session. The final warrant that is provided electronically would be in the nature of a sample ballot. The actual ballot to be used for voting purposes would only be provided to each voter at the drive-up voting session. Although HB 1129 permits the governing body to schedule the date and time of the voting session, ideally the date of the voting session should comply with the date prescribed as the Official Ballot Voting Day as defined in RSA 652:16-g. Therefore, it is recommended that the drive-up voting session for a traditional town or school district meeting would be March 9, 2021 or May 11, 2021. For an SB 2 town or district the drive-up voting session would be on March 9, 2021, April 13, 2021, or May 11, 2021. However, in a town where town elections and school district elections are coordinated, it will be necessary for the town and school district to cooperate, and this may require the drive-up voting session to be held on a different day, especially if the school district is using HB 1129 and the town is not, or vice versa.

Voting on final warrant articles shall be by secret ballot cast by voters through drive-up procedures to ensure appropriate social distancing. For SB 2 municipalities and districts, voting by official ballot for the election of officers and for voting on all warrant articles will proceed as provided in RSA 40:13. In a traditional town or district meeting municipality, an official ballot will be printed for the election of officers and other items that are required to be placed on the official ballot. All other warrant articles will be printed on a separate ballot ("the alternative ballot").

The first article on the SB 2 Official ballot or the alternative ballot shall ask whether voters approve the optional meeting procedures. If the optional procedures are not approved by a simple majority, all other warrant articles shall be deemed disapproved. However, the election of officers and action on other items on the initial ballot will be effective. (Because of an ambiguity in the bill, if an SB 2 town or district does not approve the optional procedures, there is some uncertainty about whether the election of officers would be deemed effective.) If the optional voting procedures are approved, then all other votes on warrant articles shall be deemed the final action of the meeting, provided that if the operating budget warrant article is not approved, the governing body may vote to:

- (a) Convene a meeting before September 1 to adopt an operating budget; or
- (b) Elect to deem that the meeting has adopted the previous year's operating budget article, not including separate warrant articles.

Municipalities or school districts that will be voting on bond articles under the provisions of RSA 33:8 and RSA 33:8-a should plan to consult your bond counsel or the Municipal Bond Bank for any additional procedures that should be followed.

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### In-Person Annual Meetings & Masks

For those towns that do hold in person deliberative or business sessions, NHMA interprets EO #74 to apply to those meetings, and persons attending those meetings who cannot consistently maintain a physical distance of at least six feet from persons outside their household must wear a mask or cloth face covering over their noses and mouths. Local officials should review [NHMA's guidance on EO#74](#).

### Other Voting-Related Issues

NHMA is pursuing clarification on several other town meeting and election issues. We will keep you updated, and we will also update this guidance if additional clarification or orders/guidance from the state becomes available.

***HB 1129- 8:3 Temporary Optional Town Meeting Procedures; State of Emergency.*** Towns, village districts, and school districts that are unable to hold in-person annual meetings in 2020 or 2021 due to novel coronavirus disease (Covid-19) may conduct virtual meetings in accordance with this section. At the option of the governing body, the town or school district meeting may be convened and proceed to approve the posted 2020 or 2021 warrant in the following fashion:

I. The governing body shall host a live virtual meeting and information session, during which the proposed optional town or school district meeting procedures shall be outlined and warrant articles discussed. At least 7 days prior to this informational session, notice shall be mailed to all registered voters describing the procedures to be followed for conducting an annual meeting pursuant to this section. After the live, virtual meeting is adjourned, questions and comments from the public shall be solicited and received via electronic mail, voice mail, text message, or by other electronic means.

II. Within 7 days of the information session, the governing body shall hold another live virtual meeting to consider and address comments received from the public. The governing body shall then discuss, debate, and be permitted to amend the posted warrant. The final warrant, as amended, shall then be made available electronically for printing by voters to be brought to the voting session, which shall be scheduled for a date and time to be determined by the governing body.

III. Voting on final warrant articles shall be by secret ballot cast by voters through drive-up procedures to ensure appropriate social distancing. In a town or district that uses the official ballot for the election of officers and has not yet held its town or district election, an official ballot will be printed for the election of officers and other items that are required to be placed on the official ballot. All other warrant articles will be printed on a separate ballot ("the alternative ballot").

IV. The first article on the alternative ballot shall ask whether voters approve these optional meeting procedures. If the optional procedures are not approved by a simple majority, all other warrant articles shall be deemed disapproved. However, the election of officers and action on other items on the initial ballot will be effective. If the optional voting procedures are approved, then all other votes on warrant articles shall be deemed the final action of the meeting, provided that if the operating budget warrant article is not approved, the governing body may vote to:

- (a) Convene a meeting before September 1 to adopt an operating budget; or
- (b) Elect to deem that the meeting has adopted the previous year's operating budget article, not including separate warrant articles.

V. In a town or district using the official ballot referendum (SB 2) form of annual meeting that has held its deliberative session but has not yet held its official ballot voting sessions, the governing body may choose to use the drive up procedures in paragraph III for the official ballot voting session, and paragraphs I and II shall not apply.

\*This guidance is subject to further update, clarification, and supplemental material. Please visit NHMA's COVID-19 webpage to ensure you are reading the most recent version of our guidance and any supplemental information that may be available.



