CSG

State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

December 9, 2024

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Her Excellency, Governor Kelly A. Ayotte
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 Campton (177243-B002), 12 Gearty Way, Campton, NH 03223, in the amount of $9,562.50 to update their Hazard Mitigation Plan (HMP). Effective upon Governor and Council approval through September 23, 2027. **100% Federal Funds.**

Funding is available in the SFY 2025 operating budget as follows:

02-23-23-236010-43930000	Dept. of Safety – HSEM – BRIC	
072-500574 Grants to Local Gov't - Federal		SFY 2025
Activity Code: 23BRIC 2023		$9,562.50

EXPLANATION

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

The purpose of this grant is for the Town of Campton to update their HMP. The grant listed above is funded by the Building Resilient Infrastructure and Communities (BRIC) grant program, which was awarded to the Department of Safety, HSEM, from the Federal Emergency Management Agency (FEMA). BRIC provides funding to sub-recipients for cost-effective hazard mitigation activities that complement a comprehensive mitigation program. FEMA provides BRIC funds to states that, in turn, provide sub-grants or contracts for a variety of mitigation activities, such as planning, and the implementation of projects identified through the evaluation of natural hazards.

BRIC is 75% Federally funded by FEMA with a 25% match requirement supplied by the sub-recipient. The sub-recipient acknowledges their match obligation as part of Exhibits B and C to their grant agreement.

In the event that BRIC 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 Sub-Recipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. IDENTIFICATION AND DEFINITIONS

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		**1.2. State Agency Address** 33 Hazen Drive Concord, NH 03305	
1.3. Sub-Recipient Name Town of Campton (177243-B002)		**1.4. Sub-Recipient Address** 12 Gearty Way, Campton NH 03223	
1.5 Sub-Recipient Tel. # 603-726-3223 ext. 101	**1.6. Account Number** AU #43930000	**1.7. Completion Date** September 23, 2027	**1.8. Grant Limitation** $9,562.50
1.9. Grant Officer for State Agency Austin Brown, Chief of Mitigation & Recovery		**1.10. State Agency Telephone Number** (603) 271-2231	
"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."			
1.11. Sub-Recipient Signature 1		**1.12. Name & Title of Sub-Recipient Signor 1** Katherine O'Connor, Town Administrator	
Sub-Recipient Signature 2		**Name & Title of Sub-Recipient Signor 2**	
Sub-Recipient Signature 3		**Name & Title of Sub-Recipient Signor 3**	
1.13. State Agency Signature(s) By: On: 12/9/24		**1.14. Name & Title of State Agency Signor(s)** Amy Newbury, Director of Administration	
1.15. Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: Director, On: / /			
1.16. Approval by Attorney General (Form, Substance and Execution) (If G & C approval required) By: ~~Assistant~~ Attorney ~~General~~, On: 12/18/2024			
1.17. Approval by Governor and Council (if applicable) By: On: / /			

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").

Sub-Recipient Initials: 1.) KO 2.)_____ 3.)_____ Date: 12/9/24

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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, formulae, 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.

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 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 Sub-Recipient" 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 Sub-Recipient" must be expended within thirty (30) days of receiving the advanced funds.

4. "The Sub-Recipient" 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 Sub-Recipient" 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 Sub-Recipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Sub-Recipient" 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 Sub-Recipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Sub-Recipient" 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.

5. The "Sub-Recipient" will be required to provide the formally approved Local Hazard Mitigation Plan electronically at the completion of the project.

EXHIBIT B

Scope of Work, Project Tasks & Deliverables, and Project Review & Conditions

1. SCOPE OF WORK

The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the **Town of Campton** (hereinafter referred to as "the Sub-Recipient") **$9,562.50** within the Federal Fiscal Year 2023 Building Resilient Infrastructure and Communities (BRIC) grant.

"The Sub-Recipient" shall utilize the above referenced funding to update the hazard mitigation plans for the Town of Campton in accordance with 44 CFR Part 201.

"The Sub-Recipient" agrees that the period of performance ends on September 23, 2027 and by that date the aforementioned hazard mitigation plans must be completed and have received formal approval by New Hampshire Homeland Security and Emergency Management (HSEM). All completed invoices must be sent to "the State" by October 23, 2027, thirty (30) days after the period of performance ends and a final performance and expenditure report will be sent to "the State" by October 23, 2027.

2. PROJECT TASKS AND DELIVERABLES – NEW LOCAL HAZARD MITIGATION PLAN

Project tasks and deliverables within this section are to be referenced for the reimbursement process. Per the Scope of Work, "the Sub-Recipient" is required to develop/update the community's local hazard mitigation plan in accordance with 44 CFR Part 201 to ensure formal approval.

The Town/City, NH will prepare a Local Hazard Mitigation Plan Update in accordance with FEMA guidelines for Hazard Mitigation Planning. The Town/City may be assisted, by a vendor of their choice, for this scope of work. The Town/City's updated plan will address mitigation of multiple natural hazards that may affect the community, including Avalanche, Coastal Flooding, Inland Flooding, Drought, Earthquake, Extreme Temperatures, High Wind Events, Landslide, Lightning, Severe Winter Weather, Solar Storms and Space Weather, Tropical and Post-Tropical Cyclones, and Wildfires.

The planning process will include the following actions and elements:

Task 1-3

1. **Grant Award and Contracting:**
   The community will procure services to facilitate this planning process update
   - Official Notification of Award
   - Provide Contractor Selection to NH HSEM
   - Execute a contract

2. **Select and Hire a Vendor:**

The vendor will document the process used to develop the updated plan, including but not limited to:

- How the plan update was prepared
- Who was involved in this process
- How the public was involved (i.e., Community outreach, local planning team participation)

3. **Convene a local Hazard Mitigation Planning Committee:**
The Town/City will convene a local Hazard Mitigation Planning Team. Members should include a cross-section of the community, such as residents, government officials, community leaders and business owners. This team will serve as a liaison to the vendor and assist in the plan update by providing access to relevant local data, facilitating community input on plan recommendations and priorities, reviewing draft products, and assisting with outreach to community stakeholders. With the vendor's facilitation and technical assistance, the Town/City Hazard Mitigation Planning Team will:
   - Develop a mission statement
   - Assign roles and responsibilities
   - Develop a specific timeline for planning activities
   - Hold a minimum of two community public meetings during the planning process update, one during the production of the plan update, and one during the review of the draft plan update,
   - Solicit input from key stakeholders in the community, including business associations, local or regional institutions, local NGO's, and residents.
   - Conduct local outreach to stakeholders through postings on the municipal web site, outreach to local print and/or online press, and use of local access cable TV where available. Outreach to neighboring communities will also be conducted.
   - Provide input regarding the feasibility and prioritization of mitigation measures
   - Review the draft plan update and its goals and proposed mitigation projects
   - Oversee the implementation, maintenance and updating of the plan update

Task 4. Revisit the Hazard Profiles for each Hazard that impacts the community:

- Using the best available existing data, the vendor will update a map of areas affected by multiple natural hazards for the Town/City. A set of hazard maps will be included within the updated Hazard Mitigation plan, and GIS files will be made available to the Town/City for integration with their other community plans. These maps will be the basis for the communities known hazards. The hazard identification update will include an assessment of the community's risks that summarizes the vulnerability of each hazard based on the location, extent, probability, and severity of the hazards. A vulnerability analysis will be conducted; your vendor may consider using FEMA's HAZUS-MH, as well as, a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas.
- The Town/City will update the description and prioritization of the natural hazards that have occurred within the community since the last plan update.

Task 5. Facility Inventory:
The Town/City will prepare an updated inventory of facilities and explain how these facilities intersect with the known hazards for the community. This task will be based on input from the community and the best available state and local information. This data may be used to develop updated GIS maps of the following items:

- Critical facilities, including the following, if they exist in the community:
  - Emergency operations centers
  - City or town offices
  - Water and wastewater treatment plants
  - Sewage pumping stations
  - Police or fire stations
  - Schools
  - Hospitals
  - Day-care facilities
  - Public works garages
  - Nursing homes/elderly housing
  - Emergency shelters
- Economic Drivers:
  - Large Businesses
  - Large Employers
  - Historical or Cultural sites
- All repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA. These buildings(s) must be analyzed by type (Commercial / Residential), number, and general location as it relates to the known hazard areas. The addresses and associated data will be provided, upon request to, the community by the State NFIP Coordinator.
- Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g., residential, commercial, industrial, institutional, other public use, etc.) and how it intersects with known hazards.
- Anticipated future land use areas and how they intersect with known hazards.

Task 6: Vulnerability:
Based on the previous information from Task 5, the Town/City will update the overview of each of the specific hazards and the community's vulnerability to those specific hazards. This vulnerability assessment, if possible, will include:

- Problem Statements: These will summarize the biggest issues for the community in terms of; Types and numbers of buildings, infrastructure, and critical facilities located in the hazard areas.
- All existing multiple hazard protection measures within the community, including protective measures under the National Flood Insurance Program (NFIP).
- A description of each measure, the method of enforcement, and/or the point of contact responsible for implementation of each measure.
- Historical performance of each measure and a description of improvements or changes needed.
- General description of land uses and development trends to incorporate future land use decisions.

Task 7. Mitigation Goals:

The Town/City, with vendor support, will update the mitigation strategies specific to the community's exposure to and impacts from identified natural hazards. The strategy will include:

- Create, edit, or delete goals as needed;
- Obtain public input;
- Analyze existing capabilities;
- Review mitigation actions in the previous plan and identify progress implementing those actions (include current status along with reasons why there may have been little or no progress).
- Describe how the community's priorities have changed since the previous Hazard Mitigation Plan.
- Include a description of the NFIP program and how the community will continue compliance over the next five years.
- Update a list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the Hazard Mitigation Planning Team. An example of a goal statement and an objective would be:
  - GOAL: Increase coordination between Federal, state, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.
  - OBJECTIVE: Identify the availability of additional private and public sector financial incentives for homeowners, businesses and municipalities that will allow the development and implementation of cost-effective hazard mitigation measures in high-risk areas.

Task 8. Actions:

A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction:

- These projects may be non-structural (e.g., planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g., seawalls, dams, dikes) solutions.
- At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:
  - An analysis of proposed mitigation projects focused on several key areas, including but not limited to economic (including benefits and costs), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.
  - Coordination with relevant Federal and state agencies for input and technical assistance.
- Revise and update the mitigation action plan.
- Identify integration opportunities throughout the community, as well as, how the data and information from the previous plan was integrated into other mechanisms over the last five years

Task 9. Plan Review, Evaluation, and Implementation

In order to continue to be an effective representation of the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. This will require an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information.

- The plan must describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved.

- The plan must describe the status of the hazard mitigation actions in the previous plan by identifying those that have been completed or not completed. For actions that have not been completed, the plan must either describe whether the action is no longer relevant or be included as part of the updated action plan.
- The plan must describe if and how any priorities changed since the plan was previously approved. If no changes in priorities are necessary, plan updates may validate the information in the previously approved plan.

Task 10. Maintenance:

- The Town/City in conjunction with the planning team will monitor, evaluate, and update the plan.
- The Planning Team will assist the Town/City in the implementation and incorporation of the plan's goals into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.
- The completed plan update will include an implementation schedule with procedures for ensuring the plan's implementation, updating and revision every five years.

Task 11. Public Review of Draft:

- The Planning Team will work with the community for continued public involvement to include public review of the draft plan.

Task 12. Review and Approval:

- Submit the plan update to NH HSEM /FEMA for review; revised based on NH HSEM/FEMA comments; submit revised plan update for approval pending adoption.
- When APA is received, the plan update will be brought before the City Council or Board of Selectmen in the community for adoption.
- Send the final adopted plan update to NH HSEM/FEMA, Receive approval by FEMA.
- Non-regulatory Grant Closeout

3. PROJECT REVIEW AND CONDITIONS

"The Sub-Recipient" shall submit quarterly progress reports, drafts, and final updated local hazard mitigation plans for aforementioned communities. Quarterly reporting shall begin in the quarter in which this grant agreement is approved, shall be submitted within fifteen (15) days after the end of a quarter, and shall continue until the project is completed.

"The Sub-Recipient" agrees to submit draft plans to HSEM, electronically, for review and comment. Upon notification of Approvable Pending Adoption (APA) the Sub-Recipient shall obtain community adoption of the plan no later than twelve months from APA and submit electronic copies of the adoption documentation and the final plan for Formal Approval.

"The Sub-Recipient" further agrees to promptly address all required revisions arising from HSEM reviews, and resubmit revised draft plan(s) to HSEM.

"The Sub-Recipient" agrees to provide copies of the formally approved plans to HSEM in electronic format upon receipt of the Federal Emergency Management Agency's approval letter.

"The Sub-Recipient agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.

"The Sub-Recipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date as identified in HSEM's closeout letter. In these records, "the Sub-Recipient" shall maintain documentation of the 25% cost share required by this grant.

EXHIBIT C

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Sub-Applicant Share	Grant (Federal Share)	Cost Totals
Project Cost	$3,187.50	$9,562.50	$12,750.00
Project Cost is 75% Federal Funds, 25% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Building Resilient Infrastructure and Communities (BRIC) EMB-2023-BR-004			
Assistance Listings Number: 97.047			
Applicant's Unique Entity Identifier (UEI): JG1ESRWD7KV5			

2. PAYMENT SCHEDULE

a. "The Sub-Recipient" agrees the total payment by "the State" under this grant agreement shall be up to **$9,562.50** and allocated to individual plan development as follows:

Jurisdiction	Federal Share	Sub-Applicant Share
Town of Campton	$9,562.50	$3,187.50

Nothing in this allocation shall affect "the Sub-Recipient's" obligation to maintain financial records including documentation of the 25% cost share required by this grant.

b. All services shall be performed to the satisfaction of "the State" before payment is made. All payments shall be made upon receipt and approval of stated tasks and upon receipt of associated reimbursement request(s). Documentation of completed deliverables and match committed shall be provided with each payment request. The amount per community is limited to the amounts stated in paragraph "a" above. Payment shall be made in accordance with the following schedule based upon completion of specific tasks and deliverables described in Exhibit B:

Task Completed	% of Individual Plan Cost to be Billed
Task 1. Document the Planning Process • Grant Award and Contracting • Select and Hire a Vendor • Convene a Local Hazard Mitigation Planning Committee	20%
Task 2. Conduct a Hazard Identification and Risk Assessment • Revisit the Hazard Profiles • Facility Inventory • Vulnerability Assessment	20%
Task 3. Identify Mitigation Actions • Mitigation Goals	20%
Task 4. Prioritize Mitigation Actions • Mitigation Actions	20%

Task 5. Submit completed plan for review, revisions, and receive APA status • Plan Review, Evaluation, and Implementation • Plan Maintenance • Public Review of Draft	15%
Task 6. Submit Adopted Plan and receive Formal Approval • Review and Approval	5%

c. Upon Governor and Executive Council Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, September 24, 2024, to the identified completion date (block 1.7).

BOARD RESOLUTION
2024-001

Authority to the Town Administrator by the Campton Board of Selectmen to Sign All Contracts for the Town of Campton

Whereas the Town of Campton Selectboard discussed giving the Town Administrator authority to sign contracts for the town.

Whereas the Town of Campton Department Heads would bring forth contracts to the Town Administrator for signature for their respective contracts.

Whereas the Town Administrator will bring forth any contract not previously noted to the Board for review before signing.

Whereas the Town Administrator has the right to grant the Department Heads authority to sign, if the Town Administrator so chooses, after review.

NOW THEREFORE BE IT RESOLVED the Campton Board of Selectmen authorizes the Town Administrator to sign all contracts set forth before the town. This vote and authorization are effective immediately.

Dated this 5th day of August 2024, the Town of Campton, County of Grafton, State of New Hampshire.

Dan Boynton, Chair

Karl Kelly

Craig Engel, Vice Chair

Mort Donahue

Sharon Davis

TOWN OF CAMPTON BOARD OF SELECTMEN

MEETING MINUTES

Monday, November 18, 2024

Board Members: Dan Boynton, Craig Engel, Sharon Davis, Mort Donahue, Karl Kelly

Town Employees: Kate O'Connor, Michelle McCaleb (recorder), Matt Abear (Zoom)

Public Attendees: Cheryl McHale, Wesley Sidor, Alexandra ?, Josey Price, Piper Roberts, West Thompson, Dave Montibello, Sydney Dekotoski, Lexi Harrington, Leanna Marsh, Kevin McKenna, Jim Butler, Bill Copeland, Janet Lucas, Lori Shea, Lisa Vincent, Daniel Defosses, Jamin Levasseur, Joann Moser (Zoom), Mike Letourneau (Zoom), Lee Cooper (Zoom)

Chair Boynton opened the meeting at 3:30 pm

CIP Recommendations

Selectman Kelly explained what CIP is to the students in attendance from a Civics class at Plymouth High School. He then proceeded to read the recommendations from the CIP Committee. A discussion ensued regarding the Road Plan and TA O'Connor reviewed the planned purchases for next year. The Board provided their approval for the recommendations except for the $300K for the Road Fund.

The Board decided to move up some items on the agenda before going into the non-public session.

Consent Agenda

Selectman Engel made a motion to approve the consent agenda. Selectman Donahue seconded the motion. Selectman Davis would like "statue" changed to "fountain head" under Privilege of the Floor and "denied" changed to "recommended the request be denied" under TA & Monthly Financial Reports. Selectman Engel made a motion to approve the consent agenda with amendments. Selectman Donahue seconded the motion, and it was unanimously approved.

TA & Department Heads' Reports

TA O'Connor provided an update on the Pond Road sinkhole situation. Relevate will be getting an inspection and TA O'Connor requested a meeting with Relevate and the US Forestry Service. She also stated the solar grant was approved, so the Town will be getting solar panels at some point in the future.

The Board had no questions or comments regarding the submitted reports.

Selectman Davis made a motion to go into a non-public session in accordance with RSA 91-A:3, II (c) at 3:43 p.m. Selectman Donahue seconded the motion. The roll call vote was as follows: Selectman Boynton, aye; Selectman Davis, aye; Selectman Engel, aye; Selectman Donahue, aye; Selectman Kelly, aye.

The Board came out of non-public at 4:26 p.m.

Selectman Davis made a motion to seal the non-public minutes. Selectman Engel seconded the motion. The roll call vote was as follows: Selectman Boynton, aye; Selectman Davis, aye; Selectman Engel, aye; Selectman Donahue, aye; Selectman Kelly, aye.

JOINT MEETING WITH THORNTON

Campton Board Members: Dan Boynton, Craig Engel, Sharon Davis, Mort Donahue, Karl Kelly

Thornton Members: Desiree Mahurin (Town Administrator), Peter Laufenberg, Marianne Peabody, Brad Benton, Steve Babin (Zoom), Matthew Peltier

Ellsworth Members: Steven Taves, Debra Beech, Donna O'Brien (Administrative Assistant)

Town Employees: Kate O'Connor, Michelle McCaleb (recorder), Matt Abear (Zoom)

Public Attendees: Cheryl McHale, Wesley Sidor, Alexandra ?, Josey Price, Piper Roberts, West Thompson, Dave Montibello, Sydney Dekotoski, Lexi Harrington, Leanna Marsh, Kevin McKenna, Jim Butler, Bill Copeland, Janet Lucas, Lori Shea, Lisa Vincent, Daniel Defosses, Jamin Levasseur, Joann Moser (Zoom), Mike Letourneau (Zoom), Lee Cooper (Zoom)

Fire Department Budget

Campton Selectman Boynton gave an overview of the purpose of the meeting. Thornton Selectman Peabody asked for a description of the new fire position which Fire Chief Defosses provided, and a discussion ensued. The discussion shifted to per diem / on call employees, and then to budget numbers. The three (3) towns agreed to remove the full-time Firefighter/EMT position from the proposed budget.

Campton Selectman Davis made a motion to approve the Fire Department budget on behalf of the Campton Select Board for $1,415,446. Campton Selectman Donahue seconded, and it was unanimously approved.

Thornton Selectman Laufenberg made a motion to approve the Fire Department budget on behalf of the Thornton Select Board for $1,415,446. Thornton Selectman Benton seconded the motion, and Thornton Selectman Peabody requested the job description for the Full-Time Firefighter/EMT position. The motion was unanimously approved.

