



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
Administration Building
95 Water Village Road Box #1
Ossipee, New Hampshire 03864



Policy Title:	Harvesting and Selling Hay from County-Owned Land
Effective Date:	April 25 2024
Revision Date:	April 28 2025

PURPOSE

To establish a clear and consistent process for the harvesting and sale of hay from County-owned land. This policy aims to:

1. Maximize the value of County assets
2. Ensure fair and transparent procedures
3. Promote responsible land management practices
4. Generate revenue for the County

SCOPE

This policy applies to all County-owned land where hay production is feasible and authorized. This includes:

- Land associated directly with the County complex, i.e., tract of land adjacent to the jail
- Land owned by the County and abutting the main County complex

RESPONSIBILITIES

County Administrator (Commissioners):

- Oversees the implementation of this policy and ensures compliance

Public Works Director:

- Identifies and assesses County-owned land suitable for hay production.
- Determines the optimal harvesting schedule and methods.
- Develops and manages the sales process or oversees County harvesting operations
- Negotiates and administers contracts with hay producers or manages County staff involved in harvesting
- Monitors harvesting activities to ensure compliance with this policy and contract terms or ensures County harvesting operations adhere to best practices
- Maintains records of production, sales, and revenue, and hay used by the County (if applicable)

Finance Department:

- Receives and processes payments from hay sales.
- Manages the revenue generated from hay sales in accordance with County financial policies.
- Track all costs associated with the County harvesting operations, including labor, equipment, fuel, and storage

PROCEDURES

Land Assessment and Identification

The Public Works Director will conduct regular assessments of County-owned land to identify parcels suitable for hay production. Factors to be considered in the assessment are:

- Soil quality and fertility
- Terrain and accessibility
- Environmental considerations (e.g., wetlands, endangered species)
- Potential impact on other County operations
- Economic viability of hay production
- Potential use of hay by the County

Hay Production Plan

For each identified parcel, the Public Works Director will develop a hay production plan that outlines:

- The type of hay to be grown (if applicable).
- The timing of planting, fertilization, and harvesting.
- The harvesting methods to be used.
- Any necessary land management practices (e.g., noxious weed control, soil conservation).
- Environmental protection measures
- Whether the hay is to be harvested by an external party or by the County

Method of Harvest and Sale

The County may utilize one of the following methods for harvesting and selling hay:

- **Contracted Harvesting and Sale:** The County will contract with a qualified hay producer to harvest and purchase the hay.
- **County Harvesting and Sale:** The County will use its own resources to harvest the hay, and then sell it.
- **County Harvesting for County Use:** The County will use its own resources to harvest the hay, and use it for County purposes. Any excess hay may be sold.
- **Combination:** The County may use a combination of the above methods.

The decision regarding the method of harvest and sale will be based on what is most economically advantageous to the County, and what aligns with the County's land management goals.

Hay Sales Process

The sale of hay harvested by the County will be conducted as follows:

- **Public Notice:** The County will provide public notice of the availability of hay for sale, including the quantity, quality, and location of the hay, and the terms of sale. Priority will be given to Carroll County residents.
- **Pricing:** The Public Works Director will establish a fair market price for the hay, considering factors such as quality, quantity, and current market conditions.

Hay Pre-Buy Program

The County may establish a pre-buy program to allow potential buyers to purchase hay prior to harvest. If a pre-buy program is offered, the following procedures will apply:

- **Public Notice:** The County will provide public notice of the availability of hay for pre-purchase, including estimated quantity, quality, and location of the hay, and the terms of the pre-buy program.
- **Pre-Buy Agreement:** The County will enter into a pre-buy agreement with interested buyers. The agreement will include:
 1. The estimated quantity and quality of hay to be purchased.
 2. The pre-buy prices.
 3. The harvest windows.
 4. The buyer's responsibility for pick-up and transportation.

