



STATE OF NEW HAMPSHIRE  
 DEPARTMENT of CULTURAL RESOURCES  
*State Council on the Arts, Division of Historical Resources  
 State Library, Film & Television Office,  
 Commission on Native American Affairs (administratively attached)*



20 Park Street  
 Concord, New Hampshire 03301

VAN McLEOD  
 Commissioner  
 Van.McLeod@dcr.nh.gov

TEL: 603-271-2540  
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 www.nh.gov/nhculture

May 2, 2016

Her Excellency Governor Margaret Wood Hassan  
 And the Honorable Council  
 State House  
 Concord, NH 03301

REQUESTED ACTION

The Department of Cultural Resources, Division of Historical Resources, Request permission to award a Storm Recovery and Disaster Planning Grant in the amount of \$67,236 to the Town of Hebron (vendor code 159882) effective upon Governor and Council approval through September 30, 2017.  
 100% Federal Funds

Funds are available in the account titled Recovery Grant as follows:

01-34-3420-89060000-072-500575	Grants Federal	<u>FY 2016</u> \$67,236
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EXPLANATION

Storm Recovery and Disaster Planning Grants are available to communities, organizations, and individuals in the six New Hampshire counties that had FEMA disaster declarations following Superstorm Sandy, to plan for their historic and cultural resources before a future disaster. Grants and deadlines are advertised through the divisions' website, social media, press releases and electronic newsletters.

The Town of Hebron applied for a grant for the preservation, stabilization, rehabilitation and repair of historic properties damaged by Superstorm Sandy. The funds will be used for the completion of 1% flood plain mapping of the Cockermouth River in Hebron, updated and new inventory of historic resources within the designated flood plain and other high hazard areas within the community, and development of disaster mitigation and adaptation strategies for historic resources.

A review panel for the Storm Recovery and Disaster Planning Grants unanimously voted to support the Town of Hebron's application. The four-member peer panel, facilitated by a Division of Historical Resources Grants Coordinator, considered 12 criteria to arrive at a consensus approval for the application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the administrative capacity of the organization, the project design, significance of the historic property, and the public benefit of the project. The National Park Service gave approval of the grant award after application and project scope of work was submitted for review and approval

Respectfully submitted,

  
for Van McLeod

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DEC 11 2015

GRANT AGREEMENT

Sandy  
Grant # NH-008  
^

New Hampshire Division of Historical Resources

This agreement between the State of New Hampshire, Division of Historical Resources (hereinafter "DHR") and the Town of Hebron (hereinafter "Grantee") is to witness receipt of funds intended to provide pre-disaster planning for historic and archaeological resources in advance of future disasters. P.L. 113-2 stipulates that this funding shall be used for the preservation, stabilization, rehabilitation, and repair of historic properties damaged by Superstorm Sandy, and for increasing resiliency in federally declared disaster locations per the Stafford Act. The Grantee is subject to the following conditions:

1. GRANT PERIOD: The Grantee has not more than twenty-four (24) months to execute the project from the project start date, which is either the date of the signing of this agreement by both parties, or the date approved by the NH Governor and Executive Council. Only grant awards over \$25,000 are subject to NH Governor and Council approval.

All project work carried out under this grant must be completed within this time frame, or during an approved extension to the grant end date. The DHR, with the concurrence of the NPS, may grant an extension to the end date if the Grantee has been actively pursuing the completion of the project, but where completion is delayed due to situations beyond their control. Extensions must be requested in writing at least forty-five (45) days prior to the approved project end date.

2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$67,236 and apply it to the project(s) described in the grant application and approved 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.

The grant is for the completion of 1% flood plain mapping of the Cockermouth River in Hebron, updated and new inventory of historic resources within the designated flood plain and other high hazard areas within the community, and development of disaster mitigation and adaptation strategies for historic resources.

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in Exhibits A through D. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease.

By signing this Agreement, the Grantee is assuring that they have the institutional, managerial, and financial capability to ensure proper planning, management, and completion of this project.

3. STANDARDS: Where necessary, Grantee agrees to provide and maintain supervision of the project by a person or persons, whose professional qualifications meet the criteria of 36 CFR 61 and which have received prior approval of the DHR, and to ensure the grant-assisted work conforms to the relevant applicable *Secretary of the Interior's Standards for Identification*. The Grantee also agrees that work performed under this agreement shall in all respects conform to high professional standards and shall be coordinated with the DHR.

The Grantee must submit Requests for Proposals (RFPs), project Scope of Work, or project specifications for grant funded work to the DHR for review and approval to ensure conformance with the *Secretary of the Interior's Standards for Identification*. The Grantee will follow the conditions listed in this grant agreement prior to the beginning of grant-assisted work. Work that does not comply with these Standards in the judgment of the DHR will not be reimbursed, and may cause the grant to be terminated and any expended funds to be returned.

