

5D *JBm*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

August 21, 2014

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

### Requested Action

Pursuant to RSA 21-P:43, the Department of Safety, Division of Homeland Security and Emergency Management (HSEM), requests authorization to amend the grant agreement (PO#1037641) with the Town of Swanzey (VC#177485-B003) to update the community's Local Emergency Operations Plan (LEOP) and develop a Continuity of Operations Plan (COOP). This amendment will extend the completion date only from September 30, 2014 to September 30, 2015. The grant was initially approved by the Governor and Executive Council on June 4, 2014, Item #98. Effective upon Governor and Council approval. Funding source: 100% Federal Funds.

### Explanation

This request for an extension is needed because the grant project was delayed due to key personnel being unavailable as they were dealing with recent severe weather events in the Swanzey area. Additionally, personnel from multiple departments were unavailable to meet due to summer vacation plans which has made it difficult to have effective attendance at meetings. It was agreed that a request for an extension to September 30, 2015 through Governor and Executive Council, if approved, would allow the Town sufficient time to complete their project. HSEM has reviewed this request with the Federal Emergency Management Agency (FEMA) and it was determined that the date extension will not affect Federal funding.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

Emergency Management Performance Grant (EMPG) Program – CFDA #97.042  
Grant Agreement Amendment  
**Extension of Performance Period**

**Town of Swanzey (Grantee)**

It is hereby agreed that the grant agreement (PO#1037641) approved by the Governor and Executive Council on June 4, 2014, Item #98, between the Town of Swanzey as “Grantee” and the Department of Safety, Division of Homeland Security & Emergency Management as “State” to update the community’s Local Emergency Operations Plan (LEOP) and develop a Continuity of Operations Plan (COOP) is amended as follows:

1. GENERAL PROVISIONS, Section 1.6, Completion Date;

Change the project completion date from September 30, 2014 to September 30, 2015.

2. EXHIBIT A, Scope of Services, Number 2;

Delete item two (2) in its entirety and replace with:

“The Grantee” agrees that the project grant period ends September 30, 2015 and that a final performance and expenditure report will be sent to “the State” by October 31, 2015.

3. All other provisions of the grant agreement, approved by the Governor and Executive Council on June 4, 2014 shall remain in full force and effect.

EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. IN WITNESS WHEREOF, the parties have hereunto set their hands:

**Town of Swanzey (Grantee)**

By (signature): Bruce R Bohannon

By (signature): \_\_\_\_\_

Print Name: Bruce R Bohannon

Print Name: \_\_\_\_\_

Title: EMD

Title: \_\_\_\_\_

By (signature): \_\_\_\_\_

By (signature): \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Grantee Initials BAB

Date 8/8/14

State of: New Hampshire

County of: Cheshire

Upon this date: August 8, 2014, before me, Lori M. Bellefete,  
*(print name of notary/justice of the peace)*

the undersigned officer, personally appeared *(print name(s) of individual(s) on 1<sup>st</sup> page)*

Bruce B. Bohannon, \_\_\_\_\_,

\_\_\_\_\_ known to me (or satisfactorily proven) to be the person(s) whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal:

Lori M. Bellefete  
Signature of Notary Public/Justice of the Peace

*(Seal)*

10-3-17  
Commission Expiration

Approval by State of New Hampshire, acting through its Department of Safety:

By (signature): [Signature]  
Elizabeth A. Bielecki, Director of Administration

Approval by State of New Hampshire Attorney General as to form, substance, and execution:

By: [Signature], Assistant Attorney General, on 8/28/2014.

Approval by State of New Hampshire Governor and Executive Council:

By: \_\_\_\_\_, on \_\_\_\_\_.

Grantee Initials BRB

Date 8/8/14

\* See pg. 3 of 9  
for Signature  
Authority.

Town of Swanzey, New Hampshire  
Board of Selectmen  
Meeting – April 8, 2014  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

Present were Selectmen W. William Hutwelker III, Deborah J. Davis and Kenneth P. Colby, Jr. The meeting was called to order by Chair Kenneth P. Colby, Jr. at 6:05 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Emergency Management Director Bruce Bohannon, Residents Jeff Goller and Bud Windsor, Director of Planning and Community Development Sara Carbonneau. Fire Chief Norm Skantze arrived at 6:39 p.m.

