The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

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February 7, 2025

Her Excellency, Governor Kelly A. Ayotte
and The Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Environmental Services to award a Local Source Water Protection grant to the University of New Hampshire Technology Transfer Center, Durham, NH (VC # 315187 B071) in the amount of $19,865 to complete a project to protect public drinking water supplies statewide, effective upon Governor and Council approval through May 31, 2026. 100% Federal Funds.

Funding is available in the following account:

	FY2025
03-44-44-441018-5564-072-500573 Dept. Environmental Services, DWSRF BIL Administration, Grants- Federal	$19,865

EXPLANATION

The Department of Environmental Services issued a request for proposals for 2025 Local Source Water Protection Grants. These grants are funded by set-asides under the Drinking Water State Revolving Loan Fund. Fourteen proposals were received. The proposals were evaluated and ranked based on criteria included in the request for proposals, such as whether the project fulfills a component of a source water protection program, that the proposed project addresses appropriate threats, and that the project will deliver a valuable and useful product. Based on eligibility and the available federal funding, the Department determined that it could offer grants to eight source protection planning projects and four source security projects. See Attachment A for the full list of grants awarded and list of reviewers.

The University of New Hampshire Technology Transfer Center will use grant funds to develop and publish a series of educational videos focused on the calibration of various salt spreaders used by municipalities and contractors in New Hampshire during winter operations to provide on-demand education for users that will promote the reduction of chloride runoff into local water bodies, protecting drinking water sources throughout New Hampshire.

This agreement has been approved as to form, substance, and execution by the Office of the Attorney General. In the event federal funds are no longer available, general funds will not be requested to support this program.

We respectfully request your approval of this item.

Robert R. Scott, Commissioner

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COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Environmental Services**
and the
University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Environmental Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.

B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **5/31/26**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.

C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Calibration for Conservation: Reducing Chloride through Spreader Calibration**

D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Melissa Lang
Address: NH Dept of Environmental Services
29 Hazen Dr, PO Box 95
Concord, NH 03302
Phone: 603-271-2950

Campus Project Administrator

Name: Gretchen Swain
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd
Durham, NH 03824
Phone:

E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Melissa Lang
Address: NH Dept of Environmental Services
29 Hazen Dr, PO Box 95
Concord, NH 03302
Phone: 603-271-2950

Campus Project Director

Name: Erin Bell
Address: University of New Hampshire
Civil and Environmental Engineering
Kingsbury Hall, Room W141
Durham, NH 03824
Phone: 603-862-3850

Campus Authorized Official **DH**
Date 1/29/25

F. Total State funds in the amount of **$19,865** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

☒ Campus will cost-share **6 %** of total costs during the term of this Project Agreement.

☒ Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **99115S24** from **US Environmental Protection Agency (EPA)** under CFDA# **66.468**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

☐ Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. ☒ State has chosen **not to take** possession of equipment purchased under this Project Agreement.

☐ State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Environmental Services** have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Dianne Hall
Title: Manager, Pre-Award Compliance
Signature and Date: Dianne Hall Digitally signed by Dianne Hall Date: 2025.01.29 15:41:42 -05'00'

By An Authorized Official of:
Department of Environmental Services
Name: Robert R. Scott
Title: Commissioner, NHDES
Signature and Date: 2/13/25

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Joshua Harrison
Title: Asst. Atty. General
Signature and Date: 2/21/2025
as to form, substance, and execution

By An Authorized Official of: the New Hampshire Governor & Executive Council
Name:
Title:
Signature and Date:

Campus Authorized Official *DH*
Date 1/29/25

EXHIBIT A

A. **Project Title:** Calibration for Conservation: Reducing Chloride through Spreader Calibration

B. **Project Period:** January 1, 2025-May 31, 2026

C. **Objectives:**
1. Educate Users: Provide practical, easy-to-follow and on-demand instructions on calibrating various types of salt spreaders, enhancing user competency.
2. Reduce Chloride Levels: Equip municipalities and contractors with the knowledge to minimize chloride usage through proper calibration, contributing to improved water quality in sensitive areas.
3. Promote Best Practices: Foster a culture of environmental stewardship among winter operations personnel through educational resources.
4. Publish Videos by June 30, 2026: Complete the project and release all videos by the end of the state fiscal year to ensure timely access for winter maintenance planning.
5. Utilize videos in Green SnowPro training programs conducted by UNH Technology Transfer Center and hands-on calibration technical assistance provided to municipalities by UNH Technology Transfer Center.

