



ROBERT L. QUINN
COMMISSIONER

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

March 23, 2022

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

REQUESTED ACTION

Authorize the Department of Safety, Division of Motor Vehicles to enter into a no-cost Memorandum of Agreement (MOA) renewal with the University of New Hampshire in Durham NH to provide a training range for the Motorcycle Rider Education Program. Effective upon Governor and Executive Council approval from May 28, 2022 through August 21, 2022.

EXPLANATION

This MOA will continue to provide a training range for individuals in the greater seacoast area that want to participate in a motorcycle rider education class on specific dates from May through August 2022. The MOA allows the DMV to layout/paint a course on the West Edge Parking lot pavement, install two 20-foot storage containers for the training vehicles and related supplies and install a portable office for the motorcycle rider education instructors. The MOA also provides for a classroom with necessary tables and chairs for the students and instructors.

Respectfully Submitted,

Robert L. Quinn
Commissioner of Safety

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is by and between The State of New Hampshire, University of New Hampshire, acting by and through its Chief Operating Officer and Vice President for Administration, its successors and assigns forever, (UNH), and State of New Hampshire, Department of Safety, Division of Motor Vehicles acting by and through its Commissioner, its successors and assigns forever, (DOS-DMV).

WHEREAS, UNH owns real property located in Durham, New Hampshire including a flat, level, paved parking area known as West Edge Parking Lot off of West Edge Drive; and

WHEREAS, the DOS-DMV Motorcycle Rider Education program conducts motorcycle rider training at various locations around the State of New Hampshire; and

WHEREAS, the DOS-DMV is in need of a large, level, paved area without obstructions in the Durham / Seacoast area; and

Now, THEREFORE, in consideration of the above promises and in further consideration of the agreements herein set forth by and between the parties hereto, it is mutually agreed as follows by and between the parties hereto:

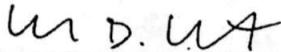
1. UNH shall make available a portion of the West Edge Parking Lot, for the DOS-DMV Motorcycle Rider Education Program, on Saturday and Sunday May 28, 2022 through August 21, 2022, from approximately 7:00A.M. until 5:00P.M. each day. During these occasions, however, UNH driver training may still need access to the existing equipment shed on the site.
2. UNH shall make available a room to be utilized as a classroom with tables and chairs that will accommodate twelve students and two instructors. The classroom shall be within walking distance of the training range.
3. Any vehicles or obstructions in the portion of West Edge Parking Lot used by the DOS-DMV for motorcycle rider training will be removed by UNH prior to the commencement of the training.
4. DOS-DMV will be allowed to paint colored course markings on the West Edge Parking Lot to layout the training course.
5. DOS-DMV will be allowed to place and store two storage containers, approximately twenty feet in length, to be used as storage for training vehicles and supplies.
6. DOS-DMV will be allowed to place a portable office container in an area approved by UNH, year round.
7. DOS-DMV shall remove all cones and related supplies from the parking area and store them properly at the end of each training session.
8. UNH will allow the DOS-DMV to install a comfort station near the storage year round for training and testing.
9. Subject to the provisions of RSA 263:34-b, IV, DOS-DMV will allocate slots per each training class for authorized UNH personnel and students as requested by UNH upon payment of all required fees.
10. DOS-DMV shall be responsible for bringing its own equipment and supplies required for training to West Edge Parking Lot and removing the equipment from the parking lot and storing it in the storage container.

11. DOS-DMV shall be responsible for the direct payment of the DOS-DMV personnel scheduled for each training session.
12. UNH shall maintain the portion of the West Edge Lot used for training, including any necessary repairs.
13. If UNH should require use of the parking lot on a training day, UNH shall provide the DOS-DMV with a minimum of sixty (60) calendar days notification if the West Edge Parking Lot is not available for DOS-DMV use due to a scheduled UNH event.
14. The DOS-DMV contact person is Lisa Lienhart or her designee, tel. # 227-4050, e-mail lisa.lienhart@dos.nh.gov.
15. The UNH contact person is Beverly Cray, Manager of Transportation or her designee as assigned by the President of UNH, tel. # 862-1689, beverly.cray@unh.edu.
16. Notwithstanding the foregoing, either party may terminate this MOA in advance of the termination date herein upon sixty (60) calendar days prior written notice to the other party.
17. There are no funds involved with this MOA.

This AGREEMENT, and all obligations of parties hereunder, shall become effective on May 28, 2022, and terminate August 21, 2022.

STATE OF NEW HAMPSHIRE
UNIVERSITY OF NEW HAMPSHIRE

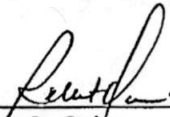
By:



Christopher Clement, Chief Operating
Officer and Vice President for
Administration

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF MOTOR VEHICLES

By:



Robert L. Quinn
Commissioner

Garlow, Arthur

From: Beverly Cray <Beverly.Cray@unh.edu>
Sent: Wednesday, November 17, 2021 10:17 AM
To: Garlow, Arthur
Subject: RE: NH DMV use of the parking lot

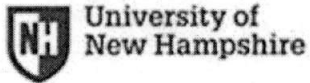
EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

I'm sorry for not getting back to you Arthur. I always think of it when I'm not at my computer!
You can have the lot from May 28, 2022 – August 21, 2022

Beverly

Beverly Cray
Manager
Transportation Services

Phone: 603-862-1689



From: Garlow, Arthur <Arthur.S.Garlow@DOS.NH.GOV>
Sent: Wednesday, November 17, 2021 9:10 AM
To: Beverly Cray <Beverly.Cray@unh.edu>
Subject: NH DMV use of the parking lot

CAUTION: This email originated from outside of the University System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Beverly,

I hope all is well with you. Hopefully we can use your parking lot during the 2022 motorcycle rider training season. If yes, could you please provide start and end dates and any dates that are not available.
Have a great Thanksgiving.
Thank you.