It is understood and agreed by the Grantee that costs and/or matching share associated with the development of any final products which do not conform to the terms and conditions of this Agreement, or which do not meet the appropriate *Secretary of the Interior's Standards*, as determined by the State Historic Preservation Officer, shall not be reimbursed. Non-federal matching share is not required for this grant award; however, it is encouraged, and as part of the reporting requirements to the NPS it must be tracked.

4. SCOPE OF SERVICES: The scope of work and any products shall be as described in, and shall be performed and produced in accordance with the Project Notification for this project (a copy of which is incorporated into this Agreement as Exhibit A), as approved by the DHR and the NPS, subject to any subsequent modifications or amendments which are approved in writing by the DHR and/or the NPS.

The Grantee understands and agrees that the project scope of work, products, budget, and performance/reporting milestones, as approved by the DHR and/or NPS and specified in this Agreement, shall not be changed without prior written approval of the DHR and/or NPS, as referenced in 43 CFR 12.925.

Conditions and Assurances for Non-Construction Projects, as executed by the Grantee, are incorporated in this document as Exhibit B.

The requirements related to contract selection and award are described in Exhibit C. If the Grantee does not comply with Federal contractor selection or contracting requirements, grant assistance will be terminated and the DHR may take legal action to recover and Federal funds already disbursed. If any third party is contracted to carry out project work fails to comply with the conditions of grant assistance, this shall be deemed a failure by the Grantee.

Project notifications for grants exceeding \$25,000 or involving National Historic Landmarks regardless of the amount of the grant award, must be submitted to the NPS at least 20 calendar days prior to the award of the subgrant in accordance with Chapter 8, Section F, of the *HPF Grants Manual*.

5. PROCUREMENT: All procurement procedures must follow the minimum Federal requirements outlined in 43 CFR 12.76 (see also Exhibits C-G attached hereto).

Prospective bidders and contractors must be aware of the involvement of federal funds and that consequent applicable state and federal requirements must be met.

6. BUY AMERICAN ACT: The purchase of supplies, equipment, and construction materials with grant assistance must comply, to the greatest extent practicable, with the requirements of 43 CFR 12, Subpart E. If the exceptions specified in 43 CFR 12.710(d) and (e), and 43 CFR 12.715 are used, it must be documented in the project file.
7. REPORTING: The Grantee agrees to submit quarterly invoices and progress reports with photographic record of all grant funded work, as appropriate, as follows for the term of the grant period:
  - January 15
  - April 15
  - July 15
  - October 15

Quarterly reports will include a narrative of the work completed and a breakdown of employment and job creation statistics.

A final financial and project report will be submitted in a format provided by the DHR no more than 30 days after the end of the grant period.

Acceptable Final Project Reports from subgrant projects exceeding \$25,000, or involving National Historic Landmarks regardless of the amount of the Federal Share, must be submitted to the NPS within 90 calendar days of the completion of each subgrant, in accordance with Chapters 3 and 25 of the *HPF Grants Manual*. Failure to comply will result in suspension payments and/or other sanctions in accordance with Chapter 22 of the *HPF Grants Manual*.

8. **FINANCIAL OBLIGATIONS AND PAYMENT:** All costs submitted for payment under this grant must be necessary and reasonable to accomplish the project work described in Exhibit A, have been incurred during the approved project period, and meet the requirements of this Agreement. The Grantee must have sufficient funds to initiate project work, and must submit requests for reimbursement of costs association with approved work.

This Agreement calls for the completion of certain task as described in Exhibit A. If the funds awarded under this Agreement are not sufficient to accomplish these tasks, the Grantee must pursue one of the following courses of action:

- Request additional Hurricane Sandy Grant Program funds, subject to the availability of such funding;
- Request a reduction in the scope of the project described in Exhibit A which must be approved by both the DHR and the NPS; or
- Provide another source of funding in order to complete the work outlined in Exhibit A in accordance with the terms of this Agreement.

Reimbursements will be made to the Grantee quarterly after quarterly reports are submitted and approved by the DHR. Accompanying documentation of expenditures in the form of copies of contracts, itemized invoices, receipts, or canceled checks for work elements approved by the DHR must be included. The final grant payment, which shall not be less than twenty-five (25) percent of the compensation due to the Grantee, will be issued upon the following:

- Completion of approved project work by DHR staff
- Submission and approval of a final project report which contains a comparison of the projected scope of work and budget to the actual scope and budget

The Grantee certifies that this grant application as submitted is not covered by the Federal Rehabilitation Tax Credits, other state or federal funds, or insurance proceeds. Work approved under this grant shall in no way inhibit or preclude the Grantee from applying for federal assistance through other programs overseen by the NPS, such as the Federal Historic Preservation Tax Incentive for Income Producing Structures. It shall be understood that approval through this grant funding is not transferrable to other NPS or NPS sponsored programs. The Grantee understands that work performed under this grant program may impact other work approvals for federal tax credits. Grantees should consult with the Internal Revenue Service about the eligibility of work undertaken for any federal tax credit programs.

9. **REDUCTION OR CANCELLATION OF THE GRANT:** The DHR reserves the right to withhold, reduce, or cancel the grant for cause, and may seek repayment of any funds previously paid to the Grantee. If the DHR is initiating an action under this Stipulation, the Grantee will be notified, in writing of the reason for and the effective date of, such action, and will be provided with an opportunity to respond, and if appropriate, to correct any deficiencies. Among the reasons for taking action under this Stipulation are:
- The Grantee has not initiated the project within six (6) months of signing this Agreement.
  - The project is outside the grant period in Stipulation 1 of this Agreement, or any approved extensions.
  - The project work was not contracted for following the applicable contractual requirements as specified in Exhibit C of this Agreement.
  - The project work is not consistent with the *Secretary of the Interior's Standards for Identification*.

- The Grantee did not comply with the terms of this Agreement.
- The Grantee is not appropriately managing the project.
- Both parties to this Agreement agree that continuation of the project would not produce beneficial results commensurate with the expenditure of funds.

Prior to the receipt of Federal funds, it is also possible for the Grantee to request, in writing, to cancel the grant. Such a request would not require approval by the DHR and NPS. The Grantee may appeal any actions made by the DHR under this Stipulation to the NPS.

10. **DEBARMENT AND SUSPENSION:** In accordance with Executive Order 12549 “Debarment and Suspension” the Grantee must not make any award or permit any award at any tier to any party which is debarred for suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under E.O. 12549.
11. **INSURANCE:** The Grantee must secure and provide evidence of liability insurance. Neither the State of New Hampshire nor the Federal governments assume responsibility with respect to accidents, illnesses, or claims arising out of any work performed under this grant-assisted project.

All contractors must provide appropriate insurance for themselves and their personnel. Contractors should also comply with the applicable local, state, and federal safety standards. The federal and state governments assume no responsibility with respect to accidents, illnesses, or claims arising out of any work performed under this grant-assisted project.

12. **OMB ADMINISTRATIVE REQUIREMENTS:** The requirements of the *Historic Preservation Fund Grants Manual (HPF Grants Manual)* shall apply to this grant award except where its provisions are specifically superseded by 43 CFR 12, Subpart C, Uniform Administrative Requirements for Grant to State and Local Governments. All Assurances of Compliance required by Chapter 7 of the *HPF Grant Manual* must be submitted to the DHR and the NPS (Exhibit B).
13. **EQUIPMENT PURCHASES OVER \$5,000:** Prior to the expenditure of grant funds, Grantees must submit a request for written DHR and NPS authorization for any equipment purchase not specifically listed in the grant application with an individual cost of more than \$5,000. Grantees must maintain a property inventory record and comply with the property management requirements of OMB Circular A-102 (as codified in 43 CFR 12.71-73) and the HPF Grants Manual, Chapter 19, for all equipment purchased with HPF grant funds.
14. **LOBBYING PROHIBITION:** None of the grant funds awarded may be used to process any grant or contract documents, which do not include the text of 18 U.S.C. 1913 prohibiting lobbying with the appropriated funds. Grantees shall not use any part of the appropriated funds for any activity or for the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.
15. **PUBLICITY:** No publicity about the grant award or project should take place until NH Governor and Executive Council approval has been received.

Press releases about the project must acknowledge the grant assistance provided by the Historic Preservation Fund of the National Park Service through the DHR, and copies of the press releases must be provided to the DHR when published. The Grantee must transmit notice of any public ceremonies planned to publicize the project or its results in a timely enough manner so that the DHR, National Park Service, Department of the Interior, Congressional or other Federal officials can attend if desired.

An acknowledgement of grant support from the Historic Preservation Fund hurricane grant program of the National Park Service, and a nondiscrimination statement must be made in connection with the publication or

dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by Historic Preservation Fund grant funds, in the form of the following statement:

***This material is based upon work assisted by a grant from the Department of the Interior, National Park Service. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.***

At least three copies of each publication and video concerning Hurricane Sandy grant-assisted activities, or published with grant assistance, must be furnished to the DHR with no less than two copies furnished to the National Park Service Grant Awarding Official within 30 calendar days of publication. All consultants hired by the Grantee must be informed of this requirement. The National Park Service and the DHR shall have a royalty-free right to republish any published materials generated by this grant.

Grant materials are based upon work assisted by a grant from the U.S. Department of the Interior, National Park Service. Any opinions findings, and conclusions or recommendations expressed in the materials generated by the grant are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.

Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in the program, activity, or facility as described above, or if you desire further information, please write to: Chief, Office of Equal Opportunity Programs, National Park Service, United States Department of the Interior, National Park Service, 1201 Eye Street, NW (2740), Washington, DC 20005.

