



STAFF REPORT

AGENDA ITEM #: 23-62
COUNCIL MTG OF: May 16, 2023
FROM: Dave Caron, Town Administrator
OFFERED BY: Administration
PREPARED BY: Administration
SUBJECT: Grant Acceptance Policy and Hayek Jewelers

INTRODUCTION

The request is to accept a \$500 donation from Hayek Jewelers for the Senior Luncheon Program and to establish a procedure for accepting unanticipated revenues in the future.

TOWN ADMINISTRATOR COMMENTS

Please see comments within this staff report.

BACKGROUND

The State of New Hampshire authorizes municipalities to accept unanticipated revenues in the form of grants, gifts and donations after the annual budget has been adopted. State law does require that the Town Council schedule a public hearing for amounts of \$10,000 and greater. RSA 31:95-b III (b) provides flexibility when accepting funds less than \$10,000. Currently, those funds are accepted through a Resolution formally adopted by the Town Council. It is recommended that this process continue for funds received between \$1,001 and \$9,999. The statute leaves to the Governing Body the process by which these funds are accepted, but public notice is required. It is recommended that the Council adopt a procedure whereby any funds in the amount of \$1,000 or less be listed on the Consent Agenda for adoption.

DISCUSSION

The adoption of this procedure would increase efficiency in government operations by eliminating the requirement for staff to prepare and present separate Resolutions on funds of a de minimis amount, while simultaneously providing public notice as required by Statute.

FISCAL IMPACT

No direct fiscal impact, although the organization will see increased operating efficiencies.

RECOMMENDED ACTION BY COUNCIL

Please see Resolution #2023-039



RESOLUTION
Number 2023-039

To Accept a Donation and Establish a Policy for Accepting Gifts,
Donations and Grants in an Amount Less Than \$10,000

WHEREAS, the Section 9.15 of the Town Charter authorizes the Town Council to apply for, accept and expend funds received from the State; and

WHEREAS, the Town has received a donation in the amount of \$500 from Hayek Jewelers LLC for the Seniors Luncheon Program managed by the Recreation Division; and

WHEREAS, RSA 31:95-b provides flexibility to increase efficiencies and maintain transparency when accepting gifts, grants and donations in an amount less than \$10,000;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that:

- 1) The Town Administrator is hereby authorized to accept a donation in the amount of \$500 from Hayek Jewelers for the Seniors Luncheon Program.
- 2) Upon adoption of this Resolution, the following procedure to accept gifts, grants and donations shall remain in effect until rescinded by the Town Council:
 - a. \$1 - \$1,000 Inclusion on the Council’s Consent Agenda for adoption.
 - b. \$1,001 - \$9,999 Adoption by Resolution on the Council’s regular agenda.
 - c. \$10,000 – above Adoption by Resolution after a duly notice Public Hearing.

This Resolution shall take effect immediately upon its passage.

Adopted: May 16, 2023

Attest:

x _____
Charles Foote, Council Chair

x _____
Cristina Guilford, Town Clerk

Date: _____

Date: _____

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