

# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin. Rec	Selectmen
<b>01500</b>		<b>Visiting Nurse Service</b>								
001-01500-00100-4419	Visiting Nurse Service Personnel Services, Salaries			182,532.00	189,456.19	0.00	0.00	0.00	0.00	0.00
001-01500-00110-4419	Visiting Nurse Service Overtime			3,000.00	2,175.48	0.00	0.00	0.00	0.00	0.00
001-01500-00120-4419	Visiting Nurse Service Part Time			47,500.00	30,786.86	0.00	0.00	0.00	0.00	0.00
001-01500-00210-4419	Visiting Nurse Service Insurances			71,113.00	64,571.43	0.00	0.00	0.00	0.00	0.00
001-01500-00220-4419	Visiting Nurse Service FICA			14,151.00	13,571.02	0.00	0.00	0.00	0.00	0.00
001-01500-00230-4419	Visiting Nurse Service Medicare			3,310.00	3,173.97	0.00	0.00	0.00	0.00	0.00
001-01500-00240-4419	Visiting Nurse Service Workers Comp			4,397.00	1,913.99	0.00	0.00	0.00	0.00	0.00
001-01500-00250-4419	Visiting Nurse Service NH Retirement			17,317.00	18,566.71	0.00	0.00	0.00	0.00	0.00
001-01500-00290-4419	Visiting Nurse Service Other Employee Benefits			0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-01500-00300-4419	Visiting Nurse Service Professional & Technical Services			65,000.00	58,687.02	67,500.00	0.00	66,000.00	66,000.00	0.00
001-01500-00500-4419	Visiting Nurse Service Other Services			5,250.00	3,957.50	17,500.00	0.00	0.00	0.00	0.00
001-01500-00600-4419	Visiting Nurse Service Supplies			7,000.00	6,354.40	0.00	0.00	0.00	0.00	0.00
001-01500-00800-4419	Visiting Nurse Service Other Charges & Expenses			6,750.00	8,387.65	0.00	0.00	14,000.00	14,000.00	0.00
	<b>Subtotal for dept. Visiting Nurse Service:</b>			<b>427,320.00</b>	<b>401,602.22</b>	<b>85,000.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>0.00</b>

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<b>FY 2015 BUDGET DETAIL</b>					
<b>DEPARTMENT:</b>		Visiting Nurse Services			
<b>FUND:</b>		001			
<b>ACCOUNT NUMBER:</b>		01500		00300	
<b>ACCOUNT NAME:</b>		Professional & Technical Services			
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>FY 2015 Administrator Recommended</b>
VNMCH - Compensation Offset	1	\$48,000.00	\$48,000.00	\$48,000	\$48,000
VNMCH - Write-Off Offset	1	\$18,000.00	\$18,000.00	\$18,000	\$18,000
			<b>Totals</b>	<b>\$66,000</b>	<b>\$66,000</b>
<b>FUND:</b>		001			
<b>ACCOUNT NUMBER:</b>		01500		00800	
<b>ACCOUNT NAME:</b>		Other Charges & Expenses			
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>FY 2015 Administrator Recommended</b>
Unanticipated Close-Out Exp	1	\$14,000.00	\$14,000.00	\$14,000	\$14,000
Accounting & Audit; Disallowed Charges					
			<b>Totals</b>	<b>\$14,000</b>	<b>\$14,000</b>

# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin. Rec	Selectmen
<b>01600</b>	<b>DPW-Transfer Station</b>									
001-01600-00100-4324	DPW-Transfer Station Personnel Services, Salaries			165,365.00	163,844.04	170,977.00	0.00	173,382.00	173,382.00	0.00
001-01600-00110-4324	DPW-Transfer Station Overtime			4,000.00	1,910.02	5,000.00	0.00	5,201.00	5,000.00	0.00
001-01600-00120-4324	DPW-Transfer Station Part Time			47,000.00	54,527.14	47,750.00	0.00	53,728.00	50,639.00	0.00
001-01600-00210-4324	DPW-Transfer Station Insurances			87,777.00	67,751.79	74,379.00	0.00	68,663.00	68,663.00	0.00
001-01600-00220-4324	DPW-Transfer Station FICA			13,175.00	13,180.61	13,721.00	0.00	14,199.00	14,199.00	0.00
001-01600-00230-4324	DPW-Transfer Station Medicare			3,081.00	3,082.47	3,209.00	0.00	3,321.00	3,321.00	0.00
001-01600-00240-4324	DPW-Transfer Station Workers Comp			5,635.00	2,452.86	5,635.00	0.00	5,251.00	5,251.00	0.00
001-01600-00250-4324	DPW-Transfer Station NH Retirement			15,803.00	16,173.73	18,091.00	0.00	19,541.00	19,541.00	0.00
001-01600-00290-4324	DPW-Transfer Station Other Employee Benefits			4,750.00	7,257.56	5,500.00	0.00	5,600.00	5,500.00	0.00
001-01600-00300-4324	DPW-Transfer Station Professional & Technical Services			157,250.00	157,501.15	157,500.00	0.00	152,996.00	152,500.00	0.00
001-01600-00400-4324	DPW-Transfer Station Property Services			5,000.00	966.81	5,000.00	0.00	5,000.00	5,000.00	0.00
001-01600-00500-4324	DPW-Transfer Station Other Services			13,000.00	11,602.39	15,500.00	0.00	15,500.00	15,500.00	0.00
001-01600-00600-4324	DPW-Transfer Station Supplies			11,500.00	6,764.04	11,500.00	0.00	11,500.00	11,500.00	0.00
001-01600-00800-4324	DPW-Transfer Station Other Charges & Expenses			12,000.00	6,097.62	12,750.00	0.00	12,850.00	12,750.00	0.00
<b>Subtotal for dept. DPW-Transfer Station:</b>				<b>545,336.00</b>	<b>513,112.23</b>	<b>546,512.00</b>	<b>0.00</b>	<b>546,732.00</b>	<b>542,746.00</b>	<b>0.00</b>

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FY 2015 BUDGET DETAIL						
DEPARTMENT:		Transfer Station				
FUND:		001				
ACCOUNT NUMBER:		01600 00100				
ACCOUNT NAME:		Personnel Services, Salaries				
Description	Quantity Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
Facilities Supervisor	XII-3	\$22.49	\$899.60	\$11,694.80	\$11,695	\$11,695
	XII-4	\$23.17	\$926.80	\$36,145.20	\$36,145	\$36,145
Facilities Attendant	VII-9	\$21.21	\$848.40	\$11,029.20	\$11,029	\$11,029
	VII-9	\$21.21	\$848.40	\$33,087.60	\$33,088	\$33,088
Facilities Attendant	VII-7	\$19.98	\$799.20	\$10,389.60	\$10,390	\$10,390
	VII-7	\$19.98	\$799.20	\$31,168.80	\$31,169	\$31,169
Facilities Attendant	VII-5	\$18.83	\$753.20	\$9,791.60	\$9,792	\$9,792
	VII-5	\$18.83	\$753.20	\$29,374.80	\$29,375	\$29,375
Longevity	35	\$20.00	\$700.00	\$700.00	\$700	\$700
				<b>Totals</b>	<b>\$173,382</b>	<b>\$173,382</b>

Note: Highlighted cells show positions which are eligible for a step raise.

