

***2006 Small Business Ombudsman/Small Business  
Environmental Assistance Program National  
Conference***

***Mt. Washington Hotel & Resort  
Bretton Woods New Hampshire  
March 26 – 30, 2006***

***Final Report and Recommendations***

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***Prepared by:***

***Rudolph A. Cartier Jr., PE  
Small Business Ombudsman  
New Hampshire Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301***

## Introduction

The attached information represents a final report for the 2006 Small Business Ombudsman/Small Business Environmental Assistance Program National Conference held on March 26<sup>th</sup> through 30<sup>th</sup> at the Mount Washington Hotel and Resort in Bretton Woods, New Hampshire. This report highlights the activities associated with the planning and execution of the conference.

The report begins with a narrative of the conference related activities including;

1. Conference Planning
2. Agenda Highlights
3. Logistics
4. Financial Information
5. Registration Information
6. Plenary Session Moderators/Speakers
7. Recommendations for Future Conferences
8. Summary

These sections describe the activities and actions taken to successfully hold the conference.

The report also contains the following Appendices:

- A. Appendix A Conference Announcement and Session Facilitators
- B. Appendix B Final Conference Agenda
- C. Appendix C Conference Facility Information
- D. Appendix D List of Attendees
- E. Appendix E Conference Evaluations and Evaluation Form
- F. Appendix F Conference Planning Committee Members & Meeting Agenda
- G. Appendix G Conference Request for Proposals
- H. Appendix H Conference Site Final Cost Evaluation and Site Determination
- I. Appendix I Conference Task Checklist
- J. Appendix J Federal Grant Request and Approval
- K. Appendix K State of NH Conference Grant Acceptance and Approval
- L. Appendix L Financial Data and Reports

This data, when taken together, represents the tasks and actions taken to fulfill our obligations under the grant criteria. In addition, this report is prepared to assist future conference hosts and will, hopefully, provide guidance and lessons learned information to lessen the difficulties associated with hosting the annual conference.

## ***Section I – Conference Planning***

The 2006 Conference Planning Committee (Committee) met for the first time at the 2005 National Conference in Biloxi, Mississippi on Wednesday evening, June 6, 2005. The main purpose of this meeting was to have all planning committee members meet together for the first time and go over some general issues for the 2006 Conference. The meeting was chaired by Rudy Cartier, New Hampshire Ombudsman and 2006 conference host. A list of Committee members is attached as an appendix to this report.

The primary goal of the meeting was to introduce the planning committee members, review the proposed location of the 2006 conference and discuss, in general terms, what tasks would be necessary for planning the conference. Rudy Cartier gave a Power Point presentation showing the proposed conference site (The Mount Washington Resort in Bretton Woods, NH) and discussed several logistical items such as airport and ground transportation as well as overall site amenities.

The grant application in the amount of \$75,000.00 was prepared and submitted to the US Environmental Protection Agency's Small Business Ombudsman Office on August 1, 2005. This submittal consisted of an outline of the tasks to be completed, a proposed budget and details concerning expected costs and results. The grant application was accepted and approved on October 1, 2006.

Under New Hampshire legislative requirements, acceptance of any grant amount over \$50,000.00 required approval of a legislative fiscal committee and the Governor and Council. No funds could be expended without these two approvals. This approval proved to be extremely difficult and cumbersome.

The necessary paperwork to accept and expend the funds was prepared on September 24, 2005 and submitted for review. The first part of this review involved an internal review at the Department of Environmental Services who would be the lead state agency for managing the funds. This process involved review by the Chief Operating Officer and associated department staff. The review was fairly uneventful and approval was obtained within a couple of days.

The next step was to submit the request to the State Administrative Services Department who reviews and compiles all Fiscal Committee and Governor and Council requests prior to allowing them to be added to the respective agendas. In this case, Administrative Services was to review the request prior to forwarding it to the Fiscal Committee. All documentation was submitted before the required submittal deadline. It was critical that this deadline be met as the Fiscal Committee only met once per month. Submittal and acceptance at this time meant that funds would be available at the beginning of October.

Unfortunately, Administrative Services determined that the request did not meet their review requirements and returned the request for revision. Revisions were made, but resubmitted would not be possible in order to meet the October deadline.

The request was further delayed at several junctures and final acceptance and authorization to expend the funds was not finalized until February 8, 2006.

This internal delay caused many severe problems for the planning process which will be outlined in later paragraphs.

The Committee began holding monthly conference calls in September of 2005. Initial discussions centered on the general logistics of the conference site and what issues needed to be resolved. The two concurrent issues that were initially discussed were to finalize the dates for the conference and to begin developing a general outline. It was determined that the conference dates would be Monday, March 26 through Thursday, March 30, 2006. It was also decided that the preferred location was to be the Mount Washington Resort.

It was also determined that an on-site meeting was to be held in November and would be held at the Mt. Washington Resort. The purpose of this meeting would be to finalize the structure of the agenda, assign session responsibilities and to review the acceptability of the preferred location for conference activities.

The Committee determined that the agenda would not have specific tracks as has been done in the past, but would be organized to include a variety of topics that would have a broad appeal to attendees. However, the agenda was structured to ensure there was a variety of topics presented during each concurrent session time to provide opportunity for individual attendee interests to be accommodated.

The basic agenda was finalized at the on-site planning meeting and individual members were assigned the tasks of obtaining speakers and developing session descriptions.

## ***Section II – Agenda Highlights***

As noted previously, the Committee developed an agenda that we felt balanced the need for structured sessions with the opportunity to network on a more informal basis. In line with this philosophy, the following is a discussion of selected agenda items:

- Each morning began with a formal hosted breakfast combined with Regional meetings. This gave all attendees the opportunity to meet face to face and discuss issues of regional importance. As many regions cannot meet together due to distance issues, the morning sessions provided an opportunity not otherwise available away from the Conference. In addition, regional representatives were able to discuss conference agenda items and develop regional responses to issues raised during conference sessions.
- It was determined that a “Mandatory Training” session for all Program staff was appropriate. This session took the place of the separate optional training session

that had been held at previous conferences and was primarily geared to new Compliance Advisory Panel members. As there were many new Program personnel and a number of states do not meet the minimum requirements for Program development as outlined in the Clean Air Act Amendments of 1990 for the Section 507 Programs, the Committee felt it was necessary to review the requirements with all state Program personnel. The training session was held as the first session on Monday morning and was attended by over 95% of all attendees.

- Subcommittee workgroup sessions were dispersed during the conference instead of having three or more subcommittee meetings held at the same time. As a number of Program personnel are on more than one committee, it was decided that breaking up the session times would be practical and prudent. In addition, this arrangement provided the opportunity for other attendees to attend a workgroup session they were interested in and ensured there were sufficient other sessions for those who did not want to attend a workgroup session.
- The Opening Session and Awards Banquet was combined this year and held on Monday evening. The session had a variety of welcoming speakers including New Hampshire Executive Councilor Raymond Burton, Department of Environmental Services Commissioner Michael Nolin (who also read a welcoming letter from Governor John Lynch) and US EPA Region I Administrator Robert W. Varney.

The Awards Subcommittee presented a number of awards including:

- Small Business Assistance Program Awards
  - Kimberly Chesser, Delaware Small Business Ombudsman
  - Jim Simpson, Owner, Walker Concrete Co.(Georgia)
- Trade Association Environmental Leadership Award
  - National Ready Mix Concrete Association, Shaun P. Carroll, President/Owner, Carroll Concrete (New Hampshire) accepting as a member of the Board of Directors
- Small Business Environmental Stewardship Award
  - Robert Anderson, AJ's Auto Repair (Oregon)

In addition, the Awards Subcommittee announced the creation of the Karen V. Brown Environmental Leadership Award and presented the first annual award to its namesake, US EPA Small Business Ombudsman, Karen Brown. This award was created by the Subcommittee and presented to Ms. Brown to recognize an individual who has shown exceptional national leadership in advancing the cause of the Small Business Environmental Assistance Programs.

- The second day (Tuesday) of the conference began with overview presentations from EPA, the National Steering Committee and the National Compliance Advisory Panel. This annual session is intended to update Program personnel on issues of national importance that could affect individual state programs.

- A new session this year was to have Keith Holman of the Small Business Administration (SBA) give a presentation on the SBA's Office of Advocacy and an overview of pending federal regulations affecting small businesses and potential impact.
- Also new this year was extended mid-day lunch breaks. This idea was suggested at several past conferences to give attendees the opportunity to visit and speak with vendors, provide networking time, provide an opportunity to address any office issues that have arisen back in their respective states and to break up the intensity of session attendance.
- The afternoon sessions resumed with two sets of concurrent breakout sessions as noted in the agenda.
- Another new event that was held this year was an evening formal hosted reception with an invited speaker. "Heavy" hors d'ouvers were served at this session. This year, the attendees heard from New Hampshire State Senator Maggie Hassan. Senator Hassan spoke on the attitude of cooperation that exists between state government system (especially its elected officials) and the business and environmental communities to ensure environmental issues and quality of life is maintained in a manner that still encourages strong economic growth. Senator Hassan gave several examples of how this cooperative attitude has allowed New Hampshire to maintain a high quality of life yet address pressing environmental issues such a mercury emissions and sprawl.
- The third day of the conference opened with a plenary session on Environmental Results Programs (ERPs). A variety of speakers gave presentations on what ERPs are and provided examples of current and proposed programs. This was considered a timely topic as it related to a number of current initiatives geared to measurement of environmental results.
- The second plenary of the day (Managing your Program in an Ever Changing Environment) highlighted the challenges state programs are experiencing due to budget restrictions and , in some cases, dwindling support at the Regional and state levels. Presenters offered examples of their experiences at the state level and how they were able to adapt to meet the challenges.
- Another new approach to scheduling this year was to have a "motivational" speaker present in a plenary session scheduled during the day. This year we were able to hear from Mr. Steve Walker of New England Wood Pellet. In another variation to past practices, Mr. Walker was chosen as the speaker not for a general message of motivation, but rather to bring his trials and tribulations in starting a small environmentally beneficial company in the face of regulatory and local opposition. His message of perseverance and success reinforced and reinvigorated

many attendees in remembering our mission to assist small business owners navigate the difficult waters of small business ownership.

- The afternoon sessions continued with well received topics such as “Tools Awareness” and “Skills Development for Assistance Providers” which were both met with overwhelmingly positive reviews.
- The evening networking activities continued with a New England Lobster Buffet. As many attendees do not get to experience this uniquely New England delicacy, over ½ of the attendees chose to participate in the buffet and the opportunity to continue networking.
- As in past conferences, the final day (Thursday) of this conference was primarily a summarization and conclusion day. The opening plenary session focused on summary reports from the various National Steering Committee Subcommittees. The presentations from each of the subcommittee chairs summarized the work accomplished during the conference workgroup sessions as well as outlined the tasks for the coming year.
- The second plenary session was an annual event where area business owners are invited to a roundtable discussion to highlight the issues faced by small business owners in understanding and complying with environmental regulations and offer suggestions to attendees how assistance programs can provide meaningful assistance. The 2006 roundtable participants included:
  - Wayne Presby, Presby Plastics, Whitefield, NH
  - Norman Caouette, Issacson Steel, Berlin, NH
  - Robert Anderson, AJ’s Auto Repair, Salem, Oregon

This session is always interesting as the presenters are small business owners who give first hand accounts of the difficulties they face in trying to operate a profitable company in the face of ever increasing regulatory burdens.

