

R I C C I G R E E N E A S S O C I A T E S

Agreement
BELKNAP COUNTY BOARD OF COMMISSIONERS
WITH RICCI GREENE ASSOCIATES
Dated August 8, 2012

Subject: BELKNAP COUNTY JAIL FUNCTIONAL PROGRAM CONSULTANT
RFP# FPC-2012

THIS AGREEMENT entered into on the last date written below by and between the BELKNAP COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as the COUNTY, and RICCI GREENE ASSOCIATES, hereinafter referred to as the CONSULTANT, whose address is 158 West 27th Street, New York, NY 10001.

WITNESSETH:

That the COUNTY and the CONSULTANT, for the mutual considerations herein contained and specified, do hereby agree as follows:

SECTION 1 – BASIC SERVICES OF THE CONSULTANT

- 1.1 The CONSULTANT agrees to provide the COUNTY with the services relating to the development of a County Jail Functional Program more fully described in the Scope of Services attached as Exhibit "A" and incorporated herein.
- 1.2 CONSULTANT represents that RICCI GREENE ASSOCIATES is experienced in projects similar to the Project. CONSULTANT will engage Alternative Solutions Associates, Inc. (Kevin Warwick) to provide services related to the Community Corrections Center as contemplated by the Scope of Services attached hereto as Exhibit "A".
- 1.3 CONSULTANT will provide the Basic Services in an efficient and timely manner consistent with professional skill, due care and the interest of the COUNTY with the goal of completing the project in 4 months.

SECTION 2 – RESPONSIBILITIES OF THE COUNTY

- 2.1 County Administrator Debra Shackett will be the COUNTY representatives in dealing the CONSULTANT. Except as hereinafter provided, the CONSULTANT shall be entitled to rely upon authorizations, approvals, and/or instructions from Debra Shackett, who is the day-to-day contact for the Project unless and until otherwise notified in writing by the COUNTY.
- 2.2 The COUNTY shall assist the CONSULTANT by placing at its disposal such information relating to the existing jail facility and the site thereof as the County has available.

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- 2.3 The COUNTY shall be responsible for the collection of jail data required for the program analysis as per the data collection approach developed by the CONSULTANT with input from County DOC representatives.
- 2.4 The COUNTY shall provide such legal services as the COUNTY may require or as the CONSULTANT may reasonably request with regard to legal issues pertaining to the Project.

SECTION 3 – PERIOD OF SERVICE

- 3.1 The CONSULTANT shall commence work on or about August 13, 2012 and continue the same diligently and expeditiously until the services identified in the Scope of Work are complete on or about December 13, 2012, unless the COUNTY shall have elected to terminate this agreement as hereinafter provided.
- 3.2 The COUNTY may elect to terminate this Agreement by giving not less than (5) days written notice to the CONSULTANT of such termination. The COUNTY shall pay the CONSULTANT for services rendered and expenses incurred prior to termination date. All finished and unfinished documents and other materials belonging to the COUNTY shall be returned by the CONSULTANT upon any such termination. Further, copies of all work product produced by the CONSULTANT or its subcontractor in connection with the Project (including, without limitation, drawings, renderings, models, sketches, specifications, reports, analyses, statistical data, and other material produced) prior to the termination date shall be delivered to the COUNTY and the COUNTY shall be entitled to use the same in any manner whatsoever.

