

BOARD OF SELECTMEN MEETING
September 19, 2023
MINUTES

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator)

5:00 Open Meeting with the Pledge of Allegiance

5:05 Non-public RSA 91-A:3, II (c):

At 5:05, Shawn made a motion to go into non-public session. Jason seconded the motion and it passed unanimously. At 6:10, Jason made a motion to return to public session. Lou seconded the motion and it passed unanimously.

6:10 Non-public RSA 91-A:3, II (I):

At 6:10, Shawn made a motion to go into non-public session. Lou seconded the motion and it passed unanimously. At 6:57, Jason made a motion to return to public session. Shawn seconded the motion and it passed unanimously.

7:00 Appleton Academy:

Debbie received an email from David Lage requesting the Board look into the former Appleton Academy being used as a museum and if they had gone before the ZBA for a change in use. He had seen an article in the Monadnock Ledger regarding this.

Debbie did some research and found a Building Permit from 2013 that stated there would be a museum which was approved by the Building Inspector and paid for. There were plans from Hutter construction attached to the plans. She also found an A-9 from the same year which mentioned a museum. She did not find anything in the Zoning Board files referencing 3,000+ artifacts and mentions an apartment for the curator.

We don't know when the "museum" was actually started and it could have been prior to zoning and it's been resurrected.

The Board decided to have Debbie email the supporting documents to David Lage and Walker Farrey to see if this needs to go before the Zoning Board.

7:30 Round Table Discussion:

- Debbie said we received an invoice from BMSI/Gworks for 2024 in the amount of \$6,580. She called and asked if we would be able to pay for a quarter so we can finish the year out completely with BMSI. They refused to allow this and stated if we wanted to have access after December, we could either pay the invoice as is or have access for the whole year or we could pay \$13,160 for a lifetime license.

Shawn made a motion to pay the \$6,580 for 2024. Lou seconded the motion and it passed unanimously.

- Debbie submitted the draft report for 2022 she received from the auditors. The auditor said there were a couple of deficiencies but nothing major (credit card missing backup invoices, turnover in accounting creating more journal entries, monthly balancing). Debbie sent a management response to the auditor explaining the reasons and solutions for these items.

- Jason said Chief Somero would like to have a discussion with the Board. Debbie will find out when he'd like to meet.

- There was more discussion regarding the requirement of a Fireworks Permit. Shawn made a motion to rescind the requirement for a Fireworks Permit. Jason seconded the motion. There was discussion regarding the Ordinances as well. Jason said there is no need for Fireworks Ordinances since the State already has this in place. He added it is a redundant rule and we should relieve the residents of the time consuming burden

of getting a permit. Shawn amended his motion to also include rescinding the Permissible and Prohibited Fireworks Ordinances. Jason seconded the motion and it passed unanimously.

- Lou stated he had a couple of resident complaints regarding employees at the Transfer Station not helping residents and he observed it as well. We are paying these employees to be there and he feels they should be helping people when possible. Jason will speak to Peter regarding this.

- Shawn asked the Board if all members would be able to attend the Planning Board meeting on October 4th at 7:00pm. Carrie Traffie (Welfare) will be speaking about housing in New Ipswich. Lou and Jason said they would be there so there is a full commitment from the BOS.

At 8:35pm, Jason made a motion to adjourn. Lou seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton
Town Administrator

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman: _____

Jason Somero: _____

Lou Alvarez: _____

Town Administrator

From: David Lage [REDACTED]
Sent: Monday, September 18, 2023 12:52 PM
To: Town Administrator
Subject: Re: Museum

Great, thank you so much!

David

From: Town Administrator <townadmin@newipswichnh.gov>
Sent: Monday, September 18, 2023 11:42 AM
To: David Lage <[REDACTED]>
Subject: RE: Museum

Good Morning David,

The BOS wasn't aware of this project and will most certainly review it and will follow up with the property owner to refer them to the ZBA if they are not in compliance.

