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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF CULTURAL RESOURCES**  
 Division of Arts, Division of Historical Resources,  
 Division of Libraries, Film and Television Office  
 Office of Curatorial Services  
*American Canadian French Cultural Exchange Commission,*  
*Administratively Attached*  
**Van McLeod, Commissioner**



January 15, 2013

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

*100% Conservation Plate Fund*

**REQUESTED ACTION**

The Department of Cultural Resources, New Hampshire State Library, respectfully requests permission to award a Conservation Number Plate Grant to Town of Auburn (vendor #177355) in the amount of \$9,833.00 upon Governor & Council approval through June 30, 2013. Other funds are available in 01-34-340010-6999000-054-500527.

**EXPLANATION**

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

Grant funds will be used for the conservation, microfilming and scanning of the first four volumes of handwritten Auburn Town Tax records dated 1846-1895 that have been stored in a damp basement vault. Conservation activities include mold remediation, deacidification, water stain cleaning, rebinding and archival quality encapsulation of the original documents, microfilming and digital reformatting. Activities will enable the public to view the originals, researchers to have access to microfilm at the State Library and State Archives and provide digital access on the town's website.

Respectfully submitted,

*Kathleen Van Stanek*

*ferc* Van McLeod  
 Commissioner

Moose License Plate Conservation Grant Program FY 2012/2013

**Grantee:** Town of Auburn, New Hampshire

**Grant amount:** \$9,833.00

**Project activities:** Activities are described in the grantee's Conservation License Plate grant application and budget. The project consists of conservation, microfilming and scanning of the first four volumes of handwritten Auburn Town Tax records dated 1846-1895 that have been stored in a damp basement vault. Conservation activities include mold remediation, deacidification, water stain cleaning, rebinding and archival quality encapsulation of the original documents, microfilming and digital reformatting. Activities will enable the public to view the originals, researchers to have access to microfilm at the State Library and State Archives and provide digital access on the town's website.

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

**The Grants Review Committee consists of:**

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

Michael York, State Librarian, New Hampshire State Library

Russell Bastedo, New Hampshire State Curator (retired)

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

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

Alan Rumrill, Executive Director, Historical Society of Cheshire County

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

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



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



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

1. FUNDING PERIOD: State of New Hampshire Fiscal Year 2012/2013
2. OBLIGATION OF THE GRANTEE
  - 2.1.1. The Grantee agrees to accept **\$9,833.00** and apply it to the program entitled *Conservation of four volumes of tax and invoice records books 1846-1895* as described in the Grantee's Conservation License Plate Grant Program project application and budget. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
  - 2.1.2. The Grantee agrees to abide by the limitations, conditions and procedures outlined herein and perform grant activities as outlined in the project proposal and project budget. If appropriated funds for this grant program are reduced or terminated (including a reduction by the NH Conservation License Plate Advisory Committee), all payments under this grant may cease. That determination rests within the sole discretion of the Commissioner of Cultural Resources.
3. ACKNOWLEDGEMENT: Funding credit must appear in all programs, publicity, and promotional materials. The following wording is suggested:  
*"This preservation project has been made possible through funds received from the sale of the Moose New Hampshire Conservation License Plate and administered by the New Hampshire State Library, a division of the New Hampshire Department of Cultural Resources."*
4. PAYMENT: Payment will be made upon the approval by Governor and Executive Council of the executed Grant Agreement and supporting documentation in the amount of ninety percent (90%) and in the amount of ten percent (10%) upon receipt by the State Library of final narrative and financial reports.
5. FINAL REPORTS: The Grantee agrees to submit a final financial and narrative report on a form provided by the State Library by **December 31, 2013**. Failure to submit final reports will render the Grantee ineligible for future Conservation License Plate Grant funding within the NH Department of Cultural Resources.
6. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.
7. SIGNATURES:

**Grantee**

Organization: Town of Auburn  
 Address: PO Box 309 Auburn NH 03032  
William G. Herman Town Administrator  
 Printed name and title of Authorized Signatory  
[Signature] 12/31/12  
 Authorized Signature Date

**New Hampshire State Library**

Michael York 12/28/12  
 Michael C. York, State Librarian Date

**NOTARY**

State of New Hampshire, County of Rockingham  
 Subscribed before me this day 12/31/2012  
[Signature] 12-31-2012  
 Notary Signature Date

**Attorney General**

*Approved as to form, substance & execution*  
Rosemary Heath 1-22-13  
 Office of the Attorney General Date

**CERTIFICATE OF MUNICIPALITY**

Authorization to Enter into Contracts with the New Hampshire State Library

I, [printed name] Joanne T Linxweiler of [Municipality] Town of Auburn, do hereby certify to the following assertions:

- 1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire;
- 2. I maintain and have custody of, and am familiar with, the minute books of the Municipality;
- 3. I am duly authorized to issue certificates with respect to the contents of such books;

**RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Cultural Resources/New Hampshire State Library providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed,**  
[title of the official signing the grant agreement] Town Administrator,  
**and named [name of the official signing grant agreement] William G. Herman**,  
**on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with New Hampshire State Library, and that s/he is to take any and all such actions that may be deemed necessary, desirable of appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.**

**RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, this resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;**

4. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:

Municipality Administrator: William G. Herman

Municipality Clerk: Joanne T. Linxweiler

Municipality Treasurer: Linda Dross

5. The preceding is a true, accurate and complete excerpt facsimile of the resolution adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the state, upon the following date: [insert meeting date] November 5, 2012

Signed: (Signature of Town Clerk/Municipality Secretary) Joanne T. Linxweiler

STATE OF NEW HAMPSHIRE  
COUNTY OF Rockingham

On the 31<sup>st</sup> day of December, 2012 before the undersigned officer, personally appeared (name of person whose signature is being notarized) Joanne T. Linxweiler, or satisfactorily proven to be the person whose name appears above, and acknowledged s/he executed this document in the capacity indicated.

Kathleen A. Sylvia  
 Notary Public/Justice of the Peace  
 Printed Name: Kathleen A. Sylvia  
 My Commission Expires: August 8, 2017

**KATHLEEN A. SYL**  
**Notary Public - New H**  
**My Commission Expires /**



## 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.

<b>Participating Member:</b> Town Of Auburn PO Box 309 Auburn, NH 03032	<b>Member Number:</b> 111	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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X	Coverage Category	Effective Date (01/01/2012)	Expiration Date (01/01/2013)	Limit (Per Occurrence)	Limit (Aggregate)
<input checked="" type="checkbox"/>	<b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2012	7/1/2013	Each Occurrence	\$ 275,000
				General Aggregate	\$ 275,000
				Fire Damage (Any one fire)	\$
				Med Exp (Any one person)	\$
<input type="checkbox"/>	<b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	\$
				Aggregate	\$
<input type="checkbox"/>	<b>Workers' Compensation &amp; Employers' Liability</b>			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)	

**Description:** Grant. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

<b>CERTIFICATE HOLDER:</b>	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex <sup>3</sup> - NH Public Risk Management Exchange
					By: <i>Tammy Deaver</i>
NH State Library Attn: Janet Eklund, Administrator 20 Park St Concord, NH 03301					Date: 11/1/2012    tdenver@nhprimex.org
					Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



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<input type="checkbox"/> <b>General Liability (Occurrence Form)</b> <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>	1/1/2013	1/1/2014			<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)
<b>Description: Proof of Primex Member coverage only.</b>					

<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 State Library Attn: Janet Eklund, Administrator 20 Park St Concord, NH 03301			By: <i>Tammy Davenport</i> Date: 1/4/2013 tdenver@nhprimex.org Please direct inquiries to: Primex <sup>3</sup> Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax