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# The TBM Newsletter of the NHLSA

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Volume 22 Issue 4

April 2020

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*The TBM is published  
by the*

**New Hampshire Land  
Surveyors Association**

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**NSPS**

Affiliated with the National Society  
of Professional Surveyors

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"The first of April is the  
day we remember what  
we are the other 364  
days of the year."

~ Mark Twain

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Eric Peabody participated in National Surveyor's Week by participating in NGS's GPS on Benchmarks Campaign on a NHDOT mark on Route 12A in Claremont. Additional information, an interactive map and a spreadsheet of prioritized benchmarks can be found at [www.ngs.noaa.gov/GPSonBM/index.shtml](http://www.ngs.noaa.gov/GPSonBM/index.shtml).

**Deadline for Advertising and Articles**

*The TBM* Newsletter of the NHLSA is published monthly.  
Copy and ad deadline is the 1<sup>st</sup> of each month.

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**Inside this issue:**

<i>Classified</i>	2
<i>Editor's Thoughts</i>	4
<i>NSPS Paycheck Protection Program Loan Information</i>	10
<i>NYSAPLS Surveying in a COVID-19 World Suggestions</i>	13

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## LAND SURVEYORS NEEDED

Doucet Survey is a progressive land surveying company in the seacoast area of New Hampshire with immediate openings for the following positions.



### FIELD CREW CHIEF

Experienced Field Crew Chief with a minimum of 4 years of experience as a Crew Chief working on high-detail engineering surveys, ALTA's, and construction layout. A college degree and passed F.S. is also preferred. Must be detail-oriented, experienced in the proper care and maintenance of field survey equipment, proficient in field survey methods and techniques, and have some supervisory experience. The successful candidate will work with Trimble equipment, Leica scanners, and other progressive technologies on a wide variety of projects throughout New England. A driver's license and good driving record are required. Some overnight travel may also be required. Must also be able to pass a Department of Defense security screening.

### INSTRUMENT OPERATOR

A highly motivated Instrument Operator with 1-year land surveying experience or a 2-year survey degree is required. Experience with Trimble Total Stations and Trimble Access software is a plus. Must be able to perform various land surveying tasks under the direction of a supervisor, be detail-oriented, and possess excellent communication skills. A valid driver's license, good driving record, ability to lift up to 75 pounds and work in a variety of weather conditions is also required. Some overnight travel may also be required. Must also be able to pass a Department of Defense security screening.

### CAD DRAFTSMAN

Qualified applicant should have a college degree in computer drafting or related program and a minimum of two years of survey or civil site engineering experience. Experience with Autodesk Civil 3d, Revit, Recap, Bentley OpenRoads as well as a variety of point cloud processing software is a plus. Doucet Survey embraces current 3D technology and our approach allows us to maximize value for our clients by providing a wide variety of ever-changing deliverables. The successful candidate will work with our growing team to compile a variety of high-level detailed deliverables to our clients and will be expected to keep pace with the ever-advancing technology through research and training.

Doucet Survey has offices in Newmarket & Bedford, NH and Kennebunk, ME and offers a competitive salary and benefits package. Visit our website at [www.doucetsurvey.com](http://www.doucetsurvey.com) for more information. Please send resume and cover letter to [email@doucetsurvey.com](mailto:email@doucetsurvey.com).

***Doucet Survey follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.***

***This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.***



### **Boundary Research & Reconnaissance**

Deed, plan, and archival research.  
Extensive private document collection.  
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48 years of experience,  
multiple references available.

Fast, thorough, and reasonable rates.

Contact: Sonny Harris ~ 603-938-2923.



Keene, New Hampshire (603)  
499-6151

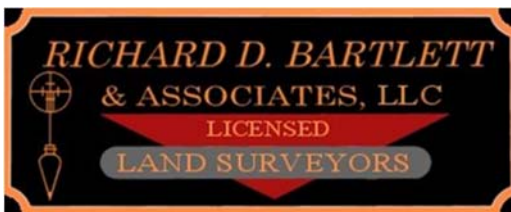
[www.cardinalsurveying.net](http://www.cardinalsurveying.net)  
*"Know your Boundaries"*

## Instrument Operator-Part Time

Instrument Operator with 2-years land surveying experience in basic boundary and topographic surveys. 2 year surveying degree a plus.

Must be able to perform various tasks under the direction of a supervisor, be detail-oriented, motivated, and possess excellent communication skills, a valid driver's license and a good driving record.

Please send resume to [wendy@cardinalsurveying.net](mailto:wendy@cardinalsurveying.net)



**NOW  
HIRING**

## Party Chief

**Richard D. Bartlett & Associates, LLC** has an immediate opening for a Party Chief in Concord NH.

This is a full time position and requires a valid driver's license, high school diploma, and previous field experience. Successful candidate must exhibit strong motivational skills, an ability to lift over 50 pounds, ability to lead a field crew, and have knowledge of all field equipment and computers. We offer competitive wages and an extensive employee benefits package.

Interested parties may send their resume to [mcsargent@richarddbartlett.com](mailto:mcsargent@richarddbartlett.com).



For some reason, we believe this will be an easy task for most members this year.

Although this may be difficult to do most years, we hope you enjoy more time with your family this year!



**NHLSA WELCOMES NEW  
MEMBER FOR APRIL**

### **AFFILIATE**

**James Clasby**  
78 Goshen Drive  
Loudon, NH 03307  
James is employed with:  
J.E. Belanger Land Surveying, PLLC  
61 Old Hopkinton Road  
Dunbarton, NH 03046  
603-774-3601 (o)  
[jamesdclasby@gmail.com](mailto:jamesdclasby@gmail.com)

## Thoughts from the Publications Director

Wow. What a difference a month makes. Six weeks ago, the economy was buzzing along, most surveyors had more work than they could handle, and everyone was searching for additional staff. Now, most of us are working from home, the future is uncertain, and companies are working hard to be able to retain staff. On April 9<sup>th</sup>, the Executive Committee held their monthly meeting on Zoom, a video conferencing application. It was just last month that we were debating whether the Spring Quarterly should be held, now we are discussing if the Summer Quarterly will occur as scheduled or if it will need to be postponed. Thankfully, the Governor has stated that surveying is an essential business, field work can continue so long as the government's guidelines are observed.

This issue of *The TBM* is different from most others, the surveying debates of the day, rule changes, stories of interest to our members, and most of the usual columns won't be found in the pages that follow. Instead, we have focused on the overriding issue of the day, COVID-19. While I am sure that most of you would like a break from the constant news about the virus, we have included information related to our changed world that will hopefully provide insight to the membership about items that can help us all get through the crisis with as little pain as possible. People have been, and are encouraged to, pass along information to Barbara that the membership might find useful so that she can disseminate through the Bulletin Board or other means.

To inform on a few items not addressed in this issue, the following are updates and information that we are aware of currently. Since the current Emergency Order is in effect until May 4<sup>th</sup> and could be extended if necessary, it is likely that the May 14<sup>th</sup> Executive Committee meeting will be held via video conference again. If you would like an invite to the meeting please let Barbara know. At this point, it is unclear if the Joint Board will be extending the renewal dates for licenses expiring at the end of April. Some members may have been counting on CEUs from the Spring Quarterly for their renewal, we will update once the information is available. The Young Surveyor's Committee is also holding their meetings via Zoom, email Eric Salovitch at [esalovitch@tfmoran.com](mailto:esalovitch@tfmoran.com) to be invited to their meetings.

We will do our best to keep everyone updated with new information as it becomes available. In the meantime, stay safe, stay healthy, take care of your families, take care of yourselves, and keep surveying. I for one look forward to seeing everyone in person again as soon as we are able.



## Registry of Deeds

NHLSA members spoke with all Registrars this past week regarding recording plans. Currently, per the Plat Law, **they cannot accept plans digitally**. The Plat Law requires original Surveyor's stamp & signature on a Mylar.

Most registrars want to work with surveyors to record our plans. Belknap, Carroll, Cheshire, Coos, Grafton, Hillsborough, Merrimack, Strafford, & Sullivan suggest calling the registry to discuss the best, current way to deliver our plans to the registries for recording. The above registrars state they rarely reject a plan. If the plan needs to be rejected, **these registries will email or call to tell us the reason**. Should you want the Mylar returned, that can be worked out with the registry. If you would like the plan reviewed prior to recording, they suggest emailing a scan of the plan, or send a print.

Rockingham County is not reviewing plans prior to recording at this time. The Registrar did not specify how we would be informed if a plan is rejected, or the reasons why.

- Cynthia Boisvert, LLS  
Registry of Deeds Liaison

[Continued on page 6](#)

# KEYSTONE PRECISION INSTRUMENTS

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#### **New England Office:**

455 Fortune Boulevard, Unit 3  
Milford, MA 01757  
PH: 888-443-9840 | FX: 508-478-4200

#### **Offices also in:**

Allentown, PA  
Crofton, MD  
Hackensack, NJ

## Current Registry of Deeds Statuses (current as of 4/8/20)

### Belknap: Judith McGrath

Effective March 27, 2020 at 11:59 PM, All recordings must be filed electronically through Simplifile, or mailed through FedEx, UPS or USPS.

This office will be CLOSED to the public until further notice.

If you need a copy of a recorded document or have questions or concerns, please contact the Registry for further assistance at **(603) 527-5420**.

