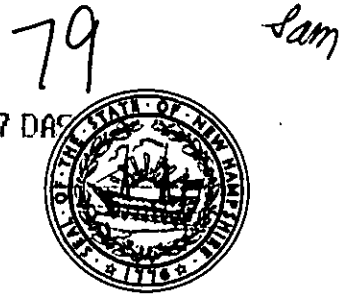




The State of New Hampshire  
**Department of Environmental Services**

MAY 20 '20 PM 1:37 DAS



**Robert R. Scott, Commissioner**

May 5, 2020

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Environmental Services (NHDES) to enter into a grant agreement with Great Bay Marine, Inc. (VC#154266 B001), Newington, NH in the amount of \$10,500 for operation and maintenance costs for the pumpout station, effective upon Governor and Council approval through April 30, 2025. 100% Federal Funds.

Funding is available in the account as follows with the authority to adjust encumbrances in each of the State Fiscal years through the Budget Office if needed and justified. Funding for fiscal years 2022-2024 is contingent upon continuing appropriations and availability of funds.

	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
03-44-44-442010-2061-072-500572	\$4,500	\$1,500	\$1,500	\$1,500	\$1,500

Dept. of Environmental Services, Clean Vessel Act, Grants – Federal

**EXPLANATION**

The NHDES receives grant funds from the U.S. Fish and Wildlife Service under the provisions of the Clean Vessel Act (CVA). These grants are used to implement an operation and maintenance (O&M) reimbursement program for boat sewage pumpouts. This reimbursement program helps to ensure New Hampshire's existing pumpout stations remain in proper working condition and protect the water quality of the state's lakes.

O&M funding availability is advertised on the NHDES website as well as during annual site visits. Interested applicants submit site and pumpout facility information to the CVA program for review and approval. Participation is limited to facilities willing to comply with the scope of services (Exhibit A of the Agreement), most notably the availability of the pumpout services to the public for five dollars or less per service. Funds are awarded on a first come, first served basis. Since the initial award was granted in 2006, participation has not exceeded available funds and typically involves eight marinas or fewer per season.

This request is to assist Great Bay Marine, Inc. in cost recovery for repair, operation and maintenance of the boat sewage pumpout facility. Costs that will be covered include pumpout facility related activities

His Excellency, Governor Christopher T. Sununu

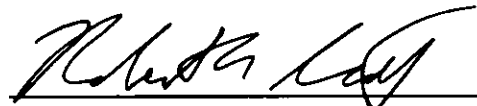
and the Honorable Council

Page 2 of 2

such as plumbing costs, septic system supplies, personnel time, minor repairs, pumpout supplies, sewage removal fees, and compensation for completing and submitting pumpout logs. This funding request will reimburse 75% of the cost of operation and maintenance. The marina will supply a minimum 25% contribution towards the total through cash or in-kind services.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program. This agreement was approved by the Office of the Attorney General as to form, content, and execution.

We respectfully request your approval of this item.

A handwritten signature in black ink, appearing to read "Robert R. Scott", written over a horizontal line.

Robert R. Scott, Commissioner


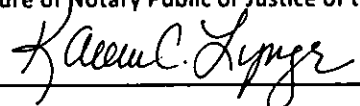
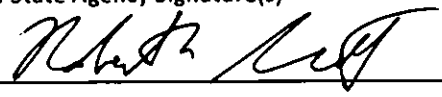