SECTION 4 – PAYMENTS TO THE CONSULTANT

- 4.1 The CONSULTANT shall be paid the total sum of One hundred and sixty thousand dollars (\$160,000.00) for Basic Services in monthly installments as such services are rendered as hereinafter provided in Section 4.4. Such Compensation is detailed and allocated as described on Exhibit "B" labeled Compensation attached hereto. Travel and other project-related expenses are included in the sum total of \$160,000.00
- 4.2 Service requested by the COUNTY that are outside the scope of the Basic Services shall be rendered by CONSULTANT by employees of the CONSULTANT or its subcontractor at the hourly rates indicated on Exhibit "C" charged in increment of tenths of an hour. Such rates include all direct and indirect personnel costs, administrative costs, overhead and profit. Services not included and that are outside the scope of Basic Services include, without limitation, tours of other jail facilities, preparation of state or Federal grant applications and meetings in conjunction therewith, and attendance at a public hearing or meeting (other than those with the COUNTY held in conjunction with a trip by CONSULTANT or its subcontractor for meetings or consultations with the Project Jail Committee or Project Liaisons).
- 4.3 The CONSULTANT shall submit signed invoices to the COUNTY that reasonably detail the Basic Services performed during the preceding month. The compensations requested shall be based upon the percentage of completion of each Phase less the amount of aggregate compensation paid in preceding months. The extent and percentage of the Phases performed shall be subject

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to audit and the CONSULTANT shall provide such supporting documentation to the COUNTY as may be reasonably requested by the COUNTY. Invoices shall be submitted monthly for Basic Services performed during the preceding month.

- 4.4 Payments for services in connection with the Project shall be made to the CONSULTANT unless otherwise directed in the invoice submitted for payment. Payments to the CONSULTANT shall include payment for the services of its subcontractors.

SECTION 5 – GENERAL CONSIDERATIONS

- 5.1 The COUNTY may require changes in the Scope of Services of the CONSULTANT to be performed hereunder, which may increase or decrease the amount of compensation, or may result in extending the period by the work is to be completed. Any such changes must be written amendment(s) of this Agreement which are to be mutually agreed upon and signed by the COUNTY and CONSULTANT.
- 5.2 The CONSULTANT hereby certifies that is has and will maintain insurance coverage according to the Certificate of Insurance, Exhibit D attached hereto, and that it will indemnify and hold harmless the COUNTY from any and all claims and/or liability which may arise as a result of the Consultant’s negligence, errors and/or omissions in the performance of its professional services and duties to this Agreement.
- 5.3 The CONSULTANT will indemnify and hold harmless the COUNTY, its agents and employees from any and all claims and/or liability which may arise as a result of personal injury to and/or property damage of any employee of the CONSULTANT in the course of performing work under this Agreement, except when the COUNTY is found to be negligent.
- 5.4 The CONSULTANT, as well as employees of the CONSULTANT, shall in no way be considered employees of the COUNTY for any purpose including, but not limited to, retirement benefits, workers’ compensation, unemployment compensations, health insurance, or any other fringe benefits.
- 5.5 All notices given pursuant to this Agreement shall be communicated in writing and shall be deemed to have been given upon receipt when delivered in person, by recognized overnight courier service or via facsimile transmission (with confirmed answerback) or as of the third business day after the same has been deposited with the United States Postal Service, postage prepaid for registered or certified mail. Notices shall be directed to Seller and Buyer at the following addresses:

To the COUNTY:	Belknap County Board of Commissioners 34 County Drive Laconia, NH 03246 Attention: Debra Shackett, County Administrator Ph. No. 603.527.5400 Fax No. 603.729.1286 E-mail: dshackett@belknapcounty.org
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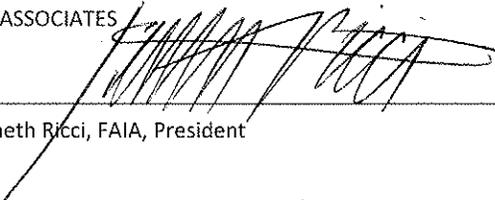
To the CONSULTANT: Ricci Greene Associates
Architects & Planners
158 West 27th Street
New York, NY 10001
Attention: Ken Ricci, FAIA
Ph. No. 212.563.9154
Fax No. 212-279-1037
E-mail: laura@riccigreene.com

5.6 This Agreement shall be governed by the laws of the State of New Hampshire.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above, by affixing the signature of duly authorized persons.