As this situation continues to evolve, you are asked to check our website for updated information.

We appreciate your understanding and cooperation as we work together to minimize the risks of COVID-19 in our community.



### Carroll: Lisa Scott (603) 539-4872

The Registry of Deeds office is closed to the public until further notice. With the increasing concerns about COVID-19 (Coronavirus), the Carroll County Commissioners will be closing the Carroll County Administration Building, which houses the Registry of Deeds office, tonight. Health officials advise that to slow a spreading virus, the right time for decisive action is before it is established in our community. We ask for your help and support as we navigate through this rapidly evolving situation.

The staff of the Registry will continue to work in the office and will strive to maintain secure operations. We have identified and implemented policies and procedures to maintain the health and safety of our staff and anticipate operations continuing.

- We continue to record instruments presented electronically.
- We continue to record instruments presented by appointment. Please call upon arrival and we will meet you outside the building to review and accept return information and payments. You can help us streamline the recording process by bringing blank checks with you for payment (one for recording fees, one for LChip and one for transfer tax).
- We continue to receive and record instruments presented by commercial carriers (UPS, FEDEX, etc.) and United States Postal Service.

If the staff need to work remotely, a plan will be executed to accept recordings while maintaining order of receipt priority. We recognize priority of recording is of crucial concern to land-owners and clients. As this situation is rapidly changing, if timeliness of recording is of a concern, we ask that you check back to read further notices.

Lastly, please feel free to call the Registry if you have concerns. We appreciate your understanding and cooperation as we work together to minimize the risks of COVID-19 in our community. We will continue to provide updates as needed and remain focused on our professional service to our community in Carroll County, New Hampshire.



### Cheshire: Anna Tilton (603) 352-0403

The Cheshire County Registry of Deeds office is CLOSED to the public until further notice. WE ENCOURAGE DOCUMENTS BE FILED ELECTRONICALLY OR SENT VIA FEDEX/UPS OR U.S. POSTAL SERVICE

We will accept documents in our lobby only if necessary. Please call upon arrival and we will meet you outside the office to receive documents which must be in an envelope.

We will not be reviewing documents presented in person. You can help the recording process by ensuring payments for recording fees, transfer tax and L-Chip are correct and are paid with three separate checks. We can also accept blank checks to be filled out if you wish.

Please ensure that transfer tax and return information is included on the document. We will provide receipts when your document is mailed back to you. Rejected documents will also be returned via mail.

Call in advance with questions about fees. You can also go to our website for more information about recording fees:

[www.nhdeeds.com/cheshire/ChRecFees.html](http://www.nhdeeds.com/cheshire/ChRecFees.html)

E-recording information can be found on our site:

[www.nhdeeds.com/cheshire/ChE-Recording.html](http://www.nhdeeds.com/cheshire/ChE-Recording.html)

Please call the Registry if you need a copy of a deed, information how to access our records from home, or for further information.



### Coos: Leon Rideout (603) 788-2392

Starting March 23rd The Vault at the Coos County Registry will be closed to the public due to the COVID 19 emergency. Coos County will only accept Recordings Via US Mail / UPS / FedEx until further notice.

It is important the staff remains healthy so we can continue to record. The staff will assist your needs as best they can and we ask for your understanding and patience as we work through the issues presented by this. We are working on contingency plans should the office remain closed. We will keep you up to date as often as we can.

**Grafton (only posted information from County Commissioners): Kelly Monahan (603) 787-6921**

The Grafton County Administration Building, Courthouse and Alternative Sentencing Building are closed to the public effective March 20, 2020 until further notice.

**IMPORTANT NOTICE:**

Due to the increased concerns regarding the COVID-19 (Coronavirus) outbreak, we have determined that based on the potential devastating effects of COVID-19, we are taking all steps suggested by the Center for Disease Control (CDC) to deter the disease's progress.

All departments are staffed and continue to work. We are practicing social distancing and following all CDC guidelines. We apologize for any inconvenience this closure may cause. The following are exceptions specific to the closure of the Grafton County Courthouse:

- Individuals who need to do business with Circuit and Superior Court clerk's offices;
- Individuals involved in court hearings permitted by the New Hampshire Supreme Court Order dated March 16, 2020;
- Individuals with pre-approved business with County or State personnel;
- Individuals who need Civil Service.

For those entering the courthouse, a brief survey will be conducted to ensure the health and safety of yourself and personnel.

All essential State and County personnel will be allowed into the building to conduct business.

**Hillsborough: Ed Sapienza**  
**\*UPDATED NOTICE\***

**DUE TO THE CONCERNS SURROUNDING COVID-19**  
This office will be closed to the public until further notice.

All recordings must be filed electronically, or mailed through FedEx, UPS or USPS.

