

ARC



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

5P



November 19, 2025

DEC 17 2025

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

REQUESTED ACTION

Authorize the New Hampshire Department of Environmental Services (NHDES) to amend an American Rescue Plan Act grant (PO#1089955) to the Catamount Hill Cooperative, Inc. of Allenstown, NH (VC# 201706 B001), by modifying the scope of services, for improvements to the drinking water and wastewater systems, effective upon Governor & Council approval through September 1, 2026. This is a no-cost amendment. The original grant agreement was approved by the Governor and Council on November 22, 2022, Item #120. 100% federal funds.

EXPLANATION

We are requesting approval of this amendment to provide Catamount Hill Cooperative, Inc. with a modification to scope of services which will allow the Cooperative to utilize their awarded ARPA grant amount. The Cooperative's project to make water and wastewater system improvements is currently in its construction phase. Due to a gap in funding, the Cooperative needed to re-prioritize the wastewater and drinking water infrastructure improvements. The drinking water improvements include construction of a new well house, the installation of a new meter pit, and distribution meter to accurately report water usage. If time allows and sufficient funds become available, replacement of approximately 600 linear feet of existing cross-country drinking water main and installation of approximately 500 linear feet of new water main to eliminate dead-ends in the distribution system will be performed. Wastewater improvements include upgrades to leach fields and septic system components to the existing on-site subsurface disposal systems, installation of metered manhole(s), and paving. The scope modification will enable the Cooperative to utilize the full ARPA grant award to the primary components of the drinking water and wastewater systems that are most in need of upgrades or repairs. This is an allowable use of ARP FRF funds under Section 602 (c)(1)(D) to make necessary investments in water, sewer, or broadband infrastructure. To date, \$871,838.68 of the original \$1,693,800 grant has been spent.

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

We respectfully request your approval of this item.

Robert R. Scott
Commissioner

**Grant Agreement with the Catamount Hill Cooperative Inc.
American Rescue Plan Act (ARPA) Grant (CW-334403-01)
Amendment No. 1**

This Agreement (hereinafter called the Amendment) is by and between the State of New Hampshire, acting by and through its Department of Environmental Services (hereinafter referred to as the State) and the Catamount Hill Cooperative, Inc. acting by and through its Operations Manager, Tanya Jones (hereinafter referred to as the Grantee).

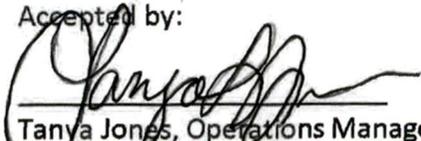
WHEREAS, pursuant to an Agreement (hereinafter called the Agreement) approved by the Governor and Council on November 22, 2022, the Grantee agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, The Grantee and the State have agreed to amend the Agreement in certain respects;

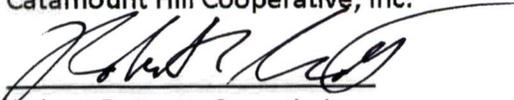
NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement: The Agreement is hereby amended as follows:
 - (A) Delete Exhibit B and replace with Exhibit B – Amendment 1. Exhibit B – Amendment 1 is attached hereto and incorporated into this amendment and agreement by reference.
 - (B) Delete Exhibit C and replace with Exhibit C – Amendment 1. Exhibit C – Amendment 1 is attached hereto and incorporated into this amendment and agreement by reference.
2. Effective Date of Amendment; This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.
3. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

Accepted by:


Tanya Jones, Operations Manager
Catamount Hill Cooperative, Inc.

9-16-25
Date


Robert R. Scott, Commissioner
Department of Environmental Services

11/3/25
Date


Assistant Attorney General Keely Lovato
Department of Justice
Approved as to form, substance and execution.

11/07/2025
Date

EXHIBIT B – Amendment 1
SCOPE OF SERVICES

Catamount Hill Cooperative, Inc. (COOP) will use the American Rescue Plan Act (ARPA) grant funds to make improvements to their drinking water and wastewater systems.

Drinking water improvements funded by ARPA will include the construction of a new well house, the installation of a new meter pit, and distribution meter to accurately report water usage. If there are sufficient funds and time available, replacement of approximately 600 linear feet of existing cross-country drinking water main and installation of approximately 500 linear feet of new water main to eliminate dead ends in the distribution system will be performed. Drinking water project work funded by this grant will be in accordance with applicable New Hampshire Code of Administrative Rules Env-Dw 400.

Wastewater improvements funded by ARPA will include replacement and upgrades to leach fields and septic system components in the existing on-site subsurface disposal systems. Other improvements such as, but are not limited to, installation of metered manhole(s) and paving are anticipated. Grant funds will be used to fund final design and engineering, preparation of bid documents, public bidding, construction and engineering oversight of the construction contract for the project. Subsurface system project work funded by this grant will be in accordance with and to be approved under the provisions of New Hampshire Code of Administrative Rules Env-WQ 1000.

Prior to completion of the project, the COOP shall provide the required documents to demonstrate the technical, managerial and financial capacity to ensure the long-term operation and maintenance of the funded improvements. This includes the following:

- Development, submittal, and adhere to a Small Water System Asset Management Business Plan or a Fiscal Sustainability Plan.
- Submittal of certification of completion of an applicable training program by the board member authorized by the COOP.
- An updated rate analysis which is incorporated into the Small Water System Business Plan or a Fiscal Sustainability Plan.
- A water conservation plan.
- Record drawings.
- Documentation demonstrating that the COOP has segregated general COOP fees and utility fees to develop a reserve for future drinking water and wastewater capital improvements.

Grantee Initials

Date


9-16-25

EXHIBIT C – Amendment 1
METHOD OF PAYMENT

The NHDES shall pay to the Grantee the total reimbursable program costs not to exceed the Grant Limitation of \$1,693,800 in accordance with the following requirements:

Reimbursement requests for program costs shall be made no more than once per calendar month by the Grantee using the American Rescue Plan Act (ARPA) Disbursement form as supplied by the NHDES, which shall be completed and signed by the Grantee. The disbursement form shall be accompanied by proper supporting documentation based upon direct costs. The Grantee will maintain adequate documentation to substantiate all Program related costs. All work shall be performed to the satisfaction of the NHDES before payment is made.

Changes to the Scope of Services require NHDES approval in advance. All work must be completed prior to the completion date (section 1.7) in this Grant Agreement to be eligible for reimbursement.

Grantee Initials

Date


9-16-25

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that CATAMOUNT HILL COOPERATIVE, INC. is a New Hampshire Consumer Cooperative registered to transact business in New Hampshire on June 08, 2007. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **579191**

Certificate Number: **0007298088**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of October A.D. 2025.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular outline.

David M. Scanlan
Secretary of State

Catamount Hill Cooperative, Inc.
275 Pinewood Drive, Allenstown, NH 03275

CERTIFICATE OF VOTE

I, Cody Smith do hereby certify that:

1. I am the Vice President of the Catamount Hill Cooperative, Inc.
2. At a meeting held on September 16, 2025, the board voted to apply to submit an amendment request to modify a certain American Rescue Plan Act Fund (ARPA) grant agreement with the **State of New Hampshire Department of Environmental Services** for a Drinking Water and Wastewater system improvement project, as approved by the Governor and Council on November 22, 2022.
3. The Catamount Hill Cooperative further authorized the Operations Manager, Tanya Jones, to execute any documents necessary to effectuate this Grant Agreement.
4. This authority has not been revoked, superseded, or amended as of the date of this certification.

IN WITNESS WHEREOF, I have hereunto set my hand as the Vice President, Cody Smith, of Catamount Hill Cooperative.

Signature: _____



Date: _____

9-16-2025

Catamount Hill Cooperative, Inc.

275 Pinewood Road • Allenstown, NH 03275

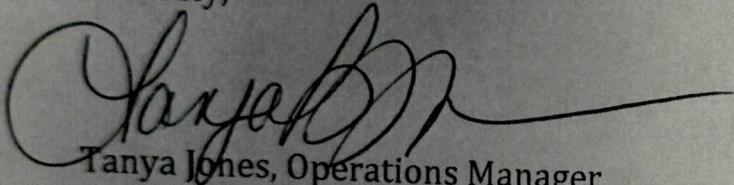
October 2, 2025

To Whom It May Concern:

Please be advised that Catamount Hill Cooperative, Inc. does not currently have any employees. Our Cooperative is governed by a 5 person volunteer Board of Directors. All water and wastewater system operations are currently contracted. For these reasons, we do not carry a Workman's Compensation Policy.

Please feel free to reach out with any additional questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Jones', with a long horizontal flourish extending to the right.

Tanya Jones, Operations Manager
Catamount Hill Cooperative, Inc.