16. RECORD KEEPING AND AUDIT: The Grantee must maintain the property, personnel, financial, procurement and other records and accounts pertinent to the funds awarded by this grant in accordance with 43 CFR 12. The Grantee and its contractors will permit on-site inspections by DHR and NPS representatives, and will effectively require property owners, employees and board members to furnish such information as, in the judgment of NPS representatives, may be relevant to a question of compliance with grant conditions and directives on the effectiveness, legality and achievements of project work.

The Grantee must keep accurate records of all expense associated with this grant. Records must be retained for audit for a period of three (3) years after the conclusion of the project. The DHR may request copies of any documentation not contained in their files during that period, and the Grantee must respond to such a request by providing the records within thirty (30) days. The financial information, and supporting documents, or other records pertinent to this grant which are contained in DHR files are subject to request under New Hampshire's Right-to-Know Law, R.S.A. 91-A.

All federally funded projects are subject to an audit in accordance with the federal OMB Circular A-133. The DHR will be the main contact for the audit, but the Grantee must retain and provide all pertinent documentation for the grant.

The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for the purpose of financial or programmatic audit and examination of any books, documents, papers, and records of the Grantee that are pertinent to the grant at all reasonable times during the period of retention provided for in 43 CFR 12.

17. CONFLICT OF INTEREST: None of the Grantee's assignees designees, agents, members, officers, employees, consultants, or members of its governing body or any local governmental authority exercising jurisdiction over the Project, and no other public official who exercises or has exercised any functions or responsibilities with respect to the Project during such person's tenure, or who is in a position to participate in a decision-making process or gain

inside information with regard to the Project, has or shall have any interest, direct or indirect, in any contract or subcontract or the proceeds thereof, for any work or any activity to be performed in connection with the Project, or receive any benefit therefrom, that is part of the Project at any time during or after such person's tenure. No officer, director, or member of the Grantee organization will personally benefit from the Grant or the Project.

- 18. SOVERIGN IMMUNITY: The Grantee agrees to be solely responsible for all bills or claims for payment rendered by any sub consultants, associates, or others, and for all services and materials employed in its work, and to indemnify and save harmless the Division of Historical Resources and all of its officers, agents, employees, and servants, against all suits, claims, or liability of every name and nature arising out of or in consequence of the acts or failures to act of the Grantee and its associates, employees, or sub consultants, in the performance of the work covered by this Agreement. No portion of this Agreement shall be understood to waive the sovereign immunity of the State of New Hampshire.

DIVISION HISTORICAL RESOURCES

Elizabeth H. Muzzey  
Elizabeth H. Muzzey,  
State Historic Preservation Officer

12/14/15  
Date  
Approved as to form, substance and execution:

Janene M. Gergenti 5/17/16  
Office of Attorney General Date

GRANTEE  
Name PATRICK MORIARTY  
Address HEBRON NH

Patrick Moriarty  
Authorized Signature  
Date 12/9/15

STATE OF NEW HAMPSHIRE, COUNTY OF  
The foregoing statement was acknowledged before  
me this 9<sup>th</sup> day of December 2015

Karen A. Corliss  
Signature of Notary Public Commission Expires  
**KAREN A. CORLISS, Notary Public**  
My Commission Expires March 12, 2019



LIST OF EXHIBITS ATTACHED HERETO:

- EXHIBIT A: SCOPE OF SERVICES AND PROJECT NOTIFICATION
- EXHIBIT B: CONDITIONS AND ASSURANCES FOR HISTORIC PRESREVATION FUND PROJECTS  
Non-Construction Assurances
- EXHIBIT C: NOTICE OF REQUIREMENTS FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT  
OPPORTUNITIES (EXECUTIVE ORDER 11246)
- EXHIBIT D: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Exhibit A

NH DIVISION OF HISTORICAL RESOURCES  
19 PILLSBURY ST., 2<sup>ND</sup> FLOOR  
CONCORD NH 03301-3570  
603-271-3558  
FAX 603-271-3433

PROJECT NOTIFICATION

PROJECT TITLE: Town of Hebron Flood Plain Inventory  
AREA AFFECTED BY PROJECT:

GRANT NUMBER: NH-008  
FEDERAL SHARE: \$67,236  
NONFEDERAL SHARE: \$ 0  
TOTAL PROJECT COST: \$67,236

CONGRESSIONAL DISTRICT: 2nd

1. SUBGRANTEE:

Name: Town of Hebron  
Address: 7 School Street, PO Box 188, Hebron, NH 03241  
Contact Person: Eleanor Lonske

2. NONFEDERAL MATCHING SHARE: \$0

3. BUDGET:

	Non-Federal	Federal	Total
PAID STAFF	\$0	\$0	\$0
PAID CONSULTANTS	\$0	\$67,236	\$67,236
VOLUNTEERS	\$0	\$0	\$0
SUPPLIES: Printer paper, Photo paper Film, Memory cards	\$0	\$0	\$0
Telephone/photocopying/printing/ Advertising	\$0	\$0	\$0
TRAVEL: 500 miles X .575	\$0	\$0	\$0
TOTAL	\$ 67,236		