**GRANT AGREEMENT**

**Subject:** Operation and Maintenance Grant for Stationary Pumpout Facility

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

**GENERAL PROVISIONS**

**1. IDENTIFICATIONS AND DEFINITIONS**

1.1 State Agency Name NH Department of Environmental Services		1.2 State Agency Address 29 Hazen Drive, Concord, NH 03302-0095	
1.3 Grantee Name: GREAT BAY MARINE, INC.		1.4 Grantee Address 61 BEANE LANE NEWINGTON, NH, 03801	
1.5 Effective Date Upon G&C approval	1.6 Completion Date April 30, 2025	1.7 Audit Date N/A	1.8 Grant Limitation \$10,500
1.9 Grant Officer for State Agency Melanie Cofrin, Clean Vessel Act program coordinator		1.10 State Agency Telephone Number (603) 271-8803	
1.11 Grantee Signature 		1.12 Name & Title of Grantee Signor SEAN M. MUXMA GENERAL MGR	
1.13 Acknowledgment: State of <u>MAINE</u> ; County of <u>YORK</u>  On <u>3/26/20</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) 		KAREN C. LYNGE NOTARY PUBLIC MY COMM. EXPIRES MAY 14, 2024	
1.13.2 Name & Title of Notary Public or Justice of the Peace KAREN C. LYNGE NOTARY PUBLIC			
1.14 State Agency Signature(s) 		1.15 Name/Title of State Agency Signor(s) Robert R. Scott, Commissioner NHDES	
1.16 Approval by Attorney General's Office (Form, Substance and Execution) By:  Attorney, On: <u>5/12/2020</u>			
1.17 Approval by the Governor and Council By: _____ On: <u> / /</u>			

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

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

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

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

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

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

**PAYMENT.**

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

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

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

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

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

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

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

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

or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

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

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

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

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

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

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

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

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

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

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

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

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

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

11.1.2 failure to submit any report required hereunder; or

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

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

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

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice;

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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, worker's compensation or emoluments provided by the State to its employees.

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

**16. INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or

subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

**17. INSURANCE AND BOND.**

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

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

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

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

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

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

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

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

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

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

**EXHIBIT A  
SCOPE OF SERVICES**

This Agreement consists of the following documents: Exhibits A, B, and C and Attachment A, which are all incorporated herein by reference as if fully set forth herein.

**I. Definitions**

The following definitions apply to this document:

- A. Grantee: The owner of the Marina or the owner's duly-authorized representative.
- B. Boat sewage pumpout station (also called "pumpout station" or "pumpout facility"): A location with equipment designed and used for the sole purpose of removing greywater and sewage from boats, from either plumbed systems or portable toilets on such boats. The term includes fixed (stationary) and trailered (portable) units.
- C. Department: The New Hampshire Department of Environmental Services (NHDES), Clean Vessel Act (CVA) Program.
- D. Marina: The Grantee's facility that is the subject of this Agreement, where boats are stored, and/or serviced, and/or where boats otherwise congregate, and where a pumpout station is available.
- E. O&M Funds (also called O&M reimbursement): Money provided from the Department to the Grantee for the sole purpose of operation and maintenance (O&M) of a boat sewage pumpout station in accordance with this Agreement. This is the routine, annual maintenance and operation of the facility and is separate from funds provided to replace the pumpout facility.
- F. Operations Period: The boating season (approximately April 1<sup>st</sup> through November 30<sup>th</sup>).
- G. Useful Life: the minimum length of time a piece of equipment is expected to last.

**II. Initial Certification**

The Grantee hereby certifies that the following conditions are true as of the date of this application:

- A. The Marina has a boat sewage pumpout station that is in working order and in compliance with all applicable state and local permit and health requirements and all applicable state and local codes;
- B. The pumpout station is used for the collection of boat sewage only, and no bilge water or oily waste is or will be collected; and
- C. The pumpout station is located such that it is reasonably available to transient boats of sufficient size to be equipped with holding tanks.

**III. Operation of Pumpout Station**

- A. The Grantee will make the pumpout station at the Marina available to the general public during the Marina's regular business hours throughout the Operations Period in accordance with the terms of this Agreement. The Grantee will not discriminate against any person on

Initial AM  
Date 3/26/20

the basis of sex, age, handicap, race, color, creed, or national origin, in the use of the pumpout station.

- B. The Grantee will not charge a fee in excess of \$5.00 per pumpout service.
- C. The Grantee will ensure the public is reasonably able to make use of the pumpout station.
- D. The Grantee will display a sign, provided by Department, that is viewable by the public and indicates the facility is equipped to receive boat sewage.
- E. The Grantee is fully responsible for consequences resulting from improper operation of the pumpout.
- F. In order to receive O&M reimbursement the Grantee will keep pumpout usage logs throughout the Operations Period on forms provided by the Department. The Grantee will submit the logs to the Department with the request for O&M reimbursement at least annually. Usage logs will contain each pumpout service performed at the marina during the boating season and the fees, if any, that were collected.
- G. The Grantee will notify the Department if the pumpout station will be out of service for longer than 3 days, by emailing [CVA@des.nh.gov](mailto:CVA@des.nh.gov) or by calling (603) 271-8803 and leaving a message if the call is not answered in person. The Grantee will fix any operational problems on a schedule as agreed upon by the Department and will notify the Department when the pumpout station is back in service.
- H. The Grantee will notify the Department if the pumpout station requires unusual/unforeseen repairs that may cause the total eligible expenses to be more than the limit in a given year as designated in Attachment A, by emailing [CVA@des.nh.gov](mailto:CVA@des.nh.gov) or by calling (603) 271-8803 and leaving a message if the call is not answered in person.
- I. If unusually cold or severe weather places the pumpout station at risk of damage, the Grantee may delay the opening of the pumpout station until after April 1st or winterize the system prior to November 30<sup>th</sup>. No penalty shall be incurred by the Grantee for a delayed opening or early shut-down that is due to a reasonable cause.
- J. O&M Funds will not be provided to the Grantee if:
  - 1. The Marina's pumpout station is out of service for longer than 14 days, whether consecutively or not, unless the cause of closure is first discussed with and agreed upon by the Department.
  - 2. During the Operations Period, the Department receives three or more complaints from boaters regarding the availability of the Marina's pumpout station and the Grantee has not, in each instance, notified the Department first that a problem exists.
- K. If a marina encounters expenses above the annual grant price limit due to unforeseen and unusual maintenance problems, the Grantee may request an exception to the grant limit, and if the request is approved, may be awarded additional funding subject to availability and the approval effective date.

#### IV. Effective Date

- A. This Agreement shall be effective on the date it is approved by the commissioner of the New Hampshire Department of Environmental Services.
- B. The effective end date shall be April 30, 2025.

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Date 3/24/20

**EXHIBIT B  
GRANT AWARD**

**I. Specifications**

- A. The grant award is limited to \$10,500 and is contingent upon funds appropriated by the U.S. Fish and Wildlife Service under the Clean Vessel Act (CFDA # 15.616).
- B. If the Grantee complies with all terms of this Agreement, the Department agrees to pay 75 percent of the total replacement cost of the pumpout facility and O&M expenses for the pumpout facility minus income from pumpout fees. Maximum reimbursement for eligible costs shall be as follows:
  1. \$1,500 per year for O&M expenses; and
  2. at the discretion of the Department, additional funds may be reimbursed, over the course of the agreement, up to \$3,000, for unusual and unforeseen repairs to the pumpout facility. This funding is not to be used in lieu of planning for known repair expenses.
- C. Invoices submitted by the Grantee may include the following items:
  1. \$350 for keeping and submitting a pumpout logbook and, if applicable, record of pumpout fees.
  2. Time paid to marina staff operating, maintaining, or repairing the pumpout. Time paid to marina staff educating the public on pumpout/waste discharge related issues may also be included. The marina must submit the name of the employee, the date(s) the employee worked, the nature of the work performed, the wage per hour for the employee, and the total hours worked for each task. Marinas that use volunteer/unpaid staff are not eligible to claim this expense for reimbursement; however, volunteer time can be used as part of the 25% required match.
  3. Additional expenses (supported by documentation of payment such as copies of paid receipts and cancelled checks) including but not limited to:
    - Payments to licensed plumbers and/or electricians for pumpout related expenses;
    - Purchase of pumpout replacement parts/equipment;
    - Payments to licensed sewage haulers for the emptying of marina boat waste holding tanks;
    - Pumpout winterization; and
    - Municipal sewage connection fees. This expense applies only to the portion of a marina's sewage bill that pertains to the pumpout.

**II. Reimbursement Requests**

- A. Invoices for reimbursement may be submitted at any time and multiple invoices may be submitted if desired. All invoices should be submitted no later than January 31<sup>st</sup> of the year following the year during which the expenses were incurred. Any reimbursement submitted after January 31<sup>st</sup> will be considered at the discretion of the Department.
- B. The Department will consider reimbursement requests submitted between the effective start

Initial AW  
Date 3/26/10



date and the effective end date. Any reimbursement request submitted after this date range will be considered at the discretion of the Department.

- C. To request reimbursement, the Grantee must complete and submit a reimbursement request to the Department. The reimbursement request must include the following:
1. An O&M or repair invoice outlining expenses,
  2. Copies of paid receipts, cancelled checks, paid invoices and/or any additional documentation supporting eligible, paid expenses for the pumpout facility; and
  3. If applicable, the completed pumpout station usage logs that were supplied by the Department. The pumpout station usage logs are required for O&M reimbursement requests only.
- D. The Department will review the submittal and calculate/verify the reimbursement amount. The Department may, at its discretion, deny, reduce, or increase payment to the Grantee. Reimbursement may be denied or reduced if the request contains insufficient supporting information or erroneous data, if the expenses detailed are not reimbursable, if any item of required documentation is not included, or if the minimum 25 percent contribution is not met. The following provisions will apply to the reimbursement calculation:
1. If income from pumpout fees exceeds eligible expenses, the amount of the excess will be carried forward to the following year's O&M funding Agreement, if one is offered, and incorporated into reimbursement calculations for that year.
  2. If pumpout station annual O&M expense exceeds the maximum reimbursement of \$1,500, the deficit will be carried forward and incorporated into O&M reimbursement (if one is offered) calculations for that year.
  3. At the discretion of the Department, if the pumpout station incurs unusual or otherwise unforeseen expenses, those may be approved for payment in the current year up to a maximum of \$3,000 for the duration of the agreement.
  4. No excess as described in D.1. or deficit as described in D.2. will be carried forward more than one year.
  5. The availability of future O&M funds cannot be guaranteed.
- E. Invoices are subject to the approval of the Grant Officer before payment is processed. Invoices may be mailed to the billing address as listed below, scanned and sent to [CVA@des.nh.gov](mailto:CVA@des.nh.gov), or submitted using an online system that is permitted by the Department.

ATTN: Watershed, CVA Program  
NH Dept. of Environmental Services  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095

Initial AM  
Date 3/20/20

**EXHIBIT C  
SPECIAL PROVISIONS**

- A. Subparagraph 1.7 of the Form P-37, *General Provisions*, shall not apply to this Agreement.
- B. The stationary pumpout facility is not considered a high risk marina feature, therefore Paragraph 17.1.2 of the Form P-37, *General Provisions*, is deleted and replaced with the following language: "comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts of not less than \$1,000,000 for bodily injury or death any one incident, and \$100,000 for property damage in any one incident; and"
- C. Federal funds paid under this agreement are from a grant to the state from U.S. Fish and Wildlife Service, Sport Fish Restoration and Boating Trust Fund under the Clean Vessel Act (CFDA #15.616). All applicable requirements, regulations, provisions, terms and conditions of this federal grant agreement are hereby adopted in full force and effect to the relationship between this Department and the Grantee. Additionally, the Grantee shall comply with the terms of the Federal Funding Accountability and Transparency Act (FFATA) by providing the Department with their Data Universal Numbering System (DUNS) number.
- D. It shall be the full responsibility of the Grantee to determine if a permit is needed for any work done under the provisions of this Agreement. All necessary permits for work done related to this grant shall be obtained by the Grantee from the appropriate state and local government entities. This includes, but is not limited to, compliance with the New Hampshire Division of Historical Resources and New Hampshire Natural Heritage Bureau.
- E. The Department will determine at its sole discretion if documentation for payment or documentation related to any other stipulation in this Agreement is valid and complete. Any documentation determined by the Department to be invalid, incomplete, or for any other reason unusable will be rejected. Any payments or other actions to be performed by the Department that were contingent on the rejected documents will not be performed until such a time as proper documentation, as determined by the Department, are proffered.
- F. In the event of a failure on the part of the Grantee to comply with any provision of this Agreement, the Department may, at its sole discretion, without any liability to the Grantee, deny or reduce payment to the Grantee and/or immediately terminate this agreement.

*Am*

3/20/20

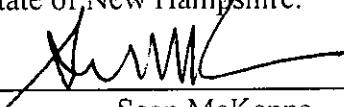


voice – 603.436.5299

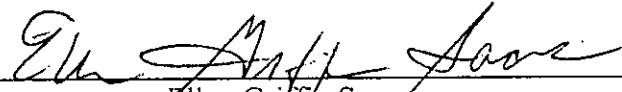
fax – 603.436.9834

### CERTIFICATE OF AUTHORITY

I, Ellen Griffin Saas, President of Great Bay Marine, Inc., do hereby certify that Sean McKenna is authorized to execute any document that may be necessary to enter into a contract with the State of New Hampshire.