Regards,

Debbie Deaton

Town Administrator
661 Turnpike Road
New Ipswich, NH 03071
603-878-2772 ext. 422

From: David Lage [REDACTED]
Sent: Saturday, September 16, 2023 10:15 AM
To: Town Administrator <townadmin@newipswichnh.gov>
Subject: Museum

Hi Debbie,

I was just reading the Monadnock Ledger and noticed that the owners of the former Appleton School are opening the former gymnasium wing as a museum. While this may be a laudable use of the property, this use is not allowed in Village District II without a special exception or variance.

It appears that residents are starting to open businesses with a total disregard to our zoning ordinances. Was the BOS aware of this development and if not, can they address this with the owner and provide them with the proper guidance, since they are the administrators of the zoning ordinances? This would certainly help the ZBA with handling cases of a similar nature for those residents that follow the correct procedures.

Thank You,
David

[REDACTED]

[REDACTED]

[REDACTED]

Re submission per May 7, 2013
Comments
5/30/2013

The State of New Hampshire

List of Real Estate and Personal Property on which Exemption is Claimed

Pursuant to RSA 72:23-c

This form must be filled in and filed annually before April 15. The **ORIGINAL** list must be filed with the selectmen (assessors) of the town (city) in which such property is located. A **DUPLICATE** copy should be retained by the applicant. Failure to file this list may result in denial of the exemption.

This is to certify that the answers to the following interrogatories are true and correct to the best of my knowledge and belief and that I am duly authorized to sign on behalf of the applicant organization.

Date: April 11, 2013

Signed by:

A. Arthur Piers Director

NAME

TITLE

1. Name of applicant organization: Center for Information, Technology & Society dba Appleton Academy
(OWNER OF PROPERTY OR PRINCIPAL OCCUPANT - CIRCLE ONE OR BOTH)

2. Mailing address and telephone number: CITS, 466 Pleasant St., Melrose, MA 02176 Tel: 781-662-4044

3. In what municipality is this exemption claimed? New Ipswich, NH

4. Under which section is applicant requesting exemption: (An organization may not claim multiple exemptions under separate provisions of RSA 72:23)

RSA 72:23 III (religious) RSA 72:23 IV (educational) X RSA 72:23 V (charitable)
(Form A-12 must also be filed, if applicant is requesting exemption as a charitable organization.)

5. Is the applicant organization organized or incorporated in New Hampshire (Yes ___ No X ___)

Does it have a principal place of business in this state (Yes ___ No X ___). If yes, where: N/A

6. State general purpose for which applicant is organized or incorporated: teaching, teaching materials research, library and research artifacts related to American technology (1880 to 2000) that was "analog, not digital." These were feats of engineering of much greater challenges to design and manufacture than digital technologies and created the wealth of this country. And we will provide, for no fee, Boyton student internships to learn to construct control and animation of a research achieve artifact, connecting that artifact with a timeline of artifacts that had the same purpose, available, for no fee, via the Internet. (See attached newspaper clippings and web site designs about our prior success in a five-year program (Melrose, MA) with Middle School students. See attached materials about live, on-line artifacts with the cooperation of the Charles River Museum of Industry, Waltham, MA.)

7. If applicant is requesting exemption as a charitable organization under RSA 72:23, V: While our application, under RSA 72:23 IV, is not required to respond, we do so to further inform the community of New Ipswich of the ways our nonprofit Center will benefit its community, and others throughout the country, in its educational role as specified in section IV.

(a) What service of public good or welfare is provided? Local teaching of K-12 students, design and creation of the K-12 Internet-based learning materials, designs for State implementations of technology-based teaching and learning (see, e.g., MacArthur Foundation K-12 guidelines and thank you letter from the state of Minnesota), and designs for National implementations of technology-based teaching and learning as we consult to the U.S. Congress (see e.g. the educational *Power On* Congressional report). Our public library of materials, to be moved to New Ipswich, will inform parents, learners and researchers about technology for education and valuable volumes documenting the artifacts. We are moving our technological research artifacts (currently at MIT), such as the original Pioneer laserdisc player to New Ipswich.

