



**New Hampshire**  
*Department of Agriculture,  
Markets, and Food*

Shawn N. Jasper, Commissioner

May 19, 2026

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

**REQUESTED ACTION**

Authorize the New Hampshire State Conservation Committee (SCC) to enter into a grant agreement with the Androscoggin River Watershed Council, Auburn, ME, (Vendor Code 209553), in the amount of \$35,000.00 for the North Branch Horne Brook Stream Restoration project in the Town of Success, Coos County, effective upon Governor and Council approval for the period of July 1, 2026, through April 30, 2028. **100% Other Funds (Agency Income).**

Funding is available in Fiscal Year 2027, with the authority to adjust encumbrances in each of the state fiscal years through the Budget Office, if needed and justified.

02-18-18-184510-28600000, SOIL CONSERVATION

		<u>FY2027</u>
073-500581	Grants Non-Profits	\$35,000.00

**EXPLANATION**

The State Conservation Committee (SCC) in fulfillment of its responsibilities under the Conservation Number Plate grant program, RSA 261:97-c III(b), wishes to provide grant funds to the Androscoggin River Watershed Council to perform certain tasks as enumerated in Exhibit B for the purposes of creating wildlife habitat by restoring stream connectivity by replacing a culvert at the North Branch Horne Brook crossing of the Success Pond Road in Success, Coos County, NH, with a bridge that is at least 1.2 times bank full and capable of passing the 100-year flood. The North Branch Horne Brook is critical habitat for Brook Trout. This project also addresses erosion on the road approaches, and at the crossing site itself, by installing erosion control best management practices. This project opens 1.25 miles downstream and 6.7 miles upstream to aquatic organism passage.

The SCC is confident that the grantee possesses the necessary staff and resources to effectively carry out the duties imposed by this grant.

Respectfully submitted,

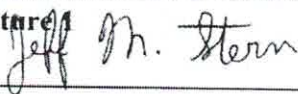
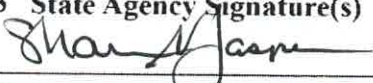
A handwritten signature in black ink that reads "Shawn N. Jasper". The signature is written in a cursive style with a large, prominent "S" at the beginning.

Shawn N. Jasper  
Commissioner

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> State Conservation Committee		<b>1.2. State Agency Address</b> 1 Granite Place South, Suite 211, Concord, NH 03301	
<b>1.3. Grantee Name</b> Androscoggin River Watershed Council		<b>1.4. Grantee Address</b> 125 Manley Road, Auburn, ME 04210	
<b>1.5 Grantee Phone #</b> 207-595-0317	<b>1.6. Account Number</b> 28600000	<b>1.7. Completion Date</b> 4/30/2028	<b>1.8. Grant Limitation</b> \$ 35,000.00
<b>1.9. Grant Officer for State Agency</b> Rachel Stevens		<b>1.10. State Agency Telephone Number</b> 603-271-3551	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Jeff M. Stern, Environmental Director	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13 State Agency Signature(s)</b> 		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Shawn N. Jasper, Commissioner	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By: <i>Vasilios Manthos</i> Assistant Attorney General, On: 5/22/26			
<b>1.16. Approval by Governor and Council (if applicable)</b> By: _____ On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE; COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA; RETENTION OF DATA; ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT; REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Initials JS  
Date 4/24/26

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident, and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Initials JS  
Date 4/27/26

**Exhibit A  
Special Provisions**

There are no modifications, deletions or additions to the General Provision of this form.

**Exhibit B  
Scope of Services**

The Androscoggin River Watershed Council shall perform the following tasks as described below and detailed in the proposal titled North Branch Horne Brook Stream Restoration Project in Success, NH, dated September 12, 2025:

Task 1 : Complete quarterly project partner pre-construction planning and coordination meetings throughout the duration of this grant. Provide copies of all permits acquired during the pre-construction phase. Provide copies of the NH Fish and Game Department's electro-fishing and elevation reports.

Task 2: Complete construction of culvert replacement structure(s) to enhance connectivity and aquatic habitat along North Branch Horne Brook. Provide a copy of the sub-contractor documentation of the equipment operator's contract. Complete regular project partner construction coordination meetings.

Task 3: Provide photographic documentation of completed native plantings purchased for post-construction buffer planting.

