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# New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500  
Headquarters: (603) 271-3421  
Web site: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964  
FAX (603) 271-1438  
E-mail: info@wildlife.nh.gov

Glenn Normandeau  
Executive Director

January 21, 2016

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

### REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department to enter into a sole-source contract in the amount of Fourteen Thousand dollars (\$14,000) with Sabourn and Tower Surveying and Septic Design PLLC (Vendor Code 270786), Woodstock, NH, to undertake research and initial reconnaissance to create a composite plan of the boundary of the Church Hill Wildlife Management Area in Ashland NH, effective upon Governor and Council approval through September 30, 2016. Funding is 75% Federal, 25% Other (Wildlife Habitat Funds).

Funding is available in the Wildlife Habitat Conservation account, as follows:

**03 75 75 751520-2155 Wildlife Program – Wildlife Habitat Conservation**

|                               |                                    |              |
|-------------------------------|------------------------------------|--------------|
|                               |                                    | <u>FY 16</u> |
| 020-07500-21550000-305-500845 | Habitat Acquisition and Management | \$14,000     |

### EXPLANATION

The Department is seeking authorization to enter into a sole-source contract with Sabourn and Tower Surveying LLC to undertake research and initial reconnaissance to create a composite plan of the boundary of the Church Hill WMA in Ashland. The work is required to locate actual boundaries lines on a property acquired by the State Department of Transportation in 1963.

Sole-source is being requested because the Contractor has done similar work for the abutter to the south of the Church Hill WMA and identified existing discrepancies in our southern boundary line making any further work on that portion of the property unnecessary.

Respectfully submitted,

  
Glenn Normandeau  
Executive Director

  
Kathy Ann LaBonte  
Chief, Business Division

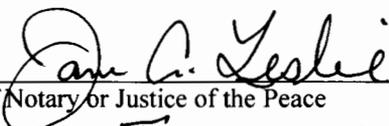
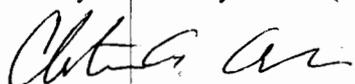
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

|   |   |   |                                  |
|---|---|---|----------------------------------|
| 1.1 State Agency Name<br>Fish and Game Department   |   | 1.2 State Agency Address<br>11 Hazen Drive, Concord, NH 03301   |                                  |
| 1.3 Contractor Name<br>Sabourn and Tower Surveying and Septic Design, PLLC  |   | 1.4 Contractor Address<br>1022 Daniel Webster Highway, North Woodstock, NH 03262  |                                  |
| 1.5 Contractor Phone Number<br>603 745-3424   | 1.6 Account Number<br>020-07500-21550000-305-500845 | 1.7 Completion Date<br>September 30, 2016   | 1.8 Price Limitation<br>\$14,000 |
| 1.9 Contracting Officer for State Agency<br>Glenn Normandeau, Executive Director  |   | 1.10 State Agency Telephone Number<br>271-3511  |                                  |
| 1.11 Contractor Signature<br>  |   | 1.12 Name and Title of Contractor Signatory<br>Stephen B. Tower, Manager  |                                  |
| 1.13 Acknowledgement: State of <del>New Hampshire</del> County of <b>GRAFTON</b><br>On <b>1/11/16</b> , 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. |   |   |                                  |
| 1.13.1 Signature of Notary Public or Justice of the Peace<br>[Seal]   |   | <b>JANE A. LESLIE, Notary Public</b><br>My Commission Expires June 5, 2018<br> |                                  |
| 1.13.2 Name and Title of Notary or Justice of the Peace<br><b>JANE A. LESLIE</b>  |   |   |                                  |
| 1.14 State Agency Signature<br> Date: <b>1/22/16</b>   |   | 1.15 Name and Title of State Agency Signatory<br>Glenn Normandeau, Executive Director   |                                  |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)<br>By: _____ Director, On: _____  |   |   |                                  |
| 1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)<br>By:  On: <b>2/1/16</b>  |   |   |                                  |
| 1.18 Approval by the Governor and Executive Council (if applicable)<br>By: _____ On: _____  |   |   |                                  |

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**  
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**  
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**  
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.  
5.4 Notwithstanding any provision 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 Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**  
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**  
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

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Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

- 8.2.1 give the Contractor 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 Contractor notice of termination;
- 8.2.2 give the Contractor 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 contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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 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 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

**13. INDEMNIFICATION.** The Contractor 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

Contractor Initials SBT  
Date 1/11/16

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

**17. 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 given in blocks 1.2 and 1.4, herein.

**18. 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 Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

**20. 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.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. 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.

## Scope of Services

### EXHIBIT A: Description of Work

Sabourn and Tower shall: Undertake research including analysis of deeds, plans and other data gathered relative to the boundary of the Church Hill WMA in Ashland. Also undertake initial reconnaissance work by hand compass, string box or hand-held GPS to create a composite plan to illustrate the approximate actual lines and area of the land deeded to the State of New Hampshire in 1963. A final report including the findings of the analysis and a composite plan of the Church Hill WMA boundaries will be submitted.

### EXHIBIT B – Method of Payment:

1. Upon the completion of analysis of deeds, plans and other data described above, the contractor shall submit an invoice not to exceed \$7,000.
2. Upon submittal and acceptance of the final report the contractor shall submit an invoice not to exceed a total project cost of \$14,000.
3. The following appropriation code shall be referenced on the invoices: 20-07500-21550000-305-500845
4. Invoices will be paid within 30 days of approval.