  
\_\_\_\_\_  
Sean McKenna

IN WITNESS WHEREOF, I have hereunto set my hand as President of Great Bay Marine, Inc., this 26 day of MARCH 2020.

  
\_\_\_\_\_  
Ellen Griffin Saas

STATE OF MAINE  
County of York

On this the 26 day of MARCH 2020, before me Karen C. Lyngé the undersigned officer, personally appeared Ellen Griffin Saas who acknowledged herself to be President of Great Bay Marine, Inc. being authorized so to do, executed the foregoing instrument for the purpose therein contained. In witness whereof, I have set my hand and official seal.

  
\_\_\_\_\_  
Notary Public

**KAREN C. LYNGE**  
NOTARY PUBLIC  
MY COMM. EXPIRES MAY 14, 2024

Commission Expires: \_\_\_\_\_

# State of New Hampshire

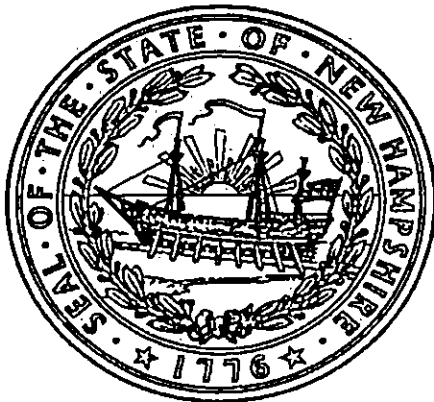
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GREAT BAY MARINE, INC. is a New Hampshire Profit Corporation registered to transact business in New Hampshire on November 14, 1957. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 14075

Certificate Number : 0004886119



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 26th day of March A.D. 2020.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/04/2020

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).

<b>PRODUCER</b> CROSS INSURANCE - LACONIA 155 Court Street  Laconia NH 03246		<b>CONTACT NAME:</b> Sarah Cullen, AINS, ACSR <b>PHONE (A/C, No, Ext):</b> (603) 524-2425 <b>FAX (A/C, No):</b> (603) 524-3666 <b>E-MAIL ADDRESS:</b> scullen@crossagency.com	
<b>INSURED</b> Great Bay Marine, Inc. 61 Beane Lane  Newington NH 03801		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Hanover Ins Co.	<b>NAIC #</b> 22292
		<b>INSURER B:</b> Citizens Ins Co of America	31534
		<b>INSURER C:</b> Hanover American Insurance Co.	36064
		<b>INSURER D:</b> Ace American Insurance Company	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** CL205421705                      **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 SUBR MSD	WYD	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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			IHV9929395	05/03/2020	05/03/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			AWV9922656	05/03/2020	05/03/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			IHV9929439	05/03/2020	05/03/2021	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WZV9922617	05/03/2020	05/03/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Pollution Liability			UST G27167846 008	05/03/2020	05/03/2021	Per Storage Tank \$1,000,000 Ded \$1,000

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

RE: Grant money for pump out expenses

### CERTIFICATE HOLDER

### CANCELLATION

New Hampshire Department of Environmental Services PO Box 95 29 Hazen Drive Concord NH 03301	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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Attachment A

Budget Estimate

Budget Item	CVA Grant Funding	Non-Federal Matching Funds	Total
State Fiscal Year 20 O&M Expenses	\$1,500	\$500	\$2,000
State Fiscal Year 21 O&M Expenses	\$1,500	\$500	\$2,000
State Fiscal Year 22 O&M Expenses	\$1,500	\$500	\$2,000
State Fiscal Year 23 O&M Expenses	\$1,500	\$500	\$2,000
State Fiscal Year 24 O&M Expenses	\$1,500	\$500	\$2,000
Unusual/Unforeseen Expenses	\$3,000	\$1,000	\$4,000
<b>TOTAL</b>	<b>\$10,500</b>	<b>\$3,500</b>	<b>\$14,000</b>

Initials AM  
Date 3/20/20