



The State of New Hampshire  
**Department of Environmental Services**

**Thomas S. Burack, Commissioner**

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July 1, 2015

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

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into an agreement with the City of Laconia, NH, (VC # 177419) in the amount of \$70,000 to complete the *Meredith, Paugus, and Saunders Bays Implementation Project Phase 1 – Weirs Beach* project, effective upon Governor and Council approval through December 31, 2017. 100% Federal Funds.

Funds to support this request are anticipated to be available in the following account in State FY 2016 upon the availability and continued appropriation of funds in the future operating budget.

03-44-44-442010-2035-072-500574	<u>FY 2016</u>
Dept. Environmental Services, NPS Restoration Program, Grants-Federal	\$70,000

EXPLANATION

The Department of Environmental Services (DES) issued a Request For Proposals (RFP) for the 2015 Watershed Assistance Grants program. Twenty proposals were received. The proposals were ranked based on the criteria included in the RFP: water quality improvement or protection; cost/benefit ratio; local capacity to complete the project; relative value or significance of the water body; and, general quality and thoroughness of the proposal. Based on results of the selection process and available federal grant funding levels, the fourteen highest ranked projects were selected to receive funding. Please see Attachment B for a list of project rankings and review team members.

The Watershed Assistance Grants focus on the reduction of nonpoint source (NPS) pollution. NPS pollution occurs when rainfall, snowmelt, or irrigation water runs over land or through the ground, transporting materials which are then deposited into rivers, lakes, and coastal waters, or introduced into the groundwater. Pollutants can include chemicals, sediments, nutrients, and toxics. These materials can have harmful effects on drinking water supplies, recreation, fisheries, and wildlife. Land development or changes in land use can also cause NPS pollution by disrupting the natural hydrology of a water body, increasing impervious surfaces, and contributing to the loss of aquatic habitat. Watershed Assistance programs address NPS pollution by promoting good land use practices on a watershed scale.

The City of Laconia has actively participated in multiple water quality protection projects including the development of the Meredith, Paugus, and Saunders Bay Watershed Management Plan (2010). This plan identified wastewater, erosion and sedimentation, and stormwater runoff as the largest contributors of phosphorus to these waterbodies. Though the plan focused on phosphorus, elevated levels of bacteria has also shown to be an issue in the area; Weirs Beach does not meet water quality standards for bacteria and has had multiple beach closures since 2004. Bacteria source tracking investigations have shown that stormwater runoff and wastewater are likely contributors of bacteria in that area. Through this project, Laconia will implement some of the actions outlined in their Watershed Management Plan at Weirs Beach to address sources of both phosphorus and bacteria.

The Meredith, Paugus, and Saunders Bay Implementation Project Phase I - Weirs Beach project includes the design and installation of multiple best management practices (BMPs) to treat stormwater, and identify improperly connected wastewater systems. These objectives will be complemented by a targeted outreach campaign and the development of a volunteer monitoring program designed to identify other hotspots of phosphorus and bacterial contamination, and to monitor previously identified hotspots.

The total project costs are budgeted at \$116,690. DES will provide \$70,000 (60%) of the project costs through a federal grant and the City of Laconia will provide the remaining costs through cash and in-kind services. A budget breakdown is provided in Attachment A. In the event that Federal Funds become no longer available, General Funds will not be requested to support this program. The agreement has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval.

  
Thomas S. Burack, Commissioner

## GRANT AGREEMENT

Subject: The Meredith, Paugus, and Saunders Bays Implementation Project Phase 1 – Weirs Beach

The State of New Hampshire and the Contractor hereby mutually agree as follows:

