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The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

December 15, 2025

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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#1090202) to the Town of Littleton, NH (VC# 177427 B001), by modifying the scope of services and extending the completion date to July 31, 2026 from March 31, 2026, for the wastewater treatment facility upgrade project, effective upon Governor and Council approval through July 31, 2026. This is a no-cost amendment. The original grant was approved by Governor and Council on December 21, 2022 Item #100. 100% federal funds.

EXPLANATION

We are requesting approval of this amendment in order to provide the Town of Littleton with a scope modification and additional time to complete the agreed upon scope of services. Unfortunately, there have been a few developments that caused a significant setback to the project. Failing infrastructure resulted in operational challenges at the Town's Wastewater Treatment Facility (WWTF). As a result, the Town had to prioritize those repairs to maintain functionality. In addition, a comprehensive evaluation during the design phase revealed that an inflow and infiltration (I&I) study was necessary to guide future improvements and ensure proper sizing of any new equipment. The I&I study is underway, but critical data must be collected in the spring of 2026 to create a thorough report. Therefore, the Town requests a time extension and scope modification to reallocate a portion of the grant funding towards the I&I study and allow for completion of both the study and the WWTF design within the revised timeline. Based on the current project schedule, accounting for additional time and with the inclusion of the I&I study, the Town will be able to utilize the entire grant amount. To date, \$194,259.28 of the original \$579,000 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 Town of Littleton
ARPA Grant CS-334129-08
Amendment No. 1

This Agreement (hereinafter called the Amendment) dated this 24 day of November 2025, 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 Town of Littleton acting by and through its Town Manager, Troy Brown (hereinafter referred to as the Grantee).

WHEREAS, pursuant to an Agreement (hereinafter called the Agreement) approved by the Governor and Council on December 21, 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 Completion Date as set forth in sub-paragraph 1.7 of the Agreement shall be changed from March 31, 2026, to July 31, 2026.
 - (B) 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.
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.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

Town of Littleton

By [Signature]
Town Manager, Troy Brown

STATE OF NEW HAMPSHIRE
COUNTY OF Grafton

On this the 25 day of November 2025, before the undersigned officer, personally appeared Troy Brown who acknowledged himself to be the person who executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

[Signature]
My Commission Expires: 8/4/2026



THE STATE OF NEW HAMPSHIRE
Department of Environmental Services

By: [Signature]
Robert R. Scott, Commissioner

Approved by Attorney General this 7th day of January 2026, as to form, substance and execution.

OFFICE OF ATTORNEY GENERAL

[Signature]

EXHIBIT B – Amendment 1
SCOPE OF SERVICES

The Town of Littleton will use the American Rescue Plan Act (ARPA) grant funds to support critical improvements to its wastewater infrastructure, including a Sewer System Evaluation Survey (SSES), and upgrades to the wastewater treatment facility (WWTF). The SSES will focus on locating and recommending measures to eliminate inflow and infiltration (I/I) sources in high-flow areas, using methods such as flow isolation assessments, manhole inspections, CCTV, smoke and dye testing, and the development of building inspection and sump pump removal programs. Deliverables will include a report with recommended rehabilitation and/or mitigation measures and a preliminary (30%) design for the highest priority sewer rehabilitation. Additionally, if time and funding allows, the WWTF will undergo upgrades to meet NPDES permit requirements and replace aging infrastructure, infrastructure improvements will be dictated by the priorities found from the I/I study. Upgrades could include chemical feed systems, pumps, and process equipment to reduce phosphorus and metals in the WWTF discharge. Grant funds may be used to pay for engineering design, preparation of documents for public bidding, and construction costs.

Grantee Initials T.B.
Date 11-25-25



CERTIFICATE OF VOTE OF AUTHORIZATION
GRANTS ONLY



American Rescue Plan Act (ARPA)

A Certificate of Vote of Authorization (COV) is a certificate that states that a grantee is willing to enter into a grant agreement with the State of NH Department of Environmental Services (NHDES) and that whoever signs the Grant Agreement (provided under separate cover) has the authority to do so. Do not complete this form until you have received a Grant Agreement from NHDES. Follow the steps below:

- 1. Following a funding offer from NHDES, obtain the authority to accept grant funds and assign an Authorized Representative (AR) from the grantees governing body. This will likely require a vote at a meeting of the governing body. A vote may take place any time prior to execution of the Grant Agreement.
2. Once the Grant Agreement has been received from NHDES, someone other than the AR (who can certify actions taken at the referenced meeting) completes and signs the COV. The AR cannot sign the COV. The COV must be signed and notarized on the same date as, or within 30 days of, when the AR signs the Grant Agreement. The 30-day window applies to either side of the execution date.
3. The AR signs the Grant Agreement and initials and dates the bottom of each page including the Exhibits.
4. Mail original COV and Grant Agreement documents to program contact at NHDES.

Certificate of Vote of Authorization

TOWN OF LITTLETON

125 Main Street Ste 200 Littleton, New Hampshire 03561

I, Vicki Potter of the Town of Littleton do hereby certify that at a meeting held on November 24, 2025, the Board of Selectmen voted to apply to submit an amendment request to modify a certain American Rescue Plan Act Fund (ARPA) grant agreement with the New Hampshire of Department Environmental Services to fund a Wastewater improvement project, as approved by the Governor and Council on December 21, 2022.

The Town of Littleton further authorized the Town Manager, Troy Brown to execute any documents which may be necessary to effectuate this grant agreement.

IN WITNESS WHEREOF, I have hereunto set my hand as Administrative Secretary of the Town of Littleton, the 25 day of November 2025.

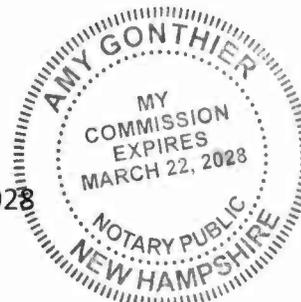
Vicki Potter Signature: [Handwritten Signature]

On this 25 day of November 2025, Amy Gonthier, before me (Notary Public) the undersigned Officer, personally appeared. Vicki Potter, who acknowledged herself to be the Administrative Secretary of the Town of Littleton, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

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

[Handwritten Signature of Amy Gonthier]

Notary Public Amy Gonthier My commission expires: March 22, 2028



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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.

<i>Participating Member:</i>		<i>Member Number:</i>	<i>Company Affording Coverage:</i>		
Town of Littleton 125 Main Street Suite 200 Littleton, NH 03561-4018		223	NH Public Risk Management Exchange - Primex ³ 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:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2025	1/1/2026	Each Occurrence	\$ 2,000,000
	1/1/2026	1/1/2027	General Aggregate	\$ 10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	1/1/2025 1/1/2026	1/1/2026 1/1/2027	Combined Single Limit (Each Accident)	\$2,000,000
			Aggregate	\$10,000,000
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> Statutory	
	1/1/2026	1/1/2027	Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
<input checked="" type="checkbox"/> Property (Special Risk includes Fire and Theft)	1/1/2025 1/1/2026	1/1/2026 1/1/2027	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

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 Environmental Services 29 Hazen Drive, P.O. Box 95 Concord, NH 03302-0095			By: <i>Mary Beth Purcell</i>
			Date: 11/25/2025 mpurcell@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax