



*Victoria F. Sheehan
Commissioner*

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.
Assistant Commissioner*

APR 18 '18 PM 12:47 DAS 5C Lem

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

Bureau of Rail & Transit
March 14, 2018

REQUESTED ACTION

The Department of Transportation requests placing this item on the Consent Calendar.

Authorize the Department of Transportation (NHDOT) to enter into a contract amendment with RLS & Associates, Inc., (Vendor # 248064), Dayton, Ohio, to amend the contract completion date from June 30, 2018 to December 31, 2018 for the continued development, management, and implementation of the NH Rural Transit Assistance Program (RTAP). This amendment is effective upon Governor and Council approval through December 31, 2018. The original agreement was approved by Governor and Council on June 5, 2013, Item 229, amended on June 1, 2016, Item 41 and amended on May 17, 2017, Item 20. This request is for a time extension only, no new funding.

EXPLANATION

RLS & Associates, Inc., (RLS) has been successfully administering NH's Rural Transit Assistance Program (RTAP) for the past five years for the development, management, and implementation of the program. The Department is requesting an amendment to extend the contract completion date an additional six months to December 31, 2018 for the continued management and implementation of existing Tasks I through VII of the contract agreement. Additionally, this extension will provide continuity of support services related to NHDOT's hosting of the 2018 Tri-State Transit Conference to be held in September 2018 in Conway and the completion of a federally-required Transit Asset Management plan that is due to the Federal Transit Administration on October 1, 2018. Unexpended contract funds will be used during the six month extension period.

The Department's RTAP program provides technical assistance, research, and training for rural transit and specialized transit providers in New Hampshire. RLS has been responsible for the overall management of the Department's RTAP program as outlined in Tasks I through VII of the original contract, which includes: developing training materials; promoting and delivering training courses; conducting outreach and coordinating with other organizations involved in rural public transportation in NH; convening quarterly RTAP Advisory Council meetings; facilitating special events (workshops, Tri-State Transit Conference, NTI trainings, etc.); assisting the Department with certain special projects related to the design, implementation or administration of FTA programs; and monitoring the success of NH RTAP through user input and feedback.

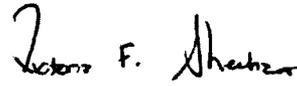
RTAP funds are 100% Federal. In the event that Federal funds become unavailable, general funds will not be requested to support this program.

All other provisions of the agreement shall remain in effect.

The Amendment has been approved by the Attorney General as to form and execution, and the Department has verified that the necessary funds are available. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



229

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

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

Bureau of Rail & Transit
April 29, 2013

REQUESTED ACTION

Authorize the Department of Transportation to enter into an agreement with RLS & Associates, Inc. (Vendor # 248064), Dayton, Ohio, for an amount not to exceed \$475,557 for the development, management and implementation of the NH Rural Transit Assistance Program (NHRTAP), effective upon Governor and Council approval through June 30, 2016. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds.

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
04-96-96-964010-2916 Public Transportation			
072-500575 Grants to Non-Profits-Federal	\$164,708	\$159,151	\$151,698

EXPLANATION

The Department has available Federal Transit Administration (FTA) Section 5311 Rural Transit Assistance Program (RTAP) funding that is apportioned to each state for technical assistance, training, research, and support services for rural public transit. The Department's NHRTAP program provides technical assistance, research and training for rural transit and specialized transit providers in New Hampshire. The requested funding has been made available for the development, management and implementation of a revised NHRTAP program.

The Department awarded a contract to RLS & Associates, Inc. for the overall management of the NHRTAP as outlined in Tasks I-VII of the contract agreement, for a period of three (3) years with yearly options for years 4 and 5. Tasks I-VII of the contract agreement include planning and preparing the annual work program; supporting and assisting NHDOT with FTA grant submissions as required; developing training materials; promoting and delivering training courses; conducting outreach and coordination with other organizations involved in rural public transportation in NH; convening quarterly RTAP Advisory Council meetings; facilitating special events as needed (workshops, annual Tri-State Transit Conference, NTI trainings, etc.); monitoring the success of the NHRTAP through user input and feedback, maintaining the NHRTAP website, providing a contact telephone number for remote assistance; distributing resource materials (including National RTAP materials); collecting and maintaining available information resources on relevant rural public transit topics; developing timely information briefs and program updates (via website or email); creating, storing, and distributing relevant training materials; and provide a range of supplemental technical assistance initiatives based on approved task orders. The contract will begin upon Notice to Proceed following Governor and Council approval.

The Bureau of Rail & Transit issued a NHRTAP Program Management Intent to Apply notice on September 24, 2012 to seek interest from qualified firms. The Intent to Apply notice was widely distributed through advertisements published in APTA's Passenger Transport magazine (both printed on online) and the NH Union Leader. Additionally the notice was distributed to a list that included the NH Transit Association, NH public transit providers, NH Regional Planning Commissions and Metropolitan Planning Organizations, and other known interested parties or firms that manage other state RTAP programs. Respondents to the NHRTAP Intent to Apply notice included Applied Pavement Technology, Granite State Independent Living, Coordinated Transportation Solutions, TransAction Associates, RLS & Associates, Inc. and NH Traffic Safety Institute. Full Requests for Proposals were distributed to these respondents on November 6, 2012 and due by December 21, 2012. Three proposals were received by the due date from RLS & Associates, Coordinated Transportation Solutions, and TransAction Associates.

A NHRTAP Program Management evaluation committee that consisted of Shelley Winters (NHDOT Bureau Administrator of Rail & Transit and former NHRTAP Program Manager), Karen Jennison (NHDOT Transit Grants Coordinator and current NHRTAP Program Manager), and Van Chesnut (Chair of the NH Transit Association and Executive Director of Advance Transit) reviewed and scored the proposals on January 18, 2013. The proposals were scored based on the agency's proposed approach to program delivery, qualifications and experience of the firm, qualifications of the project staff, cost proposal and supplemental services. The proposals were ranked as follows:

- | | |
|---|--------------|
| 1. RLS & Associates | Score: 94.65 |
| 2. TransAction Associates | Score: 81.02 |
| 3. Coordinated Transportation Solutions | Score: 50.70 |

The evaluation committee's ranking and recommendation was to enter into contract negotiations with RLS & Associates, Inc. and was submitted to the Deputy Commissioner for approval on January 22, 2013. Upon approval of the Deputy Commissioner, a contract was awarded to RLS & Associates, Inc. and contract terms were negotiated.

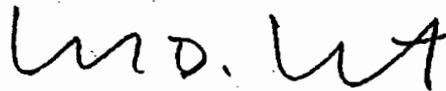
Funding for this project includes \$475,557 of FTA Section 5311 Rural Transit Assistance Program funds (100% Federal).

In the event that Federal funds become unavailable, general funds will not be requested to support this program.

The Agreement has been approved by the Attorney General as to form and execution and the Department will verify the necessary funds are available pending enactment of the Fiscal Year 2014, 2015 and 2016 budget. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.
Commissioner

Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

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

Bureau of Rail & Transit
May 4, 2016

REQUESTED ACTION

- 1. Authorize the Department of Transportation (NHDOT) to enter into a contract amendment with RLS & Associates, Inc., (Vendor # 248064), Dayton, Ohio, to increase the contract amount by \$164,994 from \$475,557 to \$640,551 for the development, management and implementation of the NH Rural Transit Assistance Program (RTAP). This amendment is effective upon Governor and Council approval or July 1, 2016, whichever is later. The original agreement was approved by Governor and Council on June 5, 2013, Item 229. 100% Federal Funds.
- 2. Further, authorize to amend the contract's completion date from June 30, 2016 to June 30, 2017, effective upon Governor and Council approval or July 1, 2016, whichever is later.

Funding is available as follows:

	<u>FY 2017</u>
04-96-96-964010-2916	
Public Transportation	
072-500575 Grants to Non-Profit-Federal	\$164,994

EXPLANATION

RLS & Associates, Inc., (RLS) has been successfully administering NH's Rural Transit Assistance Program (RTAP) for the past three years for the development, management, and implementation of the program. This amendment will exercise the Department's option for renewal for year four of the current three-year contract agreement with RLS. The amendment also provides \$164,994 for SFY 2017 for the overall management and continued implementation of existing Tasks I through VII for year four of the contract agreement.

The Department has available Federal Transit Administration (FTA) Section 5311(b)(3) RTAP funds, which are apportioned to each State to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the needs of rural public transit operators. The Department's RTAP program, through RLS, provides technical assistance, research, and training for rural transit and specialized transit providers in New Hampshire. RLS has been responsible for the overall management of the Department's RTAP program as outlined in Tasks I through VII of the

original contract and includes: planning and preparing an annual work program; supporting and assisting the Department with Federal Transit Administration (FTA) grant submissions as required; developing training materials; promoting and delivering training courses; conducting outreach and coordinating with other organizations involved in rural public transportation in NH; convening quarterly RTAP Advisory Council meetings; facilitating special events (workshops, annual Tri-State Transit Conference, NTI trainings, etc.); assisting the Department with certain special projects related to the design, implementation or administration of FTA programs, and monitoring the success of NH RTAP through user input and feedback.