Products:

4. BEGINNING/ENDING DATES:

From: date of G&C approval  
To: September 30, 2018

5. Attached Scope of Work.

6. No program income will be generated.
7. As the fully authorized representative, I certify that this subgrant will be administered, and work will be performed, in accordance with the Historic Preservation Fund Grants Manual, and the Secretary of the Interior's "Standards and Guidelines for Planning, Identification, Evaluation, & Registration." All documentation required by the Historic Preservation Fund Grants Manual will be maintained on file for audit and State Program Review purposes. All proposed costs for personal compensation charged to the Federal or nonfederal share of this subgrant are within the maximum limit proposed by Chapter 13, Section B.34.e of the Historic Preservation Fund Grants Manual. These costs have been assessed by knowledgeable SHPO staff **and** found to be within the normal and customary range of charges for similar work in the local labor market, and appear to be appropriate charges for the product achieved with grant assistance.

EH Murray  
SHPO or Authorized Designee Signature

12/14/15  
Date

## **B. PURPOSE**

The Hebron Historical Sites Disaster Mitigation Project will be identify, survey and inventory historical pre-19<sup>th</sup> century buildings throughout the Town of Hebron and perform a 1% survey of the Cockermouth flood plain, and develop a planning tool to mitigate and reduce the negative effects from natural and human-related hazards.

This project will furnish the 1% flood survey needed to help plan for the protection of the entire Town including all of the previously inventoried historical buildings. The 1% flood plain survey is a vital missing piece to the Town's disaster planning process.

This project will produce a forest fire hazard survey and disaster planning in conjunction with the Hebron Fire Department including the Hebron Fire Warden. With this project disaster planning by the Fire Department, Fire Warden and Police Department can be extended for the benefit of the entire town.

The innovative aspect of this proposal is to tie the normal Fire and Police disaster planning into a comprehensive disaster plan that would encompass 1% floods, forest fires and historical preservation.

## **C. SCOPE OF PROJECT**

The scope of this Project includes the identification of natural hazards affecting historical buildings within the town of Hebron, as identified by the Committee. This project will work with historians, and architects to identify, survey and inventory historical pre-19<sup>th</sup> century buildings as listed above in the Town of Hebron; have the USGS perform a 1% survey of the Cockermouth flood plain; and develop with local fire and police, and state level disaster planners to develop a plan to mitigate and reduce the negative effects from natural and human-related hazards.

## **D. METHODOLOGY**

- This project will work with historians to identify those buildings of historical significance that are at risk of natural and human-related hazards.
- This project will use architects with experience in colonial era restoration and construction to help identify and date, using structural analysis, those buildings of historical significance that are at risk of natural and human-related hazards. Three bids will be solicited from State approved historical architects.
- The first step in this program is for the USGS to perform a 1% survey of the Cockermouth flood plain. The project will use the NH based USGS if at all possible
- The project will use surveyors to determine exact boundaries and placement of the identified historic buildings in relationship to 1% flood plain, potential wild fires and other natural and human-related hazards.

**8. PROJECT SCHEDULE:**

The first step after approval by the State and Town will be to conduct the USGS 1% survey. Other parts of the project will done in parallel to this first step but cannot actually commence until the survey is completed.

**Sandy Grant**

**Hebron Historical Sites Disaster Mitigation Project**

**Project Schedule**

USGS Quote	7/23/2015
Architectual Quote	7/31/2015
Grant Application	8/10/2015
Grant Approval	TBD

2016 Town Meeting Funding Approved	3/8/2016
USGS begins flood study	5/1/2016
Quote Package to Architects	5/1/2016
Response from Architects	5/15/2015
Award architect contract	6/1/2016
Community Meeting to solicit input for plan	7/1/2016
USGS flood study completion	8/1/2016
Architech survey & inventory begins	8/1/2016
Architech survey & inventory is completed	9/1/2016
Pre-disaster plan started	9/1/2016
Application submitted for listing on Nat. Hist. Reg.	9/15/2016
Pre-Disaster plan completed	11/15/2016

**9. PROJECT PERSONNEL AND EXPERIENCE:**

- Who is the project sponsor and what is its authority and ability to oversee the proposed activities.

The project sponsor in the Board of Selectmen of the Town of Hebron, NH

- Describe the administrative capabilities of applicant and applicant's involvement with similar projects.

The administrative capabilities of the Town of Hebron have been honed by years of town administration duties, and community involvement activities. The town has a full contingent of administrative assistants, treasurer, and bookkeeper.

- Briefly describe any other relevant successfully completed grant funded applications.
- Has the applicant received a grant from the NHDHR in the past? Please list grant type, date awarded, award amount, and describe the project's outcome.