### GENERAL PROVISIONS

#### I. IDENTIFICATIONS AND DEFINITIONS

<b>1.1 State Agency Name</b> Department of Environmental Services		<b>1.2 State Agency Address</b> 29 Hazen Drive Concord, NH 03301	
<b>1.3 Grantee Name</b> City of Laconia		<b>1.4 Grantee Address</b> 45 Beacon Street Laconia, NH 03823	
<b>1.5 Effective Date</b> Upon G&C approval	<b>1.6 Completion Date</b> December 31, 2017	<b>1.7 Audit Date</b> N/A	<b>1.8 Grant Limitation</b> \$70,000
<b>1.9 Grant Officer for State Agency</b> Eric Williams, Watershed Assistance Section Supervisor		<b>1.10 State Agency Telephone Number</b> 603-271-2358	
<b>1.11 Grantee Signature</b> 		<b>1.12 Name &amp; Title of Grantee Signor</b> Scott Myers, City Manager	
<b>1.13 Acknowledgment: State of New Hampshire, County of <u>Belknap</u></b> On <u>06/22/2015</u> , before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b> (Seal): <u>Nancy Brown</u>			
<b>1.13.2 Name &amp; Title of Notary Public or Justice of the Peace</b> <u>Nancy Brown, Notary Public.</u>			
<b>1.14 State Agency Signature(s)</b> <u>Thomas S. Burack</u>		<b>1.15 Name/Title of State Agency Signor(s)</b> Thomas S. Burack, Commissioner	
<b>1.16 Approval by Attorney General's Office (Form, Substance and Execution)</b> By: <u>Chet G. Ari</u> Attorney, On: <u>7/17/15</u>			
<b>1.17 Approval by the Governor and Council</b> By: _____ On: / /			

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA; RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement

and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and 11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

## 12. TERMINATION.

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member or employee of the Grantee and no representative, officer of employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, worker's compensation or emoluments provided by the State to its employees.

15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

## 17. INSURANCE AND BOND.

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the

benefit of the State, the following insurance:

17.1.1 statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

  
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**Exhibit A**  
**Scope of Services**

The City of Laconia shall perform the following tasks as described in the detailed proposal titled *The Meredith, Paugus, and Saunders Bays Implementation Project Phase 1 – Weirs Beach Project*, submitted by the City of Laconia, dated November 14, 2014:

**Objective 1:** Project Management and Project Meetings

Measures of Success: Success will be indicated by project finances and work being tracked and deliverables submitted on time. Project meetings will be well-attended and held throughout the project duration as needed.

**Deliverable 1:** All required paperwork is submitted to DES on schedule, including summaries of meetings, and reports.

Task 1: Hold project kick off meeting to outline project, identify stakeholders and steering committee members, and assign tasks.

Task 2: Hold additional project meetings (up to three meetings) to continue to update project accomplishments and determine next steps.

Task 3: Conduct general management of project, including tracking match and project finances.

Task 4: Submit electronic semi-annual reports documenting all work performed during the project periods as follows:

- Work completed April 1 – September 30, report is due by October 31
- Work completed October 1 – March 30, report is due by April 30

The semi-annual reports must include a Pollutants Controlled Report when structural BMPs have been implemented during the reporting period.

Task 5: Submit a comprehensive final report in both electronic and hard-copy to DES on or before the project completion date. The final report shall include load reduction estimates, photo-documentation of installed system components, and comply with the DES and EPA requirements found in the final report guidance document on the DES Watershed Assistance Section webpage.

**Objective 2:** The City of Laconia has entered into a contract with a consulting firm for design, engineering, and permitting of Best Management Practices (BMPs) to be installed.

Measures of Success: The City of Laconia has entered into a contract with a consulting firm.

**Deliverable 2:** Executed contract between design engineering firm and City of Laconia.

Task 6: Develop and issue a Request for Qualifications (RFQ) for a consulting firm. All documents must be approved by DES prior to publication.

Task 7: Review qualification packages as submitted to the City of Laconia and conduct interviews.

Task 8: Select consulting firm, and then draft contract agreement between the firm and City of Laconia.

Task 9: Submit draft contract to DES for approval, and then execute the contract agreement.

**Objective 3:** Site Specific Project Plan (SSPP) Development for Modeling and WQ Monitoring.

Measures of Success: Success is indicated by the development and DES approval of an SSPP to guide monitoring and load reduction estimations.

**Deliverable 3:** Approved SSPP

Task 10: Develop a draft SSPP with guidance and review by DES.

Task 11: Make necessary revisions based on review from DES, and produce a final SSPP.

**Objective 4:** LID and Stormwater BMP Installation

Measures of Success: Success is indicated by the installation of two to four (depending upon engineering cost estimates) BMPs on city property designed to treat the maximum amount of stormwater runoff.

**Deliverable 4:** Draft and final design plans; photo documentation and summaries of installations; copies of pollutant reduction reports; copies of operation and maintenance plans.

Task 12: Identify possible BMP sites - Review existing designs relative to current stormwater infrastructure and consider other locations for installation.

Task 13: Select BMP locations - Work with the consultant to determine the most feasible locations for installation.

Task 14: Draft design plans - Draft designs of each BMP and submit them to DES for review and approval.

Task 15: Final design plans and permitting – Produce final design plans and any required state permit applications, and submit them to DES for review and approval.

Task 16: Install two to four (depending upon engineering cost estimates) BMPs on City property as per the approved design plans.

Task 17: Following an approved SSPP, calculate pollutant load reductions and submit results to DES on Pollutants Controlled Report (PCR) forms.

Task 18: Develop operation and maintenance plans for each BMP. Submit plans to DES for review.

**Objective 5:** Illicit Connection and Septic System Mapping

Measures of Success: Success will be indicated by completed smoke tests and/or other evaluation means and development of a septic/sewer system database.

**Deliverable 5:** Database of properties on septic and sewer systems.

Task 19: Using tax map and lot information, develop a database spreadsheet of all properties in the study area.-

Task 20: Using information from the DES One Stop website and City of Laconia property records, work with DES to identify properties on sewer or septic. - Include all septic approvals in the database.

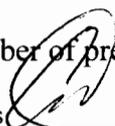
Task 21: Conduct a smoke test and/or other evaluation technique(s) of both sewer and storm lines on Lakeside Ave and Endicott Street North to identify any illicit connections and verify sewer connection.

Task 22: Conduct a door-to-door survey of properties missing information on their septic systems – Determine survey area based upon development of the property database developed under Task 19.

Task 23: Finalize septic/sewer system database by entering all information on septic/sewered properties into the database.

**Objective 6:** Targeted Public Outreach

Measures of Success: Success will be indicated through attendance at public events, number of press

  
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releases, and development of website.

**Deliverable 6:** Provide DES with a summary of all outreach events, copies of press releases, and a link to the website.

Task 24: Develop project website including project and water quality information and provide a link to the project website from the City of Laconia website.

Task 25: Develop a homeowner septic system education program including septic informational flyers and workshops – Determine selected neighborhoods based on results of smoke tests and/or other evaluation techniques.

Task 26: Develop a homeowner stormwater education program including stormwater BMP workshops and information flyers about stormwater runoff.

Task 27: Develop a municipal water quality education program including presentations at multiple municipal meetings and up to three press releases.

**Objective 7:** Expansion of current Conservation Commission Water Quality Monitoring Program To Include Several Weirs Subwatershed Sites To Facilitate Confirmation Monitoring

Measures of Success: Success will be indicated through complete collection of water quality data.

**Deliverable 7:** Provide DES with a summary of all water quality sampling data.

Task 28: Year One Confirmation monitoring - Water quality sampling at identified hotspots in the watershed.

Task 29: Year Two: Confirmation follow-up - Water quality sampling at identified hotspots in the watershed.

### **Additional Requirements of the Agreement**

#### **Quality Assurance**

All project activities which are to be guided by a Quality Assurance document such as a Quality Assurance Project Plan (QAPP) or Site Specific Project Plan (SSPP) must **not** begin prior to DES/EPA approval of that QA document. In the event that sampling, modeling, or other such activities precede QA document approval, the data will not be considered valid, and the grantee will forfeit the ability to receive payment for those activities.

#### **Outreach Materials**

All materials produced for public distribution shall be reviewed and approved by DES prior to distribution and shall include the DES logo and the following citation: “Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency”.

#### **Operations and Maintenance**

Management practices implemented as agreed upon in the scope of services of this grant agreement and with grant funds or matching funds under a Section 319 Watershed Grant, shall be properly operated and maintained for the intended purposes during the life span of the project. The life span of a project shall be determined by the Grantee, tailored to the types of practices expected to be funded in this project, and agreed upon by DES. The Grantee shall provide DES with an engineering estimate of the design life of the best management practice(s) (BMPs), or in the case of small-scale BMPs which do not have a design life estimation completed by an engineer, the design life of that practice shall be estimated to be ten years.

Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacement of the practice to its original condition if one or more components fail.

The Grantee shall assure that any sub-award of Section 319 funds similarly include the same condition in the sub-award. Additionally, both EPA and DES reserve the right to periodically inspect a practice during the life span of the project to ensure that operation and maintenance are occurring. If it is determined that the participants are not operating and maintaining these practices in an appropriate manner, DES may request a refund for that practice supported by the grant.