Task 4. Outreach that acknowledges NH State Conservation Committee Moose Plate Grant Program funding is expected of all Grantees. The following shall be provided in electronic format to the Grant Administrator for project outreach and completion:

- a. A copy of the NH Fish and Game Department's post-construction electro-fishing and elevation survey and Androscoggin River Watershed Council's monitoring report.
- b. Implement outreach and public awareness program, provide documentation of relevant publications such as press releases or newsletter articles about the project. All outreach materials produced for public distribution shall include the NH State Conservation Committee Moose Plate logo and acknowledgment the project was funded by the NH State Conservation Committee Conservation Moose Plate Grant Program.
- c. Provide at least one project photograph for NH State Conservation Committee use, with photo authorization form.
- d. Install and display, as appropriate to the project, the NH State Conservation Committee Moose Plate sign, provided by the NH State Conservation Committee. Provide a dated photograph of displayed sign.
- e. Submit final report and associated documents, as provided and instructed by the NH State Conservation Committee.

**Subcontract Provision.**

The Grantee may subcontract the services described in the Tasks to entities that are qualified and appropriately licensed to conduct such activities.

Grantee Initials JS  
Date 4/22/26

**Exhibit C**  
**Contract Price and Method of Payment**

The NH State Conservation Committee shall pay to the Grantee the total reimbursable program costs not to exceed the grant limitation (section 1.8) in accordance with the following requirements:

The invoice form shall be accompanied by proper supporting documentation based upon project costs. The Grantee will maintain adequate documentation to substantiate all project related costs. All work shall be performed to the satisfaction of the NH State Conservation Committee before payment is made. Payment shall be made in accordance with the following schedule based upon completion of specific tasks described in Exhibit B:

Upon Completion and SCC approval of Task 1	\$ 3,500.00
Upon Completion and SCC approval of Task 2	\$ 30,500.00
Upon Completion and SCC approval of Task 3	\$ 500.00
Upon Completion and SCC approval of Task 4	\$ 500.00
 Total	 \$ 35,000.00

Changes to the Scope of Services require NH State Conservation Committee approval in advance. All work must be completed prior to the completion date (section 1.7) in this Grant Agreement to be eligible

Grantee Initials JS  
Date 4/22/26

# 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 ANDROSCOGGIN RIVER WATERSHED COUNCIL is a Maine Nonprofit Corporation registered to transact business in New Hampshire on July 30, 2010. 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: **634139**

Certificate Number : **0007916903**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this **27th** day of **April** A.D. **2026**.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

*Certificate of Authority #1 – Resolution for Vote*

I, Thomas Mapletoft, Vice Chairman, hereby certify that I am duly elected Clerk/Secretary/Officer of  
*(Name #1)*  
Androscoggin River Watershed Council. I hereby certify the following is a true copy of a vote taken at  
*(Name of Grantee)*

a meeting of the Board of Directors / Council / Selectboard / Supervisors, duly called and held on  
March 25, 2026 ~~2025~~,

at which a quorum of the Directors/Councilors/Selectmen/Supervisors, were present and voting.

**VOTED:** That Fergus P. Lea, Jr. , Chairman, and Jeffrey Stern, Environmental Director are is  
*(Name #2 and Title. May list more than one person)*

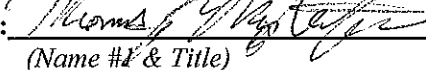
duly authorized to enter into contracts or agreements on behalf of

Androscoggin River Watershed Council with the State of New Hampshire and any of  
*(Name of Grantee)*

its agencies or departments and further is authorized to execute any documents which may in his/her  
judgment be desirable or necessary to effect the purpose of this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force and effect as of  
the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30)**  
days from the date of this Resolution. I further certify that it is understood that the State of New  
Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the  
position(s) indicated and that they have full authority to bind the corporation. To the extent that there are  
any limits on the authority of any listed individual to bind the corporation in contracts with the State of  
New Hampshire, all such limitations are expressly stated herein.

**DATE:** March 28, 2026

**ATTEST:**  Thomas Mapletoft, Vice Chairman  
*(Name #1 & Title)*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cross Insurance - Lewiston 150 Mill Street Fourth Floor, Suite 4 Lewiston ME 04240-3101		<b>CONTACT NAME:</b> Laurie Labbe <b>PHONE (A/C, No, Ext):</b> (207) 783-8591 <b>E-MAIL ADDRESS:</b> laurie.labbe@crossagency.com <b>FAX (A/C, No):</b> (207) 777-6223	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Tokio Marine Holdings, Inc.	<b>NAIC #</b>
<b>INSURED</b>		<b>INSURER B:</b> Maine Employers Mutual Ins Co	11149
Androscoggin River Watershed Council Attn: AVCOG 125 Manley Road Auburn ME 04210		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL2651555651


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK2556167-013	07/02/2025	07/02/2026	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
		<input type="checkbox"/> CLAIMS-MADE						\$
		DED	RETENTION \$					\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			1810129688	06/04/2026	06/04/2027	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N / A				E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

New Hampshire State Conservation Committee 1 Granite Place South Suite 211 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.  AUTHORIZED REPRESENTATIVE 
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## Thibeault, Michelle

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**From:** Stevens, Rachel  
**Sent:** Tuesday, May 19, 2026 11:02 AM  
**To:** Thibeault, Michelle  
**Cc:** Hanley, Ian  
**Subject:** RE: Certificate of Insurance

Thank you for trying to see if it will go through. Received the additional comments below from the organization incase they are helpful, Rachel

Hi, I noticed that in the worker's comp section, the box for yes or no was not checked by the person who prepared the certificate. From what I could tell, it wants a box checked yes or no to say whether the insurance covers owners, partners, or executive officer. We have none of these, so the insurance doesn't address the positions mentioned in the worker's comp box. I probably should have asked our insurance agent to make a note to the effect that that box is not applicable. Worker's comp has the minimum required coverage according to Maine and New Hampshire laws.

Rachel Stevens  
Administrator, Conservation Moose Plate Grant Program  
NH State Conservation Committee  
[NH Moose Plate](#)



**Conservation & Heritage  
License Plate Program**

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**From:** Thibeault, Michelle <Michelle.L.Thibeault@agr.nh.gov>  
**Sent:** Tuesday, May 19, 2026 8:29 AM  
**To:** Stevens, Rachel <Rachel.A.Stevens@agr.nh.gov>  
**Cc:** Hanley, Ian <Ian.P.Hanley@agr.nh.gov>  
**Subject:** RE: Certificate of Insurance

I will submit. I am not sure what the Dept of Justice AG will say.

*Michelle L. Thibeault*

Michelle L. Thibeault

Administrative Assistant II  
Department of Agriculture, Markets, and Food  
1 Granite Place South, Suite 211  
Concord NH 03301

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**New Hampshire**  
*Department of Agriculture,  
Markets, and Food*

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**From:** Stevens, Rachel <[Rachel.A.Stevens@agr.nh.gov](mailto:Rachel.A.Stevens@agr.nh.gov)>  
**Sent:** Monday, May 18, 2026 4:42 PM  
**To:** Thibeault, Michelle <[Michelle.L.Thibeault@agr.nh.gov](mailto:Michelle.L.Thibeault@agr.nh.gov)>  
**Cc:** Hanley, Ian <[Ian.P.Hanley@agr.nh.gov](mailto:Ian.P.Hanley@agr.nh.gov)>  
**Subject:** RE: Certificate of Insurance

Hopefully this covers it, please see your email below. This updated COI came with the following explanation “Hopefully these will be what is needed for the certificates of insurance. We have workers comp for our NH employee on one policy and for our Maine employee on another policy.”. Thanks, Rachel

Rachel Stevens  
Administrator, Conservation Moose Plate Grant Program  
NH State Conservation Committee  
[NH Moose Plate](#)



**Conservation & Heritage  
License Plate Program**

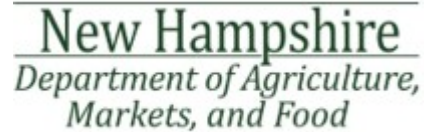
---

**From:** Thibeault, Michelle <[Michelle.L.Thibeault@agr.nh.gov](mailto:Michelle.L.Thibeault@agr.nh.gov)>  
**Sent:** Thursday, April 30, 2026 11:40 AM  
**To:** Stevens, Rachel <[Rachel.A.Stevens@agr.nh.gov](mailto:Rachel.A.Stevens@agr.nh.gov)>  
**Cc:** Hanley, Ian <[Ian.P.Hanley@agr.nh.gov](mailto:Ian.P.Hanley@agr.nh.gov)>  
**Subject:** RE: Certificate of Insurance

I believe the explanation for workers comp is acceptable, but it will be up to Dept of Justice Attorney who reviews these documents prior to going to Governor and Council. I will submit as is if you want me to and see what the attorney says.

*Michelle L. Thibeault*

Michelle L. Thibeault  
Administrative Assistant II  
Department of Agriculture, Markets, and Food  
1 Granite Place South, Suite 211  
Concord NH 03301



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**From:** Stevens, Rachel <[Rachel.A.Stevens@agr.nh.gov](mailto:Rachel.A.Stevens@agr.nh.gov)>  
**Sent:** Thursday, April 30, 2026 11:18 AM  
**To:** Thibeault, Michelle <[Michelle.L.Thibeault@agr.nh.gov](mailto:Michelle.L.Thibeault@agr.nh.gov)>  
**Cc:** Hanley, Ian <[Ian.P.Hanley@agr.nh.gov](mailto:Ian.P.Hanley@agr.nh.gov)>  
**Subject:** FW: Certificate of Insurance

Please see the message below. I've been reaching out to all grantees who had not checked the Workers Comp box on their forms. Is the email below an adequate response to add to their package as an explanation? Thanks for your advice, Rachel

Rachel Stevens  
Administrator, Conservation Moose Plate Grant Program  
NH State Conservation Committee  
[NH Moose Plate](#)



**Conservation & Heritage  
License Plate Program**

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**From:** Ferg Lea <[flea.arwc@gmail.com](mailto:flea.arwc@gmail.com)>  
**Sent:** Wednesday, April 29, 2026 10:14 PM  
**To:** Stevens, Rachel <[Rachel.A.Stevens@agr.nh.gov](mailto:Rachel.A.Stevens@agr.nh.gov)>  
**Cc:** [sternjm@hotmail.com](mailto:sternjm@hotmail.com); Ashley Newell <[woodlandswanderer@gmail.com](mailto:woodlandswanderer@gmail.com)>  
**Subject:** Re: Certificate of Insurance

**EXTERNAL EMAIL WARNING!** This email originated outside of the New Hampshire Executive Branch network. Do not open attachments or click on links unless you recognize the sender and are expecting the email. Do not enter your username and password on sites that you have reached through an email link. Forward suspicious and unexpected messages by clicking the Phish Alert button in your Outlook and if you did click or enter credentials by mistake, report it immediately to [helpdesk@doit.nh.gov](mailto:helpdesk@doit.nh.gov)!

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Hi Rachel,

We actually have Worker's comp in both Maine and NH. The Worker's Comp is handled by a different insurer than the liability. The NH Worker's Comp insurance is effective on May 1. So there are two reasons for having an NA. One is the different insurers and the second is because the grant would not be used to fund any ARWC staff. I believe the full amount is passed through to the construction project, so we should require Worker's Comp for the contractor. I am not sure what NRCS requires for insurance, but somehow we can work out something to ensure the contractor has liability and Worker's comp in NH when the time comes to hire a contractor.

Maybe Jeff can draft something up with the second reason. We can get a certificate from the Worker's Comp companies if needed.

Ferg

Fergus P. Lea, Jr. P.E., Chair

Androscoggin River Watershed Council



[www.androscogginwatershed.org](http://www.androscogginwatershed.org)

207-240-3143

# NONPROFIT COVER SHEET

**A. Entity Name: Androscoggin River Watershed Council**

**B. Entity's Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):**

**See attached. Jeff Stern, Environmental Director, is the primary contact. His email address is [sternjm@hotmail.com](mailto:sternjm@hotmail.com) and phone number is 207-595-0317.**

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**C. List Board of Directors and Affiliations**

<u>Name (Identify any additional role(s) in Parentheses)</u> E.g., John Doe (President)	<u>Affiliations</u>
<b>Ferg Lea (Chair)</b>	Retired Environmental Engineer
<b>Tom Mapletoft (Vice-Chair)</b>	Brookfield Renewable – Senior Water Resources Manager
<b>Ken Gallant (Secretary)</b>	Retired – Verso Paper
<b>Peter Roberts (Treasurer)</b>	Engineer – Sunday River Ski Corp.
<b>Carol Rice</b>	Educator
<b>Steve Wight</b>	Former Inn Owner, Maine Guide
<b>Scott Reed</b>	ND Paper
<b>Eric Cousins</b>	Director of Public Services, City of Auburn
<b>Becky Secrest</b>	Retired, ARWC

**D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):**

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
<b>Jeff Stern</b>	Grant Administrator	\$37,440.00	\$2,500.00
<b>Ashley Newell Breed</b>	Assistant	\$19,008.00	\$500.00

**DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY**

**E. Check one of the following:**

- [X] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- [ ] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
- 
- 
- 

**CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION**

**F. Check one of the following:**

- [X] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (\*\* see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- [ ] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- [ ] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

\*\* Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

**SEE ATTACHED SCREEN SHOT ON PAGE 5**

**FINANCIAL DISCLOSURES**

**G. Check one the following:**

- [X] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- [ ] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- [ ] *If neither of the above apply*, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization’s most recently completed fiscal year:

**1. INCOME STATEMENT**

	<u>Revenue</u>		<u>Expenses</u>
<i>Grants</i>	\$	<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$		
<i>Program Services Revenue</i>	\$	<i>Other salaries &amp; wages</i>	\$
<i>Interest &amp; Dividends</i>	\$	<i>Payroll taxes &amp; employee benefits</i>	\$
<i>All other Revenue</i>	\$	<i>Occupancy, rent, utilities, and insurance</i>	\$
<u>Total Revenue</u>	\$	<i>Printing, publications, postage, office supplies, and IT</i>	\$
		<i>All other expenses</i>	\$
		<u>Total Expenses</u>	\$

## 2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash &amp; Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property &amp; Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		

**H. Mission Statement: The Mission of the Androscoggin River Watershed Council is to continuously improve environmental quality, encourage stewardship, and to promote healthy and prosperous communities in the Androscoggin Watershed.**

# I. New Hampshire Department of Justice Charitable Trusts Unit:

New Hampshire Department of Justice

Registered Charities List

Charitable Trusts Unit

G = Good Standing; X = Not in Good Standing; S = Suspended

Reg. No.	Charity Name	Address	City	State	Zip	Status	Report Due
35366	Anchored Mission Inc.	PO Box 518	Wolfeboro	NH	03894	G	5/15/2026
32104	Ancient Order of Hibernians, Division 1, Manchester (27HI01)	PO Box 3521	Manchester	NH	03105	G	11/15/2025
30843	ANCOR Foundation, Inc.	113 S West St	Alexandria	VA	22314	G	5/15/2026
34396	And Then There Were None	PO Box 2571	Round Rock	TX	78680	G	5/15/2026
33395	Anda Foundation, Inc.	2915 Weston Road	Weston	FL	33331	G	5/15/2026
2281	Andover Community Hub	PO Box 157	Andover	NH	03216	G	5/15/2026
6652	Andover Fish And Game Club	PO Box 253	Andover	NH	03216	G	5/15/2026
17360	Andover Girls' Softball	18 West Shore Drive	Andover	NH	03216	S	5/15/2026
2142	Andover Historical Society	PO Box 167	Andover	NH	03216	G	5/15/2027
1585	Andover Lions Club	PO Box 204	Andover	NH	03216	X	11/15/2021
10391	Andover Outing Club, Inc.	P.O. Box159	Andover	NH	03216	G	5/15/2026
5138	Andover Service Club, Inc.	PO Box 22	Andover	NH	03216-0022	G	11/15/2026
12144	Andres Institute of Art	PO Box 226	Brookline	NH	03033	G	5/15/2026
19135	Andrew Gomez Dream Foundation	1959 Palomar Oaks Way Suite 300	Carlsbad	CA	19135	X	11/15/2023
33173	Andrew Goodman Foundation, Inc.	PO Box 394	Mahwah	NJ	07430	G	5/15/2026
18761	Andrew J. Allard Foundation	1465 Hooksett Road Unit 364	Hooksett	NH	03106	X	5/15/2019
14452	Andrew McDonough B+ Foundation	101 Rockland Circle	Wilmington	DE	19803	G	5/15/2026
1744	Andrew Scarlett Scholarship Fund	3 Battery Wharf #3303	Boston	MA	02109	G	11/15/2026
31874	Andrew W. Marshall Foundation	1 Woodbury Hill Road	Jaffrey	NH	03452	G	5/15/2026
16536	Androscoggin River Watershed Council	125 Manley Rd	Auburn	ME	04210	G	8/15/2026
5187	Androscoggin Valley Home Care Services	795 Main Street	Berlin	NH	03570	G	5/15/2026
6267	Androscoggin Valley Hospital	59 Page Hill Road	Berlin	NH	03570	G	8/15/2026
3706	Androscoggin Valley Hospital Foundation	59 Page Hill Road	Berlin	NH	03570	G	8/15/2026
5015	Androscoggin Valley Search and Rescue	75 Lancaster Road	Gorham	NH	03581	G	5/15/2027
30107	Andy's Outreach Fund, Inc.	1959 Palomar Oaks Way Suite 300	Carsbad	CA	92011	G	11/15/2025
2143	Andy's Summer Playhouse, Inc.	Box 601	Wilton	NH	03086	G	3/15/2026
13287	Angel Christian Television Trust, Inc.	6880 Lake Ellenor Drive	Orlando	FL	32809	G	8/15/2026
17839	Angel Flight NH, Inc.	30 Mount Washington Hotel Road	Bretton Woods	NH	03575	X	11/15/2024
16297	Angel Flight of New England, Inc.	Lawrence Municipal Airport, 492 Sutton Street	North Andover	MA	01845	X	5/15/2025
32641	Angel Snugs, Inc.	8297 ChampionsGate Boulevard	Davenport	FL	33896	X	5/15/2022
4422	Angelo & Doris Volpe Memorial Charitable Trust	3 Eagle Square	Concord	NH	03301	G	7/13/2026
12992	Angels 4 Veterans	256 Middle Branch Road	New Boston	NH	03070	S	5/15/2025
13939	Angels Among Us Pet Rescue, Inc.	PO Box 821	Alpharetta	GA	30005	G	5/15/2026

Updated: February 24, 2026

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**J. Audit information. The Androscoggin Valley Council of Governments (AVCOG) provides financial and administrative services to the Androscoggin River Watershed Council, including auditing. As such, the Watershed Council is part of AVCOG’s annual auditing process. The audit is extensive, but only one page refers to the Watershed Council and that page has all of the outside agencies that AVCOG does financials for on it. This is the relevant page from the most recent AVCOG audit report:**

Schedule 5

**ANDROSCOGGIN VALLEY COUNCIL OF GOVERNMENTS**  
**Combining Statement of Increases and Decreases in Due to Outside Agencies**  
**Fiscal Services**  
**Year Ended September 30, 2024**

	Maine Transit Association	Androscoggin River Watershed Co.	Maine Lakes & Mountains Tourism Co.	Maine Woods Consortium	Maine Sports Commission	Good Food Council of LA	Total
<b>Increases in due to outside agencies:</b>							
Federal grants	\$ -	142,480	-	-	-	-	142,480
State grants	-	708	223,389	-	300,000	-	524,097
Donations	-	481	-	-	-	-	481
Foundation grants	-	-	-	-	-	55,000	55,000
Contract services	-	10,876	-	-	-	1,200	12,076
Other revenue	60,250	20,753	-	-	-	38,019	119,022
<b>Total increases in due to outside agencies</b>	<b>60,250</b>	<b>175,298</b>	<b>223,389</b>	<b>-</b>	<b>300,000</b>	<b>94,219</b>	<b>853,156</b>
<b>Decreases in due to outside agencies:</b>							
Salaries and wages	-	23,720	22,792	-	119,006	42,287	207,805
Fringe benefits	-	-	6,225	-	-	-	6,225
Travel	-	-	327	-	-	-	327
Registrations and conferences	1,000	80	406	-	10,981	-	12,467
Printing and postage	-	86	3,098	-	-	-	3,184
Memberships and dues	-	20	1,641	-	1,727	1,122	4,510
Contract services	15,899	142,680	148,397	-	59,328	20,185	386,489
Advertising	-	-	900	-	350	224	1,474
Computer and software maintenance	-	395	-	-	2,100	-	2,495
Grant awards and disbursements	-	-	-	-	37,500	-	37,500
Other expenses	858	1,827	5,855	-	35,554	2,262	46,356
Meetings	-	1,420	44	-	146	4,644	6,254
Legal services	20,020	-	-	-	-	-	20,020
Indirect costs	-	-	13,919	-	-	-	13,919
<b>Total decreases in due to outside agencies</b>	<b>37,777</b>	<b>170,228</b>	<b>203,604</b>	<b>-</b>	<b>266,692</b>	<b>70,724</b>	<b>749,025</b>
<b>Net increase (decrease) in due to outside agencies</b>	<b>22,473</b>	<b>5,070</b>	<b>19,785</b>	<b>-</b>	<b>33,308</b>	<b>23,495</b>	<b>104,131</b>
<b>Due to (from) outside agencies, beginning of year</b>	<b>9,967</b>	<b>20,506</b>	<b>23,317</b>	<b>54,250</b>	<b>382,494</b>	<b>83,800</b>	<b>574,334</b>
<b>Due to (from) outside agencies, end of year</b>	<b>\$ 32,440</b>	<b>25,576</b>	<b>43,102</b>	<b>54,250</b>	<b>415,802</b>	<b>107,295</b>	<b>678,465</b>

