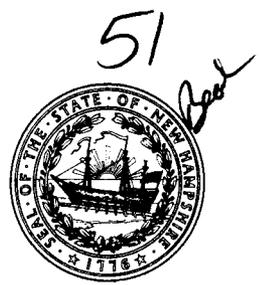




The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

July 6, 2016

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

REQUESTED ACTION

Authorize the Department of Environmental Services to award a **SOLE SOURCE** grant to the Town of Durham (VC #177383-B001), Durham, NH, in the amount of \$20,000 to conduct monitoring and design work for erosion control at the Wagon Hill Farm shoreline, effective upon Governor and Council approval through June 30, 2017. 100% Federal Funds.

Funding is available in the account as follows.

	<u>FY 2017</u>
03-44-44-442010-3642-072-500574	\$20,000
Dept. Environmental Services, Coastal Zone Management, Grants—Federal	

EXPLANATION

This grant award is **SOLE SOURCE** because the Town of Durham owns and manages the Wagon Hill Farm property where erosion control is needed. The New Hampshire Department of Environmental Services (NHDES) Coastal Program has identified enhancing shoreline management as a priority in its 309 Assessment and Strategy (5-year plan). One specific need recognized by the program is to implement pilot living shoreline (or green infrastructure) projects in appropriate locations. Coastal Program staff and other experts agree that Wagon Hill Farm site is ideal for a pilot living shoreline erosion control project to test this best practice methodology, monitor results, and identify lessons that can be applied to other parts of coastal New Hampshire. The Town is an enthusiastic partner in this effort.

The purpose of this grant agreement is to fund Phase I monitoring and design work for the erosion control project. The Town will collect data about the Wagon Hill Farm shoreline, including a review of existing data, tidal range and wave action, topography, erosion classification, sediment deposition, use characterization, light regimes, and wetland delineation. Data collection will take place through Fall 2016. The Town will also create a monitoring plan, functions and values assessment, and flora and fauna monitoring. The Town of Durham will use results from data collection and monitoring to design shoreline protection, including an alternative analysis, conceptual design, a technical memo, and preliminary construction cost estimate. The Town will hold at least four meetings with project partners, including the Coastal Program. The Town and project partners will hold one pre-permitting meeting with relevant state and federal agencies.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page 2 of 2

Total project costs are budgeted at \$40,000. NHDES will provide \$20,000 of the project costs through this federal grant. The Town will provide \$20,000 in matching funds. In the event that Federal Funds become no longer available, General Funds will not be requested to support the project. A budget breakdown is provided in Attachment A.

This grant award, while less than \$25,000 threshold, requires G&C approval as the Town has already received funds in excess of the threshold for this fiscal year. This agreement has been approved by the Office of the Attorney General as to form, execution and content.

We respectfully request your approval.



for Thomas S. Burack, Commissioner

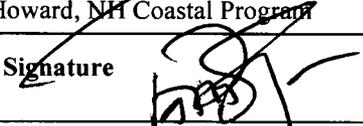
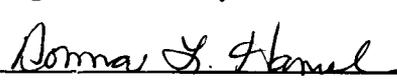
GRANT AGREEMENT

Subject: Wagon Hill Farm Erosion Control Living Shoreline Phase I: Monitoring & Design

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

GENERAL PROVISIONS

1. IDENTIFICATIONS AND DEFINITIONS

1.1 State Agency Name Department of Environmental Services		1.2 State Agency Address PO Box 95 Concord, NH 03302-0095	
1.3 Grantee Name Town of Durham		1.4 Grantee Address 8 Newmarket Road Durham, NH 03824	
1.5 Effective Date Upon G&C approval	1.6 Completion Date June 30, 2017	1.7 Audit Date N/A	1.8 Grant Limitation \$20,000
1.9 Grant Officer for State Agency Kirsten Howard, NH Coastal Program		1.10 State Agency Telephone Number 603-559-0020	
1.11 Grantee Signature 		1.12 Name & Title of Grantee Signor Todd Selig, Town Administrator	
1.13 Acknowledgment: State of New Hampshire, County of Rockingham On <u>06/06/2016</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.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal) 			
1.13.2 Name & Title of Notary Public or Justice of the Peace		DONNA L. HAMMEL, Notary Public Justice of the Peace My Commission Expires July 13, 2016	
1.14 State Agency Signature(s) 		1.15 Name/Title of State Agency Signor(s) Thomas S. Burack, Commissioner	
1.16 Approval by Attorney General's Office (Form, Substance and Execution) By:  Attorney, On: <u>7/21/2016</u>			
1.17 Approval by the Governor and Council 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 OR 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 or 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, workmen'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 admissions 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 workers' 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 18.1 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.