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

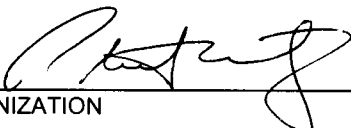
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE SB CHAIR
APPLICANT ORGANIZATION Town of Hebron	DATE SUBMITTED December 16, 2015

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION  
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY  
(EXECUTIVE ORDER 11246)**

**Exhibit C**

1. The Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

---

<b>TIMETABLES</b>	Goals for Minority Participation for Each Trade	Goals for Female Participation for Each Trade
	0.8-4.0%	6.9%

---

These goals are compatible to all the Contractor's construction work (whether it is federal or federally-assisted) performed in the covered area.

The Contractor's compliance with the Executive Order and the regulations in 41 CFT 60-4 shall be based on the Contractor's implementation of the Equal Employment Clause, specific affirmative action obligations required by the specification set for in 41 CFR 60-4.3(a), and the Contractor's efforts to meet the goals established for the geographical areas where the contract resulting from the solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of the projects. The transfer of minority or female employees or trainees from Contractor-to-Contractor or from project-to-project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction sub-contract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the Sub-Contractor; and the geographical area in which the contract is to be performed.



4. As used in this Notice, and in the contract resulting from this solicitation, the “covered area” is the State of New Hampshire.

*Excerpted in its entirety from the Historic Preservation Fund Grants Manual (Ch. 18, Section 18-5, National Park Service, 2007).*

## EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

### EXHIBIT D

During the performance of this contract, the Contractor agrees to the following:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure the Applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor will send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and Applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246, and by rules, regulations, and orders of the Secretary of Department of Labor, or pursuant thereto, and will permit access to all books, records, and accounts by the administering agency and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations, and others.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246, and such sanctions may be imposed and remedies invoked as provided in that Executive Order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provision of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 2014 of Executive Order 11246, so that such provisions will be binding upon each Sub-Contractor or vendor. The Contractor will take such the event a Contractor becomes involved in, or is threatened with, litigation with a Sub-Contractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

*Excerpted in its entirety from the Historic Preservation fun Grants Manual (Ch. 18, Sec. 18-11, National Park Service, 2007).*

CERTIFICATE FOR MUNICIPALITIES

RECEIVED  
NOV 30 2015

I, **Tracey Steenbergen**, of **Hebron**, do hereby certify to the following assertions:

1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality:
3. I am duly authorized to issue certificates with respect to the contents of such books:
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date: **August 4, 2015 Select Board's meeting.**

**RESOLVED:** That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed, **Ronald Collins, Chair of the Heritage Commission**, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable of appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

**RESOLVED:** That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:

Municipality Mayor: **Patrick Moriarty, John Dunklee, Eleanor Lonske (Select Board members)**

Municipality Clerk: **Tracey Steenbergen**

Municipality Treasurer: **Sandra Cummings**

**IN WITNESS WHEREOF:** As the Clerk/Secretary of this municipality, I sign below upon this date (insert date of signing) Nov. 25, 2015,

Clerk/Secretary (signature) Tracey Steenbergen

In the State and County of: **New Hampshire, Grafton**

**NOTARY STATEMENT:** As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: New Hampshire, County of: Grafton

UPON THIS DATE (insert full date) November 25, 2015, appeared before me (print full name of notary)

Karen A. Corliss, the undersigned officer personally appeared (Insert officers name) Tracey Steenbergen who acknowledged him/herself to be (Insert the name of municipality) Town of Hebron and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

**In witness whereof I hereunto set my hand and official seal.** (provide signature, seal and expiration of commission) Karen A. Corliss

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
AUGUST 4, 2015

PRESENT: Pat Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Ray Norton, Alan Barnard

7:00 P.M.     **LAKE SHORE ROAD RIGHT OF WAY TO BE DEEDED:** Alan Barnard approached the Board to review the area of Lake Shore Road to be deeded as a right-of-way to the town. Mr. Barnard reviewed with the Board the proposed deeds to relinquish rights to the right-of-way laid out in the original subdivision and reviewed the proposed deeds for the right-of-way for Lake Shore Road (access to the Hebron Memorial Beach). The Board felt that the proposal by Mr. Barnard was the same as agreed upon by the Board at a prior meeting with Mr. Barnard at the Hebron Memorial Beach. Chair Moriarty informed Mr. Barnard that the Board would have the proposed deeds reviewed by Town Counsel before signing. Mr. Barnard relayed to the Board that Mr. McLane had given the Board permission to discuss any concerns with his attorney, Brian Ray.