If you need a copy of a recorded document or have questions or concerns, please contact the registry for further assistance at **(603) 882-6933**.

**Merrimack: Susan Cragin (603) 228-0101**

The doors to the Registry have been closed to the public until further notice as of 4:00 PM March 19, 2020. The staff will continue to work in the office, and will be available by phone and email. (We may receive a high volume of calls, so be patient.)

Closing documents should be e-filed or sent by USPS/FedEx/UPS. Paper documents will be held for 48 hours before processing. Please check our website periodically for updates.

**Rockingham: Cathy Stacey**

Effective March 27, 2020 at 11:59 PM

All recordings must be mailed through USPS, FedEx or UPS or electronically filed through Simplifile. There will be no public drop off available after that time.

**WE ENCOURAGE DOCUMENTS BE FILED ELECTRONICALLY OR SENT VIA FEDEX/UPS OR U.S. POSTAL SERVICE**

Please call the Registry if you need a copy of a deed, information how to access our records from home, or for further information at **603-642-5526**.

We appreciate your understanding and cooperation as we work together to minimize the risks of COVID-19 to you, the community and our staff.

We will continue to provide updates as needed and remain focused on our professional service to our community in Rockingham County, New Hampshire.

**Strafford: Cathy Berube (603) 742-1741**

Starting tomorrow, March 17, 2020, the Strafford County Registry of Deeds office will be closed to the public due to the concerns surrounding COVID-19.

Documents to be recorded will need to be submitted electronically or through the US mail. If a document needs to be sent by Fed-Ex or UPS please call ahead to make arrangements with our staff. If time is of the essence for a document to be recorded, then it is suggested that documents be e-filed.

Although the Registry of Deeds' office will be closed to the public, if it is necessary to hand deliver documents, please call our office for an appointment and a staff member will meet you in the lobby to collect your paperwork.

Currently, the staff at the Registry of Deeds will continue to come into the office to record and index documents. If the situation arises where staff is unable to come into the office, we have a contingency plan to be able to remotely record documents that have been e-filed.

Thank you for your patience and cooperation during this ever evolving situation. Please keep informed by visiting our website or please call with any questions.

[Continued next page](#)

**Sullivan: Janet Gibson**

AS OF APRIL 6, 2020 THE REGISTRY OF DEEDS WILL BE CLOSED FROM 12:00PM-1:00PM FOR LUNCH. THIS WILL NOT AFFECT E-RECORDINGS.

**\*\*UPDATE\*\***

Effective March 30, 2020, the Sullivan County Registry of Deeds will be CLOSED to the public until further notice. Due to the concerns surrounding COVID-19, the Registry of Deeds office will be closed to the public until further notice.

WE ENCOURAGE DOCUMENTS BE FILED ELECTRONICALLY **OR** SENT VIA FEDEX/UPS OR U.S. POSTAL SERVICE.

If you need a copy of a recorded document or have questions or concerns, please contact the registry for further assistance at **(603) 863-2110**.

As this situation continues to evolve, you are asked to check our website for updated information. We appreciate your understanding and cooperation as we work together to minimize the risks of COVID-19 in our community.

**I Found It - A Different Twist**

Wed 4/1/2020 12:02 PM

Barbara, could you pass this along... thanks.

A gentleman at 57 Robinson Road in Bow found these legs on the side of the road and took them in. He called us randomly, as a surveying company, to see if we want them or knew what to do with them, and dropped them off at our office. They are not ours. If anyone is missing them they are here.

Jonathan Crowdes  
T.F. Bernier, Inc.  
50 Pleasant Street / PO Box 3464  
Concord, NH 03302-3464  
Tel: (603)224-4148 ext. 303 Fax:(603)224-0507  
[jon@tfbinc.com](mailto:jon@tfbinc.com)

**Editor's Note:** After sending this out to the members in an email blast, we received a few comments worth noting—On the Lighter Side.

Wed 4/1/2020 12:30 PM

Andrew Nadeau [anadeau@horizonsengineering.com](mailto:anadeau@horizonsengineering.com)

Must've been a laid off tripod.



Wed 4/1/2020 12:34 PM

Susan Cragin [susancragin@earthlink.net](mailto:susancragin@earthlink.net)  
Merrimack County Register

Wow, that gave me a scare, until I saw the picture!



Wed 4/1/2020 1:30 PM

Cynthia Boisvert [CDB@aragoland.com](mailto:CDB@aragoland.com)

A new auction item/category....Equipment left in the field!