**K. Resumes:**

*Jeff Stern*

**Work Experience**

**Androscoggin River Watershed Council**

**2004 - Present**

Work extensively with private landowners on AOP improvement/water quality protection projects. As Environmental Director, successfully applied for and administered grants, and provided leadership on watershed protection activities – including permitting, riverbank stabilization, water quality monitoring and a pilot project that added large woody debris to streams to restore brook trout habitat and control erosion. Coordinate erosion control implementation grants in the Ellis Pond and North Pond Watersheds in western Maine. Led an inventory of barriers to fish passage in the Sunday and Bear River Watersheds in 2011; partnered on similar assessments in the Little Androscoggin River, Martin Stream and Nezinscot River Watersheds 2013-15. Prepared presentations at the ARWC annual conferences and speak to Select Boards in towns throughout western Maine. Work extensively with volunteers.

**Oxford County Soil & Water Conservation District**

**2000 – 2004**

As Project Manager, duties included fund raising (grants and corporate gifts), coordinating 319 erosion control projects, administration and public education. Coordinated two watershed surveys in the Sunday River Watershed and conducted erosion control implementation projects in the Bear Pond, Lake Anasagunticook, Keoka Lake and Sunday River Watersheds. Authored press releases to publicize district events. Frequently spoke in public ranging from grade schools to town select board meetings to conferences of the Androscoggin River Watershed Council.

**Valley Environmental Services, Inc.**

**1990 - 1999**

Owned and operated a consulting firm (in Monte Vista, CO) that conducted Phase I and II environmental assessments, radon & soil testing, and technical writing. Coordinated the Alamosa River Watershed Project to restore a river watershed crippled by channel straightening and acid mine drainage; job entailed community organizing, fund raising, developing a river restoration plan and installing erosion control structures. Developed a water quality monitoring program for rivers in Conejos County and evaluated cleanup plans for the Summitville Mine Superfund Site.

**1979 - 1989**

**Hazardous Waste Inspector** for the Illinois Environmental Protection Agency – analyzed environmental risks of contamination. **Community Organizer** for the nonprofit Powder River Basin Resource Council in Wyoming - helped citizens advocate for effective cleanup of a Superfund Site and organized fund raising events. **Other jobs** included newspaper reporter, restaurant & septic system inspector, ranch hand and forest fire fighter.

**Education**

AAS, Environmental Technology, Colorado Mountain College, Leadville, CO  
BS, Biology, University of Wisconsin, Stevens Point, WI

**Special Training**

2012: “Stream-Smart Road Crossing Workshop”, U.S. Fish & Wildlife Service, Augusta, ME.  
2015: “Stream Restoration Techniques Workshop”, Project SHARE & T.U., Falmouth, ME.

**References** - Available upon request

## Relevant Experience

### Androscoggin River Watershed Council

*Environmental Planner (part-time)*

JANUARY 2026 - PRESENT

Provide technical support to staff on fisheries habitat improvement projects, including permit preparation, regulatory coordination, and development of supporting technical documentation. Contribute analytical expertise in habitat assessment, project justification, and environmental compliance to advance restoration objectives. Support organizational operations through website updates and online ArcGIS management, maintaining geospatial data and public-facing information.

### USDA - Natural Resources Conservation Service

*Certified Conservation Planner*

APRIL 2020- SEPTEMBER 2025

Provide comprehensive conservation planning and technical assistance to private landowners to advance natural resource goals across working lands. Conduct detailed field inventories and resource assessments; analyze site conditions; and collaborate with landowners, partner agencies, and interdisciplinary specialists to define objectives and develop technically sound conservation alternatives. Prepare conservation plans, practice designs, specifications, cost estimates, environmental evaluations, and required federal documentation; guide applications through ranking and funding processes. Oversee implementation through layout, inspection, certification, and contract management to ensure regulatory compliance, fiscal accountability, and successful project outcomes.

