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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

September 8, 2021

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, NH State Library (NHSL), to enter into a Cooperative Project Agreement with the University of New Hampshire – UNH Library (VC #315187 (B083)), Durham, NH in the amount of \$242,364 to digitize and provide online access to the town reports of 20 New Hampshire towns effective upon Governor and Executive Council approval through August 31, 2022. 100% Federal Funds.

Funding is available in account, State Library IMLS ARPA Grant, as follows:

	<u>FY 2022</u>
03-035-035-353010-24470000-072-502626 – Grants Federal	\$242,364

EXPLANATION

The State Library's IMLS ARPA Grant is for the purpose of promoting continuous improvements in library services in all types of libraries to better serve the people of New Hampshire.

The University of New Hampshire – UNH Library (UNH or UNH Library) will digitize 20 town report collections missing from the UNH online collection but owned in physical format by NHSL in order to provide more complete online access to historical and current New Hampshire town reports. Currently 214 of 234 towns are represented in the UNH town report online collection. URL links to town report records will be placed in the NHSL online catalog after digitization. Since December 2020, documents in the online town report collection have been downloaded over 25,000 times by users from 136 countries around the world. UNH Library has a process in place for town report digitization and a contract with Boston Library Consortium/Open Content Alliance to digitize reports.

Respectfully submitted,

(15M)

Sarah L. Stewart
Commissioner

FY2021 NHSL LSTA ARPA Award Notification – University of New Hampshire (UNH Library)

Subrecipient Identification		
University of NH – UNH Library 51 College Road – Service Bldg Durham, NH 03824-2620	Unique Entity Identifier: DUNS or SAM.gov 111089470	Submittable application number: 20971019
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name & Number: LSTA ARPA State Grants 45.310	Federal Award Identification Number (FAIN): LS-250225-OLS-21
Date of Federal Award to Pass-Through Entity: April 8, 2021	Total Amount of Federal Award to Pass-Through Entity: \$2,297,692.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the NH State Library's Five-Year State Plan for FY 2017-2022 and any forthcoming amendments approved by IMLS
Pass-Through Entity Identification		
New Hampshire State Library 20 Park Street Concord, NH 03301 Michael York, State Librarian	Unique Entity Identifier (DUNS or SAM.gov): SAM.gov VK4FBCUEMF56	TIN: 026000618
General Subaward Information		
Date of Subaward: 9/1/2021 End of Sub-grant #1 period: 8/31/2022 IMLS ARPA end date: 9/30/2022	Amount of Federal Funds Obligated by this action: \$242,364.00 Total amount of Federal Funds Obligated to the Subrecipient: \$242,364.00	Funds disbursement: Reimbursement \$242,364.00 Cheryl Moore University of NH – UNH Library 51 College Road – Service Bldg Durham, NH 03824-2620
For DNCR accounting use only: 24470000, class 72, 502626, 358ARPA21		

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, New Hampshire State Library

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **New Hampshire State Library**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **8/31/22**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: NH City and Town Annual Reports Collection

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Lori Fisher
Address: New Hampshire State Library
20 Park Street
Concord, NH 03301
Phone: 603-271-2393

Campus Project Administrator

Name: Kimberly Becker
Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 111
Durham, NH 03824-2620
Phone: 603-358-2443

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Mary Russell
Address: New Hampshire State Library
20 Park Street
Concord, NH 03301
Phone: 603-271-2866

Campus Project Director

Name: Eleta Exline
Address: University of New Hampshire
Dimond Library Room 131B
Durham, NH 03824
Phone: 603-862-4352

F. Total State funds in the amount of \$242,364 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share 0 % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. LS-250225-OLS-21 from Institute of Museum and Library Services under CFDA# 45.310. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen not to take possession of equipment purchased under this Project Agreement.
 State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Karen M. Jensen
Title: Sponsored Programs Administration, Director
Pre-award
Signature and Date: Karen Jensen 8/25/21

**By An Authorized Official of:
NH Department of Natural & Cultural
Resources**

Name: Sarah L Stewart
Title: Commissioner
Signature and Date: Sarah Stewart 9/9/21

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**
Name: Michael Haley

Title: Attorney
Signature and Date: Michael Haley 9/13/2021

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**
Name:

Title:
Signature and Date:

EXHIBIT A

- A. Project Title:** NH City and Town Annual Reports Collection 09/01/2021 - 08/31/2022
- B. Project Period:** 09/01/2021 - 08/31/2022
- C. Objectives:** Once these reports are digitized through this project and the metadata created, UNH staff will add these items to their existing Digital Collections and NHSL staff will provide access to the UNH collection by adding URL links to the town report records in the NHSL online catalog.
- D. Scope of Work:** UNH library has a digital collection already existing of NH Town Reports, which includes 15,700 digitized reports from 214 of the 234 towns in New Hampshire. It is hosted as part of their scholars archive at https://scholars.unh.edu/nh_town_reports. Since December 2020 documents in this online collection have been downloaded over 25,000 times by users from 136 countries around the world. UNH has a process in place and a contract with the Boston Library Consortium (BLC)/Open Content Alliance (OCA) to digitize reports for them.

NH State Library has a paper collection of NH Town Reports, some dating as far back as the mid-1800s. NHSL obtains these reports each year directly from Town clerks per NH RSA 201-A:18, paragraph (d). The most efficient way to provide public access to these reports to is allow UNH to digitize those reports that are not in their collection. This includes adding reports for the 20 towns UNH is missing, as well as specific reports for towns where there is only a gap of a few missing reports. Entire towns missing include Langdon, Lebanon, Lyman, Mont Vernon, Orange, Pittsburg, Randolph, Sugar Hill, Sullivan, Surry, Waterville Valley, Webster, Wentworth, Westmoreland, Whitefield, Wilmot, Winchester, Windham, Windsor, Wolfeboro, and Woodstock. The paper reports would be loaned to UNH by NHSL based on a schedule they devise with the vendor (BLC/OAC) upon approval of this grant application.

E. Deliverables Schedule: See above scope of work

F. Budget and Invoicing Instructions:

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	18,620	0	18,620
2. Employee Fringe Benefits	1,471	0	1,471
3. Travel	0	0	0
4. Supplies and Services	212,951	0	212,951
5. Equipment	0	0	0
6. Facilities & Admin Costs	9,322	0	9,322
Subtotals	242,364	0	242,364
In Kind Contribution		0	0
Total Project Costs:			242,364

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 30 days after the Project Period end date.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**

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 UNIVERSITY OF NEW HAMPSHIRE a New Hampshire State Chartered (Legislative) formed to transact business in New Hampshire on July 01, 1923. I further certify that it has paid the fees required by law and has not dissolved.

Business ID: 66982

Certificate Number: 0005228604



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 19th day of January A.D. 2021.

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

William M. Gardner
Secretary of State

Business Information

Business Details

Business Name:	UNIVERSITY OF NEW HAMPSHIRE	Business ID:	66982
Business Type:	State Chartered (Legislative)	Business Status:	Active
Business Creation Date:	07/01/1923	Name in State of Formation:	Not Available
Date of Formation in Jurisdiction:	07/01/1923		
Principal Office Address:	268 Mast Rd, Durham, NH, 03824, USA	Mailing Address:	268 MAST ROAD, DURHAM, NH, 03824, USA
Citizenship / State of Formation:	Domestic/New Hampshire		
		Last Annual Report Year:	N/A
		Next Report Year:	N/A
Duration:	Perpetual		
Business Email:	venky@unhdot.edu	Phone #:	603-862-0015
Notification Email:	NONE	Fiscal Year End Date:	NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
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No records to view.

Principals Information

No Principal(s) listed for this business.

Lavoie, Leanne



Sent:
To:
Subject:

Lavoie, Leanne
Tuesday, November 12, 2019 1:39 PM
Lavoie, Leanne
FW: Signing Authority - UNH

From: Smith, Nancy <Nancy.Smith@doj.nh.gov>
Sent: Wednesday, May 23, 2018 2:01 PM
To: DOJ-Civil Bureau <Dist-CivilBureau@doj.nh.gov>; DOJ-Transportation <Transportation@doj.nh.gov>; DOJ-Environmental Bureau <EnvironmentalBureau@doj.nh.gov>
Subject: FW: Signing Authority - UNH

In case you review "Cooperative Project Agreements" between your state agencies and UNH under the master agreement – below is a updated list of the authorized signors for UNH.