**UPDATE!**

At press time, this item was not claimed and we asked if they could wait until the end of the month to decide what they want to do with the equipment - finders keepers! ☺



# BEALS+THOMAS

## WE'RE HIRING!

Beals and Thomas Inc. is currently seeking responsible, highly motivated and detail-oriented individuals to join our land surveying department. For over 35 years, we have provided survey, civil engineering, planning, permitting and environmental services. We work collaboratively with our multidisciplinary team to address land conservation and development challenges.

### WHAT WE OFFER:

- HIGHLY COMPETITIVE COMPENSATION
- PERFORMANCE BONUSES
- COMPREHENSIVE BENEFITS PACKAGE:
  - HEALTH, VISION & DENTAL INSURANCE
  - LONG-TERM & SHORT-TERM DISABILITY
  - 2X ANNUAL SALARY LIFE INSURANCE
- PAID SICK TIME, HOLIDAYS & VACATION DAYS
- 401K PLAN WITH COMPANY MATCH
- PROFESSIONAL DEVELOPMENT & TUITION REIMBURSEMENT

\*POTENTIAL SIGNING/ RELOCATION BONUS AVAILABLE!



### CREW CHIEF

- Minimum of 5-7 years relevant experience in boundary, topographic, utility, ALTA/NSPS Land Title Surveys, and Construction layout surveys
- Experience as a Field Survey Chief or Party Chief
- Experience with robotic total stations and data collectors
- Experience with GPS, GIS and AutoCAD Civil 3D is preferred
- SIT registration and a Bachelor's degree in surveying or related fields will be considered highly advantageous

### FIELD TECHNICIAN

- Minimum of 1-3 years relevant experience in boundary, topographic, utility, ALTA/NSPS Land Title Surveys, and construction layout surveys
- Experience with robotic total stations and data collectors
- Experience with GPS, GIS and AutoCAD Civil 3D is preferred

### OFFICE TECHNICIAN

- Minimum of 1-3 years relevant experience in boundary analysis, topographic plan preparation and construction layout surveys
- Experience as a Field Survey Chief or Party Chief
- Experience with robotic total stations and data collectors
- Experience with GPS, GIS and AutoCAD Civil 3D is preferred
- SIT registration and a Bachelor's degree in surveying or related fields will be considered highly advantageous

### Minimum Requirements for All Positions:

- High school diploma or equivalent
- Strong mathematical skills
- Basic computer skills
- Effective communication skills
- Valid driver's license
- Physical ability to work outdoors in all weather conditions and lift a minimum of 50 lbs
- Available for paid overtime as required
- Responsibility on various work assignments

If you are ambitious, take pride in your work, and are seeking to advance your career, we encourage you to apply to join our team.

Please send a cover letter and resume in PDF format to [recruiting@bealsandthomas.com](mailto:recruiting@bealsandthomas.com) or visit our website: [www.bealsandthomas.com](http://www.bealsandthomas.com) to apply.

**Boston Southborough Plymouth**

## **NSPS Paycheck Protection Program Loan Information (Current to 4/5/20)**

The following information was compiled for NSPS by our own Mark Sargent. Hopefully this assistance, provided through the CARES Act, can help everyone retain staff and avoid furloughs or layoffs until we can get back to business as usual.

### **Overview:**

- Loans will be made on a First Come/First Serve Basis;
- Loan proceeds are used to cover payroll costs, rent, utility payments, and mortgage interest over an 8 week period;
- AT LEAST 75% of the loan MUST be used for Payroll Costs to qualify for forgiveness;
- Earnings are capped at \$100,000.00, if any employee makes more than \$100,000.00 per year, the excess cannot be included in calculating your average payroll costs;
- IF you apply for and received the \$10,000.00 grant, then your amount of forgiveness will be reduced by the grant, meaning you will be responsible to repay at least \$10,000.00;
- Latest interest rate of any loan not forgiven is 1% over a 2 year period;
- Loan payments can be deferred for 6 months;
- There is no requirement for personal guarantee nor is there asset collateral requirements;
- Lenders must be SBA approved lenders;
- Application fees are waived; SBA will pay the Lender fees directly. Your forgiveness will be reduced IF you decrease your salaries and wages by more than 25% for any employee that made less than \$100,000.00 in 2019;
- You MUST maintain your current full-time employee headcount;
- For average payroll calculations you can choose to use either the calendar year of 2019 OR you may opt for the period of 03/01/2019- 02/29/2020;
- Group Health Insurance premiums paid by the company are included in the calculation of payroll costs.

