

151  
MLL

ROBERT L. QUINN  
COMMISSIONER

## State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE  
ASSISTANT COMMISSIONER

April 25, 2023

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

### REQUESTED ACTION

Authorize the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) to enter into a grant agreement with the Town of Greenville, (VC#177398-B002), for a total amount of \$6,411.00 to purchase and install equipment for the community's Emergency Operations Center (EOC). Effective upon Governor and Council approval through August 31, 2024. 100% Federal Funds.

Funding is available in the SFY 2023 operating budget as follows:

02-23-23-236010-80920000 - Dept. of Safety - Homeland Sec-Emer Mgmt. – EMPG	<u>SFY 2023</u>
072-500574 Grants to Local Gov't - Federal	\$6,411.00
Activity Code: 23EMPG-S 2021	

### EXPLANATION

Governor and Council approval is being sought because the amount of a previous payments by the Department of Safety to the Town of Greenville plus the amount of this grant yields a cumulative amount that is over the Governor & Council approval threshold.

The purpose of this grant is for the Town of Greenville to purchase and install conference room furnishing equipment at the community's Emergency Operations Center (EOC) which will enable the community to have a fully operational EOC. The grant listed above is funded from the FFY 2021 Emergency Management Performance Grant (EMPG), and awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds are to be used to measurably improve all-hazard planning and preparedness. The criteria for approval is based on grant eligibility in accordance with the grant's current guidance and the documented needs of the local jurisdictions.

The Emergency Management Performance Grants are 50% federally funded by FEMA with a 50% match requirement supplied by the subrecipient. The subrecipient acknowledges their match obligation as part of Exhibit B & C to their grant agreement.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

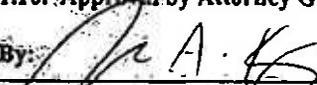
Respectfully submitted,

Robert L. Quinn  
Commissioner of Safety

**GRANT AGREEMENT**

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:  
**GENERAL PROVISIONS**

**1. IDENTIFICATION AND DEFINITIONS**

<b>1.1. State Agency Name</b> NH Department of Safety, Homeland Security and Emergency Management		<b>1.2. State Agency Address</b> 33 Hazen Drive Concord, NH 03305	
<b>1.3. Subrecipient Name</b> Town of Greenville (VC#177398-B002)		<b>1.4. Subrecipient Address</b> PO Box 343, Greenville NH, 03048	
<b>1.5. Subrecipient Tel. #</b> (603) 878-2084	<b>1.6. Account Number</b> AU #80920000	<b>1.7. Completion Date</b> August 31, 2024	<b>1.8. Grant Limitation</b> \$6,411.00
<b>1.9. Grant Officer for State Agency</b> Shella Dupere, EMPG Program Coordinator		<b>1.10. State Agency Telephone Number</b> (603) 223-3606	
*By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b.*			
<b>1.11. Subrecipient Signature 1</b> 		<b>1.12. Name &amp; Title of Subrecipient Signor 1</b> Tami J. Sousa, Town Administrator	
<b>Subrecipient Signature 2</b>		<b>Name &amp; Title of Subrecipient Signor 2</b>	
<b>Subrecipient Signature 3</b>		<b>Name &amp; Title of Subrecipient Signor 3</b>	
<b>1.13. State Agency Signature(s)</b> By:  On: 9/20/23		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Edyta J. Domian, Deputy Director of Administration	
<b>1.15. Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: 1/1			
<b>1.16. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By:  Assistant Attorney General, On: 9/11/23			
<b>1.17. Approval by Governor and Council (if applicable)</b> By: _____ On: 1/1			

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly

described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

Subrecipient Initials: 1.)  2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

#### 4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

#### 5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no

event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

#### 6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

#### 7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement.

This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

#### 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 Failure to perform the Services satisfactorily or on schedule;

8.1.2 Failure to submit any report required hereunder; and/or

Subrecipient Initials: 1)                      2)                     

3)                     

Date:

8.1.3 Failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 Give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 Give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 Give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 Give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports,

files, formulac, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

Subrecipient Initials: 1.)                      2.)                     

3.)                      Date:

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 Commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 Special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed

Subrecipient Initials: 1)                      2)                      3)                      Date:                     

by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

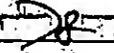
24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

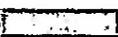
**EXHIBIT A**

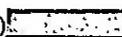
**Special Provisions**

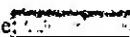
1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to "the Subrecipient" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to "the Subrecipient" must be expended within thirty (30) days of receiving the advanced funds.
4. "The Subrecipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Subrecipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Subrecipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Subrecipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Subrecipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Subrecipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) 

2.) 

3.) 

Date: 

**EXHIBIT B**

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Town of Greenville (hereinafter referred to as "the Subrecipient") \$6,411.00 to purchase equipment for the community's Emergency Operations Center (EOC).
2. "The Subrecipient" agrees that the project grant period ends August 31, 2024, and that a final performance and expenditure report will be sent to "the State" by September 29, 2024.
3. "The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Grantee" shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials:

1.) 

2.) 

3.) 

Date: 

**EXHIBIT C**

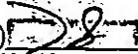
Grant Amount and Payment Schedule

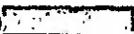
1. GRANT AMOUNT

	<b>Applicant</b>	<b>Grant</b>	
	<b>Share</b>	<b>(Federal Funds)</b>	<b>Cost Totals</b>
Project Cost	\$6,411.00	\$6,411.00	\$12,822.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMB-2021-EP-00011			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Unique Entity ID (UEI): NKN3CAWXGLW5			

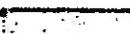
2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$6,411.00.
- b. "The Subrecipient" shall submit invoices to "the State" with supporting documentation, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Upon review and approval of the invoices and supporting match documentation, "the State" will forward the funds to "the Subrecipient". "The Subrecipient" shall expend the grant funds within thirty (30) days and provide proof of this to "the State" within forty-five (45) days.
- c. "The State" shall reimburse up to \$6,411.00 to "the Subrecipient" upon "the State" receiving a reimbursement request with match documentation and appropriate backup documentation (i.e., copies of invoices, copies of canceled checks, and/or copies of accounting statements).
- d. Upon State Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, October 1, 2020, to the identified completion date (block 1.7).

Subrecipient Initials: 1) 

2) 

3) 

Date: 

Town of Greenville  
Board of Selectmen

Minutes – February 22, 2023

Call to order at 3:40 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

**Meet with Avitar, DRA Re: Revaluation**

The Selectmen met with Evan Roberge and Monique Newcomb of Avitar Associates, and Lisa Mudge and Kris Fowler from DRA, to review the revaluation process. Mr. Roberge explained the intent is to assess all properties to their market value as of April 1, 2023, and discussed the review of sales and visual verification at each property, and the already available sales data reflecting different types of property increasing at similar rates. He reviewed the process for taxpayer to review their new assessment and request a hearing if necessary. Selectwoman Bickford asked about online availability of the tax card information, and Mr. Roberge answered that, if the Town does not already subscribe to full online availability, the tax cards will be available to view for roughly 30 days after the preliminary value letters are sent. The Town Administrator confirmed the Town does not currently pay for online access. Selectmen Reardon asked about the timeline for completion, and Mr. Roberge answered that the preliminary values would be sent to owners in late July or early August.

Lisa Mudge of the Department of Revenue discussed DRA's role, which also involves reviewing sales and checking the work of the Town's contract assessor. She relayed that the Town's assessments are currently at a median ratio of 57%, and the coefficient of dispersion is within recommended ranges. Secondly, she explained that DRA will be reviewing the Town's internal practices, noting that the prior review was very good, with only some current use file items of concern. The issues with getting updated maps for already approved current use properties was discussed. Selectwoman Bickford asked if assessors are certified. Mr. Roberge answered yes, that there are 4 levels of certification for assessors. Mrs. Mudge noted that DRA staff are certified as well. The Board thanked all for their time.

**Old Business**

**EMPG Grant – Emergency Operations Center Grant**

The Selectmen reviewed an email from Sheila Dupere, which clarified the potential for an in-kind match to the grant for furnishings and other needs for the Emergency Operations Center, and indicated the grant could remain as written. The Town Administrator explained that it was double the amount of the proposed purchases, but that other work, like the highway department laying the flooring, and the purchase and installation of new doors, would count toward the Town's in-kind match, and if needed, matching cash could be provided through the Emergency Management and/or General Government Buildings Budgets.

**Motion by Selectwoman Bickford, 2<sup>nd</sup> by Selectman Reardon, to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$6411 for EOC Equipment.**

Furthermore, the Board acknowledges that the total cost of this project will be \$12,822, in which the Town will be responsible for a 50% match of \$6411, and that Town Administrator Tara Sousa is authorized to sign all documents related to the grant.

Motion carried with 2 In favor, none opposed.

#### **New Business**

##### **Letter from Dick Emberley, NHDES**

The Selectmen reviewed a letter from Dick Emberley, of NHDES, regarding notification from Brian Golec that he would no longer be the Operator in Responsible Charge of the wastewater plant, and DES's staffing evaluation that 3.85 People are needed to run the facility. The Town Administrator reported that Whitewater was developing their interim staffing plan, which would be reported to DES prior to Mr. Golec's departure. Selectwoman Bickford expressed concerns about the manner in which Mr. Golec notified DES of his departure. The Town Administrator relayed that she was familiar with operators notifying DES directly, due to concerns for their personal responsibility regarding their licensing and compliance.

##### **Whitewater Inc. January Operating Report**

The Selectmen reviewed Whitewater's January Operating Report. It was noted that the report did not include the water and wastewater daily data that had historically been included with the prior contract operator's reports. The Town Administrator indicated she would request such for January that it be included in future reports.

##### **Consolidated Communications Contract (Water/Sewer Phone/Internet)**

The Selectmen reviewed contracts for the water and wastewater facilities, responsibility for which was being transferred from H2O Innovations to the Town. With the 3-year contracts, the Town Administrator anticipated a small amount of savings and increased internet speed at the water plant. Selectwoman Bickford pointed out a typographical error she had identified, which the Town Administrator indicated she would ensure was corrected in the final contract.

**Motion by Selectwoman Bickford, 2<sup>nd</sup> by Selectman Reardon, to accept the Consolidated Communications contract for phone and data at the water and wastewater facilities for \$526.98 (not inclusive of fees, taxes, etc.)**

**Motion carried with 2 In favor, none opposed.**

##### **Request from New Ipswich Selectmen for Joint Meeting with School Board**

The Selectmen reviewed an email from Shawn Talbot, Chair of the New Ipswich Selectboard, regarding scheduling a joint meeting with the Mascenic School Board and the New Ipswich and Greenville Boards of Selectmen. The Selectmen discussed, and requested that the Town Administrator obtain more information about the purpose and goal of such a meeting.

##### **Policy Updates First Reading – Fund Balance, Purchasing**

The Selectmen reviewed recommended edits in first readings of the Town's Fund Balance and Purchasing Policies. The Town Administrator explained that these policies were noted by the Auditors as needing annual review. There was substantial discussion about the proposed language regarding a target percentage of unassigned fund balance. The Selectmen were in agreement to revise the draft, recommending removal of the proposed sections F and G, and adding language to the proposed section E which would reference ensuring sufficient cash flow by maintaining an unassigned fund balance at or above the DRA's recommended percentage. In reviewing the proposed changes on a red line mark-up of

the existing purchasing policy, The Town Administrator noted the addition of the previously voted exception, which increased the threshold for Fire Department purchase orders to \$1,000, and recommending the same be adopted for Water and Sewer. She reasoned that, due to the prior all-inclusive contract, the Town had only been reviewing purchases over \$1,000. She also pointed out an addition to section X, where she recommended the Town Administrator have authority to approve an over-expenditure on approved purchase orders of no more than 10%. The matters were tabled for consideration at the next meeting.

