



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: October 19, 2020	Date of Meeting: October 29, 2020
Submitted by: Town Clerk/Tax Collector Diane Trippett	Time Required: 10 minutes
Department: Town Clerk/Tax Collector	Background Info. Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Speakers: Diane Trippett	Supplied: _____

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Grant Acceptance for Town Clerk / Tax Collector's Office

DESCRIPTION OF ITEM

The Town Council to consider the acceptance and expenditure of a COVID-19 Response grant for the Town Clerk/Tax Collector's office in the amount of \$7,858 made available through the Center for Tech and Civic Life, for the purpose of planning and operationalizing safe and secure election administration in the Town of Merrimack in 2020, pursuant to RSA 31:95-b and Charter Article 8-15.

REFERENCE (IF KNOWN)

RSA:	31:95-b	Warrant Article:	_____
Charter Article:	8-15	Town Meeting:	_____
Other:		N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Diane Trippett</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number	<u>424-9657</u>	Email Address	<u>dtrippett@merrimacknh.gov</u>

APPROVAL

Diane Trippett

From: grants@techandcivicliflife.org
Sent: Tuesday, October 13, 2020 10:15 AM
To: Diane Trippett
Subject: Approved: CTCL COVID-19 Response Grant
Attachments: Merrimack Town, New Hampshire Agreement.pdf

Dear Diane Trippett,

I'm pleased to share that Center for Tech and Civic Life has reviewed your COVID-19 Response Grant application and has approved a grant award totaling **\$7858 USD**.

We look forward to promptly disbursing funds, but first we need two things from you:

1. **Disbursement information:** Please provide payment instructions using the CTCL Grant Disbursement Form here: <https://airtable.com/shrnjlueWISCmnPec>. Note: a member of the CTCL COVID-19 Response Grants team will verify payment details before transmitting funds.
2. **Signed grant agreement:** To release funds CTCL must have a signed copy of your jurisdiction's grant agreement. Please find the agreement for signature attached. Return a signed copy to grants@techandcivicliflife.org at your earliest convenience. Note: Would you prefer a grant for **less** than the amount CTCL has awarded? Simply respond to this email with your preferred total grant amount and we will update your agreement accordingly.

Once you've (1) submitted payment instructions using the CTCL Grant Disbursement Form and (2) returned a signed grant agreement to grants@techandcivicliflife.org, CTCL will process a single payment for the full grant amount.

You can select one of three payment methods with the following disbursement times:

- Wire transfer: 3-4 business days
- ACH: 5-9 business days
- Check: 6-10 business days

Center for Tech and Civic Life has partnered with accounting firm Marcum LLP to disburse grant funds. Marcum is using Bill.com to efficiently and securely process payments. After you've completed the Grant Disbursement Form Marcum will send an email via Bill.com to complete the disbursement process.

Thank you for all you do on behalf of New Hampshire voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

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Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life | tiana@techandcivicliflife.org | she/her



CENTER FOR
TECH AND
CIVIC LIFE

October 12, 2020

Merrimack Town, New Hampshire

Town Manager

6 Baboosic Lake Rd

Merrimack, NH 03054

Dear Eileen Cabanel,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Merrimack Town, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Merrimack Town ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$7,858.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Merrimack Town in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

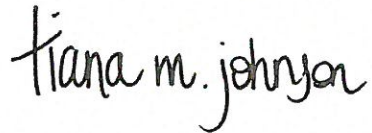
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601

