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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

75

December 4, 2024

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 Sanbornton (177473-B002), PO Box 124, Sanbornton, NH 03269, in the amount of $9,843.75 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		$9,843.75

EXPLANATION

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

The purpose of this grant is for the Town of Sanbornton 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 Sanbornton (177473-B002)		1.4. Sub-Recipient Address PO Box 124, Sanbornton, NH 03269	
1.5 Sub-Recipient Tel. # 603- 286-4819	1.6. Account Number AU #43930000	1.7. Completion Date September 23, 2027	1.8. Grant Limitation $9,843.75
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 PAUL DEXTER, TOWN FINANCE OFFICER	
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: 12/4/24		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: 12/30/2024			
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.) PDX 2.) 3.) Date: 10/30/24

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 Sanbornton** (hereinafter referred to as "the Sub-Recipient") **$9,843.75** 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 Sanbornton 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	$3,281.25	$9,843.75	$13,125.00
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): KH6LK8CSNWX5			

2. PAYMENT SCHEDULE

a. "The Sub-Recipient" agrees the total payment by "the State" under this grant agreement shall be up to **$9,843.75** and allocated to individual plan development as follows:

Jurisdiction	Federal Share	Sub-Applicant Share
Sanbornton	$9,843.75	$3,281.25

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).

Town of Sanbornton

CERTIFICATE OF AUTHORITY
October 28, 2024

I, Brandon Deacon, Chairman of the Board (or other governing authority), Sanbornton, NH, hereby certify that Paul D. Dexter Jr, Fire Chief, had authority to sign and enter into a grant agreement with the State of NH Division of Homeland Security and Emergency Management on October 28, 2024, for the Town of Sanbornton, and, further, hereby authorize Chief Paul D. Dexter Jr. to execute any and all contract and agreements related to the Hazard Mitigation Grant Program (HMGP) Agreement.

I further attest that Chief Paul D. Dexter Jr. was granted authority prior to the day the grant agreement was signed, and it has not been amended or repealed as of the day the contract was signed.

A True Copy of the Record,

ATTEST:

Name BRANDON W DEACON
Title SELECTMAN (Chair)

State: New Hampshire
County: Belknap

On this 28th day of October 2024, before me, Stephen Hankard (~~notary~~/JP's name), the undersigned officer, personally appeared Brandon Deacon known to me to be the person whose name is signed on the foregoing document and acknowledged to me that he signed voluntarily for its stated purpose and that it was his free act and deed.

In witness thereof, I hereunto set my hand and official seal.

Justice of the Peace/Notary
Commission Expires: 3/25/2025

Stephen M. Hankard
JUSTICE OF THE PEACE
State of New Hampshire
My Commission Expires 3/25/2025

DRAFT

TOWN OF SANBORNTON
MEETING OF THE BOARD OF SELECTMEN
Old Town Hall
19 Meeting House Hill Rd
Sanbornton, NH
10.28.24 - 5pm

The Board of Selectmen convened in regular session. In attendance were Town Administrator Trish Stafford, Selectman Ralph Carter, Selectman Brandon Deacon, and Selectman Glenn Frederick.

1. Public Comment - None

2. New Business

a. Accept Quality Incentive Payments - Trish explained that Recreation Coordinator Amanda Pellissier typically uses these funds for employee wages. Selectman Carter made a motion to accept both Quality Incentive Program Payments of $6,873.75 and $6,547.50 for the Rec Dept. Selectman Frederick seconded the motion and the motion passed unanimously.

b. Accept $9,843.75 NH DOS Hazard Mitigation Plan/Eversource Rebate - Fire Chief Paul Dexter explained that this funding is for updating the Hazard Mitigation Plan. He noted that stakeholders' normal pay rates will be used as an in-kind match for this grant. The Select Board, in a majority vote, accepted the terms of the Building Resilient Infrastructure and Communities (BRIC) as presented in the amount of $9,843.75 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be $13,125.00, in which the town will be responsible for a 25% match ($3,281.25).

Chief Dexter stated that he has submitted for a rebate through Eversource as a result of the new insulation at the Life Safety Building; the rebate would cover half the cost and be sent as a check once the project is completed. Selectman Frederick made a motion to accept the funds from the Energy Efficiency Incentive offer for the Sanbornton Life Safety Building Project named Sanbornton Fire Wx for a total rebate amount of $23,718.50, with an authorization date of October 15, 2024 and with Sanbornton accepting the offer within 30 days of that date. Furthermore, the Select Board authorizes the Fire Chief to sign on behalf of the Town. Selectman Carter seconded the motion and the motion passed unanimously.

c. Trust Fund Balances - Selectman Deacon stated that the invoice for Milfoil was processed for FY25 and there is still $4,000 remaining in that CRF, so he recommends requesting $7,000 for FY26. Trish will look into the language for the Town Building Improvement CRF but she learned that that CRF is not on file with the DRA so something will need to be done with that; Megan Farkas has detailed the CRFs in a recent email. Selectman Deacon asked if there will be money in the fund balance for Watershed projects and Trish responded that she will not know until the audit comes back.