D. **Scope of Work:** The University of New Hampshire Technology Transfer Center (UNH T2) will use New Hampshire Department of Environmental Services (NHDES) grant funds to develop and publish a series of educational videos focused on the calibration of various salt spreaders used by municipalities and contractors in New Hampshire during winter operations. Proper calibration can minimize chloride usage, contributing to improved water quality in sensitive areas. UNH T2 regularly provides training for these stakeholders, such as highway departments, equipment vendors, brine and other anti-icing materials vendors, and will engage them to ensure there work reflects current practices, calibration challenges, and opportunities..

E. **Deliverables Schedule:** Specifically, the following tasks, as described in the application submitted to NHDES, will be accomplished:

Task 1. Educational Video Production

a) Research calibration methods for each type of salt spreader, using manufacturer manuals, industry guidelines, and expert consultations.
b) Draft scripts for each video that outline key points, calibration techniques, and safety considerations.
c) Scripts will be reviewed by technical experts or stakeholders from industry or local municipalities to verify accuracy.
d) Follow a consistent format for each video, including an introduction, demonstration, and summary of key takeaways.
e) Resolve any legal and copyright considerations and secure all permissions that may be necessary.
f) Produce four short instructional videos covering salt spreader calibration for the following equipment types:
i. Small Pickup Truck Electric Spreader.
ii. Large DPW-style Truck with Spreader with Manual Controls.
iii. Large DWP-style Truck with Spreader with Computerized Controls (Hydraulic).

Campus Authorized Official *DH*
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iv. Walk-behind Spreader calibration for spreaders frequently used in sidewalk maintenance.

Release and Host Videos

g) UNH Technology Transfer Center will advertise through current communications channels (listserve, social media, newsletters, etc.) to broadcast availability of the videos. Videos will be openly available on the internet without any associated fees, ensuring accessibility for all municipalities and contractors in New Hampshire, and beyond.

Deliverables: Advance copy of the script for NHDES review; digital copy of each completed video and final link to online video.

Quarterly progress report forms must be completed by grant recipients or their subcontractor and submitted to NHDES every three months, beginning with Q2.

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories, and shall document cumulative cost sharing through the end of the invoicing period. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing	Total
1. Salaries & Wages	$0	$0	$0
2. Fringe Benefits	$0	$0	$0
3. Travel	$500	$0	$500
4. Equipment	$0	$0	$0
5. Supplies and Services	$14,000	$0	$14,000
6. In-Kind Cost-Sharing	N/A	$1,360	$1,360
7. Facilities & Admin	$5,365	$0	$5,365
Subtotals	$19,865	$1,360	$21,225

Campus Authorized Official *DH*

Date 1/29/25

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: ☐ None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.** .

Campus Authorized Official ***DH***

Date 1/29/25

Attachment A
2025 Local Source Water Protection Grant Rankings

Applications and Status

Source Protection Planning Projects

Grant Applicant	Project Location	Grant Amount	Notes	Score
Lake Winnipesaukee Alliance	Laconia	$30,000	*Approved*	97.5
Southeast Land Trust of New Hampshire	Barrington	$25,000	*Approved*	91.5
Society for the Protection of NH Forests	Alton	$25,000	*Approved*	91
UNH Technology Transfer Center	Statewide	$19,865	*Approved*	87.5
Laconia Water Works	Laconia	$25,000	*Approved*	74.5
Lake Sunapee Protective Association	Sunapee	$28,600	*Approved*	67.5
City of Keene	Keene	$5,800	*Approved*	52.5
City of Keene	Keene	$7,000	*Approved*	43.5
Gunstock Acres Village District	Gilford	$21,200	*Not approved*	0

Source Security Projects

Grant Applicant	Project Location	Grant Amount	Notes	Score
Garland Woods Homeowners' Association	Pelham	$25,000	*Approved*	42.5
Merrimack Village District	Merrimack	$6,508	*Approved*	26
Soda Brook Cooperative	Northfield	$3,435	*Approved*	25.5
Plymouth Village Water and Sewer District	Plymouth	$25,000	*Approved*	24.5
Carroll County Complex	Ossipee	$25,000	*Not approved*	0

Grant Reviewer List

Name	Department	Bureau	Title	Experience
Pierce Rigrod	NHDES	Drinking Water & Groundwater Bureau	Supervisor VII	Grant Project Management (20 years)
Melissa Lang	NHDES	Drinking Water & Groundwater Bureau	Source Water Coordinator	Grant Project Management (4 years)