**MINUTES**

- Regular meeting of April 1, 2014 – **motion** was made by Davis to accept the regular meeting minutes of April 1, 2014. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**
- Non-Public meeting of April 1, 2014 – **motion** by Hutwelker to accept the non-public meeting minutes of April 1, 2014. The motion was seconded by Davis and all were in favor. **Motion passed.**

**OLD BUSINESS**

**Expenditure Authorization – Department of Public Works**

A discussion was held reviewing the situation. On February 11, 2014, prior to the recently adopted purchasing Policy, the Board authorized the repair to the sander mounted on Truck #4 caused by a rear-end accident during ice conditions. The cost of repair parts from Donovan Equipment came to \$3,420.70. As the Town received an insurance claim payment of \$2,940.70, the net cost was expected to be \$480. The Board voted "to authorize the expenditure of up to \$3,450 from the Highway Department Vehicle Repair budget line (#01-4312-1-660) for parts for repair of Highway Department Truck #4 from Donovan Equipment, and to apply insurance payments related to damage to the vehicle to this budget line".

The original estimate of parts was \$3,420.70, but came in at \$3,328.40. However a freight cost of \$190 was not accounted for at the time of the estimate, so the Board was asked to authorize an additional \$68.40 at this time.

Davis **moved** amend the expenditure for repair parts for Highway Department Truck #4, previously approved on February 11, 2014, to \$3,520. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**

**Payment arrangement – Bonita Champney, [REDACTED] (Map 70, Lot(s) 21)**

The Board was asked to consider a payment plan of \$400 per month for this property owner for delinquent taxes, interest and/or sewer fees (2013 tax deed amount is approximately \$2,800).

## **PUBLIC HEARINGS**

**Pursuant to RSA 31:95-b, the acceptance and expenditure of unanticipated grant funds in the amount of \$5,693 from the NH Department of Safety, Division of Homeland Security and Emergency Management for the purposes of updating the Town of Swanzey Local Emergency Operations Plan.**

The Chair opened the public hearing at 6:44 p.m. and asked for testimony. There was no testimony or comments.

The Chair closed the public hearing at 6:45 p.m.



Hutwelker **moved** to 1) accept and expend grant funds of \$5,693 from the NH Department of Safety, Division of Homeland Security and Emergency Management for the purposes of updating the Town of Swanzey Local Emergency Operations Plan, 2) execute the required grant agreement, and 3) authorize the Town's Emergency Management Director to execute any subsequent documents necessary to secure the grant. The motion was seconded by Davis. All were in favor and the ***motion passed.***

## **General discussion of Planning & Community Development matters**

Director of Planning and Community Development Sara Carbonneau provided a list of items she wished to discuss with the Board.

Carbonneau first spoke about the new Code Enforcement Officer who has started work under her management. His hours were discussed. The economic impact regarding closure of Vermont Yankee was discussed.

Carbonneau asked for approval to apply for a Community Facilities Grant for up to \$26,000 from Rural Development for assistance in the renovation of Whitcomb Hall. A discussion was held regarding Federal standards for historic buildings and whether or not there might be restrictions to the renovation of Whitcomb Hall if the grant were received. Carbonneau said she would like to review the grant details and determine whether or not the grant is too restrictive, but that needs to be done rather quickly since the deadline for application for the grant is May 2, 2014.

**Motion** was made by Hutwelker to approve Carbonneau to investigate the details for the Community Facilities Grant from Rural Development and report to the Board via a memorandum for final approval from the Board. The motion was seconded by Davis, and all were in favor. ***Motion passed.***

Miscellaneous personnel issues were discussed. Carbonneau said some people at Town Hall are working very hard and others are not that busy. She suggested that duties might be re-examined and possibly re-assigned.

Carbonneau then commented on the Personnel Policy in regard to her work hours. Carbonneau asked for the Personnel Policy to be re-visited and modified. She said that she was hired to work at 37.5 hours per week (although she usually works more than 40 hours per week). She was made a Department Head in December of 2013 and all Department Heads work 40 hours per week according to the Personnel

## CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Member Agreement(s) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend or alter the coverage afforded by the Member Agreement(s); except to the extent provided in the additional covered party box or loss payee box below, if checked.

THIS IS TO CERTIFY THAT THE MEMBER NAMED BELOW IS A PARTICIPATING MEMBER OF EITHER OR BOTH OF THE COMPANIES AND THAT A MEMBER AGREEMENT(S) HAS BEEN ISSUED TO THE MEMBER FOR THE AGREEMENT TERM(S) 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 COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<b>Participating Member:</b> All Members List Attached		<b>Companies Affording Coverage (the "Companies"):</b> Property-Liability Trust, Inc. PO Box 2008, Concord, NH 03302-2008		
<b>Coverage (Occurrence basis only):</b>	<b>Effective Date (mm/dd/yy):</b>	<b>Expiration Date (mm/dd/yy):</b>	<b>Limits (subject to applicable NH statutory limits):</b>	
<input checked="" type="checkbox"/> General Liability (Member Agreement Section III.A)	7/1/2014	6/30/2015	Each Occurrence	\$5,000,000
			General Aggregate	\$
			Personal & Adv Injury	\$
			Med Exp (any one person)	\$
			Products-Comp/Op Agg	\$
<input checked="" type="checkbox"/> Automobile Liability (Member Agreement Section III.A)	7/1/2014	6/30/2015	Each Occurrence	\$5,000,000
<input type="checkbox"/> Any Auto			\$	
<input type="checkbox"/> All Owned Autos			\$	
<input type="checkbox"/> Scheduled Autos			\$	
<input type="checkbox"/> Bodily Injury (per person)			\$	
<input type="checkbox"/> Hired Autos			<input type="checkbox"/> Bodily Injury (per accident)	\$
<input type="checkbox"/> Non-Owned Autos			<input type="checkbox"/> Property Damage (per accident)	\$
<input type="checkbox"/> Other _____				
<input type="checkbox"/> Excess Liability			Each Occurrence	\$ N/A
			Aggregate	\$ N/A
<input checked="" type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000	7/1/2014	6/30/2015		\$Per scheduled limits and Member Agreement
<input type="checkbox"/> Workers Compensation (Coverage A) Employers' Liability (Coverage B)			<input type="checkbox"/> Statutory / Cov. A	
			Each Accident / Cov. B	\$ 2,000,000
			Disease - Each Employee	\$ 2,000,000
			Disease - Policy Limit	\$ 2,000,000
<b>Description:</b> Proof of Coverage.				

**CANCELLATION:** If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

	<input type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee, as his, her or its interests appear
<p><i>Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the "Member," and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees or agents. Available limits of coverage are shared between the "Member" and the Additional Covered Party.*</i></p>		
<b>Certificate Holder:</b> State of New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03301	<b>Companies</b> By: <u>Debra A. Lewis</u> Authorized Representative Date Issued: <u>7/1/2014</u>	<b>Please direct inquiries to:</b> Debra A. Lewis 603.226-1322 x3332

\*Terms in quotes are defined in the Member Agreement.



Member Sort Name	Member Original Join Date	EndDate
Town of Marlborough	9/1/1986	6/30/2015
Town of Mason	7/1/1987	6/30/2015
Town of Middleton	11/27/2002	6/30/2015
Town of Milan	7/1/2002	6/30/2015
Town of Mont Vernon	7/1/1986	6/30/2015
Town of Nelson	12/28/1987	6/30/2015
Town of New Boston	9/1/1986	6/30/2015
Town of New Castle	12/28/1987	6/30/2015
Town of New Ipswich	9/1/1986	6/30/2015
Town of New London	12/27/1986	6/30/2015
Town of Newbury	3/27/1987	6/30/2015
Town of Newington	1/1/1989	6/30/2015
Town of Newton	12/27/1986	6/30/2015
Town of Nottingham	12/27/1986	6/30/2015
Town of Orange	11/1/1986	6/30/2015
Town of Ossipee	12/27/1986	6/30/2015
Town of Pelham	12/28/1987	6/30/2015
Town of Piermont	7/1/1991	6/30/2015
Town of Pittsburg	7/1/1987	6/30/2015
Town of Pittsfield	1/1/2002	6/30/2015
Town of Plaistow	4/1/1995	6/30/2015
Town of Plymouth	7/1/1986	6/30/2015
Town of Randolph	7/1/1988	6/30/2015
Town of Richmond	1/1/2000	6/30/2015
Town of Rollinsford	3/27/1987	6/30/2015
Town of Salisbury	12/27/1986	6/30/2015
Town of Sandown	12/27/1986	6/30/2015
Town of Seabrook	7/1/1986	6/30/2015
Town of Shelburne	12/27/1986	6/30/2015
Town of South Hampton	7/1/1988	6/30/2015
Town of Springfield	7/1/1995	6/30/2015
Town of Stark	12/28/1987	6/30/2015
Town of Stewartstown	6/15/1996	6/30/2015
Town of Strafford	9/1/1986	6/30/2015
Town of Stratford	7/3/2002	6/30/2015
Town of Sugar Hill	11/1/1986	6/30/2015
Town of Sullivan	12/27/1986	6/30/2015
Town of Sunapee	7/1/1986	6/30/2015
Town of Sutton	12/28/1987	6/30/2015
Town of Swanzey	7/1/1993	6/30/2015
Town of Tamworth	7/1/1993	6/30/2015
Town of Temple	7/1/1992	6/30/2015
Town of Thornton	7/1/1987	6/30/2015



## CERTIFICATE OF COVERAGE

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<b>Participating Member:</b> Member Number:	<b>Workers Compensation</b> (List Attached)	<b>Companies Affording Coverage (the "Companies"):</b>  Property-Liability Trust, Inc. PO Box 2008, Concord, NH 03302-2008		
<b>Coverage (Occurrence basis only):</b>	<b>Effective Date</b> (mm/dd/yy)	<b>Expiration Date</b> (mm/dd/yy)	<b>Limits</b> (subject to applicable NH statutory limits)	
<input type="checkbox"/> <b>General Liability</b> (Member Agreement Section III.A)			Each Occurrence	\$5,000,000
			General Aggregate	\$
			Personal & Adv Injury	\$
			Med Exp (any one person)	\$
			Products - Comp/Op Agg	\$
<input type="checkbox"/> <b>Automobile Liability</b> (Member Agreement Section III.A) <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Other _____			Each Occurrence	\$5,000,000
			Bodily Injury (per person)	\$
			Bodily Injury (per accident)	\$
			Property Damage (per accident)	\$
<input type="checkbox"/> <b>Excess Liability</b>			Each Occurrence	\$ N/A
			Aggregate	\$ N/A
<input type="checkbox"/> <b>Property (All Risk including Theft)</b> (Member Agreement Section I) Deductible: \$1,000				\$Per scheduled limits and Member Agreement
<input checked="" type="checkbox"/> <b>Workers Compensation (Coverage A)</b> Employers' Liability (Coverage B)	7/1/2014	6/30/2015	<input type="checkbox"/> Statutory / Gov. A	
			Each Accident / Gov. B:	\$ 2,000,000
			Disease - Each Employee	\$ 2,000,000
			Disease - Policy Limit	\$ 2,000,000
<b>Description: Proof of Coverage</b>				

**CANCELLATION:** If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

	<input type="checkbox"/> <b>Additional Covered Party</b>	<input type="checkbox"/> <b>Loss Payee, as his, her or its interests appear</b>
<i>Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the "Member," and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees or agents. Available limits of coverage are shared between the "Member" and the Additional Covered Party.</i>		
<b>Certificate Holder:</b>  State of New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03301	<b>Companies</b>  By: <u>Robin A. Lewis</u> Authorized Representative Date Issued: <u>7/1/2014</u>	<b>Please direct inquiries to:</b>  Debra A. Lewis 603.226-1322 x3332

\*Terms in quotes are defined in the Member Agreement.





Workers Compensation Members  
as of July 2, 2014

Town of Richmond	01-Jan-00	30-Jun-15
Town of Rollinsford	01-Jan-05	30-Jun-15
Town of Springfield	01-Jan-05	30-Jun-15
Town of Stark	03-Feb-00	30-Jun-15
Town of Stewartstown	01-Jan-07	30-Jun-15
Town of Sugar Hill	01-Jan-05	30-Jun-15
Town of Sutton	01-Jan-05	30-Jun-15
→ Town of Swanzey	01-Jan-00	30-Jun-15
Town of Tilton	01-Jan-02	30-Jun-15
Town of Troy	01-Jan-06	30-Jun-15
Town of Walpole	01-Jan-06	30-Jun-15
Town of Warner	01-Jan-06	30-Jun-15
Town of Webster	01-Jan-09	30-Jun-15
Town of Wentworth	01-Jul-01	30-Jun-15
Town of Winchester	01-Jan-09	30-Jun-15
Troy Water & Sewer	01-Jan-12	30-Jun-15
Village District of Eastman	01-Jan-02	30-Jun-15
Wakefield School District	01-Jul-12	30-Jun-15
Washington School District	01-Jul-07	30-Jun-15
Waterville Estates Village District	01-Jul-06	30-Jun-15
West Ossipee Fire Precinct	01-May-05	30-Jun-15
Westmoreland School District	01-Jul-06	30-Jun-15
Windsor School District	01-Jul-07	30-Jun-15

(1) HSEM-EMPG-03-2014-13



# State of New Hampshire

**ORIGINAL**

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

RQ# 146596

JOHN J. BARTHELME  
COMMISSIONER

May 1, 2014

GC# 98

06-04-2014

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

### Requested Action

Pursuant to RSA 21-P:43, the Department of Safety, Division of Homeland Security and Emergency Management requests authorization to enter into a grant agreement with the Town of Swanzey (VC#177485-B003) to update the community's Local Emergency Operations Plan (LEOP) and develop a Continuity of Operations Plan (COOP) for a total amount of \$5,693.00. Effective upon Governor and Council approval through September 30, 2014. Funding source: 100% Federal Funds.

Funding is available in the SFY 2014 operating budget as follows:

02-23-23-236010-80920000	Dept. of Safety	Homeland Sec-Emer Mgmt	100% EMPG Local Match
072-500574	Grants to Local Gov't - Federal		
Activity Code: 23EM138092			\$5,693.00

### Explanation

The Town of Swanzey will update the community's Local Emergency Operations Plan (LEOP) to include the development of a Continuity of Operations Plan (COOP). The grant listed above is funded from the FFY'13 Emergency Management Performance Grant (EMPG), which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds are to be used to measurably improve all-hazard planning and preparedness capabilities/activities, to include mitigation, preparedness, response, and recovery initiatives at the state and local level. Grant guidance and applications are sent out to all Emergency Management Directors and other qualified organizations in the State. Grantees submit applications to this office, which are reviewed and approved by the HSEM Planning Chief, Assistant Planning Chief and Field Representatives. The criteria for approval are based on grant eligibility in accordance with FFY'13 grant guidance and the documented needs of the local jurisdictions; a copy of this guidance is attached.

The Emergency Management Performance Grants are 50% federally funded by FEMA with a 50% match requirement supplied by the grantee. The grantee acknowledges their match obligation as part of Exhibit A to their grant agreement.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

Respectfully submitted,


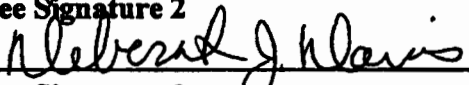
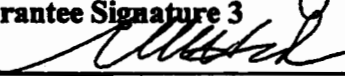

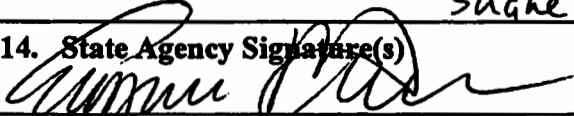
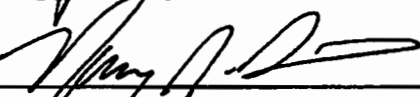
John J. Barthelme  
Commissioner of Safety

# GRANT AGREEMENT

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

## GENERAL PROVISIONS

### 1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Safety, Homeland Security and Emergency Management		<b>1.2. State Agency Address</b> 33 Hazen Drive Concord, NH 03305	
<b>1.3. Grantee Name</b> Town of Swanzezy (VC# 177485-B003)		<b>1.4. Grantee Address</b> PO Box 10009, Swanzezy, NH 03446	
<b>1.5. Effective Date</b> G&C Approval	<b>1.6. Completion Date</b> September 30, 2014	<b>1.7. Audit Date</b> N/A	<b>1.8. Grant Limitation</b> \$ 5,693.00
<b>1.9. Grant Officer for State Agency</b> Cindy Richard, EMPG Program Manager		<b>1.10. State Agency Telephone Number</b> (603) 223-3627	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Kenneth P. Colby, Jr., Selectman	
<b>Grantee Signature 2</b> 		<b>Name &amp; Title of Grantee Signor 2</b> Deborah J. Davis, Selectman	
<b>Grantee Signature 3</b> 		<b>Name &amp; Title of Grantee Signor 3</b> W. William H. Swallow, Selectman	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of <u>Cheshire</u> , on <u>4/8/14</u> , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace (Seal)</b> 			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> Shane O'Keefe, Town Administrator <small>SHANE P. O'KEEFE, Notary Public My Commission Expires October 3, 2017</small>			
<b>1.14. State Agency Signature(s)</b> 		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Elizabeth A. Bielecki, Director of Administration	
<b>1.16. Approval by Attorney General (Form, Substance and Execution)</b> By:  Assistant Attorney General, On: <u>5/13/14</u>			
<b>1.17. Approval by Governor and Council</b> By: _____ On: <u>1/1</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-P:36, 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 hereinafter referred to as "the Project").