ACCOUNT NUMBER:		01600 00110				
ACCOUNT NAME:		Overtime				
Description	Quantity Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
Overtime @ 3%	1			\$5,201.45	\$5,201	\$5,199
				<b>Lump Sum Disallowed</b>		<b>-\$199</b>
				<b>Totals</b>	<b>\$5,201</b>	<b>\$5,000</b>

ACCOUNT NUMBER:		01600 00120				
ACCOUNT NAME:		Part Time				
Description	Quantity Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
Part Time Attendants (1)	VI-3	\$16.79	3200	\$53,728.00	\$53,728	\$50,639
				<b>Lump Sum Disallowed</b>		
				<b>Totals</b>	<b>\$53,728</b>	<b>\$50,639</b>

Note: (1) Reduced to a total of 3,016 hours or 29hrs/wk Re: Health Insurance

ACCOUNT NUMBER:		01600 00290				
ACCOUNT NAME:		Other Employee Benefits				
Description	Quantity Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
4 FT Staff	4	\$700.00		\$2,800.00	\$2,800	\$2,800
4 PT Staff	4	\$350.00		\$1,400.00	\$1,400	\$1,400
8 Staff Misc. - Tees/Jackets	8	\$175.00		\$1,400.00	\$1,400	\$1,400
				<b>Lump Sum Disallowed</b>		<b>-\$100</b>
				<b>Totals</b>	<b>\$5,600</b>	<b>\$5,500</b>

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<b>ACCOUNT NUMBER:</b>	<b>1600</b>	<b>00300</b>				
<b>ACCOUNT NAME:</b>	<b>Professional &amp; Technical Services</b>					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Hrs/Wk/Yr</b>	<b>Extension</b>	<b>FY 2015</b>	<b>Administrator</b>
	<b>Grade/Step</b>		<b>or Salary</b>		<b>Request</b>	<b>Recommended</b>
Fairpoint/ Internet	12	\$70.00		\$840.00	\$840	\$840
Medical Waste	3	\$1,050.00		\$3,150.00	\$3,150	\$3,150
Tires	1	\$600.00		\$600.00	\$600	\$600
Electronics	19.48	\$351.85		\$6,854.04	\$6,854	\$6,854
Glass	121	\$23.00		\$2,783.00	\$2,783	\$2,783
MSW Tipping Fee	1000	\$79.00		\$79,000.00	\$79,000	\$79,000
Pulls @ 12.5/tons per	80	\$215.00		\$17,200.00	\$17,200	\$17,200
Demo Tipping Fee	216	\$79.00		\$17,064.00	\$17,064	\$17,064
Pulls @ 8.0/tons per	27	\$215.00		\$5,805.00	\$5,805	\$5,805
Shingles Disposal	100	\$65.00		\$6,500.00	\$6,500	\$6,500
Pulls @ 8.0/tons per	12	\$225.00		\$2,700.00	\$2,700	\$2,700
Clean Wood Disposal	120	\$65.00		\$7,800.00	\$7,800	\$7,800
Pulls @ 8.0/tons per	12	\$225.00		\$2,700.00	\$2,700	\$2,700
				<b>Lump Sum Disallowed</b>		<b>-\$496</b>
				<b>Totals</b>	<b>\$152,996</b>	<b>\$152,500</b>
<b>ACCOUNT NUMBER:</b>	<b>01600</b>	<b>00400</b>				
<b>ACCOUNT NAME:</b>	<b>Property Services</b>					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Hrs/Wk/Yr</b>	<b>Extension</b>	<b>FY 2015</b>	<b>Administrator</b>
	<b>Grade/Step</b>		<b>or Salary</b>		<b>Request</b>	<b>Recommended</b>
Skid Steer/ Fork Lift Service				\$1,000.00	\$1,000	\$1,000
Maintenance				\$4,000.00	\$4,000	\$4,000
				<b>Totals</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>ACCOUNT NUMBER:</b>	<b>01600</b>	<b>00500</b>				
<b>ACCOUNT NAME:</b>	<b>Other Services</b>					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Hrs/Wk/Yr</b>	<b>Extension</b>	<b>FY 2015</b>	<b>Administrator</b>
	<b>Grade/Step</b>		<b>or Salary</b>		<b>Request</b>	<b>Recommended</b>
Receipts/ weighmaster				\$700.00	\$700	\$700
Brochure - Hrs/ Rates				\$400.00	\$400	\$400
Balers/Compactors - PM Agreement				\$700.00	\$700	\$700
Balers/Compactors - Repairs				\$2,700.00	\$2,700	\$2,700
Equipment Rental - compost screen				\$2,500.00	\$2,500	\$2,500
Household Hazardous Waste (LRPC \$6,915 & Reimbursements)				\$8,500.00	\$8,500	\$8,500
				<b>Totals</b>	<b>\$15,500</b>	<b>\$15,500</b>
<b>ACCOUNT NUMBER:</b>	<b>01600</b>	<b>00600</b>				
<b>ACCOUNT NAME:</b>	<b>Supplies</b>					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Hrs/Wk/Yr</b>	<b>Extension</b>	<b>FY 2015</b>	<b>Administrator</b>
	<b>Grade/Step</b>		<b>or Salary</b>		<b>Request</b>	<b>Recommended</b>
Printer Cartridges/ Misc				\$500.00	\$500	\$500
Misc facility supplies/ Maint				\$4,000.00	\$4,000	\$4,000
General Maint of equip				\$4,000.00	\$4,000	\$4,000
Portable equipment Fuel/ oil				\$1,000.00	\$1,000	\$1,000
Diesel Skid/ Forklift propane				\$2,000.00	\$2,000	\$2,000
				<b>Totals</b>	<b>\$11,500</b>	<b>\$11,500</b>

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ACCOUNT NUMBER:	01600	00800				
ACCOUNT NAME:	Other Charges & Expenses					
						FY 2015
Description	Quantity Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	Administrator Recommended
Expenses				\$600.00	\$600	\$600
Mileage				\$1,000.00	\$1,000	\$1,000
Boot Reimbursements	8	\$100.00		\$800.00	\$800	\$800
Training				\$1,500.00	\$1,500	\$1,500
NE Resource Recovery Assoc.				\$300.00	\$300	\$300
Engineering & Analytical Cert				\$7,500.00	\$7,500	\$7,500
Certification for DES & Weighmaster				\$900.00	\$900	\$900
Association Dues				\$250.00	\$250	\$250
				<b>Lump Sum Disallowed</b>		<b>-\$100</b>
				<b>Totals</b>	<b>\$12,850</b>	<b>\$12,750</b>



**Lakes Region Planning Commission**

103 Main Street, Suite 3  
Meredith, NH 03253-9287

**REQUEST**

<b>Date</b>	<b>Request #</b>
10/9/2014	229

<b>Name / Address</b>
Town of Moultonborough PO Box 139 Moultonborough, NH 03254

<b>Due Date</b>
6/30/2015

Item	Description	Total
HHW - FY16	Household Hazardous Waste Appropriation - FY16 - Summer 2015	6,915.00

<b>THANK YOU FOR YOUR SUPPORT</b>	<b>Total</b> \$6,915.00
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<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>	<b>Web Site</b>
603-279-8171	603-279-0200	admin2@lakesrpc.org	www.lakesrpc.org

ALEXANDRIA - ALTON - ANDOVER - ASHLAND - BARNSTEAD - BELMONT - BRIDGEWATER - BRISTOL - CENTER HARBOR - DANBURY - EFFINGHAM - FRANKLIN - FREEDOM - GILFORD - GILMANTON - HEBRON - HILL - HOLDERNESS - LACONIA - MEREDITH - MOULTONBOROUGH - NEW HAMPTON - NORTHFIELD - OSSIFEE - SANBORNTON - SANDWICH - TAMWORTH - TILTON - TUFTONBORO - WOLFEBORO

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Lakes Region HHW Appropriations

Municipality	Total	% Total	2014	3%
	Dwelling	Dwelling		2015
	Units*	Units	Appropriation	Appropriation
Alexandria	783	1.53%	\$1,162	\$1,197
Andover	1,038	2.03%	\$1,541	\$1,587
Belmont	3,113	6.10%	\$4,621	\$4,760
Bridgewater	850	1.66%	\$1,262	\$1,300
Bristol	2,073	4.06%	\$3,077	\$3,169
Center Harbor	653	1.28%	\$969	\$998
Effingham	791	1.55%	\$1,174	\$1,209
Franklin	3,676	7.20%	\$5,457	\$5,620
Freedom	1,406	2.75%	\$2,087	\$2,150
Gilford	4,312	8.45%	\$6,401	\$6,593
Gilmanton	1,848	3.62%	\$2,743	\$2,825
Hebron	517	1.01%	\$767	\$790
Hill	436	0.85%	\$647	\$667
Holderness	1,208	2.37%	\$1,793	\$1,847
Laconia	8,554	16.75%	\$12,698	\$13,078
Meredith	4,191	8.21%	\$6,221	\$6,408
Moultonborough	4,523	8.86%	\$6,714	\$6,915
New Hampton	944	1.85%	\$1,401	\$1,443
Northfield	1,782	3.49%	\$2,645	\$2,725
Ossipee	2,742	5.37%	\$4,070	\$4,192
Sanbornton	1,359	2.66%	\$2,017	\$2,078
Sandwich	965	1.89%	\$1,432	\$1,475
Tamworth	1,662	3.26%	\$2,467	\$2,541
Tilton	1,631	3.19%	\$2,421	\$2,494
<b>TOTAL</b>	<b>51,057</b>	<b>100.00%</b>	<b>\$75,789</b>	<b>\$78,063</b>

\*Source: 2000 U.S. Census (Year-Round + Seasonal Housing Units)

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**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

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**TO:** BoS  
**FROM:** Carter Terenzini, Town Administrator *Carter*  
**RE:** Transfer Station & Old Landfill Budget  
**DATE:** November 21, 2014  
**CC:** S. Kinmond; R. Korber



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The budget submitted was based upon two items that were not yet fully resolved as of the date of its preparation.

**1.) Groundwater Management Permit (GWMP) & Old Landfill Groundwater Testing:** As reported to you on 11/17 our new GWMP has achieved annual savings of roughly \$1,000/year. I did not reduce the requested testing budget given the unsettled matter at the Pre-1981 Old Landfill.

While you were not required to do so, the Town chose to conduct groundwater sampling to satisfy its curiosity as to the condition of the ground and surface water in the area. As you may recall, one sample at one groundwater well had manganese which exceeded Ambient Groundwater Quality Standards. A second round of testing showed the same result. Based upon that we proposed to enter into an Activity Use Restriction (AUR) on the site to be recorded at the Registry of Deeds. Unfortunately this notice required a full metes and bounds survey and a set of compliance standards far beyond a simple recording of the public notice. Further, while DES has yet to issue a formal letter, they instead wanted us to continue to sample until we could prove that the Old Landfill did not cause the exceedance. This most likely will require a costly – and to us unnecessary – GWMP as part of an Activity Use Restriction.

It is our collective recommendation that we enter into no further communications with DES but, for our use and record only, do instead continue to take samples at the three groundwater monitoring wells and test only for Manganese. Such testing would be on an annual or bi-annual basis as we take the samples at the Transfer Station. Barring us poking at DES, we do believe it is unlikely they will come back upon us any time in the near future. We believe we have more than adequate resources to carry out this testing at the Old Landfill within the original budget proposed for the annual testing of the Transfer Station.

**2.) Waste Management Contract:** The budget was prepared with the rates in effect as of that time. As you now know, alternative rates were presented to you on November 20, 2014. Even if those lower rates were approved, I would suggest to you that using the original rates will provide us sufficient contingency for increased tonnages as construction exits its slump and any unknowns related to not budgeting a full filling of a GWMP and AUR as outlined above.

## **KVPartners LLC**

P.O. Box 7721, Gilford, NH 03247

Phone: (603) 513-1909 / Fax: (866) 587-0507

October 17, 2013

Carter Terenzini, Town Administrator  
6 Holland Street  
PO Box 139  
Moultonborough, NH 03254

Re: Summary Report  
Water Quality Monitoring  
Old Landfill Site – NH Route 109  
Moultonborough NH

Dear Mr. Terenzini:

This report summarizes the groundwater and surface water sampling program completed at the Old Landfill site immediately north of the entrance to the Moultonborough Solid Waste Transfer and Recycling Facility located off Holland Street (NH Route 109). Refer to Figure 1 for location of the Old Landfill site. The program included:

- Installation of three monitoring wells at the Old Landfill site. The monitoring wells were installed by Eastern Analytical Inc., Concord, NH with oversight and well logs provided by Emery and Garrett Groundwater Inc., Meredith, NH. For a complete report on the well installations, refer to Appendix A.
- Sampling and water quality testing at the three monitoring well locations identified as MW-1, MW-2 and MW-3. MW-1 is upgradient to MW-2 and MW-3. Refer to the laboratory test reports in Appendix B for identification of the testing methodology of the respective constituents. Refer to Figure 1 for monitoring well locations.
- Sampling and water quality testing at two surface water sites located on Berry Brook and identified as SW-1 and SW-2. SW-1 is upgradient to SW-2. Refer to the laboratory test reports in Appendix B for identification of the testing methodology of the respective constituents. Refer to Figure 1 for sampling locations.

### **Limitations:**

This report is subject to the following limitations:

- Services were performed in accordance with generally accepted practices and protocol for the type of work performed.
- All sampling and testing was completed independently by Eastern Analytical Inc., Concord, NH. Observations, evaluations, assessments and conclusions are based on data submitted by Eastern Analytical Inc. No independent evaluation of the reliability of this data has been completed.
- Observations, evaluations, assessments and conclusions are based on professional judgment and are not scientific certainties.
- Observations, evaluations, assessments and conclusions are made solely on the basis of conditions described in the report and not on scientific tasks or procedures beyond the scope of work as described herein.



**NOTES:**  
 1. MONITORING SITE LOCATIONS ARE APPROXIMATE

**FIGURE 1**  
**LOCATION PLAN**



SCALE: 1" = 300'

**KV Partners**

OLD LANDFILL MONITORING PROGRAM  
 MOULTONBOROUGH NH

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- Water level readings are recorded at the times and under the conditions stated in this report. Fluctuations in groundwater levels will occur due to variations in rainfall and other factors different from those prevailing at the time the measurements were taken.
- Chemical analyses have been performed for specific parameters as described in this report. Additional chemical constituents not analyzed may be present in soil and/or groundwater at the site.
- This report has been prepared for the exclusive use of the Town of Moultonborough, New Hampshire.

### **Summary of Results:**

Where applicable, water quality data for each sample location is benchmarked against maximum contaminant levels as specified in the following water quality standards.

- Ambient Groundwater Quality Standards (AGQS) as specified in NHDES regulation Env-Or 603.03.
- Primary Drinking Water Regulations (PDWR) as specified in NHDES regulation Env-Ws 314 and Env-Ws 315.
- Secondary Drinking Water Regulations (SDWR) as specified in NHDES regulation Env-Ws 316.

The results of the testing program are summarized in Table 1; parameters that exceed the standards and regulations noted above are highlighted in red. As shown, chloride, manganese (Mn) and iron (Fe) in MW-3 exceeds the SDWR maximum contaminant levels (MCLs). In addition, the AGQS standard for Mn in MW-2 is exceeded. Refer to Appendix B for a complete listing of test results at each of the monitoring locations.

Fe and Mn are metals that occur naturally in soils, rocks and minerals. In the aquifer, groundwater comes in contact with these solid materials dissolving them and releasing their constituents into the water. At concentrations approaching 0.3 mg/L Fe and 0.05 mg/L Mn, the water's usefulness may become seriously impacted; for example there may be a metallic taste to the water and staining of plumbing fixtures may become common. At these concentrations, however, the health risk of dissolved Fe and Mn in drinking water is insignificant.

Typical background levels of chloride for pristine locations in New Hampshire are less than 30 mg/L. Substantially higher levels of sodium and chloride tend to imply contamination by human activities, including road salt storage, use of road salt, discharges from water softeners, human or animal waste disposal, leachate from landfills, and other activities. It is important to note that elevated chloride levels were only detected in MW-3, the monitoring well nearest to Holland Street and potentially downgradient from the NHDOT maintenance facility. EPA has identified 250 mg/L as a concentration at which chloride can be expected to cause a salty taste in drinking water. The secondary level of 250 mg/L is based on aesthetic concerns, and is only advisory in the Federal Safe Drinking Water program.

There is insufficient data to determine if the parameters noted above have historically exceeded the standards, are seasonal, are background to the natural environment or are related to the waste material buried on site. In any case, it is our opinion that the test results show no significant levels of contamination at the Old Landfill site for the parameters tested. Therefore, since the Town is not under any regulatory requirement to continue testing, we recommend that no additional testing be completed at the Old Landfill site at this time.

Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

**KVPartners**



Raymond H. Korber, P.E.  
Principal Engineer

Table 1  
 Summary of Water Quality Test Results  
 Old Landfill Site, Moultonborough NH

Parameter	Units	Standard		Sampling Location & Results (9-18-13/10-2-13)			Sampling Location & Results (4-7-14)							
		AGQS	PDWR	SDWR	MW-1	MW-2	MW-3	SW-1	SW-2	MW-1	MW-2	MW-3	SW-1	SW-2
Static Water Level	Ft				6.59	4.95	9.09			5.77	4.12	7.74		
pH	SU			6.5-8.5	6.6	6.7	6.6	6.5	6.5	6.4	6.7	6.7	6.5	6.3
Specific Conductance	uS				82	890	1400	75	79	58	780	1200	67	73
Chloride	mg/l			250	8	100	340	11	12	5	68	280	14	15
Nitrate	mg/l	10	10		<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	0.7	1.7	<0.5	<0.5
TKN	mg/l				<0.5	3.8	0.8	0.8	<0.5	<0.5	3.6	1.0	0.8	0.6
Arsenic (As)	mg/l	0.01	0.01		<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001
Barium (Ba)	mg/l	2	2		0.003	0.12	0.1	0.006	0.007	0.004	0.099	0.086	0.005	0.005
Cadmium (Cd)	mg/l	0.005	0.005		<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001
Chromium (Cr)	mg/l	0.1	0.1		<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001
Iron (Fe)	mg/l				<0.05	<0.05	0.35	0.27	0.28	0.06	<0.05	<0.05	0.11	0.12
Lead (Pb)	mg/l	0.015	0.015		<0.001	<0.001	<0.001	0.002	0.011	<0.001	<0.001	<0.001	<0.001	<0.001
Manganese (Mn)	mg/l	0.84		0.05	0.1	3.3	0.29	0.034	0.029	0.12	4.9	0.017	0.051	0.056
Mercury (Hg)	mg/l	0.002	0.002		<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001
Selenium (Se)	mg/l	0.05	0.05		<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001
Silver (Ag)	mg/l	0.1		0.1	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001
Organic Compounds (VOCs & OCs)	ug/l	Varies	Varies		BDL	BDL	BDL	BDL	BDL	BDL	BDL	BDL	BDL	BDL
1,4 Dioxane	ug/l	3			<0.25	<0.25	<0.25	<0.25	<0.25	<0.25	<0.25	<0.25	<0.25	<0.25

Test #1

Test #2

Notes:

1. BDL = Below Detection Limits
2. Red values exceed one or more standards.

# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin.Rec	Selectmen
02015		<b>Elections</b>								
001-02015-00100-4140		Elections Personnel Services, Salaries		5,300.00	3,940.75	13,250.00	0.00	5,085.00	5,085.00	0.00
001-02015-00220-4140		Elections FICA		329.00	163.30	674.00	0.00	674.00	674.00	0.00
001-02015-00230-4140		Elections Medicare		77.00	38.20	158.00	0.00	158.00	158.00	0.00
001-02015-00240-4140		Elections Workers Comp		10.00	3.59	100.00	0.00	12.00	12.00	0.00
001-02015-00300-4140		Elections Professional & Technical Services		0.00	0.00	3,000.00	0.00	990.00	1,000.00	0.00
001-02015-00500-4140		Elections Other Services		3,500.00	1,526.35	5,500.00	0.00	5,414.00	17,000.00	0.00
001-02015-00600-4140		Elections Supplies		4,300.00	3,443.76	500.00	0.00	500.00	500.00	0.00
001-02015-00800-4140		Elections Other Charges & Expenses		750.00	361.65	2,500.00	0.00	2,000.00	2,000.00	0.00
		<b>Subtotal for dept. Elections:</b>		<b>14,266.00</b>	<b>9,477.60</b>	<b>25,682.00</b>	<b>0.00</b>	<b>14,833.00</b>	<b>26,429.00</b>	<b>0.00</b>