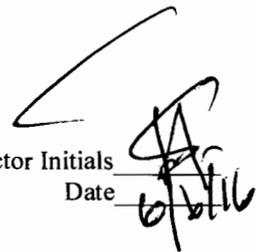
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Exhibit A Scope of Services

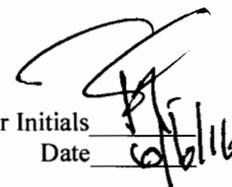
The purpose of this Scope of Service is for the Town of Durham to collect data to characterize the condition of the eroding tidal shoreline along the Oyster River at Wagon Hill Farm. This Scope of Service will also enable the Town of Durham to evaluate design alternatives and develop a conceptual design to restore the tidal shoreline at Wagon Hill Farm using living shoreline techniques. The Town of Durham shall perform the following tasks:

1.0 Data Collection

- 1.1 *Review Existing Data:* Collect and annotate existing data.
- 1.2 *Tidal Range and Wave Action Measurements:* Measure tidal heights, wave heights and wave climate using an array of pressure transducers.
- 1.3 *Topographical Survey:* Conduct topographical survey of shoreline elevation and slopes for the entire shoreline. These and tide range (see 1.2) data will support the wetland delineation (see 1.8). For future permitting needs, more detailed surveys of the shoreline sections targeted for restoration will be performed under future funding.
- 1.4 *Erosion Classification:* Install monitoring devices and measure erosion on a quarterly basis through fall 2016. Further measurements will be performed under future funding.
- 1.5 *Sediment Deposition:* Evaluate methodologies to measure sediment deposition, secure approvals for installation of sediment deposition measuring devices, install sediment deposition structures, and measure deposition on a periodic basis through fall 2016. Further measurements will be performed under future funding.
- 1.6 *Use Impact Characterization:* Characterize pedestrian and dog impacts to salt marsh peat.
- 1.7 *Light:* Characterize light regimes of shaded and unshaded shoreline marshes.
- 1.8 *Wetland Delineation:* Conduct wetland delineation of the tidal shoreline section targeted for restoration. The delineation should identify: Mean Low Water (MLW), Mean High Water (MHW), Mean Higher High Water (MHHW), and Highest Observable Tide Line (HOTL).

2.0 Monitoring

- 2.1 *Monitoring Plan:* Prepare a monitoring plan that describes critical parameters for measuring the effectiveness of a proposed living shoreline project.
- 2.2 *Functions and Values Assessment:* Prepare a functions and values assessment for the tidal shoreline section targeted for restoration. In addition to the potential restoration site, a reference site will be selected and assessed.
- 2.3 *Pre-Monitoring for Flora and Fauna:* Conduct monitoring to document pre-restoration activity at restoration and reference sites.


Date 6/2/16

3.0 Conceptual Design

- 3.1 *Alternative Analysis*: Evaluate living shoreline alternatives as a series of cross sections and materials for three potential restoration locations with the understanding that one site will be chosen as a pilot project for restoration.
- 3.2 *Conceptual Design*: Develop conceptual design plan for the tidal shoreline section targeted for restoration (pilot project). The conceptual design shall include provisions for minimizing the impact of freshwater runoff.
- 3.3 *Conceptual Design Basis Technical Memo*: Prepare a draft technical memo that describes the basic project site data, specified design criteria, relevant design guidelines, and other key information.
- 3.4 *Preliminary Construction Cost Estimate*: Develop an itemized construction cost in conjunction with design plans for the pilot project.

4.0 Meetings

- 4.1 *Partner Meetings*: The Town of Durham and project partners will hold at least four team meetings over the course of the project to discuss progress on the activities.
- 4.2 *Pre-Permitting Meeting*: The Town of Durham and project partners will hold one pre-permitting meeting

Funding Credit: All work products intended for public distribution, including websites, flyers, newsletters, signage etc., shall include the logos of the sponsoring agencies as follows: the National Oceanic Atmospheric Administration (NOAA), New Hampshire Coastal Program (NHCP), and New Hampshire Department of Environmental Services (NHDES). Additionally, all work products intended for public distribution shall include the following funding credit statement: "This project was funded, in part, by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program."

Progress Report: Prepare and submit one (1) electronic semi-annual Progress Reports to NHCP in .pdf format. The progress report shall summarize project activity during the period from the start of the project through December 31, 2016 and is due by December 31, 2016.

