

## STATE OF NEW HAMPSHIRE DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services
American Canadian French Cultural Exchange Commission,
Administratively Attached



00% Considuation Plate Ford

Van McLeod, Commissioner

January 15, 2013

Her Excellency, Governor Margaret Wood Hassan and the Honorable Council State House Concord, New Hampshire 03301

#### **REQUESTED ACTION**

The Department of Cultural Resources, New Hampshire State Library, respectfully requests permission to award a Conservation Number Plate Grant to Town of Wakefield (vendor #177492) in the amount of \$8,506.00 upon Governor & Council approval through June 30, 2013. Other funds are available in 01-34-340010-6999000-054-500527.

#### **EXPLANATION**

Pursuant to RSA 261:97- c Conservation Number Plate Funds shall be used to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens by providing for the conservation and preservation of significant publicly-owned works of art, artifacts, and documents that contribute to New Hampshire's cultural heritage.

Grant funds will be used for the conservation of two journals of town records containing street and highway surveys and property owners dated 1924-1982, most of which are handwritten. Records contain road changes, town property leases, special elections, grand jury selections, Boston Post Cane awards and bonding of election officials. Conservation activities include rebinding and archival quality encapsulation of the original documents, microfilming and digital reformatting. Activities will enable the public to view the originals, researchers to have access to microfilm at state level and provide digital access on town Repository and Research Center of the Wakefield Library.

Respectfully submitted,

Van McLeod
Commissioner

20 Park Street, Concord, New Hampshire 03301-6314
Telephone: 603/271-2540 FAX: 603/271-6826 E-mail: <a href="mailto:vmcleod@library.state.nh.us">vmcleod@library.state.nh.us</a>
<a href="mailto:wmcleod@library.state.nh.us">www.state.nh.us</a>/nhculture

Help Line TTD Relay 603/225-4033

#### Moose License Plate Conservation Grant Program FY 2012/2013

Grantee: Town of Wakefield, New Hampshire

**Grant amount:** \$8,506.00

Project activities: Activities are described in the grantee's Conservation License Plate grant application and budget. The project consists of conservation of two journals of town records containing street and highway surveys and property owners 1924-1982, most of which are handwritten. Records contain road changes, town property leases, special elections, grand jury selections, Boston Post Cane awards and bonding of election officials. Conservation activities include rebinding and archival quality encapsulation of the original documents, microfilming and digital reformatting. Activities will enable the public to view the originals, researchers to have access to microfilm at state level and provide digital access on town Repository and Research Center of the Wakefield Library.

<u>Payment Schedule:</u> Upon approval by the Executive Council, 90% of the grant award will be paid to the grantee. The final 10% of the award will be paid upon receipt of final grant reports by the State Library.

#### The Grants Review Committee consists of:

Janet Eklund, Administrator of Library Operations, New Hampshire State Library. Chair of the Conservation License Plate grants review committee, 2003—present.

Michael York, State Librarian, New Hampshire State Library

Russell Bastedo, New Hampshire State Curator (retired)

Donna Gilbreth, Head of Reference & Information Services, NH State Library

Charles Shipman, Reference/Research Librarian, New Hampshire State Library

Alan Rumrill, Executive Director, Historical Society of Cheshire County

Alice Staples, Associate Professor and Archives/Special Collections Librarian at Plymouth State University

Peter Haebler, PhD, Professor of NH History, University of NH—Manchester (retired)



# GRANT AGREEMENT State of New Hampshire Department of Cultural Resources NEW HAMPSHIRE STATE LIBRARY



This agreement between the State of New Hampshire, Department of Cultural Resources, New Hampshire State Library (hereinafter "State Library") and the **Town of Wakefield**, New Hampshire (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions.

- 1. FUNDING PERIOD: State of New Hampshire Fiscal Year 2012/2013
- 2. OBLIGATION OF THE GRANTEE
  - 2.1.1. The Grantee agrees to accept \$8,506.00 and apply it to the program entitled Conservation of two journals of town records containing street and highway surveys and property owners 1924-1982 as described in the Grantee's Conservation License Plate Grant Program project application and budget. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
  - 2.1.2. The Grantee agrees to abide by the limitations, conditions and procedures outlined herein and perform grant activities as outlined in the project proposal and project budget. If appropriated funds for this grant program are reduced or terminated (including a reduction by the NH Conservation License Plate Advisory Committee), all payments under this grant may cease. That determination rests within the sole discretion of the Commissioner of Cultural Resources.
- 3. ACKNOWLEDGEMENT: Funding credit must appear in all programs, publicity, and promotional materials. The following wording is suggested:

"This preservation project has been made possible through funds received from the sale of the Moose New Hampshire Conservation License Plate and administered by the New Hampshire State Library, a division of the New Hampshire Department of Cultural Resources."

- 4. PAYMENT: Payment will be made upon the approval by Governor and Executive Council of the executed Grant Agreement and supporting documentation in the amount of ninety percent (90%) and in the amount of ten percent (10%) upon receipt by the State Library of final narrative and financial reports.
- 5. FINAL REPORTS: The Grantee agrees to submit a final financial and narrative report on a form provided by the State Library by **December 31, 2013.** Failure to submit final reports will render the Grantee ineligible for future Conservation License Plate Grant funding within the NH Department of Cultural Resources.
- 6. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.
- 7. SIGNATURES:

New Hampshire State Library  Michael C. York, State Library  Michael C. York, State Library  Date	Address:    Kenneth Part Chair Box
Attorney General  Approved as to form substance & execution  Office of the Anorney General  Date	State of New Hampshire, County of Cirron  Subscribed before me this day And the August November with

Notary Signature

Organization:

Grantee

### CERTIFICATE OF MUNICIPALITY

Authorization to Enter into Contracts with the New Hampshire State Library

[, [printed name] Monique R. Wood	of [ <i>Municipality]</i>	Wakefield
do hereby certify to the following assertions	3:	
I am a duly elected and acting Clerk/Secr of New Hampshire;	etary for the Municipality docu	mented above, which is in the State
2. I maintain and have custody of, and am fa	amiliar with, the minute books o	of the Municipality;
3. I am duly authorized to issue certificates	with respect to the contents of s	uch books;
RESOLVED: That this municipality shall by and through the Department of for the performance by this Munic grant application, and that the official signing the grant agreem	Cultural Resources/New Ham ipality of certain services as decial listed,	npshire State Library providing ocumented within the foregoing
and named [name of the official sign	ning grant agreement) Kenneth	Paul
on behalf of this Municipality, is au with New Hampshire State Library deemed necessary, desirable of app and all documents, agreements and accomplish the same.  RESOLVED: That the signature of the all officed to any instrument of documents.	y, and that s/he is to take any a propriate in order to execute, s I other instruments on behalf of bove authorized party or parti	and all such actions that may be seal, acknowledge and deliver any of this Municipality in order to see of this Municipality, when
affixed to any instrument of docum conclusive evidence of the authority foregoing resolutions have not been and remain in full force and effect a	y of said parties to bind this M n revoked, annulled, or amend	lunicipality, thereby. The
4. The following person or persons have bee	n duly elected to, and now occu	py, the Office or Offices indicated
Board of Sele Municipality <del>Administrator</del> :_	ctmen, Chair <u>Kenneth Pau</u>	1
Municipality Clerk:Mo	onique R. Wood	
Municipality Treasurer:L	aurel Morrill	
5. The preceding is a true, accurate and commeeting of the Municipality. Said meeting we the following date: [insert meeting date]	vas held in accordance with the l	
Signed: (Signature of Town Clerk/Municipality)	Secretary) Morique	R. Wood
On the 27 day of locamber, 2012 (name of person whose signature is being notarized) Mon whose name appears above, and acknowledged s/he ex	Recuted this document in the capacity i	nally appeared r satisfactorily proven to be the person

#### **CERTIFICATE OF COVERAGE**

This certificate evidences the limits of liability in effect at the inception of the Member Agreement(s) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend or alter the coverage afforded by the Member Agreement(s); except to the extent provided in the additional covered party box or loss payee box below, if checked.