Arthur
NH-DMV

603-227-4144

Garlow, Arthur

From: Beverly Cray <Beverly.Cray@unh.edu>
Sent: Tuesday, February 22, 2022 5:16 PM
To: Garlow, Arthur
Subject: RE: MOA for Motorcycle Training

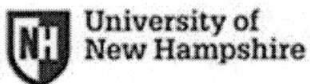
EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

David May has retired.
Chris Clement is still in his position.
William McNamara is my director.

Beverly

Beverly Cray
Manager
Transportation Services

Phone: 603-862-1689



From: Garlow, Arthur <Arthur.S.Garlow@DOS.NH.GOV>
Sent: Tuesday, February 22, 2022 8:51 AM
To: Beverly Cray <Beverly.Cray@unh.edu>
Subject: RE: MOA for Motorcycle Training

CAUTION: This email originated from outside of the University System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Beverly,

I still need the certificate of liability insurance listing the Department of Safety.

Also is the attached e-mail still in effect?

Thanks.

Arthur

From: Beverly Cray <Beverly.Cray@unh.edu>
Sent: Friday, February 18, 2022 3:19 PM
To: Garlow, Arthur <Arthur.S.Garlow@DOS.NH.GOV>
Subject: MOA for Motorcycle Training

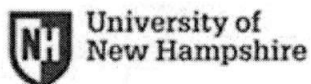
EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Resending this for you

Beverly

Beverly Cray
Manager
Transportation Services

Phone: 603-862-1689



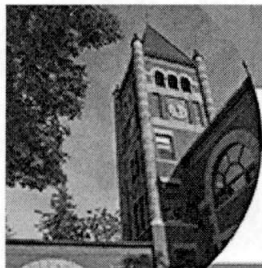
From: Beverly Cray
Sent: Friday, December 3, 2021 4:36 PM
To: Garlow, Arthur <Arthur.S.Garlow@DOS.NH.GOV>
Subject: MOA for Motorcycle Training

Hello Arthur,
Happy Friday!
Attached is the signed MOA for the motorcycle training.
I'm still working on getting a new certificate of insurance that lists the DOS only. I'll hopefully have that early next week.

Beverly

Beverly Cray
Manager
Transportation Services

Phone: 603-862-1689



NOW HIRING!

COMPETITIVE PAY
FLEXIBLE SCHEDULES
OPPORTUNITY FOR ADVANCEMENT
CLICK FOR MORE INFO AND TO APPLY TODAY!

Garlow, Arthur

From: Cray, Beverly <Beverly.Cray@unh.edu>
Sent: Friday, December 18, 2020 1:42 PM
To: Garlow, Arthur
Cc: May, David; Clement, Christopher
Subject: UNH Signature Permissions

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Hello Arthur,
The following individuals have signature permissions:

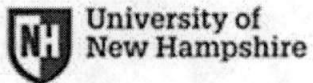
David J. May, Associate Vice President, Office of Business Affairs: allowable up to \$ 150,000

Christopher D. Clement, Vice President, Finance and Administration: allowable up to \$ 500,000

Beverly

Beverly Cray
Manager
UNH Transportation Services

Phone: 603-862-1689





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/1/2021

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

| | | | |
|--|--|--|--|
| PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851 | | CONTACT NAME: Josh Trowbridge PHONE (A/C, No, Ext): 800-225-1865 E-MAIL ADDRESS: jtrowbridge@fredchurch.com FAX (A/C, No): 978-454-1865 | |
| INSURED University System of New Hampshire 5 Chenell Drive, Suite 301 Concord NH 03301 | | INSURER(S) AFFORDING COVERAGE INSURER A: United Educators Insurance INSURER B: Acadia Insurance Company INSURER C: INSURER D: INSURER E: INSURER F: | |
| | | NAIC # 10020 31325 | |

COVERAGES**CERTIFICATE NUMBER:** 1389314337**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 INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | E0195B | 11/1/2021 | 11/1/2022 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPI/OP AGG \$ Included \$ |
| B | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | CAA5267641 | 11/1/2021 | 11/1/2022 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000 | | | E0195B | 11/1/2021 | 11/1/2022 | EACH OCCURRENCE \$ 30,000,000 AGGREGATE \$ 30,000,000 \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Professional Liability Educators Legal Liability | | | E0195B | 11/1/2021 | 11/1/2022 | Each Occurrence \$1,000,000 Aggregate \$3,000,000 Ea. Occ. / Aggregate \$30,000,000 |

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

Evidence of insurance University of New Hampshire at Durham, University of New Hampshire at Manchester, Keene State College, Plymouth State University, NHPB, New Hampshire Public Television (NHPTV), University of New Hampshire Foundation, Inc., UNH Alumni Association, Center for Public Responsibility, and Corporate Citizenship, Granite State College, New Hampshire Fiber Network, Inc. (NHFN, Inc.)

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|---|
| State of NH Department of Safety 33 Hazen Drive Concord NH 03305 US | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|--|---|

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