

180 3/13



Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144

Paul Leather  
Deputy Commissioner of Education  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

May 8, 2013

60% General Fund  
40% Federal Fund

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the NH Coalition for Occupational Safety and Health, Hooksett, NH (vendor code 166732) in the amount of \$27,499.80 upon Governor and Council approval for the period effective from September 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide English Language/Civics Education classes to workers who are learning English as another language and to students in adult basic education classes throughout the state. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	<u>Amount</u>	Federal Funds (40%) Account No. <u>06-56-56-7004-072-0575</u>	General Funds (60%) Account No. <u>06-56-56-7004-601-0931</u>
<u>NH Coalition for Occupational Safety and Health</u>	\$27,499.80	\$10,999.92	\$16,499.88

EXPLANATION

The funds granted by this action will be used to provide English Language/Civics Education classes to workers who are learning English as another language and to students in adult basic education classes. The programs will combine instruction in language skills with education in a variety of civic, community and worker rights and responsibilities. Services provided from this grant will be available to adult education centers throughout the state. Approximately three hundred forty adults will be served by the program.

All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Investment Act-Title II).

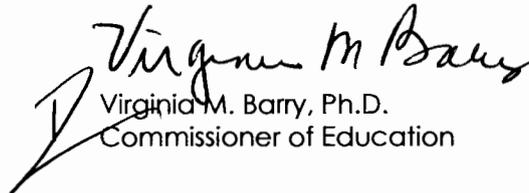
Her Excellency, Governor Margaret Wood Hassan  
and The Honorable Council  
Page two  
May 8, 2013

Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult education. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

The actual amount of the grant may reflect changes incorporated into the project after the OBM Form1-Project Application was filed with the Bureau of Adult Education.

The Bureau of Adult Education, provides educational services to approximately 8,000 adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to the NH Coalition for Occupational Safety and Health.

Respectfully submitted,



Virginia M. Barry, Ph.D.  
Commissioner of Education

S:/dcta/bvr/vrco/common/g&c/NHCOSH 2013-2014

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: NH Coalition for Occupational Safety & Health TO: Bureau of Adult Education  
161 Londonderry Turnpike NH Department of Education  
Hooksett, NH 03106 State Office Park South  
101 Pleasant Street  
Concord, New Hampshire 03301-3860

SAU/RA: 998 Proposed Project Title: Adult Basic Education at NH COSH Project Period: 9/1/2013 to: 6/30/2014

APPLICATION MANAGER: \_\_\_\_\_ NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
(For Consolidated Applications only)

PROJECT MANAGER: Brian Mitchell TITLE: Director  
ADDRESS: NH COSH, 161 Londonderry Turnpike, Hooksett, NH 03106 TELEPHONE: 603-232-4406  
E-MAIL ADDRESS: nhcosh@nhcosh.org FAX: 603-232-4461

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
  - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
  - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

NH Coalition for Occupational Safety & Health  
161 Londonderry Turnpike  
Hooksett, NH 03106

APPROVED INDIRECT COST RATE: \_\_\_\_\_ %

Brian Mitchell, Executive Director  
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

*Brian Mitchell*  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

4/25/2013  
DATE

**BUDGET SUMMARY BY OBJECT AND FUNCTION CODES**

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2320 ADMIN	5000 INDIRECT	TOTAL
100	5,236.00	3,291.20	1,432.20	COST BELOW	9,959.40
200	395.00	800.00	365.00	CANNOT	1,560.00
300			-	INCLUDE AUDIT	-
400			515.00	FEES WHEN A	515.00
500			915.50	PROJECT LINE	915.50
600	145.00		215.00	ITEM INCLUDES	360.00
700				AUDIT FEES	-
800			440.00		440.00
900					-
<b>TOTALS</b>	<b>5,776.00</b>	<b>4,091.20</b>	<b>3,882.70</b>		<b>13,749.90</b>

**DETAIL OF PROPOSED BUDGET**

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1000 (Instruction)	110	5,236.00	Teacher salary				
	211	-	Health Insurance				
	220	395.00	Social Security				
	610	145.00	General Supplies				
2000 (Support)	110	3,291.20	Support salary				
	211	600.00	Health Insurance				
	220	200.00	Social Security				
2320 (Admin)	110	1,432.20	Ex. Admin salary				
	211	300.00	Health Insurance				
	220	65.00	Social Security				
	300	-	Other prof service				
	441	515.00	Rent				
	531	260.00	Telephone				
	534	105.00	Postage				
	550	155.00	Printing				
	580	395.50	Travel				
	610	215.00	General Supplies				
	890	440.00	Misc				
	<b>SUB TOTAL/TOTAL</b>	<b>13,749.90</b>	////////////////////		<b>SUB TOTAL/TOTAL</b>	<b>-</b>	////////////////////

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: English Language Civics Ed

FROM: NH Coalition for Occupational Safety & Health TO: Bureau of Adult Education  
161 Londonderry Turnpike NH Department of Education  
Hooksett, NH 03106 State Office Park South  
101 Pleasant Street  
Concord, New Hampshire 03301-3860

SAU/RA: 998

Proposed Project Title: English Language Civics Education

Project Period: 9/1/2013 to: 6/30/2014

APPLICATION MANAGER: \_\_\_\_\_ NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

(For Consolidated Applications only)

\*\*\*The following information is required for all projects\*\*\*

PROJECT MANAGER: NAME: Brian Mitchell TITLE: Director  
ADDRESS: NH COSH, 161 Londonderry Turnpike, Hooksett, NH 03106 TELEPHONE: 603-232-4406  
E-MAIL ADDRESS: nhcosh@nhcosh.org FAX: 603-232-4461

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161 Londonderry Turnpike  
Hooksett, NH 03106

APPROVED INDIRECT COST RATE: \_\_\_\_\_ %

Brian Mitchell, Executive Director  
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

*Brian Mitchell*

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER Executive Director

4/25/2013  
DATE

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

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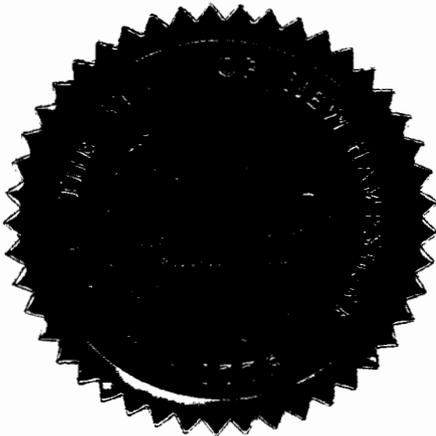
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# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR OCCUPATIONAL SAFETY AND HEALTH (NHCOSH) is a New Hampshire nonprofit corporation formed December 19, 1990. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3<sup>rd</sup> day of May, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



161 Londonderry Turnpike; Hooksett, NH 03106-1938  
603-232-4406 • [nhcosh@nhcosh.org](mailto:nhcosh@nhcosh.org) • [www.nhcosh.org](http://www.nhcosh.org)

To Whom It May Concern:

Per Board Resolution dated April 25, 2013, "The Board of the NH Coalition of Occupational Safety and Health authorizes Brian Mitchell, Executive Director and Louise Hannan, Governing Board Chair, to sign contracts and agreements for funding from the NH Bureau of Adult Education for NH COSH's English Language/Civics and Adult Basic Education programs."

Signed:

Name Karla Armenti, ScD. (Print)

Signature *Karla Armenti*

Title Treasurer  
NH Coalition for Occupational Safety and Health

Date Signed April 25, 2013

State of NH County of Merrimack

Signed and sworn to (or affirmed) before me on 25TH DAY by APRIL 2013

*Mo Demers* (Signature of notarial officer)

My commission expires: \_\_\_\_\_



**APPLICATION FOR ENGLISH LANGUAGE/  
CIVICS EDUCATION  
NH BUREAU OF ADULT EDUCATION 2013-2014**

**1. NEEDS ASSESSMENT**

The national economic crisis has been extremely hard on immigrants and refugees in New Hampshire. Although willing to work hard to support their families, many have lost jobs or had hours cut back. Some new refugees have not been able to get any employment at all, and find they are unable to begin rebuilding their lives. In addition, many kinds of public assistance are unavailable for new immigrants (those with less than 5 years legal status in the U.S.). Most new immigrants are not eligible for food stamps or TANF (Temporary Assistance to Needy Families), for example. Though theoretically eligible for unemployment compensation, many new immigrants and refugees do not have sufficient earnings history to claim benefits. Finally, increased fear of job loss makes it difficult for workers to challenge hazardous or abusive conditions on the job.

These new residents are talented, hardworking, and family-oriented. But now more than ever, they must successfully meet linguistic challenges and learn about employment-related issues to survive in this harsh economy.

Foreign-born workers, even those formerly professionally employed in their countries of origin, frequently work in low-wage jobs at restaurants, hotels, factories, and construction sites. They need answers to many questions. How can I apply for unemployment benefits? How will my paycheck be calculated? Is my workplace safe? Am I entitled to health insurance? What is sexual harassment, and how should I respond to it? How do unions work? What if I get injured on the job? What if I think I'm being discriminated against? What agencies can help me solve these problems and how can I contact them?

To address this need, the New Hampshire Coalition for Occupational Safety and Health (NH COSH) has been working with the NH Office of Adult Education since 2000/2001 to develop and present ESOL lessons on workplace safety and worker rights. For 2013-14, we intend to continue offering programs to ESOL students in adult education centers statewide. We will accompany these presentations with follow-up information and referrals to specific agencies, according to the needs of students. We will also develop additional curriculum materials and make presentations to groups of ESOL teachers.

**2. PROGRAM NARRATIVE**

**A. Measurable Objectives**

Our objective is to visit at least 18 ESOL classes to make presentations. (This is in addition to an equal number of presentations under our ABE proposal, resulting in a total of 36 presentations made with funds from the NH Bureau of Adult Education.) We will also continue to develop new curriculum materials, as well as providing information and referral services on worker safety and worker rights.

As a result of these activities, students will have a deeper understanding of workplace safety and worker rights. They will also have more confidence in speaking to supervisors and government agencies about workplace problems.

## **B. Program Plan**

In order to help ESOL students become successful workers, we will make presentations to ESOL classes on workplace safety and worker rights in areas such as:

- Workplace injuries and workers' compensation
- Sexual harassment
- Warning signs
- Hazardous materials
- Payroll withholding, Hours and wages laws (such as minimum wage and overtime)
- Safety equipment
- Industrial safety
- Safety for cleaners and housekeepers
- Unemployment insurance
- Discrimination

We expect to visit ESOL classes throughout central and southern New Hampshire, including adult education programs in Keene, Concord, Dover, Manchester, Derry, and Nashua. Presentations will be offered throughout the school year. Presentations will be approximately 1 ½ - 3 hours in length. The presentations rely on oral, written, and graphic methods of presenting information; hands-on experience with safety equipment; class discussion; skits; and role-plays. The curriculum will include specific information about state and federal agencies in New Hampshire. Where appropriate, we will provide follow-up services to respond to issues arising in these sessions.

This instruction integrates English literacy and civics education by offering vocabulary instruction, conversational practice, and written exercises about workplace safety and worker rights.

**New Hampshire Coalition for Occupational Safety and Health**

**161 Londonderry Turnpike**

**Hooksett, NH 03106**

**603 232-4406 Office 603 232-4461**

**[nhcosh@nhcosh.org](mailto:nhcosh@nhcosh.org) [www.nhcosh.org](http://www.nhcosh.org)**

**BOARD OF DIRECTORS**

**2012-2013**

**Elected October 25, 2012**

**Chair** Louise Anne Merchant Hannan, SEIU Local 1984  
23 Watson Street  
Pittsfield, NH 03263

**Vice Chair** Alfred P. Bouchard, NAMI. Working America  
27 E. Dunstable Road  
Nashua NH 03060

**Secretary** Steven O'Connor, IBEW #2320  
40 Dwinnell Drive  
Concord NH 03301

**Treasurer** Karla R. Armenti, ScD  
26 Harron Lane  
Bedford, NH 03110  
Phone 603 472-8721

**At-Large Board Members: (3elected)**

Eva Castillo, Working America  
733 Bryant Road  
Manchester, NH 03109

Dennis Martino (AFM# 374)  
4 Pinewood Drive  
Hopkinton, NH 03229

Directors serve without compensation.

**NH AFL-CIO President's Appointments to the Board of Directors: (3members)**

Mark MacKenzie, President, NH AFL-CIO  
161 Londonderry Turnpike  
Hooksett NH 03106

Rick Rothwell

**Staff:**

Brian Mitchell, Executive Director UAW Local 1981  
82 Carnegie Street  
Manchester NH 03104  
E-Mail: [nhcosh@nhcosh.org](mailto:nhcosh@nhcosh.org)

Sandra V. Chabot, Program Coordinator  
346 Black Brook Road  
Goffstown NH 03045  
E-Mail:

Jimmy Smith, TNEC Trainer  
P.O. Box 636  
Fitchburg, MA 01420-0006

Judith Elliott, ESOL Trainer  
One Mudgett Hill Road  
Canterbury, NH 03224  
E-mail: [Jelliot@nhcosh.org](mailto:Jelliot@nhcosh.org)

NH COALITION FOR  
OCCUPATIONAL SAFETY  
AND HEALTH  
161 LONDONDERRY TURNPIKE  
HOOKSETT NH 03106

KEY PERSONNEL

EXECUTIVE DIRECTOR	BRIAN MITCHELL	\$ 2,864.40
TEACHER	JUDITH ELLIOTT	\$10,472.00
SUPPORT STAFF	SANDRA CHABOT	<u>\$ 6,582.40</u>
	TOTAL	<b>\$19,918.80</b>

# Brian Mitchell

## Employment History

New Hampshire Coalition for Safety & Health      Hooksett, NH      2009 –present  
Executive Director

State Employees Association SEIU Local 1984      Concord, NH      1998-2007  
Field Representative II/Negotiator

Negotiated and maintained 14 county and municipal union contracts. Organized new members and educated union stewards in process grievances, explained standards and procedures. Trained negotiation teams in collective bargaining.

City of Manchester, Highway Department      1974-1998

Operated various construction machines, including heavy equipment. Conducted assorted labor duties. Executed detailed maintenance mechanic skills on boiler systems. Performed a wide range of electrical, plumbing, heating, construction, layout, construction and concrete projects in the carpentry shop over 15 years. Implemented problem solving skills daily. Utilized stencils, jigs, templates and design drawings. Sound observation and attention to detail abilities used in diverse construction locations.

## Education

Harvard Trade Union Program      1993  
Cambridge, Mass

George Meaney Center      Health and Safety Train the Trainer      1993  
Silver Springs, MD

American Arbitration Association      Grievance and Arbitration preparation      1993  
Augusta, Maine

## Professional Experience

President of the Grant State Organizing Project      2012- present

President of the National Council for Occupational Safety and Health      2011-present

