



New Hampshire Fish and Game Department

JS

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Stephanie L. Simek, Ph.D.
Executive Director

24

August 8, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire, 03301

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFGD) to enter into a Cooperative Project Agreement with the University of New Hampshire (UNH) Facilities (VC 315187) of Durham, NH, in the amount of \$8,000 to provide snow plowing, snow removal, and sand/salt treatment services for the parking lot at the NH Fish and Game Department's Region 3 office and Bunker Lane storage barn, effective upon Governor and Council approval starting November 1, 2025 through April 30, 2027. 100% Fish and Game Funds.

Funding is available in account, Marine Fisheries as follows:

03-75-75-753020-22880000 - Marine Resources Program - Marine Fisheries Management

		<u>FY2026</u>	<u>FY2027</u>
20-07500-22880000-103-500740	Contracts for Operational Services	\$4,000	\$4,000

EXPLANATION

The Marine Division reached out to local plow contractors, UNH Facilities was the only one who replied to our request for a bid. UNH Facilities will provide snowplowing, removal, and ice treatment for Region 3 Office and Bunker Lane Storage Barn for winters of 2025 and 2026. This would be for a two-year period, spanning the biennium fiscal years. Approval for this payment, when added to other payments for the same vendor during the Fiscal Years for service, exceeded the threshold of \$10,000.00 requiring Governor and Council approval.

Respectfully submitted,

Stephanie L. Simek Ph.D.
Executive Director

Kathy Ann LaBonte, Chief
Business Division

REGION 1

629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
FAX (603) 788-4823
email: reg1@wildlife.nh.gov

REGION 2

PO Box 417
New Hampton, NH 03256
(603) 744-5470
FAX (603) 744-6302
email: reg2@wildlife.nh.gov

REGION 3

225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: reg3@wildlife.nh.gov

REGION 4

15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8798
email: reg4@wildlife.nh.gov

2025-27 Region 3, snow plow bid sheet

	Region 3		Via Phone calls	
Portsmouth Snow Removal	Region 3	Emailed 7/22/25	No bid	8/1/25
Dan Ellison	Region 3	Emailed 7/22/2025	No bid	7/31/25
North Atlantic Snow	Region 3	Emailed 7/22/2025	No bid	7/29/25
Clipper Landscaping	Region 3	Emailed 7/22/2025	no response	No response
UNH	Region 3	Emailed 7/22/2025	Will bid	8/8/25

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Fish and Game Department**

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, **Fish and Game Department**, (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 **04/30/27**. 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: **Region 3/Bunker Barn snow plowing, snow removal, and sand/salt treatment services**

- 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: Kathy LaBonte
Address: NH Fish and Game Department
11 Hazen Drive
Concord, NH 03301

Phone: 603-271-2741

Campus Project Administrator

Name: Michelle Martinson
Address: University of New Hampshire
Facilities Business Administration
22 Colovos Road
Durham, NH 03824

Phone: 603-862-2169

- 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: Renee Zobel
Address: NH Fish and Game Department
225 Main Street
Durham, NH 03824

Phone: 603-868-1095

Campus Project Director

Name: Paul Chaloux
Address: University of New Hampshire
Facilities - Grounds and Events
25 Waterworks Road
Durham, NH 03824

Phone: 603-608-8353

Campus Authorized Official
Date 8/8/25

F. Total State funds in the amount of **\$8,000.00** 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 _____ % 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. _____ from _____ under CFDA# _____. 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, **NH Fish and Game Department** have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: William Janelle

Title: Associate Vice President, Facilities

Signature and Date:

 8/8/25

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Melissa Fales

Title: Assistant Attorney General

Signature and Date:

 8/27/25

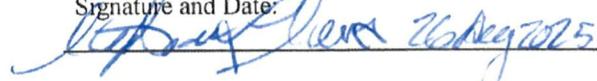
By An Authorized Official of:

NH Fish and Game Department

Name: Stephanie L. Simek, Ph.D

Title: Executive Director

Signature and Date:

 26 Aug 2025

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name:

Title:

Signature and Date:

Campus Authorized Official 
Date 8/8/25

EXHIBIT A

- A. Project Title:** Region 3/Bunker Barn snow plowing, snow removal, and sand/salt treatment services
- B. Project Period:** Date of Governor and Executive Council to April 30, 2027
- C. Objectives:** 2 year snow plowing, removal, and ice treatment for Region 3 Office and Bunker Lane Storage Barn for the winters for FY 2026 and FY 2027
- D. Scope of Work:** The purpose of this agreement is to have UNH Facilities, 6 Leavitt Lane Durham, NH, provide snowplow, snow removal, and sand/salt treatment services for the New Hampshire Fish and Game Department's Region 3 and their facilities located in Durham, NH, from Governor & Executive Council approval through April 30, 2027. UNH Facilities will automatically plow the Region 3 office and associated facilities each snow storm at \$200.00 per storm regardless of the amount of snow, salt/sand treatment is included in this price. Snow removal from Region 3 parking lot by front end loader will be done only upon request by Regional Office staff for an additional \$200.00.
- E. Deliverables Schedule:** Project Period and Scope of Work provide detail on project deliverables and timeline for completion.
- F. Budget and Invoicing Instructions:** \$8,000.00
UNH Durham facilities, NH (Vendor code # 315187), will invoice the NH Fish and Game Department (11 Hazen Drive, Concord, NH 03301) for these completed services on a monthly or quarterly basis up to a maximum of \$8,000 for this agreement. Payment to be made in full within 45 days of invoice. UNH contact for invoicing: Michelle Martinson. Michelle.Martinson@unh.edu

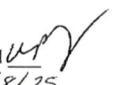
Campus Authorized Official 
Date 8/8/25

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 .

Campus Authorized Official 
Date 8/8/25



NH Fish and Game Department
11 Hazen Drive
Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.