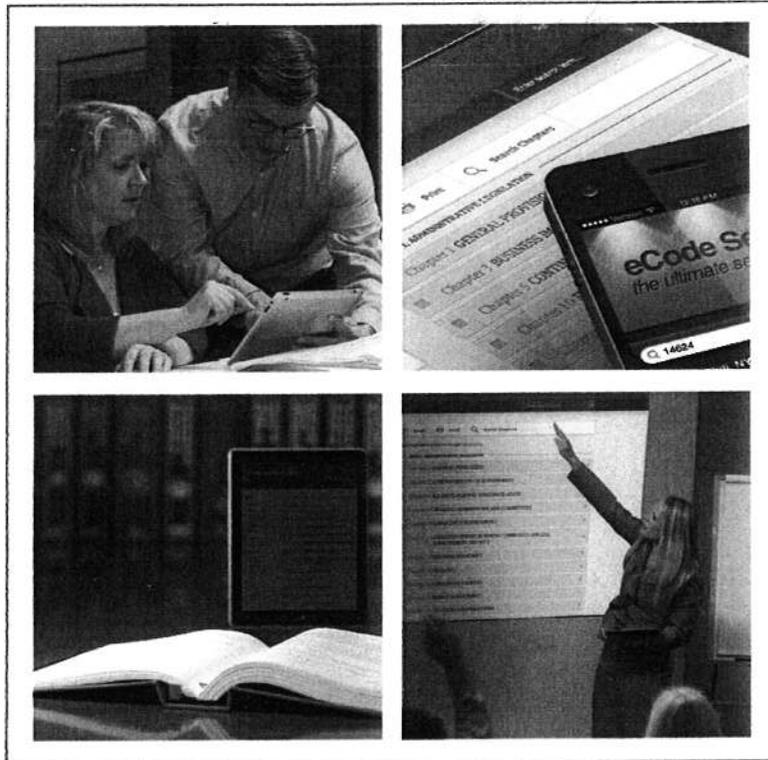
FY 2015 BUDGET DETAIL						
DEPARTMENT:		Elections				
FUND:		001				
ACCOUNT NUMBER:		02015 00120				
ACCOUNT NAME:		Part Time Wages				
Description	Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
Supervisors of the Checklist (1)	3	\$13.00	70		\$910	\$910
Deputy Moderator	2	\$12.00	16		\$192	\$192
Moderator	1	\$15.00	75		\$1,125	\$1,125
BoS Members	5	\$11.00	225		\$2,475	\$2,475
Deputy Town Clerk - Overtime	1	\$31.93. x 12			\$383	\$383
					<b>Lump Sum Disallowed</b>	<b>\$0</b>
				<b>Totals</b>	<b>\$5,085</b>	<b>\$5,085</b>
FUND: 001						
ACCOUNT NUMBER:		02015 00300				
ACCOUNT NAME:		Professional & Technical Services				
Description	Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
Ballot Clerks						
One Election - Three Books	6	\$11.00	90	\$990.00	\$990	\$990
					<b>Lump Sum Add</b>	<b>\$10</b>
				<b>Totals</b>	<b>\$990</b>	<b>\$1,000</b>
FUND: 001						
ACCOUNT NUMBER:		02015 00500				
ACCOUNT NAME:		Other Services				
Description	Quantity	\$ Per Unit		Extension	FY 2015 Request	FY 2015 Administrator Recommended
Printing & postage	1	\$1,000.00		\$1,000.00	\$1,000	\$1,000
Advertising	8	\$75.00		\$600.00	\$600	\$600
AccuVote Maintenance Agrmnt	1	\$200.00		\$200.00	\$200	\$200
AccuVote Coding Town	1	\$600.00		\$600.00	\$600	\$600
AccuVote Coding Sept	1	\$989.00		-	-	-
AccuVote Coding Nov.	1	\$710.00		-	-	-
AccuVote Shipping	3	various		\$115.00	\$115	\$115
Ballot Printing March	2,500	\$0.38		\$950.00	\$950	\$950
Training	1	\$250.00		\$250.00	\$250	\$250
Codification of Ordinances					\$0	\$12,500
Purchase of Voting Booths	5	\$200.00		\$1,000.00	\$1,000	\$1,000
					<b>Lump Sum Disallowed</b>	<b>-\$215</b>
				<b>Totals</b>	<b>\$4,715</b>	<b>\$17,000</b>
FUND: 001						
ACCOUNT NUMBER:		02015 00600				
ACCOUNT NAME:		Supplies				
Description	Quantity	\$ Per Unit		Extension	FY 2015 Request	FY 2015 Administrator Recommended
Varlous	1	\$500.00		\$500.00	\$500	\$500
				<b>Totals</b>	<b>\$500</b>	<b>\$500</b>

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<b>FUND:</b>	001					
<b>ACCOUNT NUMBER:</b>	02015	00800				
<b>ACCOUNT NAME:</b>	Other Charges & Expenses					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>		<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>
Expenses	1	\$300.00		\$300.00	\$300	\$300
Mileage	1	\$200.00		\$200.00	\$200	\$200
Food Services	3	\$500.00		\$1,500.00	\$1,500	\$1,500
				<b>Totals</b>	<b>\$2,000</b>	<b>\$2,000</b>

# GENERAL CODE

## Proposal for Codification Services



Prepared for:

**Town of Moultonborough, New Hampshire**

**Patrick Smith**  
**Codification Account Manager**  
(855) GEN CODE  
psmith@generalcode.com

Date:  
**November 5, 2014**  
(Valid for 6 Months)

**GENERAL**  
**CODE**  
Codification Division

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# Executive Summary

## **GENERAL CODE** Codification Division

Serving the needs of communities for over 50 years, General Code provides codification and enterprise content management solutions to more than 3,000 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

### **Situation Analysis**

Thank you for the opportunity to present this proposal for comprehensive codification services.

The ordinances of the Town have never been codified. Presently, the Town is requesting proposals for codification of the legislation of the Town. The scope of services is the incorporation of all legislation of a general and permanent nature into the new Code and is to include research and editorial and legal analysis to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the printing of 10 copies of the Code; and the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation. The Town is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 3.

### **General Code Solution**

The Town of Moultonborough's objectives will be met and goals achieved through our proposed Codification Solution, which includes:

- An Editorial and Legal Analysis and codification of existing materials
- Premium eCode360® online code
- 10 Custom printed Code books, with an option for additional printed books

### **Investment Summary**

The cost of General Code's recommended solution will be \$12,206.

A detailed breakdown of the investment and available options can be found on page 12.