- 5. Conditions for adjusting the quantity or price if actual harvest results differ from the estimate.
- 6. Payment terms.
- 7. Cancellation policy.
- **Pricing:** The pre-buy price may be lower than the expected market price at the time of harvest, to compensate the buyer for the risk of potential variations in yield or quality.
- **Payment:** The County Finance Department will collect payment from the buyer according to the terms of the pre-buy agreement.
- **Harvest and Delivery:** Once the hay is harvested, the Public Works Director or designee will notify the pre-buy purchasers of its availability. The purchasers will be responsible for picking up and transporting the hay within the agreed-upon timeframe.
- **Adjustments:** If the actual quantity or quality of the harvested hay differs significantly from the estimate in the pre-buy agreement, the County may adjust the quantity or price accordingly, as specified in the agreement

Inventory Management

The Public Works Director will establish and maintain an inventory management system for all hay harvested by the County. This system will include procedures for:

- **Storage:** Proper storage of hay to maintain quality and prevent spoilage. This will include designation of appropriate storage locations, and methods for stacking and covering hay.
- **Quality Control:** Regular inspection and testing of hay to assess its quality.
- **Inventory Tracking:** Accurate records of the quantity and quality of hay in inventory, including hay intended for County use and hay available for sale.
- **Usage Tracking:** Documentation of hay used by County departments, including the date, quantity, and purpose of use.
- **Loss Management:** Procedures for identifying, documenting, and disposing of spoiled or unusable hay.

Contracted Harvesting and Sale (if applicable)

If the County contracts out the harvesting and sale of hay, the County may use a competitive bidding process or direct sale

County Harvesting and Sale/Use

If the County chooses to harvest hay with its own resources, the following procedures will apply:

The Public Works Director will:

- Ensure that County staff have the necessary training and equipment to safely and efficiently harvest the hay.
- Develop a plan for the storage and use or sale of the harvested hay.
- Determine a fair market price for the sale of any excess hay.

The County Finance Department will:

- Track all costs associated with the County harvesting operations, including labor, equipment, fuel, and storage.
- Manage the sale of any excess hay and deposit the revenue into the appropriate County fund.

Bidding Process (if applicable)

If competitive bidding is used, the following procedures will apply:

The County will prepare a detailed bid package that includes:

- A description of the County-owned land available for hay harvesting.
- The terms and conditions of the sale, including the duration of the contract, the harvesting requirements, and the payment terms.

- The criteria for evaluating bids (e.g., price, experience, equipment, environmental compliance).
- Insurance requirements
- The County will advertise the bid opportunity in accordance with County policies and legal requirements.
- Bidders will submit sealed bids to the County Commissioners Office by the specified deadline.
- The County will evaluate the bids based on the pre-determined criteria.
- The County will award the contract to the highest responsible bidder.

Contract Agreement

A written contract agreement will be executed between the County and the successful bidder or the direct sale purchaser, when applicable. The contract will include:

- A legal description of the property.
- The term of the agreement.
- The price or payment terms.
- Harvesting requirements (e.g., timing, methods, equipment).
- Land management practices to be followed.
- Environmental protection measures.
- Insurance requirements.
- Liability and indemnification clauses.
- Termination conditions.
- Any other relevant terms and conditions.

Monitoring and Compliance

The Public Works Director or designee will monitor the hay harvesting activities to ensure compliance with the terms of the contract and this policy. The County will have the right to inspect the property and the harvesting operations. The County will address any violations of the contract or this policy, up to and including termination of the agreement. The County will ensure that harvesting activities are conducted in an environmentally responsible manner as the activities related to soil erosion, water quality, wildlife habitat, noxious weed control.

Amendments

- This policy may be amended by the County Commissioners as necessary to reflect changes in County operations, legal requirements, or industry best practices.

Approved May 19, 2025

Chuck McGee
Chairman

Harold Parker
Vice-Chairman

Gene Chandler
Clerk