**Contract is in force upon approval by Governor and Executive Council with deadline of completion on or before September 30, 2016.**

### EXHIBIT C – Special Provisions

None

JANE A. LESLIE, Notary Public  
My Commission Expires June 5, 2018

Initial: SBT  
Date: 1/11/16

# 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 Sabourn & Tower Surveying and Septic Design, PLLC is a New Hampshire limited liability company formed on June 26, 2013. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 20<sup>th</sup> day of January, A.D. 2016

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

William M. Gardner  
Secretary of State

**SABOURN & TOWER**  
**SURVEYING AND SEPTIC DESIGN, PLLC**

1022 Daniel Webster Highway North Woodstock, NH 03262

Telephone: (603) 745-3424

Email: sabourn-tower@roadrunner.com

Web: www.sabourntower.com

**LLC Certification of Authority**

I, Stephen B. Tower (name) hereby certify that I am a (choose one: Member / Manager)  
of Sabourn & Tower Surveying and Septic Design PLLC (name of LLC), a limited liability company  
under RSA 304-C.

I certify that I am authorized to bind the LLC.

I further certify that it is understood that the State of New Hampshire will rely on this certificate  
as evidence that I currently occupy the position indicated and that I have full authority to bind  
the LLC.

Signed: Stephen B. Tower

Date: 1/11/2016

State of New Hampshire, County of Grafton

On this the 11<sup>th</sup> day of January 20 16 before me Jane A. Leslie,  
the undersigned officer, personally appeared Stephen Tower known to me (or  
satisfactorily proven) to be the person whose name is subscribed to the within instrument and  
acknowledged that he/she executed the same for the purposes therein contained. In witness  
whereof, I hereunto set my hand and official seal.

JANE A. LESLIE, Notary Public  
My Commission Expires June 5, 2018



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Spence & Mathews Ins Agency<br>PO Box 715 - 4 Sullivan Sq<br>Berwick, ME 03901<br>Kelly S Higgins                                     | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b><br><b>E-MAIL ADDRESS:</b>   | <b>FAX (A/C, No):</b> |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
|--|--|-----------------------|-------------------------------|--------|--|--------------|-----------------------------|--------------|-------------|--|-------------|--|-------------|--|-------------|
|  | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : <b>NGM Insurance Company</b></td> <td><b>14788</b></td> </tr> <tr> <td>INSURER B : <b>Allstate</b></td> <td><b>19232</b></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> |                       | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : <b>NGM Insurance Company</b> | <b>14788</b> | INSURER B : <b>Allstate</b> | <b>19232</b> | INSURER C : |  | INSURER D : |  | INSURER E : |  | INSURER F : |
| INSURER(S) AFFORDING COVERAGE  | NAIC #   |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| INSURER A : <b>NGM Insurance Company</b>   | <b>14788</b>   |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| INSURER B : <b>Allstate</b>  | <b>19232</b>   |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| INSURER C :  |  |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| INSURER D :  |  |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| INSURER E :  |  |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| INSURER F :  |  |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |
| <b>INSURED</b><br><b>Sabourn &amp; Tower Surveying and Septic Design, PLLC</b><br><b>1022 Daniel Webster Highway</b><br><b>North Woodstock, NH 03262</b> |  |                       |                               |        |  |              |                             |              |             |  |             |  |             |  |             |

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSR                           | SUBR WVD        | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|-------------------------------------|-----------------|---------------|-------------------------|-------------------------|---|
| A        | GENERAL LIABILITY  |                                     |                 | BPT9854M      | 03/17/2015              | 03/17/2016              | EACH OCCURRENCE \$ <b>1,000,000</b>                         |
|          | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY               |                                     |                 |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b> |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR |                                     |                 |               |                         |                         | MED EXP (Any one person) \$ <b>10,000</b>                   |
|          | <input checked="" type="checkbox"/> Business Owners                            |                                     |                 |               |                         |                         | PERSONAL & ADV INJURY \$ <b>1,000,000</b>                   |
|          |  |                                     |                 |               |                         |                         | GENERAL AGGREGATE \$ <b>2,000,000</b>                       |
|          |  |                                     |                 |               |                         |                         | PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>                  |
|          |  |                                     |                 |               |                         |                         | \$  |
| B        | AUTOMOBILE LIABILITY   |                                     |                 | 648679445     | 07/16/2015              | 07/16/2016              | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>     |
|          | <input type="checkbox"/> ANY AUTO  |                                     |                 |               |                         |                         | BODILY INJURY (Per person) \$                               |
|          | <input type="checkbox"/> ALL OWNED AUTOS                                       | <input checked="" type="checkbox"/> | SCHEDULED AUTOS |               |                         |                         | BODILY INJURY (Per accident) \$                             |
|          | <input type="checkbox"/> HIRED AUTOS   |                                     | NON-OWNED AUTOS |               |                         |                         | PROPERTY DAMAGE (PER ACCIDENT) \$                           |
|          |  |                                     |                 |               |                         |                         | \$  |
|          | UMBRELLA LIAB  |                                     |                 |               |                         |                         | EACH OCCURRENCE \$  |
|          | EXCESS LIAB  |                                     |                 |               |                         |                         | AGGREGATE \$  |
|          |  |                                     |                 |               |                         |                         | \$  |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                  |                                     |                 |               |                         |                         | WC STATUTORY LIMITS OTH-ER                                  |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    |                                     |                 | Y / N         |                         |                         | E.L. EACH ACCIDENT \$                                       |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                         |                                     |                 | N / A         |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                               |
|          |  |                                     |                 |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                              |

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

Surveying Serv

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>NH Fish and Game Department<br>Attn: Richard Cook, Land Agent<br>11 Hazen Drive<br>Concord, NH 03301 | <b>CANCELLATION</b><br><br>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<br>   |