Ellsworth Selectman Taves made a motion to approve the Fire Department budget on behalf of the Ellsworth Select Board for $1,415,446. Ellsworth Selectman Beech seconded the motion, and it was unanimously approved.

Fire Chief Defosses updated the Boards on a situation with Lakes Region Mutual Fire Aid (LRMFA). There is a possibility that NH communities will receive a letter from LRMFA at the end of next year requesting funds for the building transfer. Campton Selectman Boynton would like to create a warrant article or a capital reserve fund for the money, however, it was decided that it would be discussed at a future meeting. Thornton Selectman Laufenberg asked about a surplus at the end of the year, Ellsworth Selectman Beech asked about the installation of an HVAC system and a discussion ensued.

Transfer Station Budget

Thornton Selectman Laufenberg stated the legal line had the biggest increase, which would be discussed further during the non-public session. There was a discussion regarding the baler and pole barn, which are future costs.

Campton Selectman Davis made a motion to approve the $744,705 proposed budget for 2025 for the Campton-Thornton-Ellsworth Transfer Station. Campton Selectman Engel seconded the motion, and it was unanimously approved.

Thornton Selectman Laufenberg made a motion to approve the Transfer Station budget as presented. Thornton Selectman Peltier seconded the motion, and it was unanimously approved.

Ellsworth Selectman Taves made a motion to accept the Transfer Station budget. Ellsworth Selectman Beech seconded the motion, and it was unanimously approved.

CIP Items

Campton TA O'Connor provided an overview of the future CIP items. The Towns were all on the same page and Campton Selectman Davis wanted to thank the CIP committees for working hard together and getting the towns in sync.

Joint Governmental Agreement

Campton Selectman Davis noted the only change to the agreement was the percentages for each Town's portion. Thornton TA Mahurin stated she would like to have that changed and the new agreements sent out by the end of the week.

Campton Selectman Davis made a motion to approve the Campton-Thornton-Ellsworth Intergovernmental Agreement for Fire & Rescue Service, as well as the Disposal of Solid Waste Agreement as written except for the updating of the percentages because of the revaluation. Campton Selectman Donahue seconded the motion, and it was unanimously approved.

Thornton Selectman Laufenberg made the same motion as Campton except for Thornton. Thornton Selectman Benton seconded the motion, and it was unanimously approved.

Ellsworth Selectman Beech made the same motion as Campton except for Ellsworth. Ellsworth Selectman Taves seconded the motion, and it was unanimously approved.

General Concerns

Thornton Selectman Laufenberg stated that there have been multiple incidents at the transfer station which cameras would have been useful if present. Jamin Levasseur, Transfer Station Manager, has a surplus in one of the line items on the budget, and has received a quote for the installation of cameras for $3,100. Thornton Select Board has approved the installation of cameras at the transfer station.

Selectman Engel made a motion to go into a non-public session in accordance with RSA 91-A:3, II (e) at 5:31p.m. Selectman Donahue seconded the motion. The roll call vote was as follows: Selectman Boynton, aye; Selectman Davis, aye; Selectman Engel, aye; Selectman Donahue, aye; Selectman Kelly, aye.

The Boards came out of non-public at 5:46 p.m.

Selectman Davis made a motion to seal the non-public minutes. Selectman Engel seconded the motion. The roll call vote was as follows: Selectman Boynton, aye; Selectman Davis, aye; Selectman Engel, aye; Selectman Donahue, aye; Selectman Kelly, aye.

The Thornton and Ellsworth Select Boards were dismissed and the Campton Select Board returned to their regular public meeting.

Conservation Commission Presentation

Jim Butler presented an invasive species of Japanese Knotweed in Town on behalf of the Conservation Commission. Mr. Butler stated it would cost the Town $2,200 to control the species for 5-7 years and a discussion ensued. Selectman Davis made a motion to increase the invasive species line to $3,000 in the Conservation Commission budget. Selectman Engel seconded the motion, and it was unanimously approved.

A discussion about preventative measures for invasive species and a check-in with the Conservation Commission followed.

Board Topics & Committee Updates

Selectman Engel stated the Town Moderator, Paula Woodward, did a great job during the recent election. Selectman Engel stated Ms. Woodward had a luncheon for the election volunteers and it went well.

He would also like to have another meeting with the State regarding Beebe River, however, that meeting would have to take place in a non-public session.

There was discussion about the revaluation in the town.

Selectman Kelly updated the Board on the recent Roads Committee meeting and a discussion regarding the warrant article on roads took place.

Privilege of the Floor

The Board reviewed the pictures that Mike Letourneau sent in. TA O'Connor presented Mr. Letourneau's concern and Mr. Letourneau expressed his displeasure with the work by the Highway Department. Selectman Boynton planned to visit Mr. Letourneau's property the following day.

Assessing RFP

TA O'Connor updated the Board on a conversation she had with Cindy Perkins from the assessing company, Commerford Nieder Perkins LLC. Selectman Davis made a motion to approve the Commerford Nieder Perkins proposal, pending the discussed changes. Selectman Donahue seconded the motion, and it was unanimously approved.

TA O'Connor stated there are a lot of confused and unhappy residents regarding the revaluation. It was agreed that the next revaluation process will be conducted differently.

TA O'Connor provided an overview of the utilities assessor. Following a discussion, Selectman Davis made a motion to decline the RFP from Sansoucy Associates. Selectman Engel seconded the motion, and it was unanimously approved.

Mitigation Grant

TA O'Connor explained the situation and miscommunication between herself and HSEM. The town applied for a grant for an Emergency Management Manual, which TA O'Connor was unaware of. The total cost was $12,750.00 and the local match was $3,187.50. Selectman Davis made a motion to approve the mitigation grant. Selectman Donahue seconded the motion, and it was unanimously approved.

Seasonal Road Ban Ordinance

TA O'Connor provided an overview of the Seasonal Road Ban Policy written by Matt Abear at the Highway Department. Mr. Abear explained the penalties that the Town could possibly adopt. There was a discussion regarding agricultural exceptions. The Board decided to keep the wording the same as the RSA and approve the policy as a Town Ordinance after a public hearing was held at the next meeting.

Community Room Usage / Lockup

TA O'Connor stated JS Adams found a company to install the locking mechanism that the Board wanted and are currently researching the cost and how it works. TA O'Connor also explained a few situations of misuse of the community room. There was a discussion regarding ideas to make sure the building is locked and armed at the end of the day. Selectman Boynton recommended providing one member of each committee with a key to the Community Room and a special code for the alarm system. In the meantime, all committees have a hard stop at 4:30 p.m.

The Board planned a date to conduct TA O'Connor's evaluation and settled on the December 2, 2024, meeting.

With there being no further business, the meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Michelle McCaleb, Recorder

Primex³
NH Public Risk Management Exchange

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) 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, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ 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 Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ 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 Primex³. 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.

Participating Member:	*Member Number:*	*Company Affording Coverage:*
Town of Campton 12 Gearty Way Campton, NH 03223	130	NH Public Risk Management Exchange - Primex³ PO Box 23 Hooksett, NH 03106-9716

	Type of Coverage	*Effective Date (mm/dd/yyyy)*	*Expiration Date (mm/dd/yyyy)*	*Limits* - NH Statutory Limits May Apply, If Not:	
X	**General Liability (Occurrence Form)**	7/1/2024	7/1/2025	Each Occurrence	$ 2,000,000
	Professional Liability (describe)			General Aggregate	$ 10,000,000
	☐ Claims Made ☐ Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
X	**Automobile Liability** Deductible Comp and Coll: $1,000	7/1/2024	7/1/2025	Combined Single Limit (Each Accident)	$ 2,000,000
	Any auto			Aggregate	$ 10,000,000
X	**Workers' Compensation & Employers' Liability**	1/1/2025	1/1/2026	X Statutory	
				Each Accident	$ 2,000,000
				Disease – Each Employee	$ 2,000,000
				Disease – Policy Limit	
X	**Property (Special Risk Includes Fire and Theft)**	7/1/2024	7/1/2025	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: $1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
			By: *Mary Beth Purcell*
State of NH Department of Safety 33 Hazen Drive Concord, NH 03305			Date: 12/27/2024 mpurcell@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**