



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

November 24, 2025

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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#1090007) to the Mountain View Housing Cooperative, Inc. of Gilford, NH (VC# 393533 B001), by extending the completion date to August 1, 2026, from December 31, 2025, effective upon Governor & Council approval through August 1, 2026. This is a no-cost amendment. The original grant agreement was approved by the Governor and Council on November 22, 2022, Item #148. 100% federal funds.

EXPLANATION

We are requesting approval of this amendment to provide additional time to the Mountain View Housing Cooperative, Inc. to complete the agreed-upon scope of services. The Cooperative is conducting water and wastewater system improvements. Drinking water infrastructure improvements include the development of an additional water source, replacement of the well house, construction of an atmospheric storage tank, electrical system upgrades, and installation of a new treatment system. Wastewater system improvements include cleaning and closed-circuit television review of the sewer lines and upgrades to manholes, service connections, and pipes. Due to the complexity of the project, construction has required a phased approach. The final, and longest, construction phase is underway but will require additional time in the spring and summer of 2026 to complete construction. The time extension will allow the Cooperative to complete the anticipated work scoped for the water and wastewater system improvements. 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, \$226,859.82 of the original \$1,283,500 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 Mountain View Housing Cooperative
American Rescue Plan Act (ARPA) Grant (CW-334406-01)
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 Mountain View Housing Cooperative acting by and through its President, Michelle Dubois (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) The Grant Completion Date as set forth in sub-paragraph 1.7 of the Agreement shall be changed to August 1, 2026 from December 31, 2025.
 - (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:

Michelle Dubois

Michelle Dubois, President
Mountain View Housing Cooperative

9-21-25
Date

Robert R. Scott

Robert R. Scott, Commissioner
Department of Environmental Services

11/17/25
Date

Melissa Fales

Assistant Attorney General
Department of Justice

11/20/25
Date

Approved as to form, substance and execution.

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 \$1,283,500 in accordance with the following requirements:

Disbursement 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 UMD
Date 9-21-25

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 MOUNTAIN VIEW HOUSING COOPERATIVE is a New Hampshire Consumer Cooperative registered to transact business in New Hampshire on April 05, 1990. 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: 149992

Certificate Number: 0007328889



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed

the Seal of the State of New Hampshire,

this 11th day of November 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



DRINKING WATER INFRASTRUCTURE

Certificate of Vote to Accept Grants

Drinking Water and Groundwater Bureau Grants,
PFAS Remediation Grant and Loan Fund (PFAS-RLF),
Drinking Water and Groundwater Trust fund (DWGTF)



RSA/Rule: Env-Dw 1300, Env-Dw 1400, RSA 485-F:3, II and RSA 485-H:9

All funding recipients (Grantee) must demonstrate authority for the Grantee to accept grant funding, enter into a Grant Agreement with the New Hampshire Department of Environmental Services (NHDES), and must further demonstrate that the Grantee's designated Authorized Representative (AR) has the authority from the Grantee to execute the grant documents.

Demonstrating authority may be done by completing a Certificate of Vote (COV). A COV demonstrates that a vote occurred at a meeting of the Grantee's governing body in which:

- The Grantee decided to accept and expend the grant funds and enter into a Grant Agreement with NHDES.
- The Grantee delegated authority to a particular individual (the AR) to sign the grant documents on behalf of the governing body. Meeting minutes must be submitted to NHDES that demonstrate a proper vote occurred.

The COV shall also certify that the authority remains effective and has not been revoked, superseded, or amended. The Grantee vote may take place any time prior to the Grant Agreement being signed. The Grant Agreement will be provided to the Grantee by NHDES.

Instructions

Do not complete the COV until you have received a Grant Agreement (G-1 with Exhibits) from NHDES.

The COV must be completed as follows:

- 1) A representative of the Grantee that witnessed or has personal knowledge of the vote and can certify the details of the vote for purposes of the COV (for a municipality this is typically a Town Clerk, Board Member, or an Administrative Assistant; for a corporate entity this is typically an officer) signs this form – the AR does **not** sign this form.
- 2) The COV must be signed on the same date as, or within 30 days of, when the Grant Agreement is signed.

Projects that are receiving grant funds from more than one NHDES program for the same project can complete one COV.

Before completing the COV please make sure all steps above were followed and the person signing/completing the COV is not the Authorized Representative. The original COV must be mailed to the appropriate program contact at NHDES. A template COV is available on the following page.

Mountain View Housing Cooperative

23 Liscomb Circle, Gilford, NH 03249

CERTIFICATE OF VOTE

I, Kathryn Mitchell do hereby certify that:

1. I am the Treasurer of the Mountain View Housing Cooperative.
2. At a meeting held on September 14, 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 Mountain View Housing Cooperative further authorized Michelle Dubois 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 Treasurer of Mountain View Housing Cooperative on

Signature: *Kathryn Mitchell*

Date: *9/21/25*

Mountain View Housing Cooperative

23 Liscomb Circle #23
Gilford, NH 03249
(603)393-8780

September 21st 2025

To Whom this may Concern:

Please be advise that Mountain View Housing Cooperative doesn't have any current employees. Our cooperative is governed by 7-person volunteer Board of Directors. All water system operations are currently contracted. For the reasons we do not carry workmen's compensation policy.

Sincerely,



Michelle DuBois
President, Mountain View Housing Cooperative