Nancy

Institution	Individual	Title
Granite State College	Lisa Shawney	Dean of Finance & Administration
Keene State College	Susan LaPanne Audrey J. Arsenault	VP for Finance and Planning Director of Sponsored Projects and Research
Plymouth State University	Tracy Claybaugh Andrew Ines	Vice President for Finance and Administration Interim Director, Office of Research & Sponsored Programs
University of New Hampshire	Victor Sosa Karen Jensen Louise Griffin Darrel Covell	Manager of Research Administration Manager of Sponsored Programs Administration Senior Director For Research & Sponsored Program Administration Cooperative Ext – Dir of Finance, Admin, and Facilities
University System of New Hampshire	Catherine Provencher Diane Cotter Heather Huckins	Vice Chancellor for Financial Affairs & Treasurer Senior Contract Officer Interim Senior Contract Officer





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2021

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).

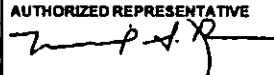
PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	CONTACT NAME: Danielle Ballou PHONE (A/C, No, Ext): 978-322-7168 E-MAIL ADDRESS: dballou@fredchurch.com	FAX (A/C, No): 978-454-1865
	INSURER(S) AFFORDING COVERAGE	
INSURED University System of New Hampshire 5 Chenell Drive, Suite 301 Concord NH 03301	INSURER A: United Educators Insurance	NAIC # 10020
	INSURER B: Acadia Insurance Company	NAIC # 31325
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 106511234 **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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			E0195B	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAA5267641	11/1/2020	11/1/2021	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	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 40,000,000 AGGREGATE \$ 40,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Educators Legal Liability			E0195B	11/1/2020	11/1/2021	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)
Additional Insured Status is Provided Where Required by Contract as respects General Liability
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 NH Department of Natural and Cultural Resources 172 Pembroke Road Plymouth Concord NH 03301 United States	CANCELLATION 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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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/25/2021

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 RSC Insurance Brokerage, Inc. One New Hampshire Avenue Suite 125 Portsmouth NH 03801	CONTACT NAME: Janine D'Ambrosio PHONE (A/C No, Ext): (603) 778-8985 FAX (A/C, No): E-MAIL ADDRESS: jdambrosio@risk-strategies.com
	INSURER(S) AFFORDING COVERAGE
INSURED University System of New Hampshire 5 Chenell Drive Concord NH 03301	INSURER A: MEMIC Indemnity Company NAIC #: 11030
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 21-22 **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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input 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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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	3102807054	04/01/2021	04/01/2022	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Evidence of insurance only.

CERTIFICATE HOLDER

NH Department of Natural and Cultural Resources
172 Pembroke Road
Concord NH 03301

CANCELLATION

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

ARPA Money PROPOSAL: Establishing an Archive of Digital NH Town Reports

Prepared by Mary Russell, 4/9/2021, updated 4/16/2021, updated 9/13/2021

Purpose: To provide a permanent digital collection, accessible on the web, to town reports for all 234 New Hampshire Towns and to NH County reports as feasible.

Background Info:

UNH Library has a digital collection already existing of NH Town Reports. Sarah Stinson, Digital Collections Manager, Scholarly Communication, Dimond Library, University of New Hampshire, (603) 862-3066, sarah.stinson@unh.edu is the contact person for their project. Eleta Exline, UNH, Scholarly Communication Librarian and Elizabeth Slomba, University Archivist, UNH, oversee this project.

UNH's collection includes 15,700 digitized reports from 214 of the 234 towns in New Hampshire. It is hosted as part of their scholars archive at https://scholars.unh.edu/nh_town_reports. Since December 2020 documents in this online collection have been downloaded over 25,000 times by users from 136 countries around the world. They have a process in place and a contract with a Boston company that digitizes the reports for them. Supporting projects to fill gaps in their archive would be the best way to make these resources available to the public.

The NHSL has a paper collection of all NH Town Reports, some dating as far back as the mid-1800s. We obtain these reports each year directly from the Town clerks per RSA 201-A:18, paragraph (d): "The clerk in each town and city shall forward to the state library 2 copies each, and to the library of the University of New Hampshire one copy each, of the city or town report for the previous fiscal year." <http://www.gencourt.state.nh.us/rsa/html/XVI/201-A/201-A-18.htm>

What Would be Done:

There are 4 specific goals that would be addressed in this project:

1. Add reports for the towns UNH is missing: Langdon, Lebanon, Lyman, Mont Vernon, Orange, Pittsburg, Randolph, Sugar Hill, Sullivan, Surry, Waterville Valley, Webster, Wentworth, Westmoreland, Whitefield, Wilmot, Winchester, Windham, Windsor, Wolfboro, Woodstock. They do have Rye Beach (separate from Rye) which is not on the official list of NH towns at <https://www.nh.gov/osi/resource-library/municipalities.htm>
2. Load the recent (born-digital) town reports for the various towns.
3. Fill in missing digital town reports for towns already scanned using the NHSL paper Town Report collections which would be loaned for digitization.
4. Add historic county reports to the collection if possible.

Project Costs: The cost for this project, which would be completed by UNH, is **\$242,364.00**. This includes:

- Scanning = \$211,968
- Shipping = \$983
- Born Digital capture & processing = \$1,560.00
- Metadata creation = \$17,060.00
- Fringe (FICA) = \$1,471
- Facilities and Admin Costs (4%) = \$9,322

See appendix for details related to scanning and metadata.

Notes and Next Steps:

- NHSL will provide access to the UNH collection by adding URL links to the town report records in the NHSL online catalog (this is in progress – see Barnstead or Goffstown for examples). Should this enhancement be made to the OCLC records as well? (yes if permanent archive)
- A list of the holes in the UNH collection will be provided to NHSL by UNH to check against our holdings and identify any remaining gaps beyond our holdings. This will also be an opportunity for NHSL to evaluate our physical holdings and fill any gaps that might be identified.

Appendix: Cost Details relating to Scanning and Metadata:

To be scanned:

- 14720 reports to be scanned (based on analysis below).
- Average page count per report = 114
- 14720 reports x 114 pages/report = 1,678,080 pages to scan

Scanning rates:

Boston Library Consortium (BLC) / Open Content Alliance (OCA) scanning program discounted scanning rates:

- \$3 set up fee per item
- 10 cents per digitized page for standard items
- 14,720 reports x \$3 set up = **\$44,160.00**
- 1,678,080 pages x .10/pg = **\$167,808**
- **\$44,160.00** set up fee + **\$167,808** pg scanning cost = **\$211,968**

Born Digital processing:

- 2340 born digital reports (based on analysis below)
- 2340 reports x 4 min/report processing time = 156 hrs
- Student hourly rate = \$10/hr
- 156 hours x \$10/hr = **\$1,560.00**

Metadata creation time & cost:

- Metadata creation for each town report: approximately 6 mins. per report
- 17060 reports (14720 unscanned reports + 2340 born digital reports) x 6 mins = 102360 mins / 60 mins = **1706 hours to create metadata for newly scanned and born digital content**
- Student hourly rate = \$10/hr
- 1706 hours x \$10/hr = **\$17,060.00**

Facilities and Administrative Costs (Indirect Costs) 4

Outstanding NH City & Town reports analysis of the UNH Digital Town Report Collection used for cost summary above:

- **NH Cities & Towns:** There are 221 towns and 13 cities in NH. We'll lump these together and refer to them all as towns. 221 + 13 = **234 towns**
- **Total annual reports:** Most of our holdings begin in the late 1800's (no real clarity on when each town issued their first town report – this remains a mystery to be solved).

Let's assume every town began issuing annual reports in 1880 and continued to issue one report per year through 2020. Thus, we can presume each town has 140 years of annual reports. $140 \text{ yearly reports} \times 234 \text{ towns} = \mathbf{32760 \text{ annual reports}}$.

- **Total outstanding reports:** We currently have 15,700 reports in our Scholars' Repository. $32760 - 15700 = \mathbf{17060 \text{ outstanding reports}}$.
- **Born Digital reports:** There is no set date towns began to make a born digital (pdf) of their reports available online. There were some early adopters, others came late. Let's average these and say that born digital reports became available by 2010 giving us 10 years of born digital reports (which would need to be gathered, processed, metadata created, but *not* scanned). $10 \text{ years} \times 234 \text{ towns} = \mathbf{2340 \text{ born digital reports}}$.
- $17060 \text{ outstanding reports} - 2340 \text{ born digital reports} = \mathbf{14720 \text{ reports to be scanned}}$.
- The average annual report contains 114 pages. $115 \text{ pgs} \times 14720 \text{ reports} = \mathbf{1,678,080 \text{ pages to scan}}$.