THIS IS TO CERTIFY THAT THE MEMBER NAMED BELOW IS A PARTICIPATING MEMBER OF COMPANY A AND THAT A MEMBER AGREEMENT(S) HAS BEEN ISSUED TO THE MEMBER FOR THE AGREEMENT TERM(S) 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 COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

· · ·						
Participating Member: Town of Wakefield	Company Affording Coverage (the "Company"):					
Member Number: 051-110186 - 13						
001-110100-10		Local Government	Center Property-Liability	/ Trust, LLC		
	!	P.O. Box 617, Con	cord, NH 03302-0617			
		,	,			
Coverage (Occurrence basis only):	Effective Date	Expiration Date Limits				
,,,,	(mm/dd/yy)	(mm/dd/yy)	(subject to applicable N			
✓ General Liability	7/1/2012		Each Occurrence	\$ 5,000,000		
(Member Agreement Section III.A)			General Aggregate	\$		
(Moniber rigidement decitori misr)			Personal & Adv Injury	\$		
			Med Exp (any one person)	\$		
			Products –Comp/Op Agg	\$		
			Fire Damage (each fire)	\$		
Automobile Liability	7/1/201	0/00/0040	Each Occurrence	\$ 5,000,000		
(Member Agreement Section III.A)	//1/201/	2 6/30/2013	Dardily Indiana	\$		
☐ Any Auto			Bodily Injury	•		
All Owned Autos			(per person)	   \$		
Scheduled Autos			Bodily Injury	•		
Hired Autos			(per accident)	•		
Non-Owned Autos			Property Damage	\$		
Other			(per accident)			
Excess Liability			Each Occurrence	\$ N/A		
			Aggregate	\$ N/A		
✓ Property (All Risk including Theft)				\$Per scheduled		
(Member Agreement Section I) Deductible: \$1,000	7/1/2013	2 6/30/2013		limits and		
(Nichibel Agreement dection i) Deddetible: \$1,000				Member		
(A)			Cavarage A.	Agreement Statutory		
✓ Workers' Compensation (Coverage A)			Coverage A:	+		
Employers' Liability (Coverage B)	7/1/2012	6/30/2013	Cov. B: Each Accident	\$ 2,000,000		
			Disease - Each Employee	\$ 2,000.000		
			Disease - Policy Limit	\$ 2.000.000		
Description: New Hampshire State Library is named as	Additional Cover	d Darty relative to the	Grant to process Town ro	pord books		
New Hampstille State Library is flamed as	Additional Covere	ed Farty Telative to the	Giant to preserve Town ie	Joid Dooks.		
CANONIA TON III.			hafara tha avelentian dat	a the Company		
CANCELLATION: If any of the above coverages under	' the Member Agr	eement are cancelled	before the expiration dat	timpose no		
will endeavor to mail 30 days written notice to the Cert	ificate noider na	med below, but failure	e to maii such notice shai	i iiipose no		
obligation or liability of any kind upon the Company.						
ور د د افرا	ional Caverad	Dowly	ayee, as his, her or its ir	toronto opposa		
Additional Course of Dark to limited	ionai Covered	rarty LUSS F	ayee, as his, her or his h	the extent of the		
Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the "Member," and no protection is available for the negligence of others, including the Additional Covered Party						
and its directors, officers, employees or agents. Availa	available for the	negligence of others,	including the Additional	o Additional		
	able limits of covi	erage are snareu betw	reen the Member and th	e Additional		
Contigue to Holder	Com	panies		Please direct		
Certificate Holder: New Hampshire State Library		ipai iies	inquiries to:			
,		Debra A Some				
	ву:	By: Debra A Sews  Authorized Representative  Debra A. Lewis				
20 Park Street				603.224.7447		
		In accordi	1011110010	x3332		
Concord NH 03301	Date	Issued:				
*Terms in quotes are defined in the Member Agreemer	nt.					