**Signature Folder**

**The Selectmen:**

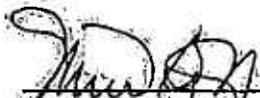
- Reviewed, discussed, and approved minutes of February 8, 2023 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll;
- Reviewed, discussed, and approved Purchase Orders: Fire.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn at 5:45 p.m.  
Motion carried with 2 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator  
Approved by:

\_\_\_\_\_  
Carla C. Mary/Chairperson

  
\_\_\_\_\_  
Douglas A. Reardon/Selectman

  
\_\_\_\_\_  
Margaret Bickford/Selectwoman



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Primex3 Members as per attached Schedule of Members Property & Liability Program		<b>Member Number:</b>		<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits: NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2023	1/1/2024	Each Occurrence	\$ 5,000,000	
			General Aggregate	\$ 5,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)		
<input type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>			Statutory		
			Each Accident		
			Disease - Each Employee		
			Disease - Policy Limit		
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)		
Description: Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
State of NH Dept of Safety 33 Hazen Dr. Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 1/5/2023    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

Town of Gilford	178	1/1/2023
Town of Gilmanton	179	1/1/2023
Town of Goffstown	181	1/1/2023
Town of Greenfield	186	1/1/2023
Town of Greenville	188	1/1/2023
Town of Hampton Falls	192	1/1/2023
Town of Hill	199	1/1/2023
Town of Hillsborough	200	1/1/2023
Town of Hollis	203	1/1/2023
Town of Jackson	207	1/1/2023
Town of Litchfield	222	1/1/2023
Town of Loudon	225	1/1/2023
Town of Madbury	229	1/1/2023
Town of Madison	230	1/1/2023
Town of Marlborough	232	1/1/2023
Town of Meredith	235	1/1/2023
Town of Middleton	237	1/1/2023
Town of Milford	239	1/1/2023
Town of Mont Vernon	242	1/1/2023
Town of Moultonborough	243	1/1/2023
Town of New Boston	246	1/1/2023
Town of New Ipswich	253	1/1/2023
Town of Newfields	250	1/1/2023
Town of Newington	252	1/1/2023
Town of Newton	257	1/1/2023
Town of Northfield	258	1/1/2023
Town of Ossipee	265	1/1/2023
Town of Pembroke	267	1/1/2023
Town of Pittsfield	271	1/1/2023
Town of Plaistow	273	1/1/2023
Town of Raymond	277	1/1/2023
Town of Rindge	279	1/1/2023
Town of Rollinsford	281	1/1/2023
Town of Rye	284	1/1/2023
Town of Salisbury	286	1/1/2023
Town of South Hampton	294	1/1/2023
Town of Springfield	295	1/1/2023
Town of Stratham	301	1/1/2023
Town of Sullivan	303	1/1/2023
Town of Sunapee	304	1/1/2023
Town of Swanzey	307	1/1/2023
Town of Temple	309	1/1/2023
Town of Tilton	311	1/1/2023
Town of Troy	312	1/1/2023
Town of Tuftonboro	313	1/1/2023
Town of Wakefield	315	1/1/2023
Town of Walpole	316	1/1/2023
Town of Warner	317	1/1/2023
Town of Warren	318	1/1/2023
Town of Waterville Valley	518	1/1/2023
Town of Weare	321	1/1/2023
Town of Webster	322	1/1/2023
Town of Westmoreland	324	1/1/2023
Town of Wilton	327	1/1/2023
Town of Windsor	323	1/1/2023
Town of Wolfeboro	331	1/1/2023
Town of Woodstock	332	1/1/2023
Woodsville Water & Light Department	516	1/1/2023
Community Power Coalition of New Hampshire	470	1/1/2023