- The final plenary session has historically been a summarization of the conference and the tasks to work on for the coming year. The 2006 conference continued this tradition and concluded with encouragement for the coming year and a continued commitment to work together to strengthen the Programs and provide quality assistance to small businesses.
- As in past conferences, there was one additional opportunity for conference attendees to gain insight into a business they may not normally be exposed to. This year, we were able to arrange for a tour of a wood-fired electrical generating facility located in the North Country of New Hampshire. Those attendees who participated in the tour were exposed to a renewable energy facility that utilizes low grade softwood trees that are abundant in the area to provide feedstock for

steam boilers that in turn is used to create electricity. The attendees were all in agreement that the tour was informative as well as professionally interesting.

In general, the agenda was considered to be very good to excellent based on both written evaluations and anecdotal evidence from participants. A more complete discussion of the evaluation results and suggestions for improvement of the agenda are included in other sections of this report.

### ***Section III Logistics***

As noted previously, the conference was held at the Mt. Washington Hotel and Resort in Bretton Woods, New Hampshire. The Mt. Washington Resort is located approximately 100 miles north of Manchester, New Hampshire and is accessed via Interstate 93. Most attendees flew into the Manchester/Boston Regional Airport in Manchester and either rented a vehicle for the ride to the Resort or utilized the services of The Shuttle Connection, a shuttle service based out of Lincoln, NH and contracted by the conference host to provide reasonable cost ground transportation.

The Mt. Washington Resort is a 100+ year old Grand Hotel that has undergone continuous upgrades to the facility as well as resort amenities. The Resort is located in a very rural area at the base of Mt. Washington and boasts a number of winter activities such as alpine and cross-country skiing, snowshoeing, tubing, sleigh rides and other activities. The Resort is a self-contained facility with several on-site restaurants, an indoor and outdoor pool, a fitness center, a nightclub with nightly entertainment and a resort wide shuttle service.

All food service was arranged and contracted directly with the resort. Sponsored meals (with the exception of the Tuesday evening hosted reception) were served in the Main Dining Room of the resort which allowed for the conference facilities to be available at all times the conference was being held. In addition, there were several on Resort eating establishments where attendees could go for lighter and less expensive meals than were served in the formal dining room.

The conference facilities were excellent for the planned sessions and ancillary operations. The main ballroom was utilized in its entirety for the plenary sessions and was more than adequate to handle the 150 attendees. The ballroom was also equipped with dividers that allowed the room to be divided into two separate areas of sufficient area to handle two concurrent sessions. A third room on the lower level was also made available for the third concurrent session and also proved to be excellent for session use.

The resort also provided three additional rooms for use during the entire conference as well as a permanent area for registration. One of the rooms was located directly behind the registration area and was utilized for the storage of registration material as well as conference material such as gift bags and conference mementos.



The second room was also located at the registration area and was utilized as an "Internet Café". This room was equipped with NH DES supplied personal computers and printers for use by attendees during the conference. As part of the A/V contract, the Resort provided a high speed internet connection which was available on both computer workstations. This computer room was set up on the Sunday before the conference and was available until early Thursday afternoon.

The third room was a mid-size conference room located between the registration area and the main ballroom. This room was dedicated for use as an ad hoc meeting room for use by any group of attendees. The room was also utilized as a hospitality room during the evening hours.

The Resort also had on-site audio/visual equipment and staff to handle all A/V needs for the presentations. The equipment was all state of the art and was operated by very well qualified individuals. The A/V needs were included in the Resort contract which was very convenient.

The Tuesday evening reception and speaker was held in the Conservatory, which is a large room off the main lobby. This room was provided at no additional charge and comfortably held all attendees and their guest for the reception. In addition, the resort allowed the use of this room for additional after hour's activities.

The guest rooms were, for the most part, very comfortable and contained appropriate amenities. The only complaint that was voiced by attendees was the inability to control the temperature in some of the individual room which detracted from the overall experience. Most guests were also assigned to rooms with a direct view of Mt. Washington, which was noted as a positive from many attendees.

A very positive aspect of the resort was the level of attention to detail and availability of staff to handle any last minute issues and to ensure all facility and conference activities were handled quickly and professionally. Upon arrival at the resort on Saturday, members of the Committee met with selected staff at a scheduled meeting to go over the agenda and details for the conference. There were no less than 12 resort staff personnel attending the meeting including the General Manager, the Conference Coordinator, the Dining and Beverage managers, A/V staff and others. All items were reviewed and confirmed during this meeting.

The on-site meeting was also very important as key staff that would be providing support services during the conference were identified. This was very helpful as any issues developed during the course of the conference were handled quickly and efficiently with little to no disruption or difficulty. Indeed, there were several instances where minor problems or needs developed and were handled either immediately or were predicted by resort staff and resolved with minimal involvement by conference staff.

#### ***Section IV – Financial Information***

As noted, the EPA Small Business Division has provided much needed funding for the annual conference for many years. This year was no different and the EPA SBD awarded a \$75,000.00 competitive grant to the New Hampshire Department of Environmental Services, Small Business Ombudsman's Office. These funds were dedicated for use in planning and hosting the conference.

In addition, the NHDES SBO had obtained approval to solicit corporate co-sponsorship up to \$25,000.00. This was approved by the DES Commissioner as well as from Governor and Council. These co-sponsor funds would be utilized to directly offset attendees out of pocket expenses. Unfortunately, the DES Assistant Commissioner determined that soliciting funds from corporate co-sponsors was unethical and the SBO was not allowed to seek these funds.

As noted previously, final approval for acceptance and use of the funds was very delayed which placed the SBO in an extremely difficult position. Due to these delays and the need to return to seek approval for entering into contracts for various services, a number of planned actions could not take place. Some of these actions included contracting for the on-airport hospitality room, shuttle transportation and additional travel scholarships for CAP members.

Because of these delays, the NH SBO was unable to spend all the available federal funds. Consequently, there is approximately \$16,000.00 in unspent funds currently on hand. The following table illustrates how the funds were budgeted under the grant request, the final state budgeting request, the actual amounts spent and the difference. As can be seen, there were a number of areas where projected expenses were not fully addressed.

### **Financial Information Summary**

<b>Object Classification</b>	<b>Original Submitted Budget</b>	<b>Revised State Budget</b>	<b>Actual Expenses</b>	<b>Variation From Original Budget</b>
Personnel	\$11,274.98	\$5,637.00	\$10,597.03	<b>(\$677.95)</b>
Fringe Benefits	\$5,600.28	\$2,822.00	\$4,995.81	<b>(\$604.47)</b>
Travel	\$3,100.00	\$3,100.00	\$1,925.91	<b>(\$1,174.09)</b>
Supplies	\$500.00	\$892.00	\$34.30	<b>(\$465.70)</b>
Contractual	\$53,098.09	\$61,807.00	\$40,501.77	<b>(\$12,596.32)</b>
Other	\$923.76	\$489.00	\$472.51	<b>(\$451.25)</b>
Indirect Costs	\$502.88	\$253.00	\$253.00	<b>(\$249.88)</b>
<b>Totals</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$58,780.33</b>	<b>(\$16,219.67)</b>

Appendix “L” of this report contains additional information including:

1. Copies of the Governor and Council requests for fund acceptance and usage
2. A copy of the detailed expense report for actual payments

This information details the expected and actual costs for the conference.

It should be noted that the funding requested would have been fully spent if the internal State process had not severely limited the ability of the SBO to develop and enter into all the contracts required for full conference services.

### ***Section V – Registration Information***

It was determined by the Committee that this year’s conference would be a “paperless” registration process. Based on this decision, the Committee worked with Audrey Zelanko of Concurrent Technologies Corporation to develop the registration process as part of her task of developing the conference website.

The basic structure of the registration process was “borrowed” from the process utilized at the 2005 conference website and was modified to suit the needs of the 2006 conference. In general, the electronic registration consisted of a multi section “form” that requested basic attendee information including name, address and contact information as well as any special needs or requirements for accommodations and/or dietary issues. The registration page also contained a full listing of conference sessions and registrants were requested to provide a preliminary indication of which sessions they would be attending. This information as very valuable in determining which room would be assigned to a particular session to ensure the room assignments were appropriate. As a room that is too crowded or is too large for the number of attendees can detract from presentations, having a general idea of session attendance allowed pre-selection of rooms possible.

The registration sheets also requested an indication of attendance at pre-planned evening events such as the morning breakfasts, opening session/awards dinner, and Lobster Buffet. This information was also very useful in determining the number of meals that would be served (and charged for) to again, ensure an adequate number of meals would be available.

A huge benefit of having all registrations done electronically was the ability to produce a number of reports that were extremely helpful in the planning and implementation processes. Several of these reports were used for:

- Comparison of Resort reservations to registered attendees to ensure attendees were registered for the conference as well as registered at the hotel.

- Providing session organizers with a list and count of potential session attendees
- The ability to provide an accurate accounting of meal participants including attendees that were not staying at the resort but would be attending functions such as the opening Session/Awards dinner.
- The ability to provide information concerning optional activities for spouses and significant others who would be accompanying conference attendees.
- The preparation of the attendees list for inclusion in the registration packets.

Another direct benefit to this process was the development of a conference attendee list serve. This list serve was very useful in providing registrants with timely and accurate updates to agendas, activities and other conference details. Although signing up for e-mail updates was optional, only one person declined the opportunity to participate.

The only glitch in the registration process was with the method for submittal of data.

The registration process involved completing the on-line form and, at the end of the data entry, pressing a “submit” button at the end of the page. After this was completed, another screen would appear with the data and the submitter was to review and confirm the data. After this was completed, the submitter needed to again press a “Submit” button at the bottom of the page to complete the registration process.

As it wasn’t completely clear that the second submit button needed to be pressed, there were several registrants who did not realize this and consequently, their registration data was not submitted. Although this was not a widespread problem, it is suggested that future on-line registration procedures ensure that the registrant is made aware that the data must be reviewed and confirmed prior to it being submitted.

The registration process began in January of 2006 and potential attendees were asked to register before March 15 in order to ensure proper logistical planning could be accomplished. As with other conferences, the number of registrations received started off slow with a rush of registrations received during the beginning to the middle of March.

At the time of the registration cutoff, there were 125 registrants entered into the system. There were several additions and deletions made after the cutoff date, but the number of pre-registered attendees remained at 125. In addition to the conference registrants, there were 17 spouses/significant others/family members that had been pre-registered.