Final Report: Prepare and submit a Final Report to NHCP by June 30, 2017. An electronic copy of the Final Report shall be submitted in .pdf format. The final report shall describe all project activity and shall include a summary budget table of project costs by Federal budget category. The funding credit language quoted in "Funding Credit" above shall appear on the final report along with the logos of sponsoring agencies (NHDES, NHCP & NOAA).

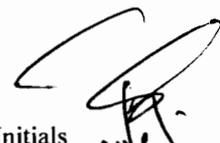
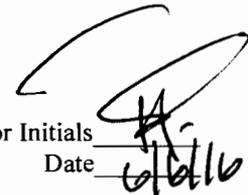

6/6/16

Exhibit B
Method of Payment and Contract Price

The State shall pay to the Grantee the total reimbursable program costs in accordance with the following requirements:

Reimbursement requests for program costs shall be made by the Grantee using a payment request form as supplied by State, which shall be completed and signed by the Grantee. The payment request form shall be accompanied by proper supporting documentation in the amount of each requested disbursement and required matching funds. Documentation of reimbursable and matching costs may include invoices for supplies, equipment, services, contractual services, and a report of personnel, travel and indirect costs. For projects that demonstrate progress solely through the submission of interim progress reports, payments shall be made upon receipt, review and approval of the interim progress report and accompanying payment request form. Pre-agreement costs may be reimbursed or counted as matching funds as long as those costs were incurred within the effective period of the federal grant and after State approval of the project. The Grantee must request prior written approval from the State to incur pre-agreement costs. Payments shall be made to the Grantee no more frequently than monthly.

The total reimbursement shall not exceed the grant award of \$20,000. Matching funds provided by the Grantee shall total at least \$20,000 of non-federal cash and in-kind services.

A large, stylized handwritten signature is written over the signature line. Below the signature, the date "6/2/16" is handwritten over the date line.

**Exhibit C
Special Provisions**

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

Subparagraph 17.1.2 of the General Provisions shall be adjusted for this Agreement to read:

“17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident;”

Federal Funds paid under this agreement are from a Grant Agreement to the State from the US Department of Commerce (DOC), National Oceanic and Atmospheric Administration under CFDA # 11.419. 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.

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 15 CFR part 8 which prohibits discrimination under any program or activity receiving DOC assistance on the basis of race, color, national origin, gender or handicap, and 15 CFR part 20 which prohibits discrimination based on age.

II) ***Financial management.*** The Grantee shall comply with 15 CFR part 24.20 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 15 CFR part 24.22; and OMB Circular A-87.

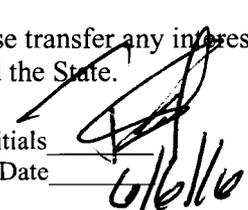
IV) ***Matching funds.*** All matching funds contributed by the Grantee shall conform to the same laws, regulations, and grant conditions as the federal funds in the Agreement and referenced in 15 CFR part 24.24 and OMB Circular A-87.

V) ***Property Management.*** The Grantee shall comply with the property management and procedures detailed in 15 CFR part 24.32 and 15 CFR part 24.33.

VI) ***Debarment and Suspension.*** The grantee shall comply with 15 CFR part 26. 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 15 CFR part 24.36 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 15 CFR part 24.36(e), which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

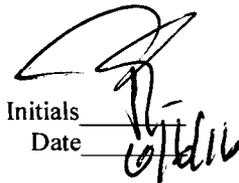
IX) **New Restrictions on Lobbying: Interim Final Rule.** The Grantee shall comply with the terms of 15 CFR part 28 and OMB Circular A-87 which prohibit the use of federal grant funds to influence (or attempt to influence) a federal employee, and requires the submission of Standard Form LLL ("Disclosure 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 15 CFR part 26 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 08-5579308.



CERTIFICATE OF AUTHORITY

I, Barbara Landgraf, Deputy Town Clerk of Durham, New Hampshire do hereby certify that:

- (1) at the Meeting held 23 May, 2016, the Council voted to authorize the Town to apply for, accept and expend money from state, federal, or other governmental unit or a private source which becomes available during the year in accordance with the procedures set forth in New Hampshire law;
- (2) at the regular meeting on 23 May, 2016, the Town Council voted to accept federal funds and enter into a contract with the New Hampshire Department of Environmental Services. The Town Council further authorized the Town Administrator to execute any documents which may be necessary to effectuate this contract;
- (3) The Town of Durham warrants that this authorization has not been revoked, annulled, or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and
- (4) the following person has been appointed to and now occupies the office indicated under item (2) above:

Todd Selig, Town Administrator

IN WITNESS WHEREOF, I have hereunto set my hand as the Town Clerk of Durham, New Hampshire this 6th day of June, 2016.