HELLO@TECHANDCIVICLIFE.ORG

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

Diane Trippett

From: Barbara Clark <bclark@eastkingstonnh.gov>
Sent: Tuesday, October 6, 2020 2:39 PM
To: atclerk@sover.net; townclerk@albanynh.org; Alexandria Town Clerk (alexctxcoll@metrocast.net); kpelissier@allentownnh.gov; jbacon@alsteadnh.org; townclerk@alton.nh.gov; ndemers@amherstnh.gov; Andover Town Clerk (tctc@andover-nh.gov); Antrim Town Clerk (antrimatc@tds.net); ptucker@ashland.nh.gov; townclerk@atkinson-nh.gov; Auburn Town Clerk (townclerk@townofauburnnh.com); taxclerk@barnstead.org; kkerekes@barrington.nh.gov; townclerk@townofbartlettnh.org; Bath Town Clerk (bathnh@myfairpoint.net); skellar@bedfordnh.org; tctc@belmontnh.org; Bennington Town Clerk (townclerk@townofbennington.com); mstiebitz@att.net; safortin@berlinnh.gov; Bethlehem Town Clerk (townclerk@bethlehemnh.org); nhoyt@townofboscawen.org; mnaik@bownh.gov; Bradford Town Clerk (tc@bradfordnh.org); Brentwood Town Clerk (townclerk@brentwoodnh.gov); Bridgewater townclerk1@gmail.com; rsimpson@townofbristolnh.org; Brookfield Town Clerk (brookfieldnhtc@hotmail.com); Brookline Town Clerk (patti@brookline.nh.us); toc.hj@camptonnh.org; vmcalister@canaannh.org; Christine Dupere; spapps@canterbury-nh.org; townclerk@townofcarroll.org; Center Harbor Town Clerk (chtownclerk@metrocast.net); patricia@charlestown-nh.gov; Chatham Town Clerk (mpitman@myfairpoint.net); elufkin@chesternh.org; townclerk@nhchesterfield.com; Chichester Town Clerk (townclerk@chichesternh.org); Claremont Town Clerk (cityclerk@claremontnh.com); Clarksville Town Clerk (twncclark@yahoo.com); townclerk@colebrooknh.org; Columbia Town Clerk (towncolumbia@myfairpoint.net); Concord City Clerk (jbonenfant@concordnh.gov); Enwright Dawn; linkell@conwaynh.org; cornishtownclerk@comcast.net; tccroydon@outlook.com; town.clerk@townofdaltan.com; danburyclerk@comcast.net; townclerk@townofdanville.org; Deerfield Town Clerk (twnc@townofdeerfieldnh.com); Deering Town Clerk (townclerk@deering.nh.us); Derry Town Clerk (danielhealey@derrynh.org); dianemulholland@derrynh.org; tctc.dorchester@gmail.com; s.mistretta@dover.nh.gov; townclerk@townofdublin.org; dummertownclerk@gmail.com; townclerk@dunbartonnh.org; lpitt@ci.durham.nh.us; eastonnhtownclerk@gmail.com; eatonnhtc@gmail.com; effinghamdeanna@roadrunner.com; dobellsworth@gmail.com; townclerk@enfield.nh.us; clerkandtax@townofeppping.com; laura.scearbo@epsomnh.org; erroltownclerk@gmail.com; akohler@exeternh.gov; ndickie@farmington.nh.us; fitzclerk@fitzwilliam-nh.gov; townclerk@francestownnh.org; townclerk@franconianh.org; kgargano@franklinnh.org; freedomtownclerk@yahoo.com; Nicole Cloutier; dlafond@gilfordnh.org; tctx@gilmantonnh.org; robin03448@gmail.com; cball@goffstownNH.gov; cporter@gorhamnh.org; townofgoshen@goshennh.org; graftontc2008@hotmail.com; tctc@granthamnh.net; Greenfield Town Clerk (greenfieldnhtc@myfairpoint.net); Marge Morgan (MMorgan@greenland-nh.com) (MMorgan@greenland-nh.com); clerk-collector@comcast.net; townclerk@grotonnh.org; townclerk@hampsteadnh.us; sadoheny@town.hampton.nh.us; townclerkcollect@hamptonfalls.org; clerk@hancocknh.org; betsy.mcclain@hanovernh.org; townclerk@harrisvillennh.org; hartslocationtc@gmail.com; townclerk@haverhill-nh.com; clerk@hebronnh.org; hennikerc@tds.net; hilltwnc@comcast.net; debbie@hillsboroughnh.net; jseymour@hinsdalenh.org; tctc@holderness-nh.gov; townclerk@hollisnh.org; trainier@hooksett.org; clerkcollector@hopkinton-nh.gov; pbarry@hudsonnh.gov; jxntctc@jackson-nh.org; krollins@townofjaffrey.com; jeffersontownclerk@live.com; Patti Little

To: (plittle@ci.keene.nh.us); malther@ci.keene.nh.us; townclerk@kensingtontown.com; tc-tc@kingstonnh.org; chebert@laconianh.gov; townclerk@lancastrnh.org; Landaff Town Clerk (townclerk@landaffnh.org); langdontownclerk@gmail.com; kenniston@lebanonnh.gov; Ireinhold@leenh.org; lempstertownclerk@myfairpoint.net; townclerk@lincolnnh.org; townclerk@lisbonnh.org; tbriand@litchfieldnh.gov; jwhite@townoflittleton.org; sfarrell@londonderrynh.org; townclerk@loudonnh.org; lymantc@myfairpoint.net; patty@lymenh.gov; tschultz@lyndeboroughnh.us; tcmadbury@comcast.net; clerk@madison-nh.org; Manchester City Clerk (mnormand@manchesternh.gov); Masewic, Brenda; townclerk@marlboroughnh.org; marlowclerk@marlownh.gov; masontownclerk@gmail.com; kparker@meredithnh.org; Diane Trippett; tctx@middletonnh.gov; milantownclerk@gmail.com; Milford Town Clerk (joan.dargie@milford.nh.gov); townclerktaxcollector@miltonnh-us.com; monroetc@roadrunner.com; mvtownclerk@gmail.com; townclerk@moultonboroughnh.gov; loverings@nashuanh.gov; fredetted@nashuanh.gov; townclerk@nelsonnh.us; kcolbert@newbostonnh.gov; newcastlenh@comcast.net; ndclerk@newdurhamnh.us; radams@new-hampton.nh.us; townclerk@townofnewipswich.org; tctc@nl-nh.com; linda@newburynh.org; suemckinnon@newfieldsnh.gov; lcoleman@townofnewingtonnh.com; tlittlefield@newmarketnh.gov; Newport Town Clerk; townclerktaxcollector@newtonnh.net; sbuchanan@northhampton-nh.gov; ccaveney@northfieldnh.org; northumberlandtownclerk@yahoo.com; saudet@northwoodnh.org; landerson@nottingham-nh.gov; orangetownclerk@myfairpoint.net; townclerk@orfordnh.us; kskehan@ossipee.org; townclerk@pelhamweb.com; jgoff@pembroke-nh.com; lguyette@peterboroughnh.gov; auntb9173@hotmail.com; mburns@pittsburg-nh.com; eanthony@pittsfieldnh.gov; mmarsh@plainfieldnh.org; mfowler@plaiستow.com; townclerk@plymouth-nh.org; klbarnaby@cityofportsmouth.com; townclerk@randolph.nh.gov; arichard@raymondnh.gov; richmondtownclerk@yahoo.com; townclerk@town.rindge.nh.us; ROCHESTER CITY CLERK (kelly.walters@rochesternh.net) (kelly.walters@rochesternh.net); Doreen Jones; kate.nesman@rollinsford.nh.us; roxburytownclerk@yahoo.com; townclerk@rumneynh.org; ddecotis@town.rye.nh.us; swall@salemnh.gov; tclerksalisbury@gmail.com; tctc@sanborntonnh.org; dnicolaisen@sandown.us; tctcsandwich@cyberpine.net; townclerk@seabrooknh.org; sharontownclerk@gmail.com; shelburnenhtc@gmail.com; jslaven@somersworth.com; townclerk@townsh.comcastbiz.net; townclerk@springfieldnh.org; starktownof@myfairpoint.net; townofstewartstown@hotmail.com; stoddardtowntownclerk@gmail.com; townclerk@strafford.nh.gov; tctc@stratfordnh.town; jcharbonneau@strathamnh.gov; townclerk@sugarhillnh.org; sullivantownclerk@myfairpoint.net; Betty Ramspott; surrytown@hotmail.com; townclerk@sutton-nh.org; rfontaine@swanzeynh.gov; tctx@tamworthnh.org; templeclerk@comcast.net; townclerk@thorntonnh.org; tctc@tiltonnh.org; taxcollector@troy-nh.us; townclerk@tuftonboro.org; unitytownclerk@myfairpoint.net; townclerk@wakefieldnh.com; ssmith@walpolen.nh.us; townclerk@warner.nh.us; warrentownclerk@gmail.com; jbarkie@washingttonnh.org; wvtownclerk@watervillevalley.org; mbillodeau@weare.nh.gov; townclerk@webster-nh.gov; townclerk@wentworth-nh.org; Westmorelandtownclerk@gmail.com; townclerk@whitefieldnh.org; wilmot_tc@wilmotnh.org; jfarrell@wiltonnh.org; jtetreault@winchester.nh.gov; nbottai@windhamnh.gov; bpsjkm@gmail.com; townclerk@wolfeboronh.us; townclerk@woodstocknh.org