WITNESS:

RICCI GREENE ASSOCIATES

BY: 

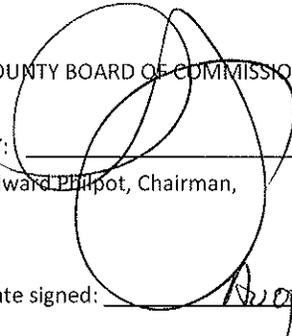
Kenneth Ricci, FAIA, President

Date signed: August 6, 2012

Consultant Fed I.D. Number: 13-3670559

WITNESS:

BELKNAP COUNTY BOARD OF COMMISSIONERS

BY: 

Edward Philpot, Chairman,

Date signed: August 8, 2012

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EXHIBIT A: SCOPE OF WORK

TASK 1. STAKEHOLDER GROUP MEETINGS

Stakeholder meetings are a critical component of the programming process because they serve as the vehicle for ensuring input and achieving consensus on key project elements. We envision a variety of meetings, interviews and workshops with County's executive staff, corrections staff, re-entry representatives, community based organizations, courts, Sheriff, Criminal Justice Committee members and additional stakeholders as determined by the Jail Planning Committee during program planning and throughout the course of the project. These are enumerated below. Note that the meetings will take place as noted in the respective tasks described in this scope of work.

Meeting #1: Visioning Session / Policy and Program Development Meetings

We will kick-off the project with a Visioning Session that includes representation of all key stakeholders including members of the County's executive staff, corrections staff, re-entry representatives, community based organizations, courts, Sheriff, Criminal Justice Committee members and additional stakeholders as determined by the Jail Planning Committee. The visioning session encompasses the collective beliefs and values of all involved and it provides a declaration of expected outcomes. Building off of the CJ Master Plan, our role is to frame the issues and to act as facilitators to ensure that there is agreement on the basic goals and direction early on. The visioning session culminates in a series of Guiding Principles that become the cornerstone for the Jail and Community Corrections Center Functional Program.

Meeting #2: Program Planning Workshop (same trip as Visioning Session)

The Visioning Session will be followed by a Program Planning Workshop with key stakeholders to review and discuss the findings and recommendations of the Corrections Master Plan to ensure that there is a full understanding of, and consensus around basic objectives. This typically occurs in a series of structured meetings and/or workshops with key project stakeholders with the goal of establishing consensus on which programs and initiatives will be incorporated into the functional program. Together we will explore the potential impact of these policy decisions on capacity requirements, based on the bedspace projection scenarios provided in the Master Plan.

Meeting #3: Housing Plan Go-to Meeting

The purpose of this meeting is to present the proposed housing plan developed in response to the classification plan and bedspace requirements (number and type of beds) established in tasks 2 and 3. We propose a web-based go-to meeting for as the venue for this meeting.

Meeting #4: User Interviews

Associated with tasks 4, 5, and 6 we will conduct meetings/interviews with jail personnel and other appropriate staff to define and discuss operational scenarios, adjacency requirements and space needs for each functional component in the replacement jail and community corrections center

Meeting #5: Site Meeting (engineers site visit)

The engineering consultant will conduct one site visit to understand existing site conditions in order to assess any environmental impacts associated with the Conceptual Site Master Plan (task 10).

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Meeting #6: Conceptual master plan options workshop

Presentation of the conceptual site master plan, in a workshop format to obtain input from participants (task 10)

Meeting #7: Revised conceptual master plan options with costs

Presentation of the revised conceptual site master plan, with feedback incorporated from the previous workshop (task 10). Construction and project cost estimates will be included (task 9)

TASK 2. CLASSIFICATION PLAN

A classification plan serves as the foundation for determining the target population and bedspace distribution for the jail and the community corrections center. We will work with jail officials to establish a classification plan for defining maximum, general population, special need, and minimum security and community corrections categories. A classification flow matrix will be developed as a mechanism for moving inmates from confinement to community based on the continuum of incarcerative and non-incarcerative options selected in the previous task. The classification flow matrix is a case management tool to review and move the most appropriate cases (lowest risk offenders), to the lowest security levels possible and into more cost effective community corrections programs.