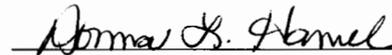

 Barbara Landgraf, Deputy Town Clerk

My Commission expires: 5/8/2019

State of New Hampshire
County of STRATHAM

On this the 6th day of June, 2016 before me Donna L Hamel, the undersigned officer, personally appeared Barbara Landgraf who acknowledged herself/himself to be the Deputy Town Clerk of Durham, New Hampshire, and that she/he as such Town Clerk, 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: 7/13/16

(Seal)

DONNA L. HAMEL, Notary Public
Justice of the Peace
My Commission Expires July 13, 2016



TOWN OF DURHAM
8 NEWMARKET ROAD
DURHAM, NH 03824
Tel: 603/868-5571
Fax: 603/868-1858

June 6, 2016

I certify that the information below is an excerpt of the Durham Town Council meeting minutes of May 23, 2016 relating to agenda item XA. **Unfinished Business: PUBLIC HEARING AND ACTION ON RESOLUTION #2016-07** authorizing the acceptance and expenditure of grant funds totaling \$20,000 from the New Hampshire Department of Environmental Services Coastal Program for shoreline restoration at Wagon Hill Farm.

ATTEST: Jennie Berry
Jennie Berry, Administrative Assistant

X. Unfinished Business

- A. **PUBLIC HEARING AND ACTION ON RESOLUTION #2016-07** authorizing the acceptance and expenditure of grant funds totaling \$20,000 from the New Hampshire Department of Environmental Services Coastal Program for shoreline restoration at Wagon Hill Farm?

Councilor Howland MOVED that the Durham Town Council does hereby OPEN the Public Hearing on Resolution #2016-07 authorizing the acceptance and expenditure of unanticipated grant funds totaling \$20,000 from the New Hampshire Coastal Program for mitigation of shoreline erosion at Wagon Hill Farm.

The motion was SECONDED by Councilor Bubar and PASSED 7-0.

There were no members of the public who spoke on this item.

Councilor Carroll MOVED that the Durham Town Council does hereby CLOSE the Public Hearing on Resolution #2016-07 authorizing the acceptance and expenditure of unanticipated grant funds totaling \$20,000 from the New Hampshire Coastal Program for mitigation of shoreline erosion at Wagon Hill Farm.

The motion was SECONDED by Councilor Bennett and PASSED 8-0.

Administrator Selig said that the grant requires offsetting contributions from the Town and he recommended using the Lois E. Brown trust fund. He said that funds had been appropriated and that using the Lois E. Brown trust fund would be an appropriate use for this project.

Mike Lynch provided a brief background on how this project was initiated.

Councilor Carroll asked for a brief background on the Lois E. Brown trust fund.

Administrator Selig informed the Council that Lois E. Brown was a resident of Durham and had lived at 4 Glassford Lane. When she passed away she left \$79,400.23 to the Town for the care and preservation of Wagon Hill Farm as a public space. He said the account has accrued interest over time and is now at \$112,000 (+/-). It is an Expendable Trust Fund which means that both the principal and interest can be expended.

Councilor Burton noted that this project will close down the shoreline for a year. He said it will essentially block the walking trail from where the dock is located now all along the shoreline. He felt it was important to let the recreation department, as well as residents, know this so they are not surprised when they go to use that area and discover it will not be open for about a year.

Mr. Lynch said the Town will have construction signage at the site as well as a message area with information about what is going on and what areas will be closed, etc. He said the intentions was to have several pilots of mitigation in those open space areas so they would be visible to the public instead of putting something around the corner on the Smith Creek or Davis Creek side. He noted that the area to be closed is approximately one-half mile of an eight-mile shoreline.

Administrator Selig said that at this time the Town does not actually have a formal plan outlining what work will be done at the site. He said the purpose of the grant is to do baseline monitoring and planning to create the plan. The plan it still yet to come.

Mr. Lynch said that another interesting aspect to the project is that sitting at the table with Town personnel are two additional people. One person is David Price, a wetlands investigator who will actually be writing and submitting the wetlands permit for this project. The other person is from NHDES who is the grant program manager that will review the eventual grant application and will be giving the Town advice as it moves through the grant process.

Councilor Carroll said that since the Town is not exactly certain what Phase I will entail, she asked if \$40,000 would be enough to cover Phase I of the project. Mr. Lynch replied that he thought it would be enough as discussions concerning cost centered around anywhere from \$30,000 to \$50,000. He felt they were within that ballpark figure and said that he was comfortable that the \$40,000 figure to accomplish Phase I will give the Town a lot of information a long way down the road.

