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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

January 10, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 261:97-c, Use of Funds, authorize the Department of Natural and Cultural Resources, State Library, to award a Conservation Number Plate (Moose Plate) Grant to the City of Manchester (VC#177433), in the amount of \$10,000 for the repair and protection of 4 historical ledgers of Manchester Board of Mayor Aldermen (BMA) orders effective upon Governor and Executive Council approval through December 31, 2022. 100% Other Funds (Agency Income).

Funding is available in account, Conservation Plate Fund, as follows:

03-035-035-350010-34050000-073-509074 – Grants Non-Federal	<u>FY 2022</u> \$10,000
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EXPLANATION

The Conservation Number Plate Fund is used to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens by providing for the preservation of publicly owned historic properties.

The City of Manchester will use the grant funds to restore the ledgers containing the Board of Mayor Aldermen orders for the years 1864 to 1953. Once restored, the ledgers will be preserved in a secure, climate-controlled, fire-proof vault so that they may be used by for future generations of historians, family researchers, and anyone interested in New Hampshire history. In addition, these ledgers will be digitized for online access and microfilmed as a backup to assure long-term access to these records. Microfilm copies will be stored at the State Library and the State Archives. The city of Manchester has invested significant time, money and effort into preserving their historic documents and record books, and this grant will allow Manchester to continue their work.

Respectfully submitted,

Sarah L. Stewart
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street Concord, New Hampshire 03301
Phone: 271-2397 Fax: 271-6826

This agreement between the State of New Hampshire, Department of Natural and Cultural Resources, New Hampshire State Library (hereinafter "State Library") and, the city of Manchester, New Hampshire (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions.

1. FUNDING PERIOD: State of New Hampshire Fiscal Year 2021/2022
2. OBLIGATION OF THE GRANTEE
 - 2.1.1. The Grantee agrees to accept \$10,000.00 and apply the funds to the project described in the Grantee's FY 2021/2022 Moose License Plate Conservation Grant application and budget. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
 - 2.1.2. The Grantee agrees to abide by the limitations, conditions, and procedures outlined herein and to perform grant activities as outlined in its grant application and project budget. If appropriated funds for this grant program are reduced or terminated (including a reduction by the NH Conservation License Plate Advisory Committee), all payments under this grant may cease. That determination rests within the sole discretion of the Commissioner of Cultural Resources.
3. ACKNOWLEDGEMENT: Funding credit must appear in all programs, publicity, and promotional materials. The following wording is suggested.

"This preservation project has been made possible through funds received from the sale of the New Hampshire Moose Conservation License Plate and administered by the New Hampshire State Library, a division of the New Hampshire Department of Cultural Resources."
4. PAYMENT: Payment will be made upon the acceptance of this grant agreement in the amount of ninety percent (90%) and in the amount of ten percent (10%) upon the acceptance of final grant reports.
5. FINAL GRANT REPORTS: The Grantee agrees to submit final narrative and financial reports on a form provided by the State Library by December 31, 2022. Failure to submit final reports will render the Grantee ineligible for future Conservation License Plate Grant funding within the NH Department of Cultural Resources.
6. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.
7. SIGNATURES:

New Hampshire Department of Natural and Cultural Resources

Michael C. York 9/17/21

Michael C. York, State Librarian Date

Approved as to form, substance, and execution

Andrey 2/1/2022

Grantee

Organization: City of Manchester

Address: One City Hall Plaza
Manchester, NH 03101

Printed name and title of Authorized Signatory

Joyce Craig, Mayor

Authorized Signature Joyce Craig Date 12/22/21

NOTARY

LISA M. MCCARTHY
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
June 24, 2025

State of New Hampshire, County of Hillsborough

Subscribed before me this day December 22, 2021

Lisa M. McCarthy

Municipality Certification of Authority

I, Matthew Normand (Name), hereby certify that I am duly elected Clerk/Secretary of City of Manchester (Name of Municipality), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on December 7, 20 21, at which a quorum of the Municipality Officers were present and voting.

RESOLVED: That Joyce Craig, Mayor (Name and Title of Official) is duly authorized to enter into contracts or agreements on behalf of City of Manchester (Name of Municipality) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of December 22, 20 21. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority remains valid for thirty (30) days from the date of this certificate.

DATED: 12/22/21

ATTEST: Matthew Normand
(Signature of Person Completing this Certificate)

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 22nd day of December 22, 20 21, before me LISA MCCARTHY, the undersigned officer, personally appeared Matthew Normand, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof, I hereunto set me hand and official seal:

Lisa McCarthy
Justice of the Peace / Notary Public

LISA M. MCCARTHY
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
June 24, 2025

My Commission Expires:

Matthew Normand
City Clerk



JoAnn Ferruolo
Assistant City Clerk

Lisa McCarthy
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

December 22, 2021

Charles Shipman
New Hampshire State Library
20 Park Street
Concord, NH 03301

Dear Mr. Shipman:

Enclosed is the signed and notarized grant agreement, as well as a signed and notarized certificate of municipality for the Moose Plate Grant project entitled *Restoration of Manchester Board of Mayor and Aldermen Orders ledgers, 1864-1953*. In lieu of a Certificate of Insurance, please accept this letter as notice that the City of Manchester is self-insured.

I am excited to start this project, and am grateful to be a part of preserving a piece of Manchester's and New Hampshire's history.

If there is anything else you need, please feel free to contact me.

Sincerely,

Michael Intranuovo
Archives & Records Management Officer
(603) 792-6643
mintranuovo@manchesternh.gov