As noted above, a listing of attendees was prepared from the pre-registration data and compared to a list of hotel registered guests. This comparison resulted in two additional lists being created with one being those people registered at the hotel and not registered for the conference as well as a list of those conference registrants not registered as guest of the hotel. In order to ensure completeness, the people on these lists were contacted

directly to increase the accuracy for both the conference logistics and sufficient resort rooms were available and reserved.

Even with the above comparison and contacts, it was discovered that a number of attendees did not complete the conference registration on-line. This was discovered during the conference check-in where registration material was not available for these attendees. It was discovered at this time that the non-registered attendees were primarily speakers or others who were only attending for one or two days and did not need to stay at the hotel overnight.

It is suggested for future conferences that additional effort be made to ensure all attendees register for the conference even if the attendee will only be attending for one or two days. This is important in order to properly plan for such items as meeting space, conference material and food preparation. At a minimum, future conference hosts should be aware that this can and will occur and there should be a 10% contingency built in to all conference logistics to account for these late or non-registrants.

#### ***Section VI – Plenary Session Moderators/Speakers***

There were a number of Plenary Sessions during the conference which covered a broad range of topics. These sessions and the speakers are summarized as follows:

##### ***1. Mandatory Program Training Workshop***

This interactive session focused on providing both new and veteran program personnel with tools and ideas for individual program evaluation as well as the opportunity to ensure state programs were meeting the EPA guidelines for Program implementation. The session was determined to be a mandatory session in order to increase attendance by state level program personnel and provide a forum where all state programs fully understood all the requirements for program development as outlined in the Clean Air Act Amendments of 1990.

The first part of the program was to allow attendees to explore and understand the dimensions, responsibilities and roles of the three program components (SBO, SBAP, CAP) and how they relate to each other. The second part of the program was devoted to interactive exercises to develop creative ways to deliver compliance assistance to small businesses.

The session was moderated by Karen Brown, EPA Small Business Ombudsman. The speakers/group facilitators were all from PRIZM Inc., a contractor hired by EPA to assist in the development of tools for small business providers. The speakers from PRIZM included;

- Robert France,
- Leigh Leonard,

- Tiffin Shewmake, and
- Michael Welch

All presenters were well versed in not only the requirements of the CAAA, but were able to provide session attendees with practical advice and suggestions on the interactive roles of the program components as well as how to expand services to include complete environmental services in the areas of air, waste and water regulatory compliance.

## **2. *SBO/SBEAP Issues and Updates***

The second plenary session was held on Tuesday morning and was moderated by Rudolph Cartier Jr., PE, the New Hampshire Small Business Ombudsman. This session is an annual event that provides the opportunity for program personnel to hear from representatives from the national level organizations with a representative role in the small business programs.

This year's presenters included:

- Karen V, Brown, USEPA Small Business Ombudsman. Ms. Brown provided a review of the activities that have taken place at USEPA Headquarters in Washington over the last year. Ms. Brown noted the accomplishments her office has had and provided a brief update on the changes taking place within her office.
- Ken Legler (Texas CAP), the National Compliance Advisory Panel (NCAP) Chair, outlined the accomplishments and open tasks that the NCAP has been working on to assist the state programs in fulfilling their program obligations.
- Ron Dyer (Maine SBO), the SBO/SBAP National Steering Committee Chair provided an update on the past year's activities of the Steering Committee
- A new presenter at this annual session was Karen Blanchard from the USEPA Office of Air Quality Planning and Standards. Ms. Blanchard provided the group with information on a number of proposed air regulations that were soon to be released with an impact on small businesses.

## **3. *Environmental Results Programs – The New Generation of Environmental Protection***

The third plenary session was held on Wednesday morning. This plenary provided an in-depth look at Environmental Results Programs which are innovative approaches to combining all the environmental responsibilities for a particular industry sector into a single, easy to use program.

The session was moderated by Renee Basher, from the Wisconsin Department of Commerce. Speakers for the session included:

- Steve DeGabriele of the Massachusetts Department of Environmental Protection. Mr. DeGabriele has a long history with ERPs and is spearheading an effort to have ERPs recognized by EPA as an alternative to conventional permitting and inspection actions.
- Kim Chesser of the Delaware Department of Natural Resources and Environmental. Ms. Chesser has developed a functioning ERP for the Auto Repair industry and presented information on that program.
- Richard Rasmussen of the Virginia Small Business Assistance Program. Mr. Rasmussen presented information on ERP activities in Virginia.
- Terry Darton of the Virginia Department of Environmental Quality. Mr. Darton provided a regulatory perspective on the program developed by Mr. Rasmussen and how the regulatory and non-regulatory sections of an agency can work together to ensure environmental compliance on a cooperative basis.

#### ***4. Managing your Program in an ever changing Environment.***

The next plenary session was designed to address an ever growing issue with the Small Business Assistance Programs, namely how to survive in an era of diminishing financial and (in some cases) management support for assistance programs. The session allowed attendees to hear from three programs that have suffered from diminishing support and how they have been able to survive.

The moderator for the session was Ron Dyer, the Maine Small Business Ombudsman. Speakers for the session included:

- Dan Nickey of the Iowa Waster Reduction Center. Mr. Nickey provided a survival story from an assistance program housed in a university setting and how that has been both a blessing and a curse.
- Greg Copley of the Kentucky Small Business Environmental Assistance Program highlighted how a Section 507 program that is affiliated with a Small Business Development Center and is prohibited from providing any assistance other than strictly air related issues has been able to maintain a high level of service quality in spite of this restriction.
- Anita Dorsey-Word of the Georgia Small Business Environmental Assistance program gave an example of an environmental agency based programs trials and tribulations, again in an environment of diminishing support.

#### ***5. Motivational Speaker – Steve Walker***

The selection of Steve Walker as a motivational speaker was a departure from past speakers. Mr. Walker is President and Founder of New England Wood Pellet,

a New Hampshire Based small business that processes sawdust into wood pellets used for heat in pellet stoves. Mr. Walker outlined (in detail) the difficulty he had in establishing his business. Although his business is environmentally oriented (utilizing a renewable resource for space heating) he detailed the adversity in establishing the business and the legal hurdles he needed to overcome.

The major difference in the selection of Mr. Walker over past motivational speakers was that he is an actual small business owner in a manufacturing sector. This was well received by the attendees as they were able to directly relate to the difficulties he experienced from their own assistance and advocacy activities.

The session was moderated by Rudolph A. Cartier Jr., PE, the New Hampshire Small Business Ombudsman

## **5. *Subcommittee Reports***

The NSC Subcommittees have historically met at the annual conference, but have usually been scheduled opposite each other. The 2006 Planning Committee, in conjunction with the various subcommittee chairs, determined that it would be beneficial to not schedule subcommittee meetings opposite each other primarily due to the fact that there are a number of program personnel that are on more than one subcommittee and it was important to have all members present.

It was also hoped that more conference attendees would be able to attend one or more of the subcommittee meetings and offer advice, suggestions or join the individual groups. As a result, subcommittee work sessions were scheduled as breakout sessions and intermingled with other breakouts.

Subcommittee work sessions are a very important part of the national conference. As the membership of these subcommittees consists of representatives from across the country, the ability to meet face-to-face is critical in completion of their work. The sessions held in New Hampshire proved very productive in both reviewing the past year's accomplishments as well as setting the direction for tasks to be performed in 2006-2007.

The Subcommittees that met this year included:

- Technical – Chaired by Richard Rasmussen, Virginia
- Measurement – Chaired by Kenya Stump, Kentucky
- Multi-media – Chaired by Terry Polen, West Virginia
- Awards – Chaired by Linda Hayes-Gorman, Oregon
- Promotional – Chaired by Annette Fulgenzi, Illinois

A summary of each subcommittee session and the work being performed by each was presented at the first Thursday morning plenary session.



## **6. *Small Business Roundtable/Panel Discussion***

Another annual plenary session was the ability to hear from and have discussions with several small business owners in relation to what they need from assistance providers. This year's session was moderated by Frances Hartwell, a member of the Oregon CAP and the Vice Chair of the National CAP.

This year's speakers included:

- Norman Caouette, Safety Director for Issacson Steel Company in Berlin, NH. Mr. Caouette spoke on the relationship between Issacson Steel and the N H SBTAP and how the assistance provided by the program was very beneficial in obtaining necessary air permits.
- David Presby, President of Presby Plastics, Whitefield, NH who spoke about the difficulty in obtaining regulatory approval for new environmentally related products (in this case, an innovative subsurface disposal system).
- Robert Anderson, owner of AJ's Auto Repair of Salem Oregon. Mr. Anderson was the winner of this year's SBO/SBAP Small Business Owners Award. Mr. Anderson gave a presentation on a small business owner's perspective on how implementing good environmental practices can result in increased profits.

All three speakers also participated in a question and answer period with conference attendees.

## **7. *Opening Session/Awards Presentations***

Another innovation at this year's conference was to move the formal Opening Session to Monday evening. This was suggested in order to allow for a large block of time for the Mandatory Training Session held on Monday morning as well as ensuring as much time as possible would be devoted to knowledge based activities.

The Opening Session also included a formal dinner followed by the annual Awards presentations. Past conferences have had the Awards presentations done during a noontime luncheon. As this year's planning committee had decided to reserve the normal planned luncheon breaks for networking and attending to other issues, it was deemed appropriate to move the awards presentations to the evening Opening Session.

It was also determined to move the "motivational speaker" from the awards presentations to a stand alone plenary session. This would allow for more interaction with the motivational speaker and reduce the time allocation for the newly combined sessions.

This years Opening Session began with a catered dinner which was followed by welcoming addresses from representative of the host state as well as EPA. Presenters included:

- N.H. Executive Councilor Raymond Burton who welcomed the attendees on behalf of Governor John Lynch and the citizens of New Hampshire
- EPA Regional Administrator Robert Varney who not only represented Region I, but also noted that this was his second opportunity to address the SBO/SBAP National Conference having been the keynote speaker at the 2001 conference in Tampa, Florida.
- N.H. Department of Environmental Services Commissioner Michael P. Nolin who welcomed the attendees on behalf of the Department. Commissioner Nolin also noted his full support for the efforts of the Programs. Commissioner Nolin also read a letter of welcome from Governor Lynch.
- U.S. EPA Small Business Ombudsman Karen V. Brown who welcomed both “veteran and newcomers” to this, the 13<sup>th</sup> Annual Conference.

After the welcoming remarks, the program was tuned over to Linda Hayes-Gorman, the Awards Subcommittee chair. Ms. Gorman presented a number of awards as noted in previous sections of this report.

This session was moderated by Rudolph A. Cartier Jr., the NH Small Business Ombudsman.

### ***Section VII - Recommendations for Future Conferences***

As with any conference, there was a mix of standard and new agenda and logistic issues that were incorporated into the conference. Some of these issues have proven to be successful and some need improvement. The purpose of this section is to highlight some of the successful parts of the conference and offer suggestions for improving areas that were lacking.