Councilor Rotner MOVED that the Durham Town Council does hereby ADOPT (as presented) Resolution #2016-07 authorizing the acceptance and expenditure of unanticipated grant funds totaling \$20,000 from the New Hampshire Coastal Program for mitigation of shoreline erosion at Wagon Hill Farm and authorizes the Administrator to sign all associated documents.

The motion was SECONDED by Councilor Burton and PASSED 9-0.



TOWN OF DURHAM
8 NEWMARKET ROAD
DURHAM, NH 03824
Tel: 603/868-5571
Fax: 603/868-1858

RESOLUTION #2016-07 OF DURHAM, NEW HAMPSHIRE

AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF \$20,000 IN UNANTICIPATED REVENUE FROM THE STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES COASTAL PROGRAM FOR INITIAL ENGINEERING OF EROSION CONTROL MEASURES AT WAGON HILL FARM

WHEREAS, Wagon Hill Farm continues to experience some severe erosion along its shoreline; and

WHEREAS, In April 2016, NHDES Coastal Program received non-competitive funding from NOAA that will be dedicated to the first phase of the Wagon Hill Farm mitigation project; and

WHEREAS, on May 9, 2016, the Durham Town Council scheduled a Public Hearing for acceptance and expenditure of unanticipated grant funds totaling \$20,000 for shoreline restoration at Wagon Hill Farm; and

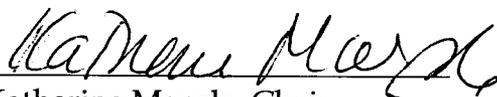
WHEREAS, Council approval is required for the acceptance and expenditure of these funds;

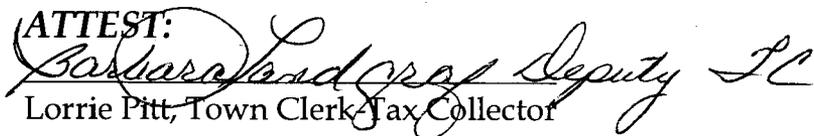
WHEREAS, RSA 31:95-b III(a) requires that a Public Hearing be held on unanticipated funds in excess of \$5,000; and

WHEREAS, on May 23, 2016 a duly posted Public Hearing was held by the Durham Town Council on the \$20,000 grant monies in accordance with RSA 31:95-b;

NOW, THEREFORE, BE IT RESOLVED, that the Durham Town Council, the governing body of the Town of Durham, New Hampshire does hereby adopt Resolution #2016-07 and does hereby authorize the acceptance and expenditure of \$20,000 from the State of New Hampshire Department of Environmental Services for the purpose of Shoreline Mitigation at Wagon Hill Farm and authorizes the Administrator to sign said all associated documents.

PASSED AND ADOPTED this 23rd day of May, 2016 by a majority vote of the Durham Town Council with Nine (9) voting in favor, Zero (0) voting against, and Zero (0) abstaining.


Katherine Marple, Chair
Durham Town Council

ATTEST:

Lorrie Pitt, Town Clerk-Tax Collector



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) 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, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ 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 Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ 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 Primex³. 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>	<i>Member Number:</i>	<i>Company Affording Coverage:</i>
Town of Durham 8 Newmarket Road Durham, NH 03824-2898	160	NH Public Risk Management Exchange - Primex ³ 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	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2015	7/1/2016	Each Occurrence	\$ 1,000,000
	7/1/2016	7/1/2017	General Aggregate	\$ 2,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input type="checkbox"/> Workers' Compensation & Employers' Liability			<input type="checkbox"/> Statutory	
			Each Accident	
			Disease -- Each Employee	
			Disease -- Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: With regards to Grant Agreement, 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. The Participating Member will advise of cancellation no less than 10 days prior.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ – NH Public Risk Management Exchange
Department of Environmental Services PO Box 95 Concord, NH 03301					By: <i>Tammy Denver</i>
					Date: 6/6/2016 tdenver@nhprimex.org
					Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



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<i>Participating Member:</i> Town of Durham 8 Newmarket Road Durham, NH 03824-2898	<i>Member Number:</i> 160	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ 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	
General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease -- Each Employee	\$2,000,000
			Disease -- Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
Department of Environmental Services PO Box 95 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 6/6/2016 tdenver@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

**Attachment A
Budget Estimate**

Item	Federal Funds	Matching Funds	Match Type*	Total
Personnel	0	1,189.88	K	1,189.88
Fringe	0	464.04	K	464.04
Equipment	0	300.00	C	300.00
Sub-Contractual	20,000.00	18,046.08	C	38,046.08
Totals	\$20,000.00	\$20,000.00		\$40,000.00

* Match Type: Indicate "C" if cash match; "K" if in-kind