d. Salt Quote Approval/Winter Sand Bid - Highway Dept Director Johnny Van Tassel explained that he usually has two contracts for salt signed each year; this gives him flexibility if product is not available from one of those suppliers. Selectman Deacon asked if Johnny is obligated to purchase from either and Johnny explained that it locks in the contracted price but there is no requirement to buy. Selectman Deacon made a motion to approve the contract from Eastern Minerals for $79.90 per ton and from Morton Salt for $81.40 per ton for 2024/2025 and to authorize the Highway Dept Director to sign the contracts for those prices on the town's behalf. Selectman Frederick seconded the motion and the motion passed unanimously.

Johnny stated that he will try to get the RFP out for sand before the next BOS meeting. Selectman Deacon made a **motion** for the Highway Dept Director to advertise the Town of Sanbornton Invitation to Bid SHD-2024-1 for

sand for the fall 2024 and spring 2025 season. Selectman Carter **seconded** the motion and the motion passed unanimously.

Johnny recommended starting a new hire at labor grade 13, step 2 because he has five years' experience with the State and already has his CDL B. Selectman Deacon made a **motion** to approve the PAF for Anthony Tedeschi dated October 23, 2024 as new hire of the Sanbornton Highway Dept at labor grade 13, step 2 for $23 an hour with a start date of November 4, 2024. Selectman Frederick **seconded** the motion and the motion passed unanimously.

Selectman Deacon asked if there is an update on a guardrail getting fixed and Johnny responded that he will reach out to the company again to see if their quote is still valid. Johnny explained that an employee backed in to a garage door at the shop and he's been quoted $11,800 to replace or $8,200 to repair; the insurance company will pay for repairs minus a $1,000 deductible. Selectman Deacon stated that there should be a policy for using a spotter when backing up and other safety measures for employees. He stated that Johnny should get a quote on repairing the door and other members agreed.

e. FY26 Budget Review

Transfer Station - Transfer Station Manager Shauna Goutier explained that she has budgeted her Overtime line at $6,000; last year she spent $5,191. Trish asked if the part-time employees at the Transfer Station can be utilized instead of having to pay overtime and Shauna responded that the majority of that line is used for plowing which she does herself. She added that the employees are not interested in taking this over and she does use them for setting up and breaking down elections. Chair Silvia asked how many hours $6,000 represents and Ray responded that it is about 150 hours. Selectman Deacon asked where she is with her budget this year and Shauna responded that the majority of her budget is spent toward the end of the fiscal year; Dick noted that the Transfer Station budget is still underspent by $32,000 on average each year.

Shauna noted that she is requesting $4,000 for Vehicle Maintenance/Repairs to keep snow tires on rims so it's easier to change them out; last year the Budget Committee approved $3,000 for this line but it was cut to $1,000 by the BOS as a result of the overall budget reduction at Town Meeting. Selectman Deacon asked if she has a quote for the rims and Shauna responded No.

Selectman Deacon noted that he does want to see an unconstrained budget to know what department heads really need but regardless of the numbers on the spreadsheet, the vote at Town Meeting will determine what the total budget will be.

Dick Gardner stated that there is $4,000 for Landfill Monitoring that may be able to be done by a Town employee; Shauna stated that this monitoring is required by the State and the contracted company does the post-closure report plus any required testing. Trish added that the Wastewater budget is a pass-through account with no money raised by anyone other than the users on the sewer system.

Library - Library Trustee Ginny Blackmere explained that there were items removed from the budget due to the reduction at Town Meeting that the Trustees do want to add back in. There are several employees that have been with the library a long time and therefore the Trustees are requesting their pay to increase more than the recommended 2.5% increase discussed by the BOS. Library Director Rebekka Matek stated that she would like to increase the Adult Services Librarian to labor grade 12, step 9 to be in line with the Deputy Town Clerk position. Mark Brown noted that there was a 6% increase given to employees for this fiscal year and now this employee would be getting another 5%; Ginny stated that the position was underpaid before.

Rebekka stated that Quickbooks is increasing from $160 per year to $2,600 per year; she has researched other options but she feels that is the best one and the library would also like to hire a bookkeeper. Mark asked if the library could combine bookkeeping with the town's bookkeeping and Trish responded that the library has a different EIN and there would need to be changes to pay schedule, NH Retirement and the library would need to follow the town's personnel policy instead of their own.

Rebekka stated that a second cellular communicator is required for the alarm system so that's the reason for the increase from $850 to $1820; the library can reduce the book budget and use other fund sources such as the Lost/Damaged Books CRF or donations. Trish asked if she can see that accounting or if a note can be put in the narrative of the budget and Rebekkah responded that the auditors see that information. The Travel/Training budget increase from $450 to $1,000 reflects that staff will be reimbursed mileage for driving to the bank to make deposits as well as travel to trainings.