The display serves three public purposes: 1.) As a repository for earlier, "analog" devices, it teaches vital differences between analog-based and digitally based communication (In contrast to a U.S. Smithsonian collection on communication, the CITS Collection (see attached Federal Trademark, has contains technological artifacts that served to create analog-based communication devices. 2.) Via our New Ipswich presence, Boyton Middle School students will learn robotics and related electronic skills, as Appleton Interns, by placing selected artifacts to be observed, live via the Internet, to educate learners, worldwide. (The Mascenic Regional School Board is looking forward to this student opportunity. There is a major, National interest in encouraging students called STEM - Science, Technology, Engineering and Math. This Federal initiative for the public good encourages K-12 students to learn more in these four areas.) Each selected device will be remotely operable and

viewable, as illustrated at <http://www.cybertrails.org/muse-cam> And, 3.) As there are many private collections of related artifacts, our Center sought to find sufficient, protected space so that as such collections are often stored in basements, attics, and storage lockers — the collector will be offered a permanent home for such collections with the assurance that, 1.) their artifacts will be viewable by the public, 2.) they may visit their artifacts, and 3.) their artifacts will not be dumped or trashed in an estate sale but rather be preserved for future generations.

Also, through our Center's affiliation with the Simmons College, Center for the Study of Children's Literature, the treasured writing of and about Children's Literature will be fostered at New Ipswich by providing two writing studios for visiting writers modeled after the Bread Loaf (VT) program for visiting writers under the direction of Cathryn Mercier, Director of the Simmons Center and Associate Director of CITS.

Finally, there are spaces at Appleton that the local community has expressed interest in using. Educational organizations have function rooms that are rented for weddings, family gatherings, etc. and the IRS recognizes such secondary uses, provided they are not a form of commercial business, as tax-exempt. This has been honored, for example, at the Currier and Ives Museum in Manchester, among many. In our situation, CITS income has never exceeded \$25,000 a year and such income has diminished in recent years due to "The Great Recession" and Sequester cuts. Thus, even the current, monthly electricity bill — required to prevent flooding by powering two sump pumps, has been significant. While some nonprofits, through fund raising, have considerable endowments, CITS has operated receiving grant funds over 37 years. Our five-year program, offering the City of Melrose, MA, with Middle School student technology education was as volunteering. The purchase price for Appleton was met by a no-interest loan to CITS from the Director (his savings over 40 years for such a space). Due to commercial interest, our original bid of \$80,000 was rejected and only through the intercession of the School Board, was our maximum available funds accepted for the purchase.

While the Director reserved funds for the construction of a small area of the building for the Director's quarters and for Intern use in cold months, the Center was unprepared to address the high humidity problem that prevents immediate use for holding artifacts. The rear addition placed concrete floors as slabs "on grade." This was a serious mistake as it creates a high humidity problem for the very high water table causes excessive moisture to enter the building. In April 2013, a pump failure allowed two feet of water to enter a lower section. Also, as there are the large glass windows and no insulation, the cost to heat the premises is \$25,000/yr. It is fortunate that, when the humidity is controlled, the artifacts can withstand cold temperatures (unlike, say, a museum with artistic paintings). Thus we need to decide what we can heat for on-site visitors. And, we are consulting an engineer to solve the humidity problem, as, the high humidity delays moving the artifacts.

On the plus side, having this physical site with significant historical fame, will greatly aid in raising further grants. Ms. Lillian Johnson will be our head of development. Ms. Johnson spent several years in the Harvard University development office.

Regarding secondary use, in particular, various local people have expressed interest in using the gymnasium portion of the building. The acquisition of artifacts, beyond the original CITS collection of 3000, will occur gradually. Due to its height, artifact-use of the gymnasium will require scaffolding various levels. In the interim, it can serve the public's interest as a hall, a theater, or for sports. And, off-season use, requiring heating, would require operation of the central boiler (otherwise, our intent is to not operate it and heat the Director's/Intern's/grounds keeper quarters by propane or wood-pellet stove). So, as this public service is not a primary use, we would appreciate hearing from the town about how we can meet what we have been asked for and, as is acceptable practice, receive funds solely to pay site expenses. We wish people who have known and loved Appleton Academy, and its grounds and who would appreciate creating a place for community. Such activities would involve the Friends of Appleton and the five-year reunion for Appleton students. Many nonprofits, across the country, receive supplemental income for such functions without taxation. In the case of a spare building at Currier and Ives, across the street, which was rented as apartments, the assessor did tax that use. In contrast, a function space attached to that Museum is not taxed and the Historic New England has an historic house in New Ipswich and neither the keeper's quarters nor spare storage is taxed. And when the Director is at his residence in Melrose, MA performing other Center duties (anticipated, September through May), a grounds keeper is likely to occupy the quarters, for security and other matters. As Appleton was only acquired November 16th, 2012, we presenting information for 2013-2014, and beyond.