Subject: FW: Grants for election expenses

Below is some information we received recently and are distributing to our members regarding possible grant funding for election-related expenses. You may want to share it with members of the clerks' association as well. Note that grant applications must be filed **by October 15**.

I don't really have any more information, but I would be happy to try to find out more if you have questions. I think the website and the application form are pretty self-explanatory.

Cordell Johnston
Government Affairs Counsel
New Hampshire Municipal Association
25 Triangle Park Drive
Concord, NH 03301

Election Funding Available—October 15 Deadline!

Last month the Center for Tech Life, a non-partisan, nonprofit organization that provides support for local election officials, announced that it has received \$250 million to provide grants to local governments for election administration. All U.S. local election offices are eligible to apply, and several in New Hampshire have already done so. Here are some examples of how the funds can be used:

- Increasing pay for poll workers
- Providing PPE for poll workers and voters
- Additional staffing (for example to process absentee ballots more quickly)
- Equipment upgrades
- Absentee ballot drop boxes
- Public education about the voting process

[Click here for more information and to apply.](#) The sooner your municipality applies, the better. **The deadline to apply is October 15.**



COVID-19 RESPONSE GRANTS

We provide funding to U.S. local election offices to help ensure they have the critical resources they need to safely serve every voter in 2020.

The Center for Tech and Civic Life (CTCL) is excited to expand our COVID-19 Response Grant program to all U.S. local election jurisdictions. Backed by a generous \$250M contribution, CTCL will provide grants to local election jurisdictions across the country to help ensure you have the staffing, training, and equipment necessary so this November every eligible voter can participate in a safe and timely way and have their vote counted.

[APPLY FOR A COVID-19 GRANT](#)

As of October 1, over 1,700 election offices have applied for a CTCL COVID-19 Response grant. Because the grant program has been so well received, we are extending the application deadline. All U.S. local election offices that have not previously applied are invited to apply by Thursday, October 15th.

Questions about the COVID-19 grant application or process? Email us at help@techandcivicle.org.

If you have questions about implementing public health measures, scaling absentee ballot processing, or educating voters, please visit CTCL's new Election Resources for Safe Elections website, a collection of free and easy to use resources devoted to helping you navigate today's election challenges.

Why is CTCL providing grants to election offices?

Election officials have made it clear that one of their most pressing needs is funding. Based on this, CTCL is focusing philanthropic support to directly help election offices administer safe and secure elections in November.