### **Documentation needed to apply:**

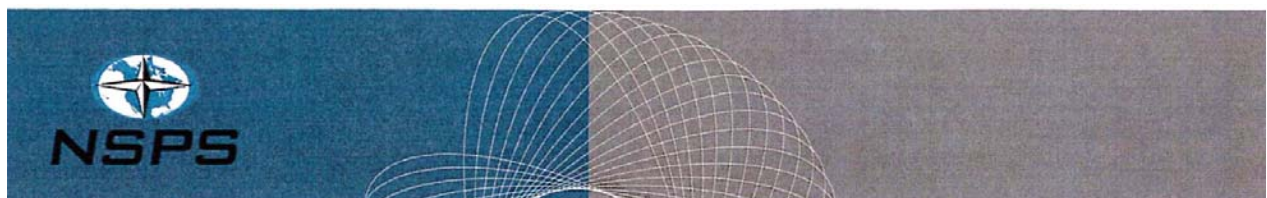
- 2019 940 & 941 and 1st quarter 2020 941 (if available) Copies of all Group Health insurance invoices for 2019;
- Weekly payroll reports (does not need to include names of employees). If using QuickBooks as your accounting software, the Payroll Summary report for each week will suffice;
- PPP Application form.

### **Additional Information:**

- YOU will need to request forgiveness to the lender servicing your loan. You will need to include documentation to verify your number of full-time employees and pay wages as well as payments on eligible obligations referenced above;
- The lender has 60 days to make the decision on forgiveness;
- 1099 recipients ARE NOT eligible to be included in your payroll costs calculations;
- You ARE able to apply for both the PPP loan and the EIDL (Economic Injury Disaster Loan) EIDL application is simple and can be found at: <https://covid19relief.sba.gov/#/>;
- EIDL will need to be repaid. Currently it is at 4% over 30 years, no prepayment penalty.

### **Not relevant to PPP but worth a mention**

IF you have an existing SBA 7 (a) loan, be sure to speak with your lender about the SBA Debt Relief in which the SBA will cover you payments on this 7 (a) loan for 6 months



# WE ARE HIRING!



# HANCOCK ASSOCIATES

Hancock Associates has been dedicated to excellence in land surveying, civil engineering and wetland science since 1978. We're currently seeking experienced, motivated and career-driven professionals to join our team. At Hancock, you'll get the opportunity to work on a tremendous variety of project scopes, sizes, intricacies and locations to keep you challenged and energized.



## Want to work in Boston?

Hancock Associates is hiring for our new Boston division of H.W. Moore Associates. Our Boston office is located conveniently on East Berkeley Street and we have parking! Candidates shall have experience with ALTA, existing conditions, Land Court, GPS, construction layout, settlement monitoring, etc. for high-profile commercial, residential and infrastructure projects.

### • Survey Field Crew Chief

- o Minimum of 5 years of experience in fieldwork with 1 year as a Chief-of-Party
- o Experience conducting boundary surveys and construction layout within the City of Boston
- o Experience with total stations, electronic data collectors and GPS equipment
- o SIT Certification a plus
- o Valid driver's license and willingness to travel
- o Position includes company truck

### • Staff Surveyor

- o Minimum of 2 years of experience in fieldwork
- o Minimum of 1 year of office experience using AutoCAD Civil 3D
- o GPS experience and SIT Certification a plus
- o Degree in surveying or related field
- o Proficiency with research, calculations and CAD drafting
- o Ability to work outside on survey crew
- o Experience in Boston a plus

## Want to get out of Boston?

Hancock Associates is hiring for our Marlborough office. Our office is located conveniently on Elm Street off Route 495 in a nice suburban environment with parking. Candidates shall have experience with ALTA, existing conditions, Land Court, GPS, subdivisions, construction layout, lot stakings, plot plans and septic systems for development projects including commercial, residential and infrastructure.

### • Staff Surveyor

- o Minimum of 2 years of experience in fieldwork
- o Minimum of 1 year of office experience using AutoCAD Civil 3D
- o GPS experience and SIT Certification a plus
- o Degree in surveying or related field
- o Proficiency with research, calculations and CAD drafting
- o Ability to work outside on survey crew

### • Project Surveyor

- o Minimum of 5 years of experience
- o SIT Certification preferred
- o P.L.S. license a plus
- o Ability to perform Staff Surveyor tasks (listed above) plus client contact, supervision of field crews, etc.

Qualified candidates should send a cover letter with salary requirements along with a resume to:  
Hancock Associates, 185 Centre Street, Danvers, MA 01923 or [HR@HancockAssociates.com](mailto:HR@HancockAssociates.com)

To learn more about Hancock and other career opportunities, visit [www.hancockassociates.com](http://www.hancockassociates.com)

### Spotted in the Field

While out and about, Barb spotted a surveyor out working in the field. After introducing herself and asking permission to take his picture and finding out where he worked, she emailed Tim Bernier to find out that it is Tyler Heinrich of T.F. Bernier out working on a utility improvement project for the Town of Exeter.

Thanks Tyler for letting Barb snap your photo and thank you to T.F. Bernier for sharing the information.