Specific suggestions include:

- Registration
  - The electronic registration system is highly recommended for ease of use and for the ability to generate a number of useful reports.
  - The only other recommendation for change is to clarify the need to confirm all data and then perform a final submittal.
- Transportation

- The use of a third party to coordinate the transportation arrangements from the airport to the resort could have been improved. As the resort was about 100 miles from the nearest major airport and there was no regularly scheduled shuttle service, it was necessary to arrange for ground transportation at a reasonable cost. Initially, it was decided that there would be two or three large capacity bus runs the day before the conference started and a similar number at the conclusion of the conference. As part of this plan, a hospitality room at an on-airport hotel would be arranged so travelers would have a comfortable place to wait until the bus departed.

This arrangement was modified when a local shuttle company (The Shuttle Connection) was contacted. This company provided direct airport to resort transportation at pre-arranged times and would be more flexible for arriving attendees. This also eliminated potentially long waits at the airport and the need to contract for airport hotel rooms.

There were several issues that arose with this system that created difficulty. These were:

- As the cost per person was dependent on the number of people transported at one time, it was very difficult to obtain an accurate cost for each attendee. This problem was somewhat minimized by the shuttle operator setting a maximum price that would be charged. This allowed for sufficient planning purposes for most attendees
- The equipment utilized for the roughly 2 hour trip was not very comfortable when the vans were at or near capacity. Although the cost was minimized, it was not an entirely comfortable trip.
- If future conferences require ground transportation similar to the New Hampshire conference, it is strongly suggested that the arrangements be as originally planned (schedule shuttle busses at pre-determined times). Unfortunately, due to the severe delays in obtaining approval to accept and expend the conference funds from EPA, it was not possible to make the arrangements as intended.
- Agenda Items
  - Consider having a short opening session at the beginning of the first day.
  - If a training session similar to that conducted in New Hampshire is considered for future conferences, consider streamlining the topics. In

the NH case, the original intent was to provide training on program self-evaluation and develop a plan for compliance with Section 507 of the CAAA. The session as presented tried to include additional goals which lead to too much to be covered in a short time. These sessions should be “continuing education” sessions to ensure all program elements are in place and working together.

- The practice of having concurrent sessions was continued at this conference and was generally well received. The main suggestion for these sessions is to ensure there are a limited number of speakers at each session to ensure sufficient time for information presentation and question and answers. In addition, it is important to correlate the number of topics to the available time. For example, the session on TRI-TIER II training was not long enough to cover the basics of both subjects. It would have been better to limit the description and subject matter to only one item.
- For the SBO/SBEAP/NCAP/EPA update session, ensure the speakers are well prepared, utilize visual aids, are succinct and provide information not easily obtained by other means. For example, the update from the National Steering Committee should highlight the previous year’s accomplishments and the expected challenges faced for the coming year. There were several comments received that some of the presentations were duplicative of past conference updates and lacked relevance to current conditions.
- The feedback for the Future Small Business Regulations session was similar to the update session in that there needed to be more structure in the presentation and additional information on regulations with a specific environmental slant. If this type of session is repeated in future conferences, it should be structured to focus on regulations impacting small businesses in the near future and utilize visuals in order to decrease the talking heads syndrome.
- Another suggestion is to move the Small Business Owners Panel from the end of the conference to the beginning. As many attendees decided to leave late Wednesday or early Thursday morning, the attendance for the session was light.
- Another option to consider is to not end the conference at noon, but continue it for a full day on the last day. Historically, having a half day session on the last day results in many people leaving before the end of the conference. Extending the conference to 3 or 4 PM (or eliminating the half day completely) should increase participation for all sessions.

- Another new approach to the schedule was to have the conference start early each day, have a 2 ½ to 3 hour break for lunch, networking and exhibits, and going a little later in the day for sessions. This seemed to be well received as it allowed for good interaction between attendees
  - The other new approach this year was for the provision of a full breakfast each day with regional meetings scheduled during the extended breakfast time. This was also well received and allowed for each state to meet with others in their region for one-on-one communications and planning. In addition, the daily meetings allowed for interactive planning based on information gathered from each day of the conference.
- Dinner, Opening Session and Annual Awards Presentations

The combination of the formal opening and the awards presentations generally went very well. The main deficiency for this session was the length of time involved.

Under normal circumstances, the time for opening remarks should be no longer than 30 to 45 minutes and the awards presentations should be an equal amount of time. Due to several contributing factors, this years time wet well beyond the expected 60 to 90 minutes.

The main reason for the lengthy presentation period was the added award created by the Awards Subcommittee. As noted, the Subcommittee created the Karen V. Brown Environmental Leadership Award and debut it at this conference. In honor of Ms. Brown, the subcommittee had prepared a very interesting and informative background presentation on Ms. Brown and her many years of accomplishments and leadership on behalf of small businesses nationwide. As this award has now been institutionalized as part of the conference, it should take less time for the presentation at future conferences.

It is suggested that closer communications and organization be done between the conference host and the Awards Subcommittee to ensure a better handle on timing is accomplished and the program stay on a fairly fixed schedule.

- Other Suggestions
  - It is imperative that the EPA financial assistance award be applied for and obtained as early as possible. The proposed time frame for the New Hampshire conference was very difficult to meet due to very cumbersome state requirements for accepting and expending federal funds. As contracts and other commitments could not be made prior to state approval and the final approval was obtained 4 months later than planned, the logistics for holding the conference were well behind

what is considered reasonable and appropriate. It is critical to have all contracts in place at least three months prior to the start of the conference.

- Better coordination needs to occur in organizing the SBO/SBAP/CAP training and ensuring it fits within the general outline and structure of the conference. There was a serious disconnect between EPA and the Planning Committee as to the training session, it's content, logistical information and time frame allocation. The training session needs to fit with the intent of the conference theme and should be fully discussed with the planning committee well in advance of the conference.

This years training was intended to be a "basic training" session to bring all programs onto the same page to ensure a solid foundation exists in all states. As there are a number of states with weak or non-existent programs as required under the Section 507 of the CAAA, the session was intended to outline the program requirements and give program personnel the tools they needed to go back to their states and re-establish the programs. In addition, this foundation was to ensure we, as program managers, the ability to expand into full service environmental assistance providers.

The problems with this years training are summarized as:

- Lack of cooperation with the Planning Committee in the content of the training session
- Lack of adequate information to allow for logistical items such as room setup, A/V needs and pre-assignment of breakout group participants.

As can be seen, these issues can easily be resolved through early, frequent and detailed communications

- There was some disappointment that there was not a Hospitality Room during this year's conference. As liquor laws are fairly strict in New Hampshire, it was not possible to have a formal Hospitality Room where any alcoholic beverages were present that were not under the control of the hotel. Due to these regulations, it was necessary to eliminate this option. It is suggested that future conference hosts investigate the state and local regulations to determine the acceptability of this option and clearly advise all conference attendees of the particular regulations.
- One major issue that arises every year is the lack of providing conference presentations prior to the conference. It is very difficult and cumbersome to not receive presentations until the day of the session. It is unfair to the conference organizers and moderators who need to load

presentations onto laptops and makes it very difficult provide accurate conference proceedings.

It is strongly suggested that moderators be very adamant about receiving presentations well in advance of the conference to ensure they can be loaded onto laptops and included in data sticks or other electronic media for inclusion in registration material. Having the presentations immediately available to attendees is highly recommended.

### ***Section VIII - Summary***

In general, the conference was determined to be a rousing success due to the efforts of the Planning Committee and the members of the NH DES staff. A review of the submitted evaluations indicated a strong feeling that the conference schedule, after hours activities, conference location and logistics as well as the ample time for networking and “face time” was excellent and no one went away disappointed.

It is noted that although the final conference costs were significantly lower than past conferences, the EPA support funding should not be reduce. As this conference experienced several serious delays in being able to organize some planned actions as well as being able to obtain no cost assistance in developing certain aspects of the conference (most notably the web site and electronic registration development), there were appreciable one time cost savings.

It is hoped that this report will be of assistance to future conference hosts. We, as a planning committee and host state, learned quite a few lessons the old fashioned way... by making errors that required innovative and quick thinking. It is our desire to pass our positive and negative experiences on so future hosts can learn from our experience and continue the tradition of making ever subsequent conference better than the last.

## **Appendix A**

### **Conference Announcement And Session Facilitators**





## 2006 SBO/SBAP National Conference March 26 – 30, 2006

*“Don’t Take Compliance Assistance for Granite”*

The Mt. Washington Hotel & Resort  
Route 302  
Bretton Woods, NH  
(800)258-0330  
www.mtwashington.com

Come join us for the year’s premier gathering of the nation’s small business environmental assistance providers!

The 13th annual conference for the SBO/SBAP Section 507 Programs will gather in New Hampshire (The Granite State) at The Mt. Washington Hotel and Resort March 26–30, 2006. An exciting agenda has been prepared, and there’s something for everyone, whether you’re a newcomer, old timer, environmental engineer, a program manager looking for professional development or a small business owner needing environmental assistance.

**Conference Web Site:** The Web site dedicated to the 2006 SBO/SBAP National Conference is [www.sbapconference.com](http://www.sbapconference.com). This site will contain information about the conference, including workshops, after hours activities and information, the latest agenda, hotel reservation information for our group, and links to New Hampshire tourism sites. Check back here often for updates!

**Deadline for Conference Registration – February 26.** On-line registration is strongly encouraged to save paper and mailing costs. When you register on-line, you’ll receive an immediate e-mail confirmation that you’ve successfully registered for the conference. Registration is quick and easy at the conference Web site:

[www.sbapconference.com](http://www.sbapconference.com).

Anyone attending the conference should register. This includes CAP members, exhibitors, presenters, speakers and anyone else planning to attend. If you are unable to register on-line, please mail or fax the registration information to the following:

N.H Small Business Technical Assistance Program  
NH Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301

Fax: 603/271-1381

**Deadline for Hotel Reservations – March 5.** Conference rate is **\$99 (single or double), plus 8% Rooms and Meals tax**. Located in the White Mountain Region of New Hampshire, the Mt. Washington Hotel and Resort is a 100 year old Grand Hotel. Surrounded by the White Mountains National Forest, the resort offers numerous winter activities such as alpine and cross-country skiing, snow shoeing, sleigh rides and outlet shopping a short distance away. In addition, the resort is a self contained world offering a variety of dining experiences from Four Star formal dining in the Main Dining Room to lighter fare in the resort pubs. To make your reservation, please contact the Hotel reservation desk directly at **800/258-0330**. Ask for the **“2006 SBO/SBAP National Conference”** block of rooms. (*Note: Hotel reservations will be accepted between January 26<sup>th</sup> and March 5<sup>th</sup> only*).

**Weather:** Weather in Bretton Woods in late March is generally winter conditions. You could see some snow showers or you can have a beautiful clear day where you can see for miles. Temperatures should be in the 30 to 40 degree range during the day and the 20 to 30 degree range in the evening.

**Attire:** Business casual is the dress code for the conference. For after-hours, typical winter clothing is in order. If you decide to dine in the resorts Min Dining Room, gentlemen are required to wear a suit coat or blazer and women are requested to dress appropriately.