Who is providing the grant?

CTCL is a publicly supported 501(c)(3) nonprofit organization. CTCL is proud to have a healthy mix of financial support from foundations, individual donors, and through earned revenue. By law, CTCL's financial 990s are available for public review.

Grant funds will be disbursed from the Center for Tech and Civic Life.

Who do I reach out to with questions about the grant program?

Contact help@techandcivicliflife.org with any questions about the grant program.

What kind of election expenses do the grant funds cover?

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include, but are not limited to, the costs associated with the safe administration of the following examples of election responsibilities.

Ensure Safe, Efficient Election Day Administration

- Maintain open in-person polling places on Election Day
- Procure Personal Protective Equipment (PPE) and personal disinfectant to protect election officials and voters from COVID-19
- Support and expand drive-thru voting, including purchase of additional signage, tents, traffic control, walkie-talkies, and safety measures

Expand Voter Education & Outreach Efforts

- Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election
- Educate voters on safe voting policies and procedures

Launch Poll Worker Recruitment, Training & Safety Efforts

- Recruit and hire a sufficient number of poll workers and inspectors to ensure polling places are properly staffed, utilizing hazard pay or stipends
- Provide voting facilities with funds to compensate for increased site cleaning and sanitization costs
- Deliver updated training for current and new poll workers administering elections in the midst of pandemic

Support Early In-Person Voting and Vote by Mail

- Expand or maintain the number of in-person early voting sites

- Deploy additional staff and/or technology improvements to expedite and improve mail ballot processing

How do I know that my office is eligible to receive a grant? ---

If your U.S. election office is responsible for administering election activities covered by the grant, you're eligible to apply for grant funds.

How much money is my office eligible to apply for? ---

Your election office will be eligible to apply for a grant amount based on a formula that considers the citizen voting age population and other demographic data of your jurisdiction. **Minimum grants will be \$5,000.** You may choose to receive less than the offered amount if your needs or eligible expenses do not reach that amount.

Is this a matching funds grant? ---

Matching funds are not required to apply for this grant.

What if I share election responsibilities with another local government office? ---

If you share election responsibilities with another local government office, you are encouraged to submit one combined application for grant funds. This means you'll coordinate with your other local government offices.

What information does my office need to provide in the grant application? ---

You will need to provide the following information in your grant application:

- Number of active registered voters in the election office jurisdiction as of September 1, 2020
- Number of full-time staff (or equivalent) on the election team as of September 1, 2020
- Election office 2020 budget as of September 1, 2020
- Election office W-9
- Local government body who needs to approve the grant funding (if any)
- What government official or government agency the grant agreement should be addressed to

Who should submit the application for my election office? ---

Your election office's point of contact for the grant should submit the grant application. We leave it to you to determine who should be the point of contact.

When can I submit my application? ---

You'll be able to submit your grant application beginning the week of Tuesday, September 8, 2020.

When will my office receive the grant?

We recognize that election jurisdictions need funding as soon as possible to cover the unprecedented expenses of 2020 elections. We plan to move quickly! After you submit your application, CTCL anticipates that the certification and approval of your grant will take about 2 weeks. The disbursement timeline will depend on your local approval process.

Will the grant be mailed via check or transferred via wire?

Wiring the grant funds is faster, but you can receive the funds via a mailed check if preferred.

What reporting is required?

You will be required to submit a report that indicates how you spent the grant funds. The report will be in a format that should not be overly burdensome.

When do I report how my office spent the funds?

You'll need to submit your grant report by January 31, 2021.



hello@techandcivicliflife.org

Media Inquiries:
Email - press@techandcivicliflife.org
Phone - (872) 204-5714

Sign up for our email of election administration best practices, ELECTricity.

First Name

Email Address

SUBMIT

ABOUT

- Our story
- Our people
- Key funders and partners
- Careers
- Invite us to speak

OUR WORK

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