Deliverable: Classification Plan and Flow Matrix

TASK 3. NUMBER AND TYPES OF BEDS

The functional program that is ultimately developed will be reflective of the number and types of beds required to meet Belknap County's correctional continuum of secure and community-based residential requirements. The Master Plan provides a variety of forecast scenarios for the year 2035 based on jail admission and average length of stay assumptions. These variables are impacted by the programs and initiatives put in place. The purpose of this task is to determine, in concert with the jail planning committee and other key stakeholders, the scenario that will be utilized moving forward, based on the policy and program decisions derived from the stakeholder meetings, (particularly meetings # 1 and #2). Once consensus on overall capacity requirements has been achieved, the specific number and type of jail and community corrections beds will be established, based on the classification plan developed in task 2 using the data that is available in the Master Plan. Number and type of beds will be determined for maximum, general population, special needs, and minimum/community corrections beds.

Meeting # 3: Classification and Bedspace Requirements (number and type of beds)

Deliverable: Hard copy of the Go-to Meeting powerpoint presentation on bedspace distribution requirements

TASK 4. OPERATIONAL SCENARIOS / FUNCTIONAL NARRATIVE

The Operational Scenarios articulate the functional requirements for the jail facility as a whole and for each individual functional component of the building, This written narrative addresses operational goals and objectives for meeting the security, programmatic, and service needs for the inmate population, staff, and public. The operational scenarios identify and describe the basic nature of all detention functions, including, central control, administration, staff support, intake and release, housing, programs and

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services, recreation, and building support such as food services, laundry, and the like. Each functional space is discussed in terms of the following categories:

- **Policy Issues:** key mission and policy issues for the function.
- **Hours of Operation:** hours of usage for each area.
- **Adjacencies:** areas that should be located immediately adjacent or in close proximity to the functional area.
- **Security and Circulation:** secure protection and circulation control. This would include limited access areas, security requirements and sightlines.
- **Staffing Requirements:** the type of civilian and custody staff and their requirements needed in the space
- **User Needs:** unusual design concerns, special equipment or furnishings associated with the functional area.

RGA will work with the County and Jail personnel to identify all of the involved users and develop a schedule that ensures participation. We schedule dedicated interview time for each user group represented so that the discussion is targeted and focused on their functional area. We also recommend that the Director of Corrections establish a Core Group of staff who are present at *all* programming meetings, so that the needs of the user groups are always discussed in the context of the operational and security objectives and overall project initiatives.

Meeting #4: User interviews

Deliverables: Functional Narrative: Report describing the functional requirements for each operational component of the jail and community corrections center - including functional scope, access and security, adjacencies and circulation, users, hours of operation, and special requirements. (Draft and Final)

TASK 5. ADJACENCIES

An important component of the programming activity is the development of functional adjacency or “bubble” diagrams. These diagrams serve to illustrate the *intent* of the Space Program and Operational Criteria. They are not actual space layouts—these are done during schematic design. The adjacency diagrams provide design guidelines for organizing interior spaces of the facility. The relationship and proximity among these various areas can be vital to the effective operation of an institution.

Meeting #3: User Interviews

Deliverables: Adjacency diagrams

TASK 6. SPACE NEEDS

The Space Program lays out the programmatic (square footage) size requirements for each major element in the facility and for the facility as a whole. The Space Program serves as the foundation for the development of future programming alternatives.

Space requirements are determined in accordance with **space standards** established by the American Correctional Association (ACA), the State of New Hampshire and/or others as determined in concert with the County.

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A **Detailed Space Program** is created for all required spaces of the detention center for 5, 10, and 15 year planning cycles. For each functional component, a determination is made regarding the number of users, the number of areas and the space standards (or square footage requirements). Together, these items translate into the total Net Square Feet necessary for each component of the facility.