(b) Who are the beneficiaries of this service? As we described above.

(c) Is there a charge for this service? — too early to say — If yes, explain — To date, the Director has paid all costs out-of-pocket. At CITS, he is currently co-authoring a book on digital technology for learning. At Appleton, he will volunteer his time to this endeavor, as he did for the Melrose, MA schools. The operation of the educational Internship program requires his time, existing artifacts, and equipping a workshop. The workshop will occupy what was Appleton's science lab room.

(d) For what purpose is any income used? All income will remain solely for Appleton-based expenses and expansion of the displays for the research artifacts.

8. If the applicant is a religious organization, is it a regularly recognized and constituted denomination, creed or sect? N/A

9. State whether the applicant has been granted exemption from taxation by special act of legislature since May 7, 1913. _____

If so, give date. N/A

10. Did the municipality where the applicant claims exemption vote prior to April 1, 1958 to grant exemption on property not specifically exempted by Chapter 72 RSA as amended by Chapter 202 of the Laws of 1957? No

If so, what is the total amount of the exemption voted?

11. List real estate and personal property on which exemption is claimed for this town (city) and the purpose of which each item is used. Itemize each building or tract of land separately indicating the approximate area or percentage used for exempt purposes. (See example)

Tax Map & Lot No.	Property Description	Primary Use and its extent or duration (all are as re-construction permits, see above)	Other Use and its extent or duration
11/131A	"Appleton" Bldg. - 3 acres	Consolidation of 3000 research artifacts. (Movement delay due to environment problems). Duration: 100%	
		Public visiting in person. Duration: seasonal	
		Internet visiting (see, e.g., www.cybertrails.org/muse-cam) Duration: 100%	
		Mascenic Middle School learning project internships (School Board was favorable to this use) Duration: At least spring and fall of school calendar	
		A small apt. for Curator. Duration: as required for overseeing interns and duties. Extent: 5-10%	When Dr. Priest and Dr. Mercier are absent, the apt. will be occupied by a groundskeeper. And/or possible availability to Appleton Alum. on a philanthropic donation basis.
		Education Research Writers' Studios. Duration: summers. Extent: 5-10%	
		Intern workshop: 5%	

Appleton Academy
A-9 Addendum
W. Curtiss Priest, Director
Center for Information, Technology & Society
May 7, 2013

When considering whether CITS is an educational organization as described in NH statute RSA 72:23 IV, I reflected on both our past activities and our current mission. The common thread throughout our work is "intended to develop the faculties and powers and the expansion of knowledge through a systematic course of instruction."

I have pursued this work in a variety of ways and places. For example, my Long Island partner and I collaborate on The LINCT program, which became known nationally for training welfare mothers to join the workforce. These mothers attended weekly classes to gain technology skills and, upon completion of the course, were rewarded with receiving the computer they had learned to use.

This program also involves sites in Chicago, Denver, Austin and Los Angeles. Students (K-12) have been using a computer-based curriculum that I designed and implemented; in addition to systematic instruction, these students provide valuable feedback, response, and insight for assessment of various technologically based learning programs. As of today, over 1000 students have received certificates of completion.

My interest in expansion of knowledge through a systematic course of instruction began when teaching students at the Emma Willard School, Troy NY, in the early seventies. Influenced by scholars at the University of Pennsylvania, I introduced to Emma Willard and its students a systematic course of instruction called Pragmatism.

Revisiting and building on that early foundation at Emma Willard, I created an after-school class for middle school students at in the Melrose Public Schools. Once a week during the school year, a group of 5-10 students gathered to work hands-on with personal computing technologies. They volunteered at the Public Works' department's biennial recycling days, selected donated computers there, and worked on those computers – from the inside out. We ran this "computer lab shop" for five years. Graduates of the program went on to study at Carnegie-Mellon, Harvard, Northeastern and Cornell; they are now at work in diverse fields such as religious studies and development at Amazon.

As the distinguished writers of "A Nation at Risk" stated in 1983, our Nation was falling behind many other countries, in educating US students. Current STEM initiatives focus on increasing national performance. When I purchased the Appleton Academy, I promised to create STEM internships for Mascenic School students. The space at Appleton will allow me to provide access to "learning artifacts" that both meet the objectives of STEM and serve to provide students with snapshots of how mechanical and scientific instruments accomplish certain actions and outcomes. I am particularly delighted that the Boynton Middle School is only a few hundred yards from Appleton and trust that middle-school teaching of interns will be the first to take shape.

In 2001, I began the "Program for Knowledge, Learning & Social Progress" at MIT. When the temporary appointment ended, I continued using this title, above the name of our Center, on stationary and e-mail, making this our main mission statement. Correspondingly, as I consider various names for our work in New Ipswich, I am hopeful to keep "Appleton Academy" involved. This inclusion would emphasize our educational mission in two ways. According to the dictionary definition of Academy, it will be "A school for special instruction" and "A society of scholars, scientists, or artists." The primary use of the technological artifacts will be as described above.

While the space afforded by Appleton will provide accessibility, there are insufficient funds, today, to create what some expect as lavish museums. Nonetheless, we have space and opportunity to link technological research artifacts with student learning. Students will document the actions contained in an artifact, and as described in our 2012 A-9, the student will place this documentation on web pages along with web-cam viewing and the ability to cause one of the identified actions to be seen. Such exhibits will become part of "Netted Knowledge," part of a larger, more expansive project whose ideas I summarized in a 2010 paper and about which I am writing in book collaboration.

Finally, as also described, elsewhere, in our A-9, our Associate Director, Cathryn Mercier, a Professor and Director of the Center for the Study of Children's Literature at Simmons College, will provide tutelage to the visiting writers, occupying the two writers' studios, in summers. This is a rare opportunity to bring writers, especially writers for young people, together. These short writers' residencies will bring writers and readers together in vibrant educational exchanges from which both will benefit.

Further, on May 17th, 2013 Drs. Priest and Mercier visited with Boynton School Principal, Vice-Principal and School Librarian. The positive meeting discussed many ways in which both the research artifact internships and children's books activities could be accomplished, considering both time after school and possible summer projects. In general it was agreed that project-oriented activities would best fit with ways students learned best.

RECEIVED

NOV 7 2013

Per _____

#13-40

12/17
Left VM
G.B.

12/13
Left VM
GB

APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.