Ed Goodrich **spotted** this item, appearing in the "Keene State Today", Alumni magazine. *Thanks for sharing Ed!*

**KEENE STATE ALUMNI ASSOCIATION  
BOARD OF DIRECTORS**



Top Row, from left: Kristin Brooks '11, Brian Burford '72, Leslie Ringuelle '86, Scott Kuhnly '88, Kathleen Daugherty '17.  
Bottom Row: Ray Jobin '63 M '70, Josh Houle '96, David Westover '72.  
Not Pictured: Trina Baumgartner '13, Lang Plumer '60, Emily Reed '14, Rob Wollner '96, Erin Zoellick '13

Founded by the graduates in 1910, the Keene State College Alumni Association is comprised of more than 36,000 alumni living throughout the United States and internationally. Through on-campus and regional events and activities, volunteer opportunities, programs, specific benefits and services for alumni, and more, the Alumni Association promotes the welfare of alumni and Keene State College.

*The current board of directors represents alumni across the decades and is striving toward engaging alumni with the College the ways alumni want to (re)connect: through communication and updates, volunteer opportunities, events on and off campus, and other means of support.*

**Trina Baumgartner '13**  
Director, Committee Chair

**Kristin Brooks '11**  
Director

**Brian Burford '72**  
Director, Association 2nd VP

**Kathleen Daugherty '17**  
Director

**Josh Houle '96**  
Director

**Ray Jobin '63**  
Director

**Scott Kuhnly '88**  
Director, Association President

**Bethany Morin '12**  
Director of Alumni Relations

**Lang Plumer '60**  
Director

**Emily Reed '14**  
Director

**Veronica Rosa**  
VP Advancement

**Leslie Ringuelle '86**  
Director, Association 1st VP

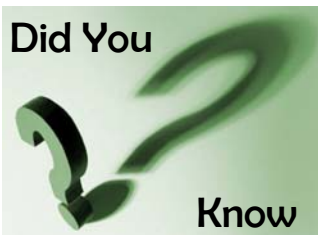
**Melinda Treadwell '90**  
KSC President

**David Westover '72**  
USNH Alumni Trustee

**Rob Wollner '96**  
Director

**Erin Zoellick '13**  
Director, Committee Chair

Spring 2020 | 13



That during World War II, there was an increased need for skilled administrative personnel, particularly in the United States. The National Secretaries Association was formed to recognize the contributions of secretaries and other administrative personnel to the economy, to support their personal development and to help attract people to administrative careers in the field. The association's name was changed to Professional Secretaries International in 1981 and, finally, the International Association of Administrative Professionals (IAAP) in 1998.



These changes in name reflected the changing nature of the tasks, qualifications and responsibilities of the members of the organization. IAAP now has an international orientation and continues to provide education and training

and set standards of excellence recognized by the business community on a global perspective. The organization's vision is "to inspire and equip all administrative professionals to attain excellence". The first National Secretaries Week was organized in 1952 in conjunction with the United States Department of Commerce and various office supply and equipment manufacturers. The Wednesday of that week became known as National Secretaries Day. As the organization gained international recognition, the events became known as Professional Secretaries Week® and Professional Secretaries Day®. In 2000, IAAP announced that names of the week and the day were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of the modern administrative workforce. Many work environments across the world observe this event. (Thank you to all the Administrative Professionals within NHLSA and National Affiliates!)

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## NYSAPLS Surveying in a COVID-19 World Suggestions



Our friends at the New York State Association of Professional Land Surveyors have compiled a great set of suggestions and guidelines to keep staff safe and work efficiently. I am sure that their members in the metro New York City area are feeling the impact more than we are, and these thoughtful suggestions and guidelines are much appreciated. *Editor's note: the text below has not been edited from the original NYSAPLS statement.*

We have been inundated with requests for specific determination of surveying as essential or specific jobs as being essential. Since we have not been given clear and concise direction by the state, the executive board has decided to provide the following informational outline as a result of our numerous meetings over the last few weeks and hope to provide some insight or provide a level of comfort for how to proceed in these trying times. **Keep in mind they are only SUGGESTIONS.**

### Suggested Field Procedures

1. Employees should report to a job site in a separate vehicle. Employees should utilize their personal vehicle at this time;
2. Employees should maintain a safe distancing separation of a minimum of six feet at all times;
3. Only one member of a field crew should report to the office;
4. All personal field equipment should remain with each employee, no personal equipment should be left in company owned vehicles or in the office.

As directed by the governor's office in response to the COVID-19 outbreak, companies should be implementing a telework policy for all employees whose job duties are conducive to working from home to the maximum extent possible.

### Suggested Work At Home Procedures

1. Employees should designate a safe and secure remote workplace to perform their duties while working remotely from home;
2. Information security for employees working at the office, telecommuting employees would be expected to ensure the protection of proprietary company and customer information accessible from their home office;
3. Employees should confirm they have adequate internet access to perform work;
4. Employees should use reasonable measures to maintain the confidentiality of all work-related information and follow the company's and client's confidentiality policies;
5. Employees designated as support staff for essential services should be permitted in the office to perform limited duties that are not conducive to telework;
6. A single person may attend a closed business temporarily to perform a specific task as long as they will not be in contact with other people; this includes picking up the mail, payment of bills, etc.

If anyone has additional ideas, please forward them to Amber. ([amber@nysapls.net](mailto:amber@nysapls.net)) We will update the membership with these suggestions and as information or governmental policy changes.

Please keep in mind a common sense approach at this time is the best course of action. Providing field staff with data via flash drive, Bluetooth, text and email and having different crews report to the office at different times will help adhere to social distancing and keep everyone as safe as possible.

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## Reestablishing Municipal Highway Boundaries

In 1945, the New Hampshire Legislature passed a statute giving selectmen the power to “reestablish” the boundary lines of a highway that had become lost, or uncertain. These were the powers granted to the State Highway Commissioner in 1933 (RSA 228:35). Both the State Commissioner and the Selectmen are required to file their reestablishment with the NH Secretary of State as a part of their process.

**TITLE XX**  
**TRANSPORTATION**  
**CHAPTER 231**  
**CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS**  
**Laying Out Highways**  
**Section 231:27**

**231:27 Boundary Lines of Town Highways.** – Selectmen may reestablish the boundary lines, limits and locations of any class IV, V or VI highway or any part thereof which shall have become lost, uncertain, or doubtful, and shall have the same powers and shall proceed in the same manner as the commissioner of transportation as provided in RSA 228:35.

*Source.* 1945, 188:1, part 5:23. 1950, 5:1, part 9:1, par. 2. RSA 234:23. 1981, 87:1. 1985, 402:6, l(b)(3)

The New Hampshire State Archives recently received a reestablishment filing from a town and in trying to figure out the most appropriate place to file the document, I “discovered” nine more that have been filed since 1945. Below is a list of the nine documents to reestablish boundaries of roads in towns across the state.

Town	Road Name	Date	Archives Location
Andover	North Street	1999	DC 718082
Barrington	Beauty Hill Road	1986	DC 718082
Barrington	Pound Hill Road	1991	DC 718082
Conway	Mill Street	1979	DC 718082
Grantham	Miller Pond Road	2019	DC 718082
Hillsborough	Moccasin Trail	2007	[currently not located]
Hillsborough	Red Fox Crossing	2007	[currently not located]
Ossipee	Duncan Lake Road	1997	MD 6, F3
Washington	Sandy Knolls Road	2011	MD 6, F3

Brian Nelson Burford  
NH State Archivist  
(603) 271-2236

**I Found It—Now What Is It?**

This month’s mystery item was sent to us by Dick Drew, LLS 842.

“I don’t know what it is but maybe an “old timer” member will know. It was found near a mill site in Richmond.”

If you can identify the item, please email Barbara at [info@nhlsa.org](mailto:info@nhlsa.org).



**I Found It – Now What Is It? Responses**

After a little prodding with no responses to the February mystery item, a few members stepped up and submitted a guess. Again, we didn’t receive any responses for the March What Is It item. Can you identify it?



I believe the previous unanswered "What Is It" item has something to do with beginning and endpoints for measuring with a tape along a railroad track. Or I could be greatly mistaken.

Roscoe Blaisdell



Those look similar to the measuring tripods we used with the USGS crew back in the '80s when setting in the UNH and Nashua EDM Calibration Baselines.

I recall they had micrometer adjustable scales on them and we used them with 600' long calibration invar steel tapes.

The tripods we used for that process actually had 3 turnbuckle anchors on them to prevent any movement.

We set the tripods up, screwed the 3 anchors into the ground near the legs and cranked down the turnbuckles to secure them with, then did our measurements to determine the distance between the several monuments set for calibration.

Chas Pearson



The three legged stands pictured are “taping bucks”. They are set on line with an instrument, to serve as the “stakes” mentioned below in the 1914, Plane Surveying by @William Raymond.

*For a precision of one in fifty thousand the temperature on the tape is read and the slope should be determined by measuring over stakes whose elevations have been determined by leveling. The pull should be measured by a spring balance*

In 1968, I was part of a large survey party that did a long base line using these. I was literally the Rod Man and we shot elevation on each buck so that a horizontal correction could be applied to each section on the taped line. Like every old curmudgeon, I think that was part of the “art” of surveying, before it became button pushing. Then again, progress is a good thing.

Bob A Smith

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