An **efficiency factor** is applied to account for the intra-unit circulation within each functional area. This multiplier yields the **Net Occupiable Square Feet** for each functional component.

A **building grossing factor** will be established to account for “unassignable” areas such as circulation spaces, hallways, mechanical and plumbing chases, wall thickness, etc. The grossing factor may vary depending on the alternative (renovation/new construction) and will yield the total **Gross Square Feet** required for construction.

A **Draft program** will be submitted for review and comments before issuing the **Final Space Program**.

Meeting #3 User interviews

Deliverables: Detailed Space Program: Spreadsheet showing all rooms/spaces, square footage requirements as described above . The spreadsheet is organized by component/function, with overall summary page. (Draft and Final)

TASK 7. STAFFING PLAN

Staffing costs constitute the “lion’s share” of a facility’s annual operations costs, and consequently, its life cycle costs. Therefore, a major consideration in correctional facility planning must be on controlling the costs associated with staffing requirements without compromising institutional safety and security. Working closely with jail administration, we will develop a staffing plan based on general assumptions about the number of housing units, number and type of posts to be covered and the number and type of programs, services and support functions to be provided in the jail and the Community Corrections Center. The staffing plan will utilize current staff titles, and any additional positions anticipated as required.

The staffing levels are established by identifying all of the staff “posts”, then applying shift relief factors to account for hours of operation (e.g. 9am to 5pm vs. 24/7 shifts), as well as absences due to vacations, holidays and sick times.

TASK 8. PRELIMINARY OPERATIONAL COSTS

Operational costs (staffing) will be generated based on current staffing costs by position, including salary and overhead information that will be requested from the County.

Deliverables: Staffing Plan (from task 7) with operational costs

TASK 9. CONSTRUCTION AND PROJECT COST ESTIMATE

The development of accurate cost estimates at the conceptual stage is an important challenge. Sound conceptual estimates require a depth of knowledge of jail facilities, as there are no detailed construction drawings or specifications on which to base the estimate. We draw on our extensive experience as correctional and justice facility designers to work with the estimator to ensure that the special conditions

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and construction quality typical of secure detention facilities is accounted for in the unit costs, so that the budget developed is one we can live by throughout the entire project.

The estimate will be on a unit cost basis, in a “systems” format, providing sufficient detail based on assumptions about type of construction, quality and type of finishes, etc. Total project costs will be provided - in addition to construction cost, the estimates will identify consultant fees, contingencies, FF&E (fixtures, furniture and equipment), site development allowances, and telephone/data technology.

TASK 10. CONCEPTUAL SITE MASTER PLAN

In this task, the space program requirements are “tested” on the site to ensure that the proposed project can be accommodated, and a conceptual Site Master Plan will be developed to illustrate major considerations such as building orientation, access, security, parking, relationship to existing buildings and roadways on the site, and the like. The Conceptual Site Master Plan will be presented in workshop format to elicit comments and feedback from the participants. The revised conceptual site master plan, taking into account the input of the group, will be presented in a subsequent meeting.

The Conceptual Site Master Plan is informed by the following:

Blocking and Stacking

RGA will develop facility space plans. The space plans provide a basic diagrammatic rendition of functional and space program requirements, by identifying key physical characteristics such as adjacencies, main circulation paths, and major points of entry. The diagrams will be clear and simple single-line drawings (blocking diagrams).

Environmental Impact

Drainage: The preliminary drainage design for inclusion in the Master Plan for the new correctional facility will include the delineation of both pre- and post-development drainage areas and determination of pre- and post-development runoff rates for the project area for the 2-, 10-, 50- and 100-year storm events. The water quality volume (WQV), water quality flow (WQF), if applicable, and groundwater recharge volume (GRV) will be calculated for the site in accordance with the NH Stormwater Manual and Alteration of Terrain’s NH Code of Administrative Rules. Type, size and location of preliminary stormwater Best Management Practices (BMPs) that reflect the contributing drainage areas and groundwater recharge volumes will be evaluated. Potential outfall locations will be identified.

Environmental Permit Identification: Existing regulated environmental resources (wetlands, rare species) and cultural resources will be identified based on existing data. To the degree existing data allows we will estimate impacts to regulated resources.

Parking: The Conceptual Site Master Plan will be reviewed and evaluated relative to circulation and parking issues.

Meetings # 5,6,7

Deliverable: hardcopy of the Workshop powerpoint presentation

TASK 11. FINANCING ALTERNATIVES

R I C C I G R E E N E A S S O C I A T E S

The consultant will research potential funding mechanisms for the facility including various “traditional” debt financing (bonding) methods as well as public/private partnering opportunities, full or partial privatization, or sale/leaseback options. This will include a review of alternative financing methods used in other states through an internet/interview process.

We will develop a pro-forma financial model that compares hypothetical funding methods and which clearly illustrates the assumptions used for each, including capital costs and on-going operational costs (provided by other team members).

Deliverable: Technical memorandum summarizing the findings of the funding analysis.

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EXHIBIT B: COMPENSATION

Schedule of Values by Task

<u>Phase</u>	<u>Compensation</u>
1. Meetings with Stakeholders	\$ 47,658.00
2. Classification Plan	\$ 14,600.00
3. Number and Type of Beds	\$ 10,700.00
4.. Operational Scenarios	\$ 9,556.00
5.. Adjacencies	\$ 3,000.00
6.. Space Needs	\$ 8,704.00
7. Staffing Plan	\$ 7,240.00
8. Operational Costs	\$ 7,240.00
9 Project Costs	\$ 10,688.00
10 Conceptual Master Plan	\$ 33,752.00
11. Financing Alternatives	\$ 6,862.00
TOTAL COMPENSATION	\$ 160,000.00

Notes:

Expenses are included in task totals (8 person trips for RGA, 1 for Kevin Warwick, 1 for FST)

R I C C I G R E E N E A S S O C I A T E S

EXHIBIT C: COMPENSATION FOR ADDITIONAL SERVICES

If the COUNTY requests services not included within the Basic Services to be provided by the CONSULTANT or its subcontractors, pursuant to the Agreement, such services will be provided by CONSULTANT or its sub-contractors at the following hourly rates:

April Pottorff	\$ 241.00
Laura Maiello	\$ 195.00
Marayca Lopez	\$ 117.00
Stacey Wiseman	\$ 95.00
Kevin Warwick	\$ 125.00
Craig Seymour (RKG)	\$ 150.00
FST Engineering	\$ 110.00
Ellana Cost Estimating	\$ 150.00

The foregoing hourly rates are subject to increase as of January 1 of each year.

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EXHIBIT D: INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/12

PRODUCER
Design Insurance Agency, Inc.
90 Broad Street 15th Floor
New York, NY 10004
Thomas G. Coghlan

212-233-6890

INSURED
Ricci Greene Architects, PC
158 West 27th Street
New York, NY 10001

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A Travelers/Charter Oak Fire Ins	
INSURER B Travelers Indemnity Co.	
INSURER C Continental Casualty Co.	
INSURER D	
INSURER E	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	6806068L157	11/15/11	11/15/12	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		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BA6070L614	11/15/11	11/15/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>	UB5859Y254	05/01/12	05/01/13	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000
C		OTHER PROFESSIONAL LIABILITY	AEH006121244	05/22/11	11/15/12	PER CLAIM 1,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 *Cancellation: 15 days if for non-payment of premium.

CERTIFICATE HOLDER	CANCELLATION
BELKNAP Belknap County Attn: Debra Shackett, County Administrator 34 County Drive Laconia, NH 03246	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Thomas G. Coghlan 