# NEW HAMPSHIRE DEPARTMENT OF STATE

**William M. Gardner**  
*Secretary of State*



**Robert P. Ambrose**  
*Senior Deputy Secretary of State*

**David M. Scanlan**  
*Deputy Secretary of State*

December 8, 2020

Board of Selectmen  
Town of Lincoln  
PO Box 39  
148 Main Street  
Lincoln, NH 03251

Via e-mail to Kristyn Brophy Town Clerk/Tax Collector: [townclerk@lincolnnh.org](mailto:townclerk@lincolnnh.org)

Lincoln Board of Selectmen:

We have been asked for further information on the appropriate use of sub-granted CARES Act election funds for additional absentee ballots.

The governing body, the Board of Selectmen, has authority over the decision on how to use the CARES Act reimbursed funds earned by the efforts of the town officials who sent out, received back, and processed additional absentee ballots.

The intent of the federal funds and New Hampshire's approach to the sub-grant is to provide additional resources to assist the town clerk and other election officials with the additional election related work caused by COVID-19. Many states made sub-grants which reimbursed the actual cost of, for example, hiring additional clerical staff in a clerk's office to process the additional absentee ballots. The amount reimbursed using that approach would have been just the amount the town could prove was paid out for that purpose.

The sub-granting of these federal funds was intended to encourage clerks and other local election officials to do the extra work necessary to ensure that voters requesting absentee ballots received their absentee ballots in a timely manner and that returned ballots were properly documented and processed through counting on election day. By virtually all accounts, this goal was achieved, in large part due to the clerks' extra efforts.

The Secretary of State's Office recognized that in New Hampshire, towns and cities have varied practices in terms of how clerks, clerk's staff, moderators, poll workers, etc. are paid. It is our understanding that many are paid a fixed amount, a set salary or stipend. Some are paid fees. Others are paid an hourly rate. We expected that most of these individuals would be duty bound to put in extra hours, in some cases a large number of extra hours, to do the work caused by a dramatic increase in the number of voters who chose to vote by absentee ballot.

We recognized that the volume of additional absentee ballot requests and absentee ballots to be processed would be difficult to predict, making the level of additional staffing needed to handle this work difficult to predict. We also recognized that for some clerk's offices the complexity, necessary attention to detail required for this work, and that it involves data entry into the Statewide Voter Registration System, *Electionet*, would make it difficult to assign it to new temporary staff. Training and credentials are required to have access to *Electionet*.

Our accountant hired for this project, BerryDunn, found that absentee ballot processing cost an average of \$11.52 per absentee ballot issued and cast, a per ballot cost that is dramatically higher than processing regular ballots on election day. We did not want to impose a one-size-fits-all statewide requirement for how this extra work would be staffed. Our goal was to make it equally easy under the sub-grant for a clerk to work extra hours with some extra compensation or to work regular hours and hire temporary additional staff to do the extra work. The project accounting firm, BerryDunn, has advised us that their research concludes that a stipend is allowed for salaried employees.

Based on DOL and FLSA - Exempt employees are not entitled to overtime pay; however, an employer may choose to pay exempt employees extra compensation in addition to their fixed salary without jeopardizing the exempt status. As described in 29 C.F.R. §541.604, Minimum Guarantee Plus Extras: "Such additional compensation may be paid on any basis (e.g., flat sum, bonus payment, straight-time hourly amount, time and one-half or any other basis), and may include paid time off." Therefore, an exempt employee may be provided extra pay for extra work without violating the requirements of the salary basis regulation.

We developed the Statewide Standard Cost rate approach to avoid complex arrangements and record keeping by towns and cities in order to be eligible for reimbursement for the costs of the expected extra work. At this stage, the work has been done and the local officials have earned the sub-grant amount that is based on the number of additional absentee ballots in Lincoln.

The grant terms respect that the authority and responsibility rests with the local governing body to assess whether the amount of extra hours worked by a particular local official or staffer, who is paid by fixed salary or stipend, warrants using grant funds for compensation above and beyond their set salary or stipend.

Please contact me if the Secretary of State's Office can be of further assistance.

Sincerely yours,



Orville B. Fitch II  
Elections Legal Counsel, Assistant Secretary of State  
Secretary of State's Office  
State House Room 204  
107 N. Main St.  
Concord, New Hampshire 03301  
[Bud.Fitch@sos.nh.gov](mailto:Bud.Fitch@sos.nh.gov)  
(603) 271-5335





## Regional Planning Commission & Economic Development District

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**To:** Municipal Officials, Solid Waste Partners and Regional Stakeholders

**Re:** USDA SWM Grant Application 2021-22

North Country Council  
Solid Waste Management Grant:  
United States Department of Agriculture, Rural Development, Rural Utility Service

North Country Council – *Regional Planning Commission and Economic Development District* is seeking letters of support from member communities, solid waste partners and regional stakeholders towards our application to the United States Department of Agriculture (USDA) for a Solid Waste Management and Technical Assistance Grant in the 2021-22 period. Letters of support lend weight to the Council's chances of being awarded funds to provide the region with enhanced solid waste services, training, and technical assistance aimed at achieving community cost-reduction and material diversion. If you have any questions on the Council's proposal or the terms of the grant, feel free to contact me through the information provided below.

Note: Due to factors associated with the COVID-19 pandemic and the operational status of the Council, it is recommended that letters of support be submitted electronically in a PDF format to avoid delay in receipt.

Best,

*Derrick W. Carruthers*

Derrick Carruthers  
Associate Planner  
North Country Council  
161 Main Street  
Littleton, NH 03561  
(603) 444-6303 ext. 2019  
[dcarruthers@nccouncil.org](mailto:dcarruthers@nccouncil.org)

cc: Michelle Moren-Grey, Executive Director; James Steele, Finance Manager & Special Projects Planner