7:18 P.M.     **GRANT APPLICATION THROUGH THE NEW HAMPSHIRE DIVISIONS OF HISTORICAL RESOURCES:** Ron Collins approached the Board to review the grant application proposal for protecting historical homes, not located in the Historic District, to get the homes listed in the National Register of Historical Places, and for the USGS to perform a 1% survey of the Cockermouth floodplain. Mr. Collins reviewed with the Board the five criteria the projects had to meet for this grant. Chair Moriarty and Vice-Chair Dunklee were not comfortable with signing the application without reviewing the document. Mr. Collins informed the Board that the grant was a reimbursement grant where the funds would be paid out by the town and reimbursed by the State of NH. Mr. Collins noted that if the grant were to be awarded to the town; the funds would have to be approved at the 2016 Town Meeting by the voters. Vice-Chair Dunklee was concerned with appropriating funds, which would increase the tax rate, for a project with no guarantees that the funds would be reimbursed to the town. Mr. Collins reminded the Board that if the grant were awarded to the town; the voters would still have to pass the warrant article to accept the funds at town meeting. Chair Lonske moved to authorize Patrick Moriarty, Select Board Chair, to sign the grant application if Vice-Chair Dunklee and Chair Moriarty see no issues, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:34 P.M.     **CROSS ROAD ISSUES:** Ray Norton approached the Board to discuss the alternative solutions to address the noise and dust issues due to increased traffic in the summer months on Cross Road. Mr. Norton informed the Board that the dust had not been bad this year due to the frequent rain, but the noise of the large trucks with trailers, the camp vans and busses, and the delivery vehicles has been unbelievable. Mr. Norton suggested to the Board considering alternative solutions to paving the road as follows:

1. Place stop signs at each end of Cross Road.
2. Place weight limit signs (8 thousand pounds) on each end of Cross Road.
3. Place signs for automobiles only or no commercial traffic.

Chief Austin noted that there is a lot of traffic on Cross Road and the intersection of Cross Road and West Shore Road can be hazardous. Member Lonske informed Mr. Norton that Cross Road was in the Capital Improvement Projects schedule for next year to be paved which will address the dust issue. Chair Moriarty questioned if the Board had the authority to restrict weight limits on a road. Chief Austin replied that he would look into the Board's authority over weight limits. Vice-Chair Dunklee felt that posting a speed limit and the stop signs would be reasonable, but pointed out that all

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

citizens of Hebron own the road and have a right to use the road. The Board agreed to put up stop signs at both ends of Cross Road. Vice-Chair Dunklee felt that stop signs should be at the end of every road that intersects with a State Highway. Chair Moriarty informed Mr. Norton that the Board would install stop signs and would look into the jurisdiction of posting weight limits on the road. Mr. Norton thanked the Board for their time.

7:44 P.M.

**ACTION ITEMS:**

- The Board signed the **accounting manifest**.
- The Board signed the **Veteran's Tax Credit**.
- The Board signed the **Current Use Application** for Little Bog, LLC (Tax Map 8 Lots 005 and 006).
- The Board signed the **Application for Payment from the Trustees of Trust Funds** for the withdrawal of \$2,096.00 from the Communications Capital Reserve Funds for the Library computer and printer.
- The Board signed the **letter to the State of NH Department of Transportation** complimenting the workers on the Route 3-A paving project.

7:59 P.M.

**DISCUSSION ITEMS:**

- Mrs. Corliss informed the Board that there was **new software, NH-GAP**, developed to track direct assistance to clients in the Welfare Department. The reason for developing the software was to be compatible with the newer Windows programs. The current software is compatible with Windows NT. Mrs. Corliss relayed to the Board that the Welfare Director was very comfortable with the current software and did not see the need to upgrade. The Board did not see the need to upgrade the software as long as the current program performs to the Welfare Director's expectations.
- The Board reviewed the **letter from David Poulos and Joyce Romeri, Trustees of the Old Ridge Farm Trust** regarding the request from the Board to use "Range Road" as an emergency fire lane. Mr. Poulos and Mrs. Romeri granted the town permission for the emergency lane access pursuant to NH RSA 231:59-a with conditions as follows: 1. No change to the status or classification of "so called Range Road" as private property. 2. This action will not affect the property owner's convenience, use or value of the road and property. 3. No liability will be incurred by the landowners. 4. A sign would be posted at the entrance of "so called Range Road" which reads "PRIVATE ROAD with permission for Authorized Vehicles Only". The Board asked Mrs. Corliss to draft a letter to Mr. Poulos and Mrs. Romeri accepting the conditions and thanking them for the authorization to use the private road as an emergency fire lane.
- Vice-Chair Dunklee discussed with the Board meeting with Tony Albert (Firefighter) and Maynard Young (Firefighter) to discuss the possibility of installing a **dry hydrant on Crescent Lane**. The firefighters were enthusiastic about the location and the ability to turn firetrucks around in the area. Member Lonske questioned why the ditch work on private property would be part of the dry hydrant installation. Vice-Chair Dunklee replied that the culvert was put in by the town years ago to divert water from the town road and the runoff was damaging the private property as a result.
- The Board declined invitation to the upcoming **Spectacle Pond Meeting** on August 8, 2015.
- The Board declined invitation to the **Grafton County Economic Development Council Annual Meeting** on September 17, 2015.