United Way Executive Board Member      1995-1997

President of AFSCME Local 298      1987-1998

Board member of Member NH AFL-CIO      1988-1998

Board member AFSCME Council 93      1988-1998

City of Manchester NH Safety Review Board      1995-1998

## Judith Elliott

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- Education:** School for International Training Brattleboro, VT  
**TESOL Certificate** 2010
- Northeastern University Boston, MA  
**MA in Economics - Focus on workforce issues** 1993
- Kalamazoo College Kalamazoo, MI  
**BA in Business and Economics** 1975
- Experience:** English for New Americans/Southern NH Services Manchester, NH  
**ESOL Teacher August 2009 - Present**  
Teach ESOL (English for Speakers of Other Languages) to adult immigrant and refugee students. Develop supplementary teaching materials and supervise volunteer teachers' aides.
- NH Coalition for Occupational Safety and Health Hooksett, NH  
**Immigrant-Refugee Trainer August 2009 - Present**  
Teach worker safety and worker rights to immigrants and refugees in ESOL classes throughout New Hampshire. Develop curriculum, graphic materials, and worksheets.
- International Institute of New Hampshire Manchester, NH  
**Trainer for Refugee Farmers (Consultant) 2009 - 2012**  
Teach farm-related English to refugees in agricultural program. Plan lessons, create graphic materials, and design reading materials.
- NH Coalition for Occupational Safety and Health Concord, NH  
**Director June 1999 - August 2009**  
Designed and led training program for immigrant and low-income workers. Carried out administrative, training, and fundraising responsibilities. Co-founded and coordinated NH Immigrant Rights Task Force.
- NH AFL-CIO Pembroke, NH  
**School-to-Work Outreach Coordinator August 1997 - June 1999**  
Coordinated participation in New Hampshire School-to-Work Program. Wrote curriculum, organized teachers' conference, and conducted public outreach.
- Elliott Economic Research Canterbury, NH  
**Independent Researcher 1995-1998**  
Conducted research, writing, and public education on employment issues affecting low and moderate-income workers.

Manchester Listening Project on Jobs  
**Project Coordinator** Manchester, NH  
**May 1996 - May 1997**  
Coordinated community-based research project exploring employment issues through worker interviews.

NH Citizen Action  
**Campaign Finance Reform Organizer** Concord, NH  
**July 1995 - February 1996**  
Carried out public education to advocate campaign finance reform.

New England College  
**Adjunct Instructor of Economics** Henniker, NH  
**Sept 1990 - June 1994**  
Specialized in globalization of economy and issues confronted by US workers and families.

Community Services Council of Merrimack County  
**Finance Director** Concord, NH  
**August 1984 - March 1990**  
Directed accounting systems for human services agency.

NH Energy Management  
**Energy Auditor** Newmarket, NH  
**1982 - 1983**  
Performed energy efficiency audits of residential and commercial buildings.

NH Public Utilities Commission  
**Energy Analyst** Concord, NH  
**1980-1981**  
Developed policy recommendations to improve energy efficiency of public utilities.

Clamshell Alliance  
**Bookkeeper** Portsmouth, NH  
**1978 -1979**  
Maintained financial records for grassroots anti-nuclear organization.

**Volunteer:** **ESOL Teacher**, New American Africans, Concord, NH – 2010 to present.

**Master Gardener**, UNH Cooperative Extension Education Center, Manchester – 2009 to present.

**Languages:** Proficient in conversational Spanish.

**Awards:** **NH Martin Luther King Award, 2006** - For work on behalf of immigrant rights

## **Sandra V. Chabot**

### **Experience:**

#### **New Hampshire Coalition for Occupational Safety and Health**

*Program Coordinator*

*Hooksett, NH      October 1992 - Present*

Assist the director with the administration of all the grant programs including coordinating training programs under the various training grants. These include 8-hour all-hazards emergency response awareness training for the NH Health Officers Association, presentations, training, and mentoring school personnel in resolving indoor air quality issues that might take changes to their behavior patterns. I work with IAQ best practices initiated by the US EPA in partnership with the NH Partners for Healthy Schools and the NH Asthma Control Program and Collaborative doing presentations for safety committees, wellness committees, school administration under an EPA Healthy Communities grant. Provide assistance for the awareness level worker safety and worker rights presentations for immigrants and vulnerable workers under the National COSH OSHA Susan Howard grant. This position requires a great deal of people contact, meetings with working groups, networking, and partnership collaboration.