### North Country Council

*Planning Technician*

MAY 2019 - MARCH 2020

Coordinate field-based projects, such as: watershed-scale stream crossing inventories, vehicular and ATV traffic studies, and field-mapping requests across the region, which included developing novel techniques and protocols to collect and analyze data. Create reports in the form of written documents and maps to summarize project results. Utilize QGIS and a suite of ArcGIS products to organize data and develop transportation-related maps at the request of communities and as part of long-term regional plans. Support planning staff in research, data analysis, and other GIS-related needs.

### Androscoggin River Watershed Council

*Environmental Planner*

MAY 2019 - JUNE 2020

Assist in writing grants, conduct research, acquire and analyze data, and assemble reports for stream restoration projects. Collaborate with organization staff and other state and federal partners and private landowners in developing restoration projects. Deploy and manage temperature loggers and stream temperature data across the watershed as part of a large coordinated effort. Support state biologists in conducting fisheries surveys and other field assessments as part of stream monitoring efforts.

### Independent Contractor

*Project Coordinator, Androscoggin Watershed Stream Crossing Assessment Project*

MAY 2018 - MAY 2019

Coordinated field assessments of a watershed-wide stream crossing inventory project. Collaborated with project partners and other state and federal government agency personnel to prioritize and plan restoration projects and communicate the results in the form of reporting and presenting at outreach events to communities. Demonstrated advanced computer skills in the use of ArcGIS and other software programs to select, plan, and conduct the surveys, manage data, perform hydraulic modelling, and create detailed reports, maps and presentations.

### New Hampshire Fish and Game Department -

*Volunteer Field Technician*

FALL 2015 - PRESENT (700+ hours)

Supported various department wildlife projects, including installing and monitoring camera traplines for regional mesocarnivore research, performing radio-telemetry triangulations and mortality investigations of moose and hare, conducting snowshoe hare pellet plot surveys, and assisting in fall fyke-net surveys, fish hatchery spawning and

stocking efforts, and brook trout electrofishing surveys. Coordinated outings and leading volunteers during aforementioned projects.

### **University of Massachusetts, Amherst**

#### *Wildlife Technician*

MAY - SEPTEMBER 2016

Used box traps to safely capture, collar, collect information on, and monitor snowshoe hares and red squirrels. Demonstrated a high level of attention to detail and used sound judgement to determine methods and techniques required to safely and efficiently accomplish the tasks in the field under difficult conditions and time constraints while independently without direct supervision, and as part of a team, to train new technicians on study protocols and field skills, and performing quality assurance of the completed work. Communicated in person and through email with supervisor daily, as well as volunteers, the public, and other natural resource personnel to relay project information and answer questions.

### **Alexej Siren (Wildlife Consultant)**

#### *Research Assistant*

FALL 2014, SPRING 2015

Acted individually and as part of a 2 person team to establish and maintain 1000+ snowshoe hare research plots seasonally across 30+ remote and high-elevation research sites in three study grids within the White Mountain National Forest. Recorded quantitative/observational field data manually and electronically into field notebooks, GPS units, and computers on a daily basis. Established and maintained remote wildlife cameras for snow data and wildlife monitoring.

### **NH EPSCoR & New Hampshire Fish and Game Department**

#### *Coldwater Fisheries Intern*

MAY - SEPTEMBER 2014

Worked with state biologists and volunteers to conduct fish and macroinvertebrate community surveys, utilizing electrofishing equipment to identify, sort, and collect quantitative and qualitative information on salmonids. Performed riparian and in-stream habitat surveys and culvert assessments for safe fish passage, according to protocol. Managed and summarized field data in databases, and presented original research findings to a land management committee about changes in brook trout size in the year following stream changes from Tropical Storm Irene.

## **Certifications**

USDA NRCS Certified Conservation Planner (Obtained 2021)

## **Education**

JANUARY 2015 - DECEMBER 2016 : *B.S. Environmental Science*

**Northern Vermont University, Lyndon**, Lyndonville, VT

MAY 2011 - DECEMBER 2014 : *A.S. Environmental Resources*

**White Mountains Community College**, Berlin, NH