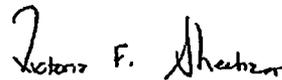
RTAP funds are 100% Federal. In the event that Federal funds become unavailable, general funds will not be requested to support this program.

All other provisions of the agreement shall remain in effect.

The amendment has been approved by the Attorney General as to form and execution and the Department has verified that the necessary funds are available. Copies of the fully executed amendment are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to the Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

G+C #20
date 5-17-17



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

Bureau of Rail & Transit
April 5, 2017

REQUESTED ACTION

1. Authorize the Department of Transportation (NHDOT) to enter into a contract amendment with RLS & Associates, Inc., (Vendor # 248064), Dayton, Ohio, to increase the contract amount by \$108,495 from \$640,551 to \$749,046 for the development, management and implementation of the NH Rural Transit Assistance Program (RTAP). This amendment is effective upon Governor and Council approval or July 1, 2017, whichever is later. The original agreement was approved by Governor and Council on June 5, 2013, Item 229 and amended on June 1, 2016, Item 41. 100% Federal Funds.
2. Further, authorize to amend the contract's completion date from June 30, 2017 to June 30, 2018 (the second of two one-year renewals), effective upon Governor and Council approval or July 1, 2017, whichever is later.

Funding is contingent upon the availability and continued appropriation of funds for State Fiscal Year 2018 as follows:

	<u>SFY 2018</u>
04-96-96-964010-2916	
Public Transportation	
072-500575 Grants to Non-Profit-Federal	\$108,495

EXPLANATION

RLS & Associates, Inc., (RLS) has been successfully administering NH's Rural Transit Assistance Program (RTAP) for the past four years for the development, management, and implementation of the program. This amendment will exercise the Department's option for renewal for year five, which is the second of two one-year renewal options included in the original three-year contract agreement with RLS. The amendment also includes \$108,495 for SFY 2018 for the overall management and continued implementation of existing Tasks I through VII for year five of the contract agreement.

The Department has available Federal Transit Administration (FTA) Section 5311(b)(3) RTAP funds, which are apportioned to each State to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the needs of rural public transit operators.

The Department's RTAP program, through RLS, provides technical assistance, research, and training for rural transit and specialized transit providers in New Hampshire. RLS has been responsible for the overall management of the Department's RTAP program as outlined in Tasks I through VII of the original contract and including: planning and preparing an annual work program; supporting and assisting the Department with Federal Transit Administration (FTA) grant submissions as required; developing training materials; promoting and delivering training courses; conducting outreach and coordinating with other organizations involved in rural public transportation in NH; convening quarterly RTAP Advisory Council meetings; facilitating special events (workshops, Tri-State Transit Conference, NTI trainings, etc.); assisting the Department with certain special projects related to the design, implementation or administration of FTA programs, and monitoring the success of NH RTAP through user input and feedback.

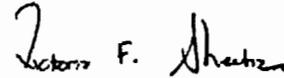
RTAP funds are 100% Federal. In the event that Federal funds become unavailable, general funds will not be requested to support this program.

All other provisions of the agreement shall remain in effect.

The amendment has been approved by the Attorney General as to form and execution and the Department will verify the necessary funds are available pending the enactment of the fiscal year 2018 budget. Copies of the fully executed amendment are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to the Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

AMENDMENT TO AGREEMENT

RLS & ASSOCIATES, INC.

WHEREAS, the Governor and Council approved an agreement between the New Hampshire Department of Transportation (NHDOT) and RLS & Associates, Inc. on June 5, 2013, Item 229.

WHEREAS, the original agreement was a three year contract for the development, management and implementation of the NH Rural Transit Assistance program with an option of two one-year renewals. The agreement was amended on June 1, 2016, Item 41 to add additional funds and extend the contract one additional year (the first of two one-year renewals). The agreement was also amended on May 17, 2017, Item 20 to add additional funds and extend the contract one additional year (the second of two one-year renewals) and this agreement remains in effect;

WHEREAS, the Department of Transportation and RLS & Associates, Inc. have agreed to revise certain provisions in the contract agreement;

WHEREAS, Section 1.7 "Completion Date" of the P-37 form, as amended, is June 30, 2018 and the NHDOT wishes to amend the completion date to December 31, 2018 (time extension only);

WHEREAS Exhibit A describes the Scope of Work;

RESOLVED, that the agreement be amended as follows:

Section 1.7, Completion Date, of the P-37 form shall be amended to read December 31, 2018.