I am an active member of the NH Asthma Control Program's Steering Committee and the NH Partners for Healthy Schools, the NH Health Officers Association, the NH Public Health Association, the Granite State Organizing Project, and the Worker Rights Network. Other expectancies include general office administration and management, grant administration and assisting the executive director with NH COSH's yearly events, annual membership drive, annual members meeting and all grant programs.

#### **Goffstown Christian Fellowship**

*Administration*

*Goffstown, NH      March 2004-Present*

As a corporate officer of the church, I have served as the Church Secretary/Clerk for 6 years. In managing the church business office, I assist the Leadership Team with the day-to-day administration, correspondence, and communication. In this position, I oversee the operation of the church following up on many of the ministries that do the service and renovation projects throughout the year. I also coordinate meetings, seminars, and workshops for church members and oversee the weekly newsletter, media correspondence, website, and church bulletin.

#### **International Brotherhood of Electrical Workers**

*Secretary - Member Services*

*Pembroke, NH      October 1992 - March 1998*

As the member services secretary I handled the office administration including reports, contracts, inter-office communication and correspondence, procuring office equipment and supplies, scheduling maintenance. I coordinated yearly and quarterly training workshops and seminars for the union membership also supported the members and business manager with technical research.

## **Education:**

### **New Hampshire Institute for Local Public Health Practice**

#### **Manchester Health Department**

*Manchester, NH*

*Public Health Achievement Award Certificate* for completion of the five primary public health training courses offered by the institute.

### **Granite State College**

*Concord, NH*

*Bachelor of Science in Behavioral Sciences*

### **NH Community Technical College**

*Manchester, NH*

*Associate Degree, Administrative Assistant*

### **Additional Training**

Continuing education through seminars pertaining to worker health and safety, workshops, emergency response refreshers for health officers, train-the-trainer for health and safety, workplace safety, workers compensation, safety committees, and indoor air quality as it relates to schools ongoing throughout the year.

## **Awards:**

*New Hampshire Institute for Local Public Health Practice Achievement Award – May 2009*

*2009 “Champion for Children” award - State of New Hampshire, John Lynch Citation*

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 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> Davis Towle Morrill & Everett 115 Airport Road P O Box 1260 Concord, NH 03302-1260	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 603 225-6611	<b>FAX (A/C, No):</b> 603-225-7935
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> The Hartford Insurance	
	<b>INSURER B:</b>	
<b>INSURED</b> New Hampshire Coalition for Occupational Safety & Health 161 Londonderry Turnpike Hooksett, NH 03106	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	
	<b>NAIC #</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			04SBAVU9535	08/31/2012	08/31/2013	EACH OCCURRENCE    \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)    \$300,000 MED EXP (Any one person)    \$10,000 PERSONAL & ADV INJURY    \$1,000,000 GENERAL AGGREGATE    \$2,000,000 PRODUCTS - COMP/OP AGG    \$2,000,000  \$
	AUTOMOBILE LIABILITY <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						COMBINED SINGLE LIMIT (Ea accident)    \$ BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$  \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE    \$ AGGREGATE    \$  \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			04WECIT6445	08/31/2012	08/31/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT    \$100,000 E.L. DISEASE - EA EMPLOYEE    \$100,000 E.L. DISEASE - POLICY LIMIT    \$500,000

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

**\*\* Workers Comp Information \*\***

**Proprietors/Partners/Executive Officers/Members Excluded:**

Brian Mitchell SS# 001-44-8134, Board excluded

Dennis Martino SS#025-34-4823, Secretary excluded

Alfred Bouchard SS#001-28-7606, Vice Chairman excluded

**CERTIFICATE HOLDER**

**CANCELLATION**

State of NH Dept. of Education Bureau of Adult Education 21 South Fruit St, Suite 20 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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MAP OF  
NEW HAMPSHIRE  
COUNCILOR DISTRICTS  
AS LAID OUT IN 1981

SERVICES PROVIDED  
STATEWIDE