I. LOCATION OF BUILDING	AT (LOCATION) <u>72</u> <u>ACADEMY</u>		ZONING DISTRICT
	(NO.) (STREET)		
	BETWEEN _____ AND _____		
	(CROSS STREET) (CROSS STREET)		
SUBDIVISION <u>4/131A</u>		LOT _____ BLOCK _____	LOT SIZE _____
II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D			
A. TYPE OF IMPROVEMENT		D. PROPOSED USE - For "Wrecking" most recent use	
1 <input type="checkbox"/> New building 2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13) 3 <input checked="" type="checkbox"/> Alteration (See 2 above) 4 <input type="checkbox"/> Repair, replacement 5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13) 6 <input type="checkbox"/> Moving (relocation) 7 <input type="checkbox"/> Foundation only		Residential 12 <input checked="" type="checkbox"/> One family 13 <input type="checkbox"/> Two or more family - Enter number of units - - - - - 14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - - 15 <input type="checkbox"/> Garage 16 <input type="checkbox"/> Carport 17 <input type="checkbox"/> Other - Specify _____ Nonresidential 18 <input type="checkbox"/> Amusement, recreational 19 <input type="checkbox"/> Church, other religious 20 <input type="checkbox"/> Industrial 21 <input type="checkbox"/> Parking garage 22 <input type="checkbox"/> Service station, repair garage 23 <input type="checkbox"/> Hospital, institutional 24 <input type="checkbox"/> Office, bank, professional 25 <input type="checkbox"/> Public utility 26 <input type="checkbox"/> School, library, other educational 27 <input type="checkbox"/> Stores, mercantile 28 <input type="checkbox"/> Tanks, towers 29 <input checked="" type="checkbox"/> Other - Specify <u>MUSEUM</u>	
B. OWNERSHIP			
8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.) 9 <input type="checkbox"/> Public (Federal, State, or local government)			
C. COST			
10. Cost of improvement \$ <u>107,843</u> To be installed but not included in the above cost a. Electrical <u>11,500</u> b. Plumbing <u>8,500</u> c. Heating, air conditioning <u>16,000</u> d. Other (elevator, etc.) 11. TOTAL COST OF IMPROVEMENT \$ <u>143,843</u>		Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. <u>FIRST FLOOR ONLY TO BE USED.</u> <u>HALF OF THE SPACE WILL BE AN APARTMENT</u> <u>OTHER HALF A MUSEUM</u>	
III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.			
E. PRINCIPAL TYPE OF FRAME		J. DIMENSIONS	
30 <input type="checkbox"/> Masonry (wall bearing) 31 <input type="checkbox"/> Wood frame 32 <input type="checkbox"/> Structural steel 33 <input type="checkbox"/> Reinforced concrete 34 <input type="checkbox"/> Other - Specify _____		48. Number of stories 49. Total square feet of floor area, all floors, based on exterior dimensions 50. Total land area, sq. ft.	
F. PRINCIPAL TYPE OF HEATING FUEL		K. NUMBER OF OFF-STREET PARKING SPACES	
35 <input type="checkbox"/> Gas 36 <input type="checkbox"/> Oil 37 <input type="checkbox"/> Electricity 38 <input type="checkbox"/> Coal 39 <input type="checkbox"/> Other - Specify _____		51. Enclosed 52. Outdoors	
G. TYPE OF SEWAGE DISPOSAL		L. RESIDENTIAL BUILDINGS ONLY	
40 <input type="checkbox"/> Public or private company 41 <input type="checkbox"/> Private (septic tank, etc.)		53. Number of bedrooms 54. Number of bathrooms { Full Partial	
H. TYPE OF WATER SUPPLY			
42 <input type="checkbox"/> Public or private company 43 <input type="checkbox"/> Private (well, cistern)			
I. TYPE OF MECHANICAL			
Will there be central air conditioning? 44 <input type="checkbox"/> Yes 45 <input type="checkbox"/> No Will there be an elevator? 46 <input type="checkbox"/> Yes 47 <input type="checkbox"/> No			

NO

STREET

11-131-A

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REPORT ON INTERNAL CONTROL BASED ON AN AUDIT OF BASIC FINANCIAL STATEMENTS

To the Board of Selectmen
Town of New Ipswich, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of New Ipswich, New Hampshire (the Town) as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the Town's internal control to be significant deficiencies:

GENERAL LEDGER ACCOUNTING

Observation

The trial balance as originally provided for the audit, did not accurately reflect the financial activity of the Town. Numerous balance sheet accounts are not reconciled throughout the year and therefore errors are going unnoticed for extended periods of time.

Financial statements are presented in accordance with generally accepted accounting principles for governmental units. As auditors, we proposed numerous entries to the Town's General Fund accounting system. While some of these are normal entries that auditors propose during a routine audit, many of these adjustments reflect deficiencies in the current accounting system that need to be addressed.

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Implication

Controls over the financial activities of the Town are weakened as there is an increased risk of misstatement of the trial balance. Financial decisions may be made based on incomplete or incorrect data.

Also, additional time was necessary to reconstruct the Town's records in order to adjust them to be reported in accordance with generally accepted accounting principles.

Recommendation

We recommend that the various balance sheets be reconciled on a monthly basis to detect any errors or omissions on a timely basis, and accounts be adjusted accordingly. This will help ensure that a more accurate financial position of the Town will be presented, upon which sound business decisions may be made.

BANK RECONCILIATIONS

Observation

In performing our audit procedures over the Town's General Fund cash accounts, we noted the Treasurer prepares a monthly bank reconciliation, however, the Treasurer's bank reconciliation was not reconciled to the Town's general ledger balance.