**Transportation:** Travel to New Hampshire is quite convenient. The Manchester Airport is served by a number of major carriers including Southwest, United, US AIR, Northwest, Continental, American and others. The Resort is located approximately 105 miles from the Manchester Airport and transportation options between the airport and the Resort include the following:

We have made arrangements with The Shuttle Connection as the preferred conference ground transportation provider. The schedule for ground transportation will be determined based on pre-arranged reservations and will be scheduled to accommodate flight arrival times. Arrangements for an on-airport hospitality suite will also be made to accommodate travelers who may arrive earlier than the scheduled transportation departure times. For cost and to make reservations, please access the shuttle website at [www.theshuttleconnection.com](http://www.theshuttleconnection.com).

For those who prefer driving, the Mt Washington Resort is approximately 105 miles north of Manchester and is accessed via interstate Route 93. The Manchester Airport has several on-site rental car agencies including Hertz, Budget, National and others. For rental car information, please access the Manchester Airport website at [www.flymanchester.com](http://www.flymanchester.com).

In order to accommodate travelers who will only be able to make return flights in the morning or early afternoon, we have made arrangements for overnight accommodations in Manchester for Thursday night. Please contact Rudy Cartier, N.H. SBO directly if you will require these accommodations.

**Restaurants:** The Mt. Washington Resort has a variety of dining options available from their premier 4 star dining room featuring world renowned formal dining to relaxed pub fare. Prices accommodate every pocketbook from the truly sophisticated to affordable, casual family dining. For those attendees interested in other area dining, information will be posted in the conference website.

**Questions:** Please call the Small Business Technical Assistance Program staff at the New Hampshire Department of Environmental Services if you have questions about the conference.

**Small Business Technical Assistance Program**  
**NH Department of Environmental Services**  
29 Hazen Drive  
Concord, NH 03301  
Phone: 603/271-1379  
Fax: 603/271-1381  
e-mail: [rcartier@des.state.nh.us](mailto:rcartier@des.state.nh.us)  
[www.sbapconference.com](http://www.sbapconference.com)



**1:00 – 2:30**      **Breakout Session II**      (Facilitators: Dan Nickey/Audrey Zelanko)

***Compliance Assistance Tools and New Technologies***

As assistance providers, we are asked to provide a considerable amount of highly technical help in understanding and complying with regulations. This session will help to identify and utilize technical level information such as AP-42 emission factors, emissions calculation software and manuals as well as other existing and new e-based tools for multi-media compliance determinations and solutions. In addition, examples of sector based technological solutions to engineering issues will be addressed.

**2:30 – 2:45**      **Break**

**2:45 – 4:00**      **Measurement Subcommittee Workgroup**      (Facilitator: Kenya Stump)

The Measurement Subcommittee will be meeting to review the subcommittee mission and goals, provide an update on the progress made this past year in developing common measurement metrics and solicit input from session attendees on additional ideas for effective program measurement tools. In addition, the subcommittee will be seeking information on problems faced by programs in successfully measuring and documenting program effectiveness.

**2:45 – 4:00**      **Breakout Session III**      (Facilitator: Roslyn Jackson)

***Examples of REAL Multi-Media Programs and How They Work***

Want your state to go multi-media? Hear from SBAPs/SBOs who offer multimedia services as well as learn about the Multimedia Peer Center Mentor Program.

**2:45 – 4:00**      **Breakout Session IV**      (Facilitators: Dan Nickey/Richard Rasmussen)

***Speed Dating for Compliance Assistance***

This session will provide a quick review of the latest tools from eight SBAPs. The session will give SBAPs a chance to see what other SBAPs are developing to assist small businesses. All tools presented will be available to all SBAPs for adoption and a new mechanism for sharing your work will be provided.

**5:00 – 6:00**      **Welcoming Reception – Cash Bar**

**6:00 - 9:00**      **Dinner, Opening Session and Annual Awards Presentations:** Come join conference attendees for the formal opening session including dinner and the presentation of the annual SBO/SBAP Achievement Awards. Speakers will include:

Governor John H. Lynch (invited)  
Raymond Burton, Executive Councilor, District 1  
Robert W. Varney, EPA Region I Administrator  
Michael P. Nolin, Commissioner, NH Department of Environmental Services  
Karen V. Brown, US EPA Small Business Ombudsman

**Tuesday March 28**

**7:00 – 6:00**      **Registration Desk Open**

**7:00 – 8:00**      **Breakfast/Regional Meetings**

8:00 - 10:00

**General Session**

***SBO/SBAP Issues and Updates***

**(Facilitator: Rudy Cartier)**

Setting the tone for the conference, participants will hear the latest from the USEPA Small Business Division, National Steering Committee, and the National Compliance Advisory Panel. Learn what these folks have been accomplishing for us and the roles and responsibilities of each.

10:00 – 10:15

**Break**

10:15 - 11:15

**Plenary Session**

**(Facilitator: Richard Rasmussen)**

***Future Small Business Regulations and Impacts- The Looking Glass***

This session will focus on current and planning regulations with a potentially significant effect on small businesses and will include:

- A look ahead: An update on future environmental regulations which will impact small businesses
- A look back: Activities of the Technical Subcommittee, its interests, activity and impacts. Potential topics include: Auto Body Area Source Rules, Dry Cleaning Residual Risk, Area Sources Update, and Area Source MACT Deferral

11:15 - 2:45

**Lunch/Networking/Exhibits (on your own)**

11:30 – 2:30

**NCAP Luncheon Meeting**

**(Facilitator: Elsa Bishop)**

The National Compliance Advisory Panel will hold its annual meeting in conjunction with the 2006 National Conference. The NCAP was established in 2001 to represent the interests of and provide a national coordination vehicle for state CAPs. The NCAP's mission is to assist, support and promote the state Small Business Assistance Programs.

2:45 - 3:45

**Multimedia Subcommittee Workgroup**

**(Facilitator: Phyllis Strong/Terry Polen)**

The NSC Multimedia Subcommittee will be meeting to review the mission of the subcommittee to expand the services provided by the Small Business Assistance Programs from air issues only to complete environmental assistance programs. In addition, the subcommittee members will review the progress made to date and expectations for the coming year. Conference attendees are encouraged to attend this session to offer ideas and suggestions for expanding the scope of services provided by the state programs.

2:45 – 3:45

**Breakout Session V**

***TRI-TIER II Training***

**(Facilitator: Judy Mirro)**

The state Small Business Assistance Programs are increasingly being asked to provide assistance to small businesses in determining applicability of the requirements for reporting under TRI-TIER II. In addition, many small businesses are affected by the regulations and are having great difficulty in complying with the reporting requirements. This session will provide an overview of the reporting requirements and an introduction to the tools needed to comply.

2:45 – 3:45

**Breakout Session VI**

**(Facilitator: Lee Tate)**

***Business, Industry and Community Relationships***

This session will focus on how to develop and sustain effective relationships between industry and government.

- 3:45 – 4:45 Awards Subcommittee Workgroup (Facilitator: Linda Hayes-Gorman)**
- The NSC Awards Subcommittee will be meeting to discuss innovative ways to recognize outstanding programs, individuals and small businesses for their efforts in promoting compliance assistance. Conference attendees are encouraged to attend this session to offer ideas and suggestions for appropriately recognizing efforts that go beyond maintaining the status quo and improve the delivery of compliance assistance.
- 3:45 – 4:45 Breakout Session VII (Facilitators: Frances Hartwell/Annette Fulgenzi)**
- Marketing of Programs (how to do it effectively)*
- Do you do an effective job at marketing your program both internally and externally? Trade groups, chambers of commerce, and Dunn and Bradstreet mailings are old news. Come learn some other tools programs are using to reach their clients and the decision makers in their states.
- 3:45 – 4:45 Breakout Session VIII (Facilitator: To Be Determined)**
- Implementation of the Compliance Incentives Policy, Developing Relationships between Compliance and Enforcement and the effect of “Element 13” on Program Credit*
- Although it has been in existence for over 10 years, there is still a great deal of confusion over the applicability and practical application of the Small Business Compliance Incentives Policy released by EPA. In this session, we will explore how to properly apply the Policy and how developing a close relationship with enforcement personnel can increase compliance without the need for time consuming and costly formal enforcement actions.
- The session will also highlight what Element 13 and how this new ECOS/EPA evaluation tool can be of benefit to state agencies in requesting credit for innovative programs designed to increase regulatory compliance.
- 6:00 – 8:00 Dinner (On your own)**
- Wednesday, March 29**
- 8:00 – 12:00 Registration Desk Open**
- 7:00 - 8:00 Breakfast/Regional Meetings:**
- SBO's/SBAP's will have an opportunity to get together with their regional counterparts to discuss any pending or upcoming issues, including the designation of their delegates and alternates to the National Steering Committee.
- 8:00 – 9:30 Plenary Session (Facilitator: Renee Lesjak-Bashel)**
- Environmental Results Programs – The New Generation of Environmental Protection*
- This session will provide a look back at the beginning and the development of the concept of Environmental Results Programs. Existing programs will discuss their approach, pitfalls and successes. ERP examples will include:
- Printing
  - Auto Body Refinishing
  - Dry Cleaning
- 9:30 – 9:45 Break**

**9:45 – 10:45      Plenary Session      (Facilitator: To be Determined)**

***Managing Your Program in an Ever Changing Environment***

As business owners need to adapt to inside and outside events and conditions to survive and grow, so do the Small Business Assistance Programs we all manage. We are not immune to factors such as budget reductions, workforce reallocation and regulatory pressures which can have an impact on the level of services we provide.

Here from four program managers on how the changing face of the regulatory and assistance landscape has been successfully managed to not only ensure program continuity, but also have allowed the programs to grow.

**10:45 – 11:45      Plenary Session      (Facilitator: Rudy Cartier)**

***Motivational Speaker – Steve Walker***

We all have moments where we feel that we are spinning our wheels and not getting anywhere. When this happens, we need to take a step back and refocus on our original goals and ensure we are still heading in the right direction. In this session, we will hear from Steve Walker, President of New England Wood Pellet, a manufacture of feedstock for pellet fired woodstoves. Mr. Walker will recount his trials and tribulations in the development of a very successful “green” business and how his company has gone from struggling to stay in business to struggling to keep up with the demand for his product.