Exhibit A, Scope of Work, Section A.1 first paragraph shall be amended and replaced with the following:

A.1 The Contractor, RLS and Associates, Inc., will be responsible for developing and implementing the New Hampshire Rural Transit Assistance Program (RTAP) through December 31, 2018. The New Hampshire RTAP program provides technical assistance, research and training for rural transit and specialized transportation providers in New Hampshire.

Exhibit A, Scope of Work, Section A.2 shall be amended and replaced with the following:

A.2 The project will begin upon Notice to Proceed following Governor and Council approval, and will have an amended completion date of December 31, 2018 unless terminated sooner as hereinafter provided.

All other provisions of the agreement shall remain in effect.

RLS & ASSOCIATES, INC.

By: ROBBIE L. SARLES Date: 3/5/2018

Title: PRESIDENT

Signature: [Handwritten Signature]

County of MONTGOMERY

On this the 5 day of MARCH, 2018, before me, ZACH KINCADE, the undersigned officer, personally appeared ROBBIE L. SARLES, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that (s)he has executed the same for the purposes therein contained.

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

[Handwritten Signature]
Notary Public/Justice of the Peace



ZACH KINCADE, Notary Public
In and for the State of Ohio
My Commission Expires Aug. 31, 2021

NH Department of Transportation

Patrick C. Herlihy
Director

By: Aeronautics, Rail and Transit

Date: 3/23/2018

Title: _____

Signature: [Handwritten Signature]

Approved by Attorney General

By: Allison Greenstein

Date: 4/16/18

Title: Attorney

Signature: Allison B Greenstein

Approved by Governor and Council

By: _____

Date: _____

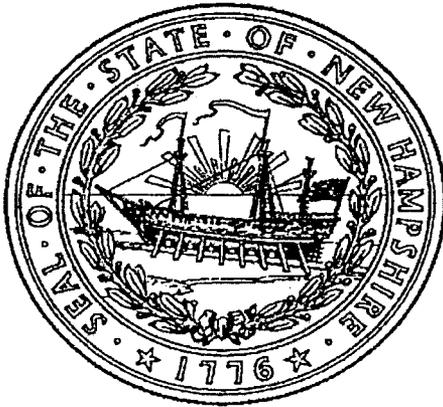
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that RLS & ASSOCIATES, INC. is a Ohio Profit Corporation registered to transact business in New Hampshire on April 26, 2013. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 690798

Certificate Number : 0004080352



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 12th day of April A.D. 2018.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

RLS & ASSOCIATES, INC.

CERTIFICATE OF VOTE

I, Alex Schultze certify that I am Vice President of RLS & Associates, Inc.

I also hereby certify that the following is a true copy of a vote taken at a special meeting of the Board of Directors of the corporation held on March 5, 2018 at the office of RLS & Associates, Inc., whose headquarters are in Dayton, Ohio at which a quorum of the Board was present and voting.

VOTED: That Robbie L. Sarles, as President of said corporation, is hereby authorized and empowered to execute all documents between the State of New Hampshire, and its subdivisions, and RLS & Associations, Inc., relating to the corporation's services provided as part of the New Hampshire Rural Transit Assistance Program, and further authorizing said office to execute any documents which may in her judgement be desirable or necessary to effect the program of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of March 5, 2018.



Alex Schultze
Vice President
RLS & Associates, Inc.

Subscribed and sworn before me this 5th day of March 2018.



Zach Kincade, Notary Public



ZACH KINCADE, Notary Public
In and for the State of Ohio
My Commission Expires Aug. 31, 2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/5/2018

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).

PRODUCER Haughn & Associates, Inc. 6050 Tain Drive Dublin OH 43017	CONTACT NAME: PHONE (A/C, No, Ext): 614-789-6800 FAX (A/C, No): 614-789-6822 E-MAIL ADDRESS: info@haughn.com PRODUCER CUSTOMER ID #: RLS&A-1	
	INSURER(S) AFFORDING COVERAGE	
INSURED RLS & Associates, Inc. & Precision Compliance Inc. 3131 S. Dixie Hwy., Suite 545 Dayton OH 45439	INSURER A: RLI Insurance Company NAIC # 13056	
	INSURER B: Liberty Mutual	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 2051967605 **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
B	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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			BKS57846287	4/1/2018	4/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAO57846287	4/1/2018	4/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 0			USO57846287	4/1/2018	4/1/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWO57846287	4/1/2018	4/1/2019	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability E&O			RTP0012334	4/1/2018	4/1/2019	Professional E&O Deductible 2,000,000 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required):
 Project: NH RTAP Contract, Amendment SFY 2018

CERTIFICATE HOLDER The State of New Hampshire Department of Transportation 7 Hazen Dr. PO Box 483 Concord NH 03302-0483	CANCELLATION 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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