Fire Dept - Chief Dexter explained that he is proposing to change per-diem staff from 12-hour shifts to 24-hour shifts; the majority of calls are coming between 8pm and 8am and causing Overtime to increase for full-time staff. There are only four people who live within a 15-minute response distance of the fire station currently. Mark Brown asked if all full-time firefighter positions are filled and Chief Dexter responded that there has been an opening for months with no applications. He added that the pay is adequate but people do not feel comfortable being the only person at the station.

Other lines have been adjusted due to the longer shifts being needed. Trainings will be minimized so that they can take place during working hours. There is a $59,000 increase to the budget but this guarantees coverage; the overall increase is 7.3% for the Fire budget. Chris Gagnon asked if EMTs can be sent to receive their paramedic certification and Chief Dexter responded that the department sends employees to basic EMT classes but not paramedic classes; the paramedic course is $25,000. Chris asked if there are people in town that would want to be volunteer firefighters and Chief Dexter responded that people are not interested though he tries to recruit people weekly.

Police - Chief Hankard explained that the department is fully staffed and his budget includes the 2.5% increase for each employee with the exception of additional step increases for two officers receiving new certifications. There is a minimal increase for the prosecutor contract. Selectman Frederick asked if the body camera contract should be moved to the operating budget rather than being a capital request and Chief Hankard responded that it is a five-year contract totaling $40,000 which constitutes a CIP item.

3. Old Business – Trish stated that she is still waiting on a survey to put on the website from Community Power; Selectman Deacon asked that she reach out to them and let them know that the Selectmen are asking about it again. Trish noted that she has given all the information requested from Avitar related to the solar project on Johnson Rd and is waiting on a response. Ray Masse stated that he sent an email to the BOS regarding assisted listening devices which are required now that there is amplified sound at the Old Town hall. He estimates around $1,000 for this but this is a requirement under ADA.

4. Town Administrator's Report – Trish explained that there have been two accidents in town involving employees; Selectman Frederick asked if this will raise the town's insurance rate and Trish responded Yes and added that the town has a Safety Committee that has not been active lately however there have not been any accidents until recently.

5. Selectboard Reports - Selectman Deacon reported that he went to the CIP meeting last week in Selectman Frederick's place. Setasides for subdivisions were discussed at Conservation Commission as well as having the Commission included on the subdivision checklist. The Trout in the Classroom program was discussed; the school is not an option for the program this year so the library was approached but they were not interested,

though a Conservation Commission member is going to reach out again. Selectman Deacon asked Trish for an update about the Conservation land on Dr. True Rd and Trish responded that she will provide an update once the Land Use Coordinator visits.

Selectman Frederick stated that he received an email from Brendan Morrison of the Cemetery Trustees who reported that Bailey Associates has installed 20 granite survey posts at the cemetery. There is a CIP meeting tomorrow night and voting is Tuesday November 5th

6. Signatures - Selectman Deacon made a **motion** to approve the transfer request from the Roads and Bridges CRF for $375,007.50 payable to account 4312.692 to reimburse the General Fund for the excavation and paving of Perkins Rd. Selectman Frederick **seconded** the motion and the motion passed unanimously.

A check in the amount of $34,675.02 to HealthTrust and a timber yield for Eastman Hill Rd for $3,421.03 were signed.

7. Minutes – Selectman Deacon made a **motion** to approve the non-public minutes of 9/11. Selectman Carter **seconded** the motion and the motion passed unanimously.

Selectman Deacon made a **motion** to approve the non-public minutes of 9/25. Selectman Carter **seconded** the motion and the motion passed unanimously.

Selectman Deacon made a **motion** to approve the non-public minutes of 10/9. Selectman Carter **seconded** the motion and the motion passed unanimously.

Selectman Deacon made a **motion** to approve the regular meeting minutes of 10/9. Selectman Carter **seconded** the motion and the motion passed unanimously.

Meeting adjourned at 9:35pm. The next meeting is scheduled for Wednesday, November 6th at 5pm with a workshop meeting at 4pm.

Respectfully submitted,

Audry Barriault, Secretary

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 Sanbornton PO Box 124 Sanbornton, NH 03269	287	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)** **Professional Liability (describe)** ☐ Claims Made ☐ Occurrence	7/1/2024	7/1/2025	Each Occurrence	$2,000,000
			General Aggregate	$10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
Automobile Liability Deductible Comp and Coll: Any auto			Combined Single Limit (Each Accident) Aggregate	
X **Workers' Compensation & Employers' Liability**	1/1/2024 1/1/2025	1/1/2025 1/1/2026	X Statutory	
			Each Accident	$2,000,000
			Disease – Each Employee	$2,000,000
			Disease – Policy Limit	
Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
State of NH, Department of Safety Homeland Security and Emergency Management 33 Hazen Drive Concord, NH 03305			By: Mary Beth Purcell Date: 10/30/2024 mpurcell@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**