Grantee Initials   
Date 6-22-15

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

All services shall be performed to the satisfaction of DES before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of an associated invoice. In the event that the grantee has not completed a timely submittal of reports as specified in Exhibit A, all payments will be suspended until those reports are submitted, and approved by DES. Documentation of match costs (including the value of volunteer labor) shall be provided with each payment request. The final invoice shall include total match cost documentation of \$46,690.00. Payment shall be made in accordance with the following schedule based upon completion of specific tasks described in Exhibit A:

Upon completion and DES approval of Task 1	\$2,050
Upon completion and DES approval of Task 2	\$1,050
Upon completion and DES approval of Task 3	\$1,000
Upon completion and DES approval of Task 4	\$1,395
Upon completion and DES approval of Task 5	\$1,450
Upon completion and DES approval of Task 6 and 7	\$500
Upon completion and DES approval of Task 8 and 9	\$495
Upon completion and DES approval of Task 10	\$1,000
Upon completion and DES approval of Task 11	\$625
Upon completion and DES approval of Task 12	\$995
Upon completion and DES approval of Task 13	\$995
Upon completion and DES approval of Task 14	\$7,450
Upon completion and DES approval of Task 15	\$1,450
Upon completion and DES approval of Task 16	\$22,575
Upon completion and DES approval of Task 17	\$1,250
Upon completion and DES approval of Task 18	\$875
Upon completion and DES approval of Task 19	\$1,280
Upon completion and DES approval of Task 20	\$3,450
Upon completion and DES approval of Task 21	\$6,575
Upon completion and DES approval of Task 22	\$2,015
Upon completion and DES approval of Task 23	\$1,175
Upon completion and DES approval of Task 24	\$1,275
Upon completion and DES approval of Task 25	\$2,675
Upon completion and DES approval of Task 26	\$2,750
Upon completion and DES approval of Task 27	\$3,450
Upon completion and DES approval of Task 28	\$100
Upon completion and DES approval of Task 29	\$100
<b>Total</b>	<b>\$70,000</b>

Funding is provided through a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency.

Grantee Initials   
Date 6-22-15

## Exhibit C Special Provisions

Subparagraph 1.7 of the General Provisions shall not apply to this Agreement.

Federal Funds paid under this agreement are from a Grant Agreement to the State from the US Environmental Protection Agency, NPS Implementation Grant under CFDA # 66.460. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between this Department and the grantee. Additionally, the Grantee shall comply with the terms of the Federal Funding Accountability and Transparency Act (FFATA) by providing DES with their Data Universal Numbering System (DUNS) number.

In addition to the General Provisions of Paragraph 1 through 23, the following provisions as required by federal regulations apply to this Agreement:

I) **Nondiscrimination.** The Grantee shall comply with 40 CFR part 7 which prohibits discrimination under any program or activity receiving EPA assistance on the basis of race, color, national origin, or gender, and 40 CFR part 12 which prohibits discrimination based on handicap.

II) **Financial management.** The Grantee shall comply with 40 CFR 31.20 and the specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management outlined therein.

III) **Allowable costs.** All costs charged to this Agreement shall be eligible, necessary, and reasonable for performing the tasks outlined in the approved project scope of services. The costs, including match, shall be incurred during the period of performance of the project, and shall be allowable, meaning that the costs must conform to specific federal requirements detailed in 40 CFR part 31.22; and OMB Circular A-87.

IV) **Matching funds.** All matching funds contributed by the Grantee shall conform to the same laws, regulations, and grant conditions as the federal funds in the Agreement and referenced in 40 CFR 31.24 and OMB Circular A-87.

V) **Property Management.** The Grantee shall comply with the property management and procedures detailed in 40 CFR 31.32 and 40 CFR 31.33.

VI) **Debarment and Suspension.** The grantee shall comply with 40 CFR part 31.35. By signing and submitting the Agreement, the Grantee certifies that they have not been debarred or suspended by a government agency. The Grantee will not make any award or permit any award (subgrant or subcontract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

VII) **Procurement.** When purchasing goods or services with grant or match funds, the Grantee shall comply with procurement regulations as detailed in 40 CFR 31.36 which include procurement standards, competition, methods of procurement, contract cost and price, agency review, bonding requirements, and contract provisions.

a. Assignment of Subcontracts. The Contractor shall not assign, or otherwise transfer any interest in this contract without the prior written consent of the Contract Owner and the State.

b. Subcontracts. The Contractor shall:

i. Ensure that every subcontract includes provisions for compliance with Federal and State standards applicable to the contract;

ii. Ensure that every subcontract includes any clauses required by Federal statute and executive orders and their implementing regulations; and

iii. Ensure that subcontractors are aware of requirements imposed upon them by State and Federal statutes and regulations.

VIII) **Participation by Disadvantaged Business Enterprises.** The Grantee shall comply with the terms of 40 CFR Part 33 Subpart C, which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

IX) **New Restrictions on Lobbying: Interim Final Rule.** The Grantee shall comply with the terms of 40 CFR part 34 and OMB Circular A-87 which prohibit the use of federal grant funds to influence (or attempt to influence) a federal employee, and requires the submission of Standard Form LLL ("Disclosure of Lobbying Activities") if *nonfederal* funds have been used to influence (or attempt to influence) a federal employee.

X) **Drug-Free Workplace.** The Grantee shall comply with the terms of 40 CFR Part 36 which require that as a condition of the Agreement, certification that they maintain a drug-free workplace. By signing and submitting the Agreement, the Grantee certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the Agreement.

XI) **Bonding requirements.** For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (currently \$100,000), the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII) **Federal Funding Accountability and Transparency Act (FFATA).** The Grantee shall comply with the terms of the FFATA by providing DES with their Data Universal Numbering System (DUNS) number, and all applicable Executive Compensation Data information as required under the FFATA. The Grantee's DUNS number is 088582523.

**CERTIFICATE OF AUTHORITY**

I, Mary Reynolds, City Clerk for the City of Laconia, New Hampshire do hereby certify that:

- (1) The City Council voted to accept funds and enter into a contract with the New Hampshire Department of Environmental Services Watershed Assistance Grant for Weirs Beach Low Impact Design and Stormwater Best Management Practices;
- (2) The City Council further authorized the City Manager to execute any documents which may be necessary for this contract;
- (3) This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- (4) the following now occupies the office indicated above:

Scott Myers

IN WITNESS WHEREOF, I have hereunto set my hand as the City Clerk of Laconia, New Hampshire this 22<sup>nd</sup> day of June, 2015.

  
Mary Reynolds, City Clerk

STATE OF NEW HAMPSHIRE  
COUNTY OF Belknap

On this the 22<sup>nd</sup> day of June, 2015, before me Hilary Young, the undersigned officer, personally appeared Mary Reynolds, City Clerk, who acknowledged herself/himself to be the City Clerk for the City of Laconia, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

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

  
~~Justice of the Peace~~ Notary Public  
Commission Expiration Date:

(Seal)

**HILARY A. YOUNG  
NOTARY PUBLIC  
State of New Hampshire  
My Commission Expires  
October 29, 2019**



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i> City of Laconia 45 Beacon Street East Laconia, NH 03246	<i>Member Number:</i> 213	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2014	7/1/2015	Each Occurrence      \$ 5,000,000
	7/1/2015	7/1/2016	General Aggregate      \$ 5,000,000
			Fire Damage (Any one fire)
			Med Exp (Any one person)
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)  Aggregate
<input type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>			<input type="checkbox"/> Statutory
			Each Accident
			Disease -- Each Employee
			Disease -- Policy Limit
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)
<b>Description:</b> Proof of Primex Member coverage only.			

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> – NH Public Risk Management Exchange</b>  <b>By:</b> <i>Tammy Denver</i>  <b>Date:</b> 6/22/2015    tdenver@nhprimex.org  Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> <b>603-225-2841 phone</b> <b>603-228-3833 fax</b>
NH Department of Environmental Services 29 Hazen Drive P.O. Box 95 Concord, NH 03302-0095			



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

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<i>Participating Member:</i> City of Laconia 45 Beacon Street East Laconia, NH 03246	<i>Member Number:</i> 213	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not
<input type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence      \$ General Aggregate      \$ Fire Damage (Any one fire)      \$ Med Exp (Any one person)      \$
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> Statutory Each Accident      \$2,000,000 Disease – Each Employee      \$2,000,000 Disease – Policy Limit      \$
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> – NH Public Risk Management Exchange</b>
NH Department of Environmental Services 29 Hazen Drive P.O. Box 95 Concord, NH 03302-0095			<b>By:</b> <i>Tammy Denver</i>
			<b>Date:</b> 6/22/2015    tdenver@nhprimex.org  Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

**Attachment A  
Budget Estimate**

<b>Budget Item</b>	<b>s319 Grant Funding</b>	<b>Non-Federal Matching Funds</b>
Salaries & Wages	\$0.00	\$37,000.00
Travel and Training	\$1,900.00	\$0.00
Contractual	\$46,900.00	\$1,400.00
Misc. (postage, printing)	\$1,200.00	\$100.00
Construction	\$20,000.00	\$8,190.00
<b>Total Project Cost</b>	<b>\$70,000.00</b>	<b>\$46,690.00</b>

### Attachment B: 2015 Watershed Assistance and Restoration Grant Ranking

Organization	Project Name	Reviewer 'A'	Reviewer 'B'	Reviewer 'C'	Reviewer 'D'	Reviewer 'E'	Reviewer 'F'	Average Score	Rank
Town of Exeter	Exeter River Restoration Implementation of the Great Dam Removal Project	130	123	116	134	134	131	128.00	1
Town of Rye	Implementation of Parsons Creek Watershed Restoration Plan – Phase 2	127	130	119	129	120	88	118.83	2
Town of Wolfeboro	Rust Pond Watershed Restoration Plan Implementation Phase 2: Sites 1, 3, and 4 Stormwater BMPs	123	126	99	109	128	121	117.67	3
City of Laconia	Meredith Paugus and Saunders Bay Implementation Project - Phase 1: Wiers Beach	114	123	106	117	125	120	117.50	4
Baboosic Lake Association	Baboosic Lake Watershed Management Plan Implementation Phase 3: Stormwater Improvements at Site #14, Carter Road	121	126	108	117	96	123	115.17	5
UNH	Great Bay Nitrogen NPS Study Implementation Phase 1 Sagamore-Hampton Golf Club BMPs	113	125	110	123	85	110	111.00	6
UNH Stormwater Center	Great Bay Estuary Municipal Bioretention Education, Resource Development and Implementation Phase II	115	108	106	117	133	85	110.67	7
Green Mountain Conservation Group	Ossipee Lake Watershed Management Plan Phase 2: A Watershed Plan for the Ossipee Lake Shoreline and Lovell River Watersheds	112	113	116	103	105	100	108.17	8
Action Wakefield Watersheds Alliance	Province Lake Watershed Management Plan Implementation Phase 1: Addressing High Priority Actions and Building Local Capacity	119	122	119	121	115	107	117.17	9
Cobbetts Pond Improvement Association	Cobbetts Pond Restoration Plan Implementation III - Summer Street Area	102	123	118	112	117	117	114.83	10
New Hampshire Rivers Council	McQueen Brook Geomorphic and Watershed Restoration Plan Phase 4 Stream Crossing Removal and Replacement and Construction	111	112	112	121	n/a	117	114.60	11
City of Rochester	Stormwater Management and Assessment Opportunities for the Willow Brook Watershed Implementation - Stormwater Improvements for the Western/Adams Neighborhood	96	112	91	112	118	94	103.83	12
Southwest Regional Planning Commission	Lake Warren Watershed Management Plan Development and Implementation Phase 1	88	100	98	90	64	101	90.17	13
Messer Pond Protective Association	Messer Pond Watershed-based Implementation Plan	66	84	91	72	77	69	76.50	14
Town of Northumberland	Northumberland Cemetery Connecticut River Bank Stabilization	77	84	87	63	63	75	74.83	Not selected
Town of Hampton	Nilus Brook and Meadow Pond Restoration Project Phase II - Final Design and Permitting	87	67	80	46	82	54	69.33	Not selected
Enfield Conservation Commission	Crystal Lake Watershed Management Plan Development	24	38	30	51	19	52	35.67	Not selected
Laconia Conservation Commission	Black Brook Water Quality Improvements at Paugus Bay	35	35	48	32	10	38	33.00	Not selected
Geosyntec Consultants Et al	Watershed Integration for the Squamscott-Exeter (WISE) Implementation Phase I: Design, Feasibility and Outreach in the Watershed	112	107	114	109	121	101	110.67	Ineligible for funding under s319
UNH Stormwater Center	Great Bay Waterbody/Watershed Nitrogen NPS Study Implementation Phase 2 UNH BMPs to Reduce Nitrogen	121	112	104	113	131	103	114.00	Withdrawn by applicant

#### Review Team Members

Name	Qualifications
Steve Landry	16 years experience, Merrimack Watershed Coordinator, aquatic biologist, project management, Merrimack watershed expertise
Jeff Marcoux	11 years experience, Watershed Assistance Specialist, grant and contract expertise
Barbara McMillan	12 years Watershed Assistance Outreach Coordinator, outreach and education expertise
Sally Soule	13 years experience, Coastal Watershed Coordinator, project management, Coastal watershed expertise
Wendy Waskin	20+ years experience, Watershed Coordinator, budgeting, planning expertise
Eric Williams	23 years experience, Watershed Assistance Section Supervisor, environmental planner, general project management expertise, WAS section and 319 program supervisor.