Grantee Initials KPC  
Page 1 of 6 DJD  
WS

4/8/14  
Date  
4/8/14

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 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 payment 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 of 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 the 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 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, paper, 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 of 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

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- 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 interest 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 omissions of the Grantee or 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 own 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 workmen'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 thereof 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 of 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.
  24. **SPECIAL PROVISIONS.** The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

**EXHIBIT A**

**Scope of Services**

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Town of Swanzey (hereinafter referred to as "the Grantee") \$5,693.00 to update the community's Local Emergency Operations Plan (LEOP) to include the development of a Continuity of Operations Plan (COOP).
2. "The Grantee" agrees that the project grant period ends September 30, 2014 and that a final performance and expenditure report will be sent to "the State" by October 31, 2014.
3. "The Grantee" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Grantee" shall maintain financial records, supporting documents, and all other pertinent records for a period of seven (7) years from the grant period end date. In these records, "the Grantee" shall maintain documentation of the 50% cost share required by this grant.

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**EXHIBIT B**

**Grant Amount and Method of Payment**

**1. GRANT AMOUNT**

	<b>Applicant Share</b>	<b>Grant (Federal Funds)</b>	<b>Cost Totals</b>
<b>Project Cost</b>	<b>\$5,693.00</b>	<b>\$5,693.00</b>	<b>\$11,386.00</b>
<b>Project Cost is 50% Federal Funds, 50% Applicant Share</b>			
<b>Awarding Agency: Federal Emergency Management Agency (FEMA)</b>			
<b>Award Title &amp; #: Emergency Management Performance Grant (EMPG) 2013-EP-00057-S01</b>			
<b>Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)</b>			

**2. PAYMENT SCHEDULE**

- a. "The Grantee" agrees the total payment by "the State" under this grant agreement shall be up to \$5,693.00.
- b. "The State" shall reimburse up to \$5,693.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds from "the Grantee".

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DJD Date 11/11/14  
4/8/14

**EXHIBIT C**

**Special Provisions**

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to "the Grantee" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to "the Grantee" must be expended within 30 days of receiving the advanced funds.
4. "The Grantee" will be required to provide the completed plan electronically (via email or CD) to the EMPG Program Manager at the completion of the project.
5. The "Grantee" agrees to have an audit conducted in compliance with OMB Circular A-133, if applicable. If a compliance audit is not required, at the end of each audit period "the Grantee" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Grantee" has or will notify their auditor of the above requirements prior to performance of the audit. "The Grantee" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Grantee" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133. "The Grantee" will also ensure that all records concerning this grant will be kept on file for a minimum of seven (7) years from the end of this audit period.

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# TITLE I

## THE STATE AND ITS GOVERNMENT

### CHAPTER 21-P

#### DEPARTMENT OF SAFETY

#### Homeland Security and Emergency Management

##### Section 21-P:43

**21-P:43 Appropriations and Authority to Accept Services, Gifts, Grants, and Loans.** – Each political subdivision may make appropriations in the manner provided by law for making appropriations for the ordinary expenses of such political subdivision for the payment of expenses of its local organization for emergency management. Whenever the federal government or any federal agency or officer offers to the state, or through the state to any of its political subdivisions, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, commissioner, or such political subdivision, acting with the consent of the governor and through its executive officer, city council, or board of selectmen, may accept such offer, subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. Whenever any person, firm or corporation offers to the state or to any of its political subdivisions services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, or such political subdivision, acting through its executive officer, city council, or board of selectmen, may accept such offer, subject to its terms.

**Source.** 2002, 257:7, eff. July 1, 2002.