**11:45 – 3:00      Lunch/Networking/Exhibits (on your own)**

**12:00 – 2:00      National Steering Committee Meeting      (Facilitator: Ron Dyer)**

The National Steering Committee (NSC) is made up of SBO/SBAP representatives from each of the 10 EPA Regions as well as representatives from EPA and the National Compliance Advisory Panel. The NSC will be holding its annual meeting at the 2006 National Conference

**3:00 – 4:45      Promotional Subcommittee Workgroup      (Facilitator: Annette Fulgenzi)**

Come learn the mission of the Promotional Subcommittee, the tools that have been developed to help market the programs nationally and how the committee will be working with the National Steering Committee and National Compliance Advisory Panel to foster the move to Multi Media Programs

**3:00 - 4:30      Breakout Session IX      (Facilitator: Nick Melliadas/Audrey Zelanko)**

***Tool Awareness:***

Every program needs assistance tools to provide effective services. In many instances, tools have been developed by other programs that can be shared and modified by other states to address issues common to all programs. This session will focus on what tools are available and how to access them for use in your programs

**3:00 - 5:00      Breakout Session X      (Facilitator: Linda Hayes-Gorman)**

***Skills Development for Assistance Providers***

***Brought to you by Distinguished and Competent New Hampshire Toast Masters:***

- Speaking and Presentation Skills – the finer points of speaking either for prepared or impromptu speeches, structuring your presentation, delivery style and techniques, using visual aids, and other important considerations.
- Technical Presentation Skills – learn basic rules and tips for using Power Point, and how to avoid common pitfalls of technical presentations
- Clear Communication Skills – considering one-on-one communication skills for better understanding and developing partnerships with the regulated

**5:00 – 6:00 2007 Conference Planning Committee Meeting**

**7:00 – 8:30 Dinner (on your own)** (Note: Possible lobster bake at an additional charge or sponsored)

**Thursday, March 30**

**7:00 – 8:30 Breakfast/Regional Meetings**

**9:00 - 10:00 Plenary Session** (Facilitator: Ron Dyer)

***Subcommittee Reports:***

This session will provide updated information on the activities of the National Steering Committee Subcommittees and will include presentations from the following subcommittees:

- Awards
- Multi-media
- Promotional
- Measurement
- Technical
- Guidelines

**10:00 – 10:15 Break.**

**10:15 – 11:15 Plenary Session** (Facilitators: Frances Hartwell/RudyCartier)

***Small Business Roundtable/Panel Discussion***

Hear from small businesses owners and what they need from compliance assistance providers. The panel members will represent a cross section of small businesses that are affected by environmental regulations and how the SBAPs can help them understand and comply with these regulations. Hear first hand how confusing and difficult it is for a business owner to identify, understand and comply with complex and confusing regulations.

**11:15 - 12:00 Closing Session**

**12:00 – 1:00 Lunch (On your Own)**

**1:00 – 5:00 PM Site Visit** (Facilitator: Rudy Cartier/ Marek Malessa)

We will be offering a tour of the Whitefield Wood Fired Power Plant. This wood chip fired facility is one of several active power plants in New Hampshire providing electricity utilizing a plentiful and renewable fuel source. Attendance is limited to the first 30 attendees so pre-registration is strongly encouraged.



**Appendix B**

**Final Conference Agenda**



## 2006 SBO/SBEAP National Conference March 26 – 30, 2006

*“Don’t Take Compliance Assistance for Granite”*

### Conference Agenda

#### Sunday, March 26

4:00 - 8:00      **Registration Desk Open**

5:00 - 7:00      **Informal Reception:**

This will be a casual and informal opportunity to meet new Small Business Ombudsman (SBO)/Small Business Environmental Assistance Program (SBEAP)/Compliance Advisory Panel (CAP) members, as well as renew old acquaintances.

#### Monday, March 27

7:30 - 6:00      **Registration Desk Open**

7:00 – 9:00      **Breakfast/Regional Meetings – Main Dining Room**

9:00 - 12:00      **General Session**

#### ***Mandatory Program Training Workshop***

Whether you are new to the program or a veteran, this training workshop will help you explore and understand the dimensions, responsibilities and roles of the three program components (SBO, SBAP, CAP) within the small business assistance program, how they relate to each other and ensure your program is in compliance with EPA guidelines.

This interactive program will include structured group exercises, discussions and sharing of ideas on creative ways to deliver compliance assistance to small businesses. Participants will leave the workshop with a tailored list of ideas and tools to ensure their programs meet the requirements under Section 507 of the Clean Air Act Amendments of 1990 as well as enhance their programs.

#### *Moderator:*

- *Karen Brown, USEPA*

#### *Speakers:*

- *Robert France, PRIZM Inc.*
- *Leigh Leonard, PRIZM Inc.*
- *Tiffin Shewmake, PRIZM Inc.*
- *Michael Welch, PRIZM Inc.*

12:00 – 1:00      **Lunch (on your own)**

1:00 – 2:30      **Technical Subcommittee Workgroup**

The National Steering Committee (NSC) Technical Subcommittee will meet to discuss the past year of activity and direction for the future. Upcoming regulatory challenges are always on the horizon, which ones are of interest to your program and state. Conference attendees are encouraged to attend this session to offer

ideas and suggestions, about the direction and selection of issues for the upcoming year. The committee continues to grow, come join us and become a participant. Our willing activity and involvement on the front end of a problem, rule, or issue is at the heart of compliance assistance.

*Moderator:*

- *Richard Rasmussen, Virginia SBAP*

**1:00 – 2:30**

**Breakout Session I**

*Understanding and Managing Conflict – A Session with Federal & State ADR Providers*

To cope with the challenges associated with conflict, we need to develop skills in conflict prevention, consensus building, and alternative dispute resolution. This session will help you to: understand your own style of handling conflict; learn about communication skills useful to conflict prevention and resolution; and access useful alternative dispute resolution resources.

*Moderator:*

- *Karen Brown, US EPA*

*Speaker:*

- *Elissa “Ellie” Tonkin, US EPA Region I*
- *Hugh Martinez, US EPA Region I*
- *Susan Jechelian, MA Office of Dispute Resolution*

**1:00 – 2:30**

**Breakout Session II**

*Compliance Assistance Tools and New Technologies*

As assistance providers, we are asked to provide a considerable amount of highly technical help in understanding and complying with regulations. This session will help to identify and utilize technical level information such as AP-42 emission factors, emissions calculation software and manuals as well as other existing and new e-based tools for multimedia compliance determinations and solutions. In addition, this session will look at how SBAP can introduce new technologies to small businesses

*Moderator:*

- *Dan Nickey, Iowa Waste Reduction Center*

*Speakers:*

- *Chris Horan, Iowa Waste Reduction Center*
- *Kenya Stump, Kentucky SBEAP*
- *Tony Pendola, North Carolina, SBAP*

**2:30 – 2:45**

**Break**

**2:45 – 4:00**

**Measurement Subcommittee Workgroup**

The Measurement Subcommittee will be meeting to review the subcommittee mission and goals, provide an update on the progress made this past year in developing common measurement metrics and solicit input from session attendees on additional ideas for effective program measurement tools. In addition, the subcommittee will be seeking information on problems faced by programs in successfully measuring and documenting program effectiveness.

*Moderator:*

- *Kenya Stump, Kentucky SBEAP*

**2:45 – 4:00**

**Breakout Session III**

*Examples of REAL Multi-Media Programs and How They Work*

Want your state to go multi-media? Hear from SBAPs/SBOs who offer multimedia services as well as learn about the Multimedia Peer Center Mentor Program.

*Moderator:*

- *Amelia Gooding, IL SBEAP*

*Speakers:*

- *Reid Bermel, Iowa SBO*
- *Michael Nelson, MN SBO*
- *Linda Hayes-Gorman, Oregon SBAP*

**2:45 – 4:00**

**Breakout Session IV**

***Speed Dating for Compliance Assistance***

This session will provide a quick review of the latest tools from eight SBAPs. The session will give SBAPs a chance to see what other SBAPs are developing to assist small businesses. All tools presented will be available to all SBAPs for adoption and a new mechanism for sharing your work will be provided.

*Moderator:*

- *Richard Rasmussen, Virginia SBAP*

*Speakers:*

- *Greg Copley, Kentucky SBEAP*
- *Tony Pendola, PE., North Carolina SBEAP*
- *Ron Dyer, Maine SBO*
- *Sally Tarowsky, Idaho SBDC*
- *Kimberly Chesser, Delaware SBO/SBAP*
- *Mark Williamson, IWRC*
- *Rick Carleski, Ohio EPA - OCAPP*
- *Barb Johnson, Kansas PPI*
- *Judy Mirro, Vermont ANR/DEP*

**5:00 – 6:00**

**Welcoming Reception – Cash Bar**

**6:00 - 9:00**

**Dinner, Opening Session and Annual Awards Presentations:** Come join conference attendees for the formal opening session including dinner and the presentation of the annual SBO/SBAP Achievement Awards. Speakers will include:

Governor John H. Lynch (invited)  
Raymond Burton, Executive Councilor, District 1  
Robert W. Varney, EPA Region I Administrator  
Michael P. Nolin, Commissioner, NH Department of Environmental Services  
Karen V. Brown, US EPA Small Business Ombudsman

*Moderator:*

- *Rudolph A. Cartier Jr., PE, NH SBAP*

**Tuesday March 28**

**7:00 – 6:00**

**Registration Desk Open**

**7:00 – 8:00**

**Breakfast/Regional Meetings**

**8:00 - 10:00      General Session**

***SBO/SBEAP Issues and Updates***

Setting the tone for the conference, participants will hear the latest from the USEPA Small Business Division, SBO/SBEAP National Steering Committee, the National Compliance Advisory Panel and the EPA Office of Air Quality and Planning Standards. Learn what these folks have been accomplishing for us and the roles and responsibilities of each.

*Moderator:*

- *Rudolph A. Cartier Jr., PE, New Hampshire SBO*

*Speakers:*

- *Karen Brown, EPA Small Business Ombudsman*
- *Ken Legler, National Compliance Advisory Panel Chair*
- *Ron Dyer, National SBO/SBEAP Steering Committee Chair*
- *Karen Blanchard, USEPA OAQPS*

**10:00 – 10:15      Break**

**10:15 - 11:15      Plenary Session**

***Future Small Business Regulations and Impacts- The Looking Glass***

This session will focus on current and planning regulations with a potentially significant effect on small businesses and will include:

- A look ahead: An update on future environmental regulations which will impact small businesses
- A look back: Activities of the Technical Subcommittee, its interests, activity and impacts. Potential topics include: Auto Body Area Source Rules, Dry Cleaning Residual Risk, Area Sources Update, and Area Source MACT Deferral

*Moderator:*

- *Richard Rasmussen, Virginia SBAP*

*Speakers:*

- *Keith Holman, US Small Business Administration*
- *Richard Rasmussen, Virginia SBAP*

**11:15 - 2:45      Lunch/Networking/Exhibits (on your own)**

**11:30 – 2:30      NCAP Luncheon Meeting**

The National Compliance Advisory Panel (NCAP) will hold its annual meeting in conjunction with the 2006 National Conference. The NCAP was established in 2001 to represent the interests of and provide a national coordination vehicle for state CAPs. The NCAP's mission is to assist, support and promote the state Small Business Environmental Assistance Programs.

*Moderator:*

- *Karen V. Brown, US EPA Small Business Ombudsman*

**2:45 - 3:45      Multimedia Subcommittee Workgroup**

The NSC Multimedia Subcommittee will be meeting to review the mission of the subcommittee to expand the services provided by the SBEAPs from air issues only to complete environmental assistance programs. In addition, the subcommittee members will review the progress made to date and expectations for the coming year. Conference attendees are encouraged to attend this session to offer ideas and suggestions for expanding the scope of services provided by the state programs.

*Moderator:*

- *Terry Polen, West Virginia SBAP*

2:45 – 3:45

**Breakout Session V**

***TRI-TIER II Training***

The state SBEAPs are increasingly being asked to provide assistance to small businesses in determining applicability of the requirements for reporting under TRI-TIER II. In addition, many small businesses are affected by the regulations and are having great difficulty in complying with the reporting requirements. This session will provide an overview of the reporting requirements and an introduction to the tools needed to comply.

*Moderator:*

- *Judy Mirro, Vermont SBAP*

*Speaker:*

- *Dwight Peavey, EPA Region I Small Business Ombudsman*

2:45 – 3:45

**Breakout Session VI**

***Business, Industry and Community Relationships***

This session will focus on how to develop and sustain effective relationships between industry and government.

*Moderator:*

- *Lee Tate, Georgia SBAP*

*Speakers:*

- *Annette Hill, US EPA Region 4*
- *James Simpson, Walker Concrete/ Georgia Concrete & Products Association*
- *Rose Marie Wilmoth, Kentucky SBO*
- *Greg Copley, Kentucky SBEAP*

3:45 – 4:45

**Awards Subcommittee Workgroup**

The NSC Awards Subcommittee will be meeting to discuss innovative ways to recognize outstanding programs, individuals and small businesses for their efforts in promoting compliance assistance. Conference attendees are encouraged to attend this session to offer ideas and suggestions for appropriately recognizing efforts that go beyond maintaining the status quo and improve the delivery of compliance assistance.

*Moderator:*

- *Linda Hayes-Gorman, Oregon SBAP*

3:45 – 4:45

**Breakout Session VII**

***Marketing of Programs (how to do it effectively)***

Do you do an effective job at marketing your program both internally and externally? Trade groups, chambers of commerce, and Dunn and Bradstreet mailings are old news. Come learn some other tools programs are using to reach their clients and the decision makers in their states.

*Moderator:*

- *Annette Fulgenzi, IL SBEAP*

*Speakers:*

- *Susan Mayer, NYS Environmental Facilities Corporation*
- *John P. McKeon, NYS Environmental Facilities Corporation*
- *Millinda Fowles, Kentucky SBEAP*
- *Mark R. Shanahan, Ohio AQDA*

**3:45 – 4:45 Breakout Session VIII**

***Implementation of the Compliance Incentives Policy, Developing Relationships between Compliance and Enforcement and the effect of "Element 13" on Program Credit***

Although it has been in existence for over 10 years, there is still a great deal of confusion over the applicability and practical application of the Small Business Compliance Incentives Policy released by EPA. In this session, we will explore how to properly apply the Policy and how developing a close relationship with enforcement personnel can increase compliance without the need for time consuming and costly formal enforcement actions.

The session will also highlight what Element 13 and how this new ECOS/EPA evaluation tool can be of benefit to state agencies in requesting credit for innovative programs designed to increase regulatory compliance.

*Moderator:*

- *Dan Clark, WY DEQ,*

*Speakers:*

- *Dwight Peavey, EPA Region I Small Business Ombudsman*
- *Gretchen Rule, NH DES Enforcement Coordinator*
- *Ron Dyer, Maine DEQ Small Business Ombudsman*

**6:00 – 8:00 Hosted Reception**

Come join us for a formal reception and hear from New Hampshire State Senator Margaret "Maggie" Wood Hassan. Senator Hassan has served in the State Senate since 2004, is the assistant Democratic Whip, a member of the Environment and Wildlife Committee and is a practicing attorney at law. Senator Hassan considers the protection of the environment to be one of her legislative priorities and continues to promote the "New Hampshire Advantage". ("Heavy" hors d'oeuvres will be served)

*Introduction:*

- *Rudolph A. Cartier Jr., NH DES Small Business Ombudsman*

*Speaker:*

- *N.H. State Senator Margaret "Maggie" Wood Hassan*

**8:00 – 10:00 Dinner (On your Own)**

**Wednesday, March 29**

**8:00 – 12:00 Registration Desk Open**

**7:00 - 8:00 Breakfast/Regional Meetings:**

SBO's/SBEAP's will have an opportunity to get together with their regional counterparts to discuss any pending or upcoming issues, including the designation of their delegates and alternates to the National Steering Committee.

**8:00 – 9:30 Plenary Session**

***Environmental Results Programs – The New Generation of Environmental Protection***

This session will provide a look back at the beginning and the development of the concept of Environmental Results Programs. Existing programs will discuss their approach, pitfalls and successes. ERP examples will include:

- Printing
- Auto Body Refinishing
- Dry Cleaning

*Moderator:*

- *Renee Bashel, Wisconsin Department of Commerce*

*Speakers:*

- *Steve DeGabriele, Massachusetts DEP*
- *Kim Chesser, Delaware DNREC*
- *Richard Rasmussen, Virginia, SBAP*
- *Terry Darton, Virginia DEQ*

**9:30 – 9:45 Break**

**9:45 – 10:45 Plenary Session**

***Managing Your Program in an Ever Changing Environment***

As business owners need to adapt to inside and outside events and conditions to survive and grow, so do the Small Business Assistance Programs we all manage. We are not immune to factors such as budget reductions, workforce reallocation and regulatory pressures which can have an impact on the level of services we provide.

Hear from three program managers on how the changing face of the regulatory and assistance landscape has been successfully managed to not only ensure program continuity, but also have allowed the programs to grow. Members of the audience will also be invited to share their experiences through informal discussion.

*Moderator:*

- *Ron Dyer, ME DEQ*

*Speakers:*

- *Dan Nickey, IWRC*
- *Greg Copley, Kentucky SBEAP*
- *Anita Dorsey-Word, Georgia SBEAP*

**10:45 – 11:45 Plenary Session**

***Motivational Speaker – Steve Walker***

We all have moments where we feel that we are spinning our wheels and not getting anywhere. When this happens, we need to take a step back and refocus on our original goals and ensure we are still heading in the right direction. In this session, we will hear from Steve Walker, President of New England Wood Pellet, a manufacture of feedstock for pellet fired woodstoves. Mr. Walker will recount his trials and tribulations in the development of a very successful “green” business and how his company has gone from struggling to stay in business to struggling to keep up with the demand for his product.

*Moderator:*

- *Rudolph A. Cartier Jr., PE, N.H. SBO*

**11:45 – 3:00 Lunch/Networking/Exhibits (on your own)**

**12:00 – 2:00 National Steering Committee Meeting**

The National Steering Committee (NSC) is made up of SBO/SBAP representatives from each of the 10 EPA Regions as well as representatives from EPA and the National Compliance Advisory Panel. The NSC will be holding its annual meeting at the 2006 National Conference

*Moderator:*

- *Ron Dyer, SBO/SBEAP National Steering Committee Chair*



**3:00 – 4:45 Promotional Subcommittee Workgroup**

Come learn the mission of the Promotional Subcommittee, the tools that have been developed to help market the programs nationally and how the committee will be working with the National Steering Committee and National Compliance Advisory Panel to foster the move to Multi Media Programs

Moderator:

- Annette Fulgenzi

**3:00 - 4:30 Breakout Session IX**

***Tool Awareness:***

Every program needs assistance tools to provide effective services. In many instances, tools have been developed by other programs that can be shared and modified by other states to address issues common to all programs. This session will focus on what tools are available and how to access them for use in your programs

Moderator:

- Audrey Zelanko, *Small Business Environmental Home Page*

Speakers:

- Jeff Beneke, *IWRC*
- Andy Bray, *NEWMOA*
- Scott Butner, *ChemAlliance*
- Stephen McKeough, *Florida SBO*
- Deb Jacobson, *PNEAC*

**3:00 - 5:00 Breakout Session X**

***Skills Development for Assistance Providers***

***Brought to you by Distinguished and Competent New Hampshire Toast Masters:***

- Speaking and Presentation Skills – the finer points of speaking either for prepared or impromptu speeches, structuring your presentation, delivery style and techniques, using visual aids, and other important considerations.
- Technical Presentation Skills – learn basic rules and tips for using Power Point, and how to avoid common pitfalls of technical presentations
- Clear Communication Skills – considering one-on-one communication skills for better understanding and developing partnerships with the regulated

Moderator:

- Linda Hayes-Gorman, *Oregon DEQ*

Speakers:

- Roger Davies, *Toastmasters International*
- Diana Mancuso, *Winning Speakers*
- James Powers, *Toastmasters International*
- Daniel Wilson, *Wings of Awareness, LLC*

**5:00 – 6:00 2007 Conference Planning Committee Meeting**

**7:00 – 8:30 Dinner - Lobster Buffet**

**Thursday, March 30**

**7:00 – 8:30 Breakfast/Regional Meetings**

**9:00 - 10:00 Plenary Session**

***Subcommittee Reports:***

This session will provide updated information on the activities of the National Steering Committee Subcommittees and will include presentations from the following subcommittees:

- Awards
- Multi-media
- Promotional
- Measurement
- Technical
- Guidelines

*Moderator:*

- *Ron Dyer, Maine DEP Ombudsman*

**10:00 – 10:15 Break.**

**10:15 – 11:15 Plenary Session**

***Small Business Roundtable/Panel Discussion***

Hear from small businesses owners and what they need from compliance assistance providers. The panel members will represent a cross section of small businesses that are affected by environmental regulations and how the SBAPs can help them understand and comply with these regulations. Hear first hand how confusing and difficult it is for a business owner to identify, understand and comply with complex and confusing regulations.

*Moderator:*

- *Frances Hartwell, Vice Chair, National Compliance Advisory Panel*

*Speakers:*

- *Norman Caouette, Safety Director, Issacson Steel Company, Berlin, NH*
- *David Presby, Presby Plastics, Whitefield, NH*
- *Robert Anderson, AJ's Auto Repair, Salem, Oregon*

**11:15 - 12:00 Closing Session**

**12:00 – 1:00 Lunch (On your Own)**

**1:00 – 5:00 PM Site Visit**

We will be offering a tour of the Whitefield Wood Fired Power Plant. This wood chip fired facility is one of several active power plants in New Hampshire providing electricity utilizing a plentiful and renewable fuel source. Attendance is limited to the first 30 attendees so pre-registration is strongly encouraged.



**Appendix C**

**Conference Facility Information**

  
*The* MOUNT  
WASHINGTON  
HOTEL & RESORT

# CONFERENCE INFORMATION



## MISSION STATEMENT

Our commitment as staff and management  
is to provide each guest with a  
truly memorable experience,  
one which exceeds their expectations  
and entices them to visit us time and time again.

TRANSPORTATION AND REGIONAL MAPS  
CONFERENCE AND FUNCTION FACILITIES  
SPORTS, RECREATION AND ACTIVITIES  
LODGING, DINING AND ENTERTAINMENT  
GENERAL INFORMATION

## GENERAL INFORMATION

Situated in the heart of the White Mountain National Forest at the foot of Mount Washington, this 2,000 acre private resort can accommodate groups of up to 1,000 people year-round. Located on Route 302, just 20 minutes east of Interstate 93 and 30 minutes west of Route 16, the Resort is easily accessible from all directions.