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Primex3 Members as per attached Schedule of Members Workers' Compensation Program		<b>Member Number:</b>		<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits: NH Statutory Limits May Apply, If Not:		
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			<input type="checkbox"/> Each Occurrence		
			<input type="checkbox"/> General Aggregate		
			<input type="checkbox"/> Fire Damage (Any one fire)		
			<input type="checkbox"/> Med Exp (Any one person)		
<input type="checkbox"/> Automobile Liability Deductible    Comp and Coll: <input type="checkbox"/> Any auto			<input type="checkbox"/> Combined Single Limit (Each Accident)		
			<input type="checkbox"/> Aggregate		
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> Statutory		\$2,000,000
			<input type="checkbox"/> Each Accident		\$2,000,000
			<input type="checkbox"/> Disease - Each Employee		
			<input type="checkbox"/> Disease - Policy Limit		
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			<input type="checkbox"/> Blanket Limit, Replacement Cost (unless otherwise stated)		
Description: Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
State of NH Dept of Safety 33 Hazen Dr. Concord, NH 03301			<b>By:</b> <i>Mary Beth Purcell</i>
			<b>Date:</b> 1/5/2023    mpurcell@nhprimex.org  Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

Town of Dunbarton	159	1/1/2023
Town of Durham	160	1/1/2023
Town of East Kingston	161	1/1/2023
Town of Easton	162	1/1/2023
Town of Eaton	163	1/1/2023
Town of Effingham	164	1/1/2023
Town of Ellsworth	165	1/1/2023
Town of Epping	167	1/1/2023
Town of Epsom	168	1/1/2023
Town of Errol	169	1/1/2023
Town of Exeter	170	1/1/2023
Town of Farmington	171	1/1/2023
Town of Francestown	173	1/1/2023
Town of Franconia	174	1/1/2023
Town of Freedom	176	1/1/2023
Town of Fremont	177	1/1/2023
Town of Gilford	178	1/1/2023
Town of Gilmanton	179	1/1/2023
Town of Gilsom	180	1/1/2023
Town of Goffstown	181	1/1/2023
Town of Gorham	182	1/1/2023
Town of Goshen	183	1/1/2023
Town of Grafton	184	1/1/2023
Town of Greenfield	186	1/1/2023
Town of Greenville	188	1/1/2023
Town of Groton	189	1/1/2023
Town of Hampstead	190	1/1/2023
Town of Hampton Falls	192	1/1/2023
Town of Hancock	193	1/1/2023
Town of Harrisville	195	1/1/2023
Town of Henniker	198	1/1/2023
Town of Hill	199	1/1/2023
Town of Hillsborough	200	1/1/2023
Town of Hollis	203	1/1/2023
Town of Hopkinton	205	1/1/2023
Town of Jackson	207	1/1/2023
Town of Jaffrey	208	1/1/2023
Town of Jefferson	209	1/1/2023
Town of Kensington	211	1/1/2023
Town of Kingston	212	1/1/2023
Town of Lancaster	214	1/1/2023
Town of Langdon	216	1/1/2023
Town of Lempster	219	1/1/2023
Town of Lincoln	220	1/1/2023
Town of Litchfield	222	1/1/2023
Town of Littleton	223	1/1/2023
Town of Loudon	225	1/1/2023
Town of Lyman	226	1/1/2023
Town of Lyndeborough	228	1/1/2023
Town of Madbury	229	1/1/2023
Town of Madison	230	1/1/2023
Town of Marlborough	232	1/1/2023
Town of Mason	234	1/1/2023
Town of Meredith	235	1/1/2023
Town of Middleton	237	1/1/2023
Town of Milan	238	1/1/2023
Town of Milford	239	1/1/2023
Town of Milton	240	1/1/2023
Town of Monroe	241	1/1/2023
Town of Mont Vernon	242	1/1/2023
Town of Moultonborough	243	1/1/2023