8:09 P.M.

**CORRESPONDENCE:**

- A **letter from the Newfound Lake Region Association** thanking the town for continued support.

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- An email from **Doug McLane** regarding the increased erosion of sand from the Hebron Memorial Beach. The Board asked Mrs. Corliss to forward the email to the Beach Committee.
- A request from **North Country Public Safety Foundation** looking for nominations for the Public Safety Officer of the year award.
- A report of the **Grafton County Fiscal Year 2016 Budget**.

8:15 P.M. **ANY OTHER BUSINESS:**

- Member Lonske updated the Board on the recent **Cemetery Committee Meeting**. Member Lonske informed the Board that Mr. Hilson had been working with revising the Cemetery Rules.
- Mrs. Corliss relayed to the Board that Chief Fischer felt that members of the Fire Department could work on addressing the issues with the **garage door opener in the Old Fire Station**. Vice-Chair Dunklee added that Chief Fischer believed it was bearings that need to be replaced, not the motor.
- Mrs. Corliss asked the Board if the **monies raised at the March Town Meeting for the Capital Reserve Funds** should be deposited into the specific funds in anticipation that projects requiring the funds may happen before the end of the year. Vice-Chair Dunklee stated that he would not like to be short of funds and have to take out a Tax Anticipation Note as a result of the early deposit. The Board agreed that the funds should be deposited in December to ensure that enough money would be available to pay the Grafton County taxes.
- Member Lonske asked Mrs. Corliss if Doug Merrill had taken care of the small trees growing around the Old Fire Station and removed the debris from in front of the Library and Town Clerk/Tax Collector buildings. Mrs. Corliss replied that she would discuss this with Mr. Merrill.

8:24 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of July 14, 2015 and made the following corrections: page 1, under *7:00 p.m.*, sixth sentence – add “approximately” after “have paid”, page 2, under Discussion Items, third bullet – add “to” after “Mrs. Corliss”, page 2, first bullet – remove the apostrophe’s from “Merrill’s”, and page 3, first bullet, fourth sentence – change “Member Lonske” to “Vice-Chair Dunklee. Chair Moriarty moved to approve the Select Board Meeting minutes of July 14, 2015 as amended, seconded by Member Lonske. The vote was unanimous.

8:27 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:27 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

11-24-15 a true copy  
Tracey Steensbergen  
Hebron NH Town Clerk

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

## CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Coverage Agreement(s) (also known as 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 ENTITY NAMED BELOW HAS BEEN ISSUED THE MEMBER AGREEMENT(S) 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.

<b>Member:</b> Town of Hebron <b>Member Number:</b> 106-032787 - 16		<b>Company Affording Coverage (the "Company"):</b>  Property-Liability Trust, Inc. PO Box 2008, Concord, NH 03302-2008		
Coverage (Occurrence basis only):	Effective Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Limits <i>(subject to applicable NH statutory limits)</i>	
<input checked="" type="checkbox"/> General Liability (Member Agreement Section III.A)	7/1/2015	6/30/2016	Each Occurrence	\$ 5,000,000
			General Aggregate	\$
			Personal & Adv Injury	\$
			Med Exp (any one person)	\$
			Products -Comp/Op Agg	\$
Fire Damage (each fire)	\$			
<input checked="" type="checkbox"/> Automobile Liability (Member Agreement Section III.A) <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Other _____	7/1/2015	6/30/2016	Each Occurrence	\$ 5,000,000
			Bodily Injury (per person)	\$
			Bodily Injury (per accident)	\$
			Property Damage (per accident)	\$
			Excess Liability	\$ N/A
Aggregate	\$ N/A			
<input checked="" type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000	7/1/2015	6/30/2016		\$Per scheduled limits and Member Agreement
<input checked="" type="checkbox"/> Workers' Compensation (Coverage A) Employers' Liability (Coverage B)	7/1/2015	6/30/2016	Coverage A:	Statutory
			Cov. B: Each Accident	\$ 2,000,000
			Disease - Each Employee	\$ 2,000,000
			Disease - Policy Limit	\$ 2,000,000
<b>Description:</b> Proof of Coverage				

**CANCELLATION:** If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

<input type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee, as his, her or its interests appear
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. Available limits of coverage are shared between the Member and the Additional Covered Party.*	
*Terms in quotes are defined in the Member Agreement.	

<b>Certificate Holder:</b>  New Hampshire Division of Historical Resources Attn: Amy Dixon, Grants Coordinator 19 Pillsbury Street, 2nd Floor  Concord NH 03301	<b>Company</b>  By: <u>Wendy W. Parker</u> Authorized Representative  Date Issued: <u>11/24/2015</u>	Please direct inquiries to:  Kim Brewster 603.230.3359
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