The Mount Washington Hotel & Resort is nestled in the Ammonoosuc River Valley, ringed by the Presidential, Dartmouth and Willey-Rosebrook Ranges. Just three miles north of Crawford Notch, it offers breathtaking views dominated by Mount Washington, the highest peak in the Northeast. Mount Washington is famous for its unique alpine flora and a view described by P.T. Barnum as, "The second greatest show on Earth". The area is noted for crisp, clean, mountain air, spectacular scenery and endless outdoor recreation.

### A Brief History

Bretton Woods is part of a land grant made in 1772 by Royal Governor John Wentworth. The area was named after Bretton Hall, Wentworth's ancestral home in Yorkshire, England.

The Mount Washington Hotel was built by New Hampshire native Joseph Stickney, who made his fortune in coal mining and the Pennsylvania Railroad. Ground was broken in 1900 and construction was completed in 1902 with the help of 250 Italian craftsmen. On July 28th of that year, the front doors of this Grand Hotel opened to the public.

The most luxurious hotel of its day, The Mount Washington catered to wealthy guests from Boston, New York and Philadelphia. As many as fifty trains a day stopped at Bretton Woods' three railroad stations. One of these stations, Fabyan's, is now one of the Resort's dining establishments.

The Hotel has been host to countless celebrities, including Winston Churchill, Thomas Edison, Babe Ruth and three U.S. Presidents.

In 1944, The Mount Washir hosted the Bretton Woods International Monetary Conference. Delegates from 44 nations convened, establishing the World Bank and International Monetary Fund, setting the gold standard at \$35.00 an ounce and designating the United States dollar as the backbone of international exchange. The signing of the formal documents took place in the Gold Room, located off the Hotel Lobby and now preserved as an historic site.

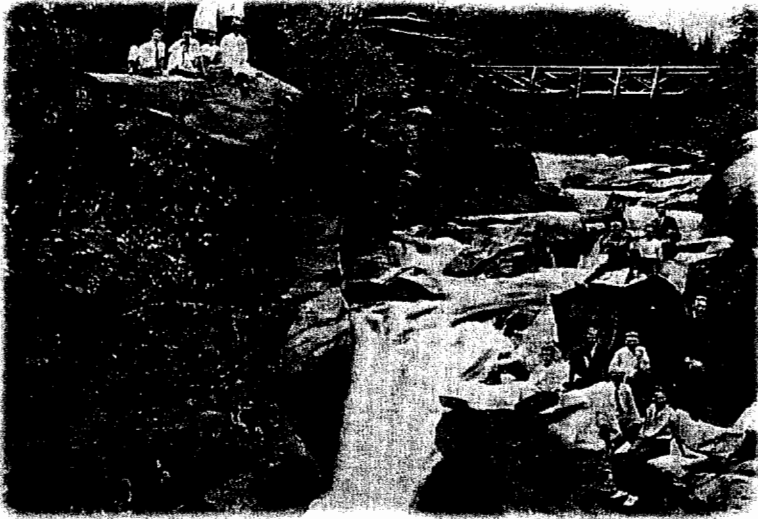
In 1978, The Mount Washington Hotel was listed in the National Register of Historic Places. In 1986, the Hotel and The Bretton Arms Country Inn were designated as National Historic Landmarks.

Today, this Grande Dame has been restored to its original grandeur. In 1991, a group of local entrepreneurs joined forces to preserve this historic property, and to ensure its place in the 21st Century.

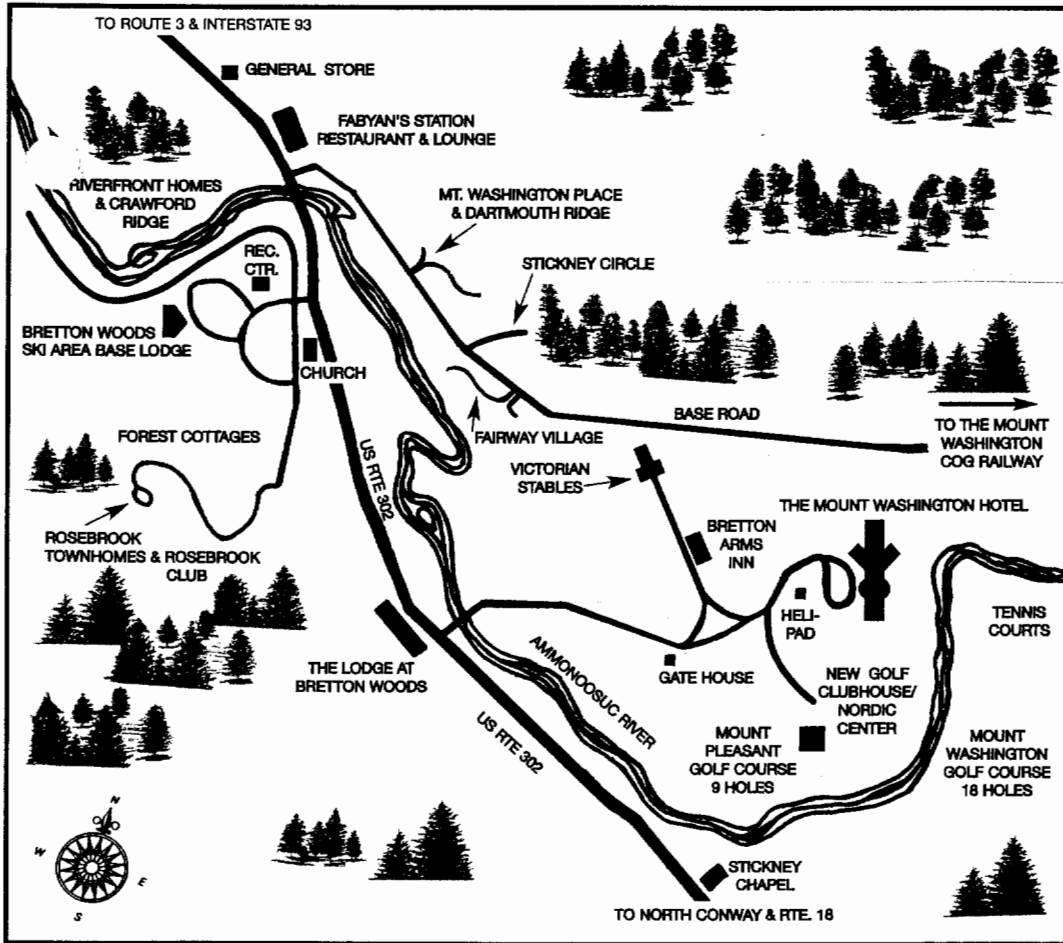
Celebrated in 1999, The Mount Washington's "First Winter" season since its 1902 opening marked another historic milestone in the Bretton Woods Valley.

### Safety and Security

The Mount Washington Hotel is fully equipped with sprinkler and smoke detection systems. A fire exit diagram is located in each guest room. The Resort employs a full-time Security Department, and Personal Security Services can be arranged with advance notice. For the convenience of our guests and the safe keeping of their valuables, safe deposit boxes are provided at no charge at The Mount Washington Hotel, The Bretton Arms Country Inn and The Lodge at Bretton Woods Front Desks (Townhome guests are encouraged to utilize the safe deposit boxes located at any one of these Front Desks). The Mount Washington Hotel & Resort will not assume responsibility for damage to, or loss of, a client's or guest property at any time prior to, during or following the contractual period including, but not limited to, merchandise or articles left in guest rooms or function areas.



MOUNT WASHINGTON RESORT MAP



SCALE: 1 Inch = Approximately 1/2 mile

# LODGING, DINING AND ENTERTAINMENT

## LODGING

The 200-room Mount Washington Hotel is a National Historic Landmark, whose stately grandeur is recognized worldwide. Built in 1902, the atmosphere of the Hotel reflects the customs and traditions of a Grand Era.

The Mount Washington Hotel is open year-round, with a unique variety of guest rooms available, each with high-speed internet access.

Another gem of the Resort is the charming Bretton Arms Country Inn. Built in 1896, this fully restored National Historic Landmark offers 29 guest rooms and 4 suites, all of which are spacious and graciously appointed and equipped with high-speed internet access. The Bretton Arms is perfect for smaller meetings year-round that combine business and pleasure.

The Resort also includes the contemporary 50-room Lodge At Bretton Woods, with all rooms overlooking majestic Mount Washington, The Mount Washington Hotel and the Resort's two Golf Courses. The Lodge offers its own indoor heated pool with skylit cathedral ceiling, a soothing whirlpool and relaxing sauna. The Mount Pleasant Room, enhanced by a brick fireplace, is ideal for meetings and receptions year-round.

Nestled throughout the Resort are the distinctive Townhomes at Bretton Woods, which offer over 65 furnished units, ranging from one to five bedrooms. The Townhomes are the perfect retreat for guests seeking year-round comfort and privacy.

Check-in time is after 3:00 p.m. Townhome check-in time is after 4:00 p.m. Resort-wide check-out time is before 11:00 a.m. Guests are invited to use the Resort's facilities before and after check-in/check-out. Luggage storage is available through the Hotel Guest Services Desk, or through the Front Desk at the Bretton Arms, Lodge or Townhomes. Guests attending functions on their day of departure are required to check-out by 11:00 am.

## RESORT DINING & LOUNGES

Our Conference Sales Department and the Food and Beverage Staff will assist you in selecting the proper menu for all of your functions, from coffee breaks and cocktail receptions to casual luncheons and elegant banquets. Special arrangements can be made for theme menus in conjunction with your event.

### At The Mount Washington Hotel

The Mount Washington Hotel Main Dining Room: (serving breakfast and dinner; menu changes nightly): Superb breakfast and dinner selections with personalized and professional service in elegant surroundings. Orchestra accompaniment is offered seasonally during dinner hours for your dining and dancing pleasure. Main Dining Room Seating Capacity: 450; adjacent Sun Dining Room Seating Capacity: 200; adjacent Ammonoosuc Dining Room Seating Capacity: 30. (The Main, Sun and Ammonoosuc Dining Rooms may be combined for groups up to 680.) Jackets for gentlemen are required during dinner hours, and ladies and children are asked to dress appropriately.

Stickney's Restaurant & Lounge: (Serving lunch year-round, and dinner during select periods): Located on the Patio Level of The Mount Washington Hotel, Stickney's offers casual indoor and outdoor dining, a sports lounge and panoramic views of the Presidential Range. Indoor Seating Capacity: 140.

The Clubhouse: The all-new Golf Clubhouse and Nordic Center features a full-service restaurant and lounge, serving lunch seasonally with scenic mountain views.

The Cave Lounge: Located on the Patio Level of The Mount Washington Hotel, the Cave offers live entertainment in a stone-walled, prohibition era atmosphere. A visit to the Cave is sure to enhance your group's leisure time experience.

The Conservatory: Located off the Hotel's Main Lobby, the Conservatory is the perfect location for a relaxing cocktail, enhanced by a variety of guest musicians and lecturers.