### **Accepting this proposal**

This document serves both as a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Fax the completed form to General Code at (585) 328-8189, or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

# Situation Analysis



The Town of Moultonborough is located in Carroll County in New Hampshire and was incorporated in 1777. Today the Town is home to more than 4,000 residents.

## Source Materials

The Town of Moultonborough has provided to General Code the following, which will be used as the source materials for the codification project:

- ♦ Uncodified legislation adopted from 1998 through November 2, 2014, which includes the following:
  - Dog Control Regulation - Leash Law
  - Dog Control Regulation - Unlicensed Dogs
  - All Pets Control Regulation - Town-Owned Beaches
  - Use of Town Beaches
  - Boat Parking at Town-Owned Dock and Launch Ramp
  - Feeding of Ducks and Wild Animals
  - Operation of the Moultonborough Resource Recovery Park Waste Management Facility
  - Parking Regulations
  - Drinking in Public
  - Unnecessary Noise
  - Misuse of Vehicular Power
  - Jumping Off Bridges
  - Nuisance/False Alarms
  - Construction of Driveways
  - Building Permits
  - Building Code Ordinance
  - Construction, Use, Repair, and Replacement of Sewage Disposal Systems
  - Salesmen and Solicitors
  - Street Excavation Ordinance
  - Snow Obstruction

Establishment of a Building Numbering System  
Code of Conduct for Town Officers and Employees  
Fireworks Ordinance  
Subdivision Regulations  
Posted Zoning Ordinance  
Site Plan Review  
Credit Card Acceptance

This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. General Code requests that the Town set up a process during the project to routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

# Recommended Solution

General Code will provide the Town of Moultonborough with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and over 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Town of Moultonborough, including posting on the Internet and traditional print formats.

## Services Included

### eCode360



General Code's eCode360 with the PubDocs Module makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable.

The PubDocs Module permits uploading of non-code documents to the web for easy searching and public access, such as resolutions, minutes, comprehensive plans, and proposed ordinances under review prior to adoption.

For more detail, see the full eCode360 description on page 9.

### Publication of New Code Volumes



The base price includes the publication of 10 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format on 100% recycled paper. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Town Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

### Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

### Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Town Counsel for review and enactment by the governing body. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

### Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

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# The General Code Codification Process



We see you as a partner in the codification process. General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

## Including You in the Process

The unique project workflow that General Code has developed engages the municipality with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

## Process Outline

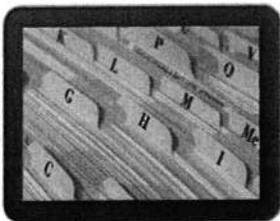


### Beginning a Code Project

To begin the project, the Town of Moultonborough has provided the source materials for the new Code. For more detail, see the source materials listed on page 3.

### Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Town's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Town.



### Organizational Analysis

The first part of the analysis of the Town's legislation will be the preparation of an Organizational Analysis for the Town to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of materials being reviewed.

The Town will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

### Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the Town. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.

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### Editorial and Legal Analysis

For the second part of the analysis of the Town's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Town officials, including the Town Council, who will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- Identification of duplications, conflicts and inconsistencies with New Hampshire statutes
- Any practical recommendations to make your legislation more enforceable
- Suggestions regarding fines, fees and penalties
- Suggestions on ways to modernize your legislation

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Council.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.



### Final Editing of the Manuscript

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process.

During the editing process, we will:

- Prepare a Table of Contents listing all chapters and articles included in the Code
- Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- Copyread to correct typographical and spelling errors

During this process, General Code will also prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the Town Council for review and enactment by the governing body.

### **Preliminary and Final Drafts**

General Code will submit a Preliminary Draft of the Code for review by the Town. Minor changes as a result of the Town review may be made. Any substantial changes shall be subject to additional charges. A Final Draft incorporating the Town's changes will be submitted to the Town for adoption.



### **Code Delivery; Recordkeeping; Supplement Distribution**

After the Code is delivered, we will review the project with the Town to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.

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# eCode360



General Code's eCode360® with MultiView Technology is our all-new electronic Code, providing a choice of on-screen viewing options on any computer platform and, for the first time, automatically customizing the Code for optimal viewing on any computer or mobile device, including smartphones, tablets, and eReaders. Engineered for speed and designed for easy searching and navigation, eCode360 will provide unprecedented flexibility and access to the Code in the office, at home or on the go.

General Code's eCode360 is a secure, reliable, and virtually maintenance-free product containing the complete current text of the Town's Code online. Hosted and maintained by General Code, eCode360 will enable anyone to view and search the Code wherever there is access to the Internet. Access to the Code is as simple as adding a link on your website or General Code's website, enabling users to click and review the Code at any time.

## Premium eCode360 includes the following features:

- Easy and Flexible Searching: Use key words or phrases, section numbers and more
- Posting of New Laws: Post legislation not yet codified in between supplements<sup>1</sup>
- Easy Navigation: Easy-to-use interface with multiple options for exploring the Code
- Printing: Simple, user-friendly print functionality and a variety of user options
- Easy Exporting: Copy text quickly and easily into your preferred word-processing program
- Email Links: Convenient shortcuts to email a link to a specific Code section
- Bookmarking: Save as "favorites" to quickly return to popular sections of the Code
- Archive CD: View a permanent archive of your Code without connecting to the Internet; provided with each supplement
- Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- Free Upgrades With Additional Features
- Public and Private Notes: Create personalized links and annotations within the Code
- Sample Legislation (Multi-Code Searching): Search across multiple Codes
- PubDocs Module: Permits uploading of non-code documents to the web for easy searching and public access, such as resolutions, minutes, comprehensive plans, and proposed ordinances under review prior to adoption
- Customized Banner: A customized masthead banner and accent colors, for a seamless transition from your municipal website to your online Code

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<sup>1</sup> **Posting of New Laws:** This service is included with the Annual Maintenance for eCode360. Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that legislation.

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## Public Documents Module

General Code is proud to introduce our new Public Documents (PubDocs) online module for our electronic Code services. With PubDocs, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more.

PubDocs is fully integrated with Premium *eCode360*, your online Code, and provides an easy-to-use process for document management. PubDocs is a great way to augment your e-government services and improve your overall outreach to the community. Best of all, PubDocs enhances your Town's transparency by offering your citizens and other constituents a solution that meets their ever-growing needs and expectations for instantaneous information in today's digital world. (Please note that PubDocs is not a repository for archiving purposes.)

Lacey Township, NJ  
SUSSEX COUNTY

Code  
New Laws  
Index  
Notes

Public Documents

Agendas  
Budgets  
Comprehensive Plans  
Legislation  
Minutes  
Misc. Documents  
Resolutions

Minutes

Showing: All Documents

Select Category Select Year Select Month Select Day

Category: Caucus

2014

2014-08-14 C
2014-07-10 C
2014-06-23 C
2014-06-12 C
2014-05-22 C
2014-05-08 C
2014-04-24 C
2014-04-10 C

### Benefits of PubDocs:

- Easy to use, self-managing process
- Secure process for posting documents
- Documents are automatically converted to searchable PDFs
- Search by name, date, description, category or use our advanced features such as a color-coded search filter with checkboxes
- Fully integrated and accessible through *eCode360*
- Fully hosted service through General Code
- Upload all types of documents (e.g., Word documents, Excel spreadsheets, etc.) to view and search
- Public documents viewable by anyone – anytime, anywhere

PubDocs is included with Premium *eCode360* at no additional charge. Costs associated with any necessary scanning services will be provided upon request.

# Performance and Payment Schedule



## Performance Schedule

Deliverable	Delivery Date
Initial telephone conference	Within 30 days of contract signing.
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; Town has 30 days for review.
Submission of the Manuscript and Editorial and Legal Analysis	Within 120 days of receipt of the responses to the Organizational Analysis; Town has 90 days for review.
Submission of Preliminary Draft	Within 100 days of receipt of responses to the Editorial and Legal Analysis; Town has 30 days to review.
Submission of Final Draft	Within 80 days of receipt of responses to the Preliminary Draft; Town to adopt draft.
Delivery of Code	Within 40 days of approval to proceed with publication.

*Performance schedule reflects business days and excludes legal holidays.*

## Payment Schedule

Percentage of Total Project Price	Milestone
10%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
20%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Preliminary Draft
10%	Invoiced upon submission of the Final Draft
Balance	Invoiced upon delivery of the Code

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# Investment Detail and Options



**Base Codification Project Price** **\$ 12,206**

Your base codification project includes the following:

- Preliminary Telephone Conference
- Creation of a New Code Through November 2, 2014, All as Posted on the Town's Website on November 2, 2014 (For a Complete List of All Legislation that Will be Incorporated into the Code, See Source Materials on Page 3.)
- Conversion of the Code into an XML Document with General Code Numbering and Format
- Organizational Analysis
- Editorial and Legal Analysis
- Manuscript
- Editorial Work
- Proofreading
- Preliminary and Final Drafts
- Duplication and Publication of 10 Code Volumes in Standard Imprinted Post Binders
- Comprehensive Index
- Disposition List
- Customizable Tabs
- Code Adoption Legislation
- Premium eCode360, Including PubDocs Module (Set-Up and First Year)
- Customized Masthead Banner
- Shipping

**Premium eCode360® Annual Maintenance \$ 1,195**

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Town budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

## Optional Components

These options are available to you at an additional charge:

\$75	Price per Additional Code Book	.....
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*Please note: These copies are in addition to the 10 Code books included in the base price.*

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# Appendix



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# Formatting and Style

## Innovation With Thought

General Code's printed code services have become the hallmark of quality in the codification industry, just as eCode360 sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

## Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

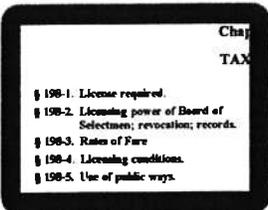


### Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

### Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

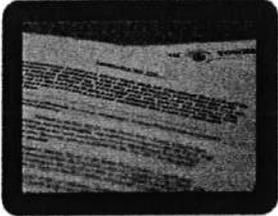


### Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

### Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number which indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



### Legislative Histories

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

### General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

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# Sample Page

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 198-1

## Chapter 198

§ 198-3

### TAXICABS

§ 198-1. License required.

§ 198-3. Rates of fare.

§ 198-2. Licensing authority; revocation; records.

§ 198-4. Licensing conditions.

§ 198-5. Use of public ways.

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

#### GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

#### § 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

#### § 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

For precision of reference, section titles are repeated as headings in the text.

#### § 198-3. Rates of fare.

A. Minimum zone rates. [Amended 2-12-1980 by Ord. No. 80-73 <sup>1</sup>]

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.



On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

A simple internal numbering system presents material in a clear, easy-to-read format.

- (2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

Editor's Notes provide supplementary information for the Code user.

198:1

The dateline indicates the date the page was printed.

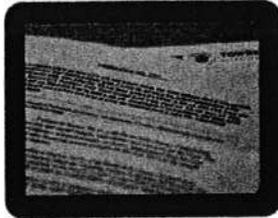
01 - 15 - 2010

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# Future Supplementation Services

Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



## Materials

After the enactment of new legislation, the Town can forward a copy by whatever method is most convenient.

- Electronic copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- In addition, paper copies of as-adopted legislation can be sent via US Mail or by Fax to 585-328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

## Posting of New Laws

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

## Schedule

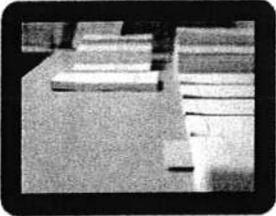
Supplements will be provided on a schedule designed to meet the needs of the Town. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements.

*Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.*

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## Editorial Work on Your Supplement

We will review the legislation to determine proper placement within the Code. General Code will adhere to the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code. General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the Town shall be incorporated into the supplement. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



### Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include updated Table of Contents, Disposition List, Index and text pages, as well as an Instruction Page.



### Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will have been incorporated into the Code, and a fully searchable, complete Code will be delivered online or on CD.



### Delivery

Printed supplements to the Code will be delivered in bulk to the Town, unless the Town chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

# Why General Code?

Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our Code of Engagement. We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from over 50 years of experience and the constantly changing concerns and needs of our 3,000 customers, including 28 in New Hampshire. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.



## Experience

- Over 3,000 clients in 39 states in the United States and Canada
- Serving local governments since 1962 — over 50 years of broad experience in all aspects of municipal codification
- Unparalleled reputation for quality and service
- Leader in providing technical and innovative codification solutions

## Customer Service Orientation

- Highest customer satisfaction ratings
- Experienced Account Managers
- Quick responses to questions and commitment to person-to-person interaction
- Training and support on an ongoing basis
- Flexible billing plans tailored to meet the specific needs of each client



## Professional and Experienced Staff

- Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- Full-time attorney editors, with extensive experience in both new Code projects, as well as supplementation of existing Codes, in numerous states
- Full-time Code editors, with experience in codification averaging over 15 years
- Specially trained data entry, proofreading, indexing and research staff

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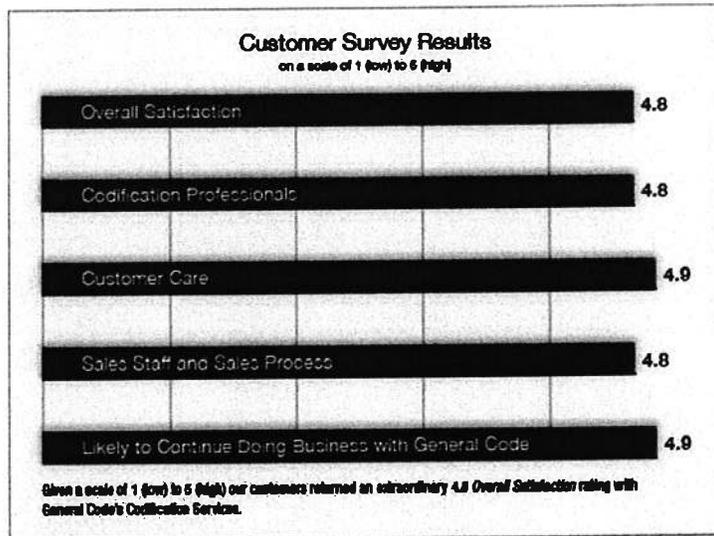


## Client Experience

- User-friendly Code format and organizational system
- Fast, reliable, accurate supplementation
- Creative solutions for specific needs
- Ezsupp@generalcode.com for new legislation
- Free sample legislation service for clients

## Customer Satisfaction

These survey results demonstrate the way our customers recognize and appreciate our passion for excellence and customer focus.