Implication

The Town's internal controls over cash are weakened. Failure to complete the process of reconciling the bank account to the Town's general ledger increases the likelihood financial decisions may be made by the Town on an incorrect balance. Additionally, when the reconciling process is incomplete, errors within the Town's general ledger may go unnoticed for an extended period of time.

Recommendation

After the Treasurer has completed the process of reconciling the Town's bank accounts, we recommend the Town compare the Treasurer's reconciled balance to the general ledger balance. Any differences between the Treasurer's reconciled balance and the general ledger should be identified and corrected immediately.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Manchester, New Hampshire
XXXXX XX, 2023

DRAFT

XXXXXX XX, 2023

To the Board of Selectmen
Town of New Ipswich, New Hampshire

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of New Ipswich, New Hampshire (the Town) for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 24, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of New Ipswich, New Hampshire are described in Note 1 to the financial statements. During the year ended December 31, 2022, the Town of New Ipswich adopted and implemented GASB Statement No. 87 – *Leases* (see Note 15 to the financial statements). There was no effect on beginning of the year balances as a result of adoption of the new standard. We noted no transactions entered into by the Town of New Ipswich, New Hampshire during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, each major fund, and the aggregate remaining fund information's financial statements were:

Management's estimate of the allowance for uncollectible taxes receivable is based on taxpayer bankruptcies, abatements subsequently issued, historical collection levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole. Management's estimates of the useful lives of capital assets are based upon historical records of utilization, necessary improvements and replacements. We evaluated the key factors and assumptions used to develop the depreciable useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole. Additionally, management's estimate for the liability for landfill postclosure care costs is based on anticipated future monitoring and maintenance costs provided by the Town's engineering firm. We evaluated the key factors and assumptions used to develop the liability for postclosure

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care costs in determining that it is reasonable in relation to the financial statements taken as a whole.

Significant estimates also include actuarial assumptions used in determining pension and other post-employment benefit costs which are based on plan audited financial statements. We evaluated the assumptions used in the plan audited financial statements to determine that they are reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

As discussed in Note 2 to the financial statements, the Town has not implemented all provisions of GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The single-employer plan provisions of GASB Statement No. 75 were required to be implemented by the Town during the year ended December 31, 2018.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Please see the attached schedule of material adjustments detected and corrected as a result of audit procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated XXXXX XX, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of New Ipswich, New Hampshire's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the

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Town of New Ipswich, New Hampshire
For the Year Ended December 31, 2022
Material Audit Adjustments

The following is a listing of the material audit adjustments made for the year ended December 31, 2022, and have been corrected by management:

General Fund:

- To record the school tax appropriation in the amount of \$9,101,919.
- To record the county tax appropriation in the amounts of \$557,141.
- To adjust tax collector activity to actual in the amount of \$132,645.
- To remove current year encumbrances posted as a liability and as expenditures in the amount of \$140,380.
- To record State Bridge Aid revenue originally posted against a receivable in the amount of \$95,780.
- To reverse interfunds recorded as a 2021 audit adjustment in the amount of \$38,200.
- To record accounts payable for a liability noted in the search for unrecorded liabilities in the amount of \$60,000.
- To recognize revenue and expenditures for amounts spent under the American Rescue Plan Act in the amount of \$297,142.
- To restore fund balance in the expendable trust funds in the amount of \$45,921.
- To adjust expendable trust funds to fair value in the amount of \$173,111.
- To adjust expendable trust funds for funds closed out in the current year in the amount of \$86,726.

Permanent Fund:

- To restore fund balance in the permanent funds in the amount of \$71,363.
- To adjust the permanent funds to fair value in the amount of \$93,449.

Aggregate Remaining Fund Information:

- To restore fund balance for the school custodial funds in the amount of \$69,295.
- To adjust school custodial funds to fair value in the amount of \$70,474.
- To record revenue and a receivable for the 2022 water grant receivable in the amount of \$44,111.
- To record the release of escrow activity for the Andy Krook Bond in the amount of \$292,278.

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consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of New Ipswich, New Hampshire's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During our audit, we noted deficiencies in the Town of New Ipswich, New Hampshire's internal control which we considered to be significant deficiencies. See separately issued 'Report on Internal Controls' dated XXXXX XX, 2023 for further information regarding the identified deficiency.

Other Matters

We applied certain limited procedures to the budgetary comparison information, schedule of changes in the Town's proportionate share of the net OPEB liability, schedule of Town OPEB contributions, schedule of changes in the Town's proportionate share of the net pension liability, and schedule of Town pension contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Selectmen and management of the Town of New Ipswich, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

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XXXXXX XX, 2023

To the Board of Selectmen
Town of New Ipswich, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of New Ipswich, New Hampshire for the year ended December 31, 2022, we considered the Town's internal control structure to determine our audit procedures for the purpose of expressing our opinions on the basic financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. We previously reported on the Town's internal control structure in our report dated XXXXX XX, 2023. This letter does not affect that report or our report on the basic financial statements dated XXXXX XX, 2023.

We have already discussed these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of the matter, or to assist you in implementing the recommendation.

The purpose of this letter is to provide constructive and meaningful recommendations to you.

Sincerely,

Vachon Clukay & Company PC

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TAX RECONCILIATION

Observation

During our audit of the Town, we noted that the tax collector's records and the general ledger are not consistently reconciled during the year which results in activity inaccurately posted.

Implication

Controls over the financial activities are weakened as the tax collector and the general ledger are not reconciled on a recurring basis and activity is not being posted to the Town's general ledger. Errors or mis-postings can remain undetected if the reconciliation process is not fully completed. In addition, financial decisions may be made on incomplete or incorrect financial data.

Recommendation

We recommend that the various tax collector balance sheet and revenue accounts be reconciled on a recurring basis to detect any errors or omissions in a timely manner. We recommend that the tax collection activity be remitted to the Town finance personnel and recorded within the general ledger on a timely basis. Any differences should be investigated and adjusted as necessary.

CREDIT CARD TRANSACTIONS

Observation

During our audit procedures over credit card transactions, we noted numerous instances where purchases made on the credit cards lacked adequate supporting documentation, such as a receipt or invoice. This resulted in the Town incurring finance charges for several months due to late payments.

Implication

Controls over credit card transactions are weakened, as without sufficient supporting documentation to substantiate purchases increases the likelihood of misuse or abuse of credit cards. Additionally, there is an increased risk that fraudulent activity could occur and be paid for by the Town. Lastly, incurring late fees and finance charges results in the Town funds being used without any benefit to Town activities.

Recommendation

We recommend that all credit card purchases have receipts or supporting documentation that indicates the date, amount, and details of the purchase and is submitted to the Town office in a timely manner for payment. In addition, we recommend credit card statements be paid in a timely manner and in the full amount to avoid incurring late fees and finance charges.

TRUST FUNDS

Observation

During our audit procedures over trust funds, it was noted that the Town over requested amounts to be reimbursed from the Trustees when they did not have the actual expenditures spent.

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Implication

The Trustees reimbursed the Town for expenditures that were not actually incurred.

Recommendation

We recommend that the Town and Trustees review supporting documentation for expenditures incurred prior to approving and remitting transactions to come out of the Trust Funds.

PAYROLL

Observation

During the walkthrough over a payroll transaction, VCC noted an instance where there was a discrepancy on hours worked versus hours paid. VCC noted that the hours worked on the approved timecard were more than the actual hours paid.

Implication

Controls over payroll transactions are weakened. There is an increased risk that incorrect wages may be paid. In addition, if incorrect wages are paid, the Town could be susceptible to future compensation claims by employees.

Recommendation

We recommend that employees' timecards are thoroughly reviewed, and hours are paid based on actual time worked.

NEW HAMPSHIRE RETIREMENT SYSTEM

Observation

During our testing over census data for the New Hampshire Retirement System it was noted that an employee who was enrolled did not have an enrollment form on file. Per further follow-up, it was noted that the employee never completed an enrollment form.

Implication

There is an increased risk that an employee may not be enrolled into the New Hampshire Retirement System when they are eligible to receive benefits. In addition, there is risk that the employee is enrolled in the incorrect group.

Recommendation

We recommend that all employees who are eligible to be enrolled in the New Hampshire Retirement System have a completed enrollment form submitted and retained on file.