2020

# The Code of Engagement

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## Our Pledge to You

Our Code of Engagement is General Code's pledge to achieve a high standard, cultivate a long-term working relationship, and earn the status of being your trusted partner.

General Code is a values-based company. As such, our Code of Engagement is the set of principles guiding the way we conduct ourselves. It encompasses how we interact with our co-workers and our community, the way we treat you, the way we communicate with you, and the fact that you are not just our customer, you are our partner. Our Code of Engagement is founded on a set of seven values.

### **Honesty and Integrity**

Every interaction will confirm that you are working with an ethical, conscientious, and trustworthy partner.

### **Delighting the Customer**

We will anticipate, and often surpass, your expectations. We will be proactive and responsive to your needs.

### **Efficiency**

You will receive high-quality products and services in the shortest possible time frame. These solutions will save you time and ease your workload.

### **Innovation and Creativity**

We will stay in front of your ever-changing needs. Visionary thinking, resourcefulness, and technology leadership will make this possible.

### **Personal Responsibility**

Every General Code employee will meet and exceed your expected level of product quality and service excellence.

### **Caring and Concern**

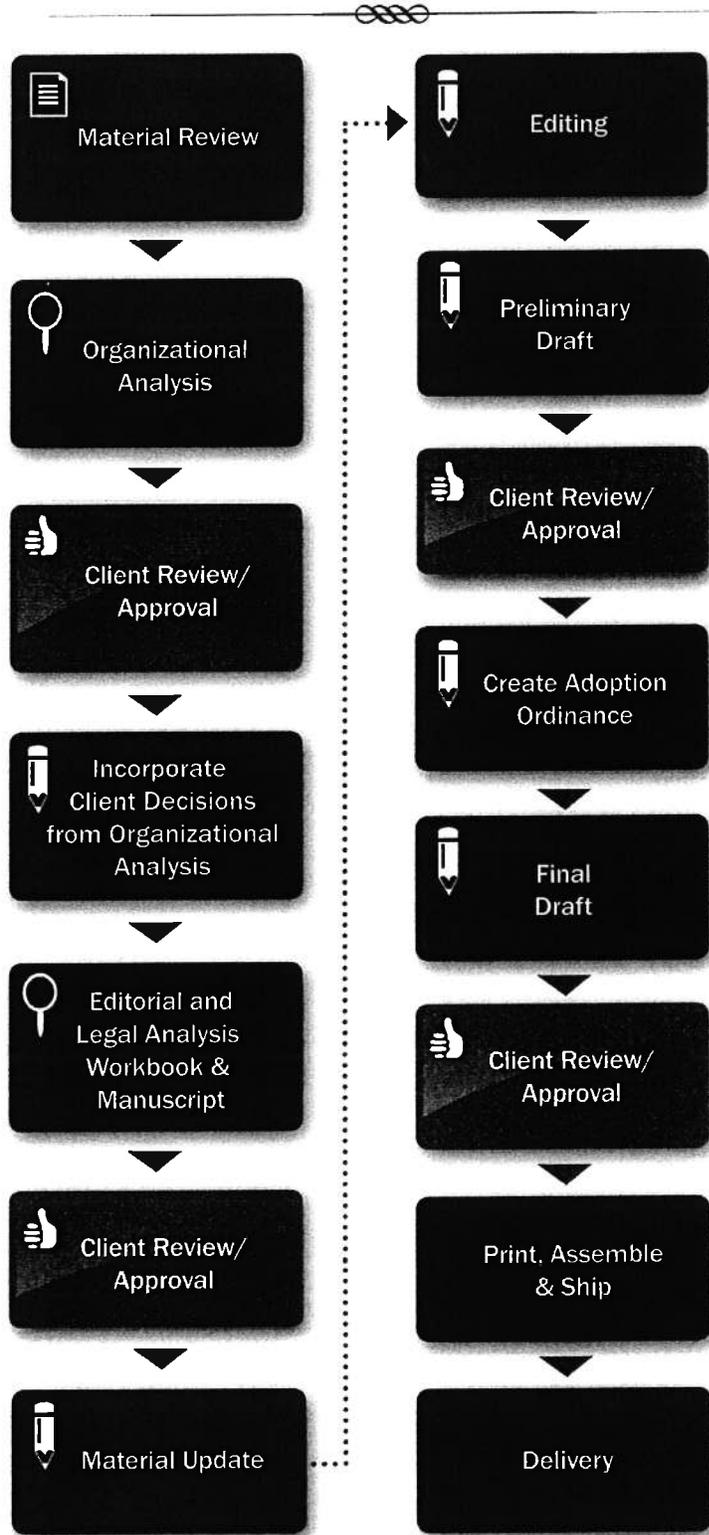
You will receive service that is personable, warm, and reliable—an attentive relationship you can trust.

### **Teamwork**

Across departments and at every level of our company, we will collaborate with each other and with you to meet your needs.

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# The General Code Codification Process At-a-Glance



# New Hampshire Code Customers



City of Franklin  
City of Laconia  
City of Lebanon  
City of Nashua  
Town of Bedford  
Town of Derry  
Town of Fitzwilliam  
Town of Hampton  
Town of Henniker  
Town of Hudson  
Town of Merrimack  
Town of Pembroke  
Town of Plaistow  
Town of Raymond  
Town of Sandwich  
Town of Seabrook  
Town of Wolfeboro

# Authorization and Agreement

**Base Codification Project** \$ **12,206**

## Optional Components

\_\_\_ Additional Code book(s) @ \$75 each \$ .....

## Total Investment

Including all of the options selected above, the project price will be: \$ .....

The Town of Moultonborough, New Hampshire, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs), and are incorporated herein by reference, and authorizes General Code to proceed with the project.

### TOWN OF MOULTONBOROUGH, CARROLL COUNTY, NEW HAMPSHIRE

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, LLC

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the municipality for its records.

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# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin. Rec	Selectmen
02030	Insurance									
001-02030-00290-4196	Insurance Other Employee Benefits			0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-02030-00500-4196	Insurance Liability & Other Services			75,000.00	66,447.00	80,000.00	0.00	88,000.00	88,000.00	0.00
	<b>Subtotal for dept. Insurance:</b>			<b>75,000.00</b>	<b>66,447.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>88,000.00</b>	<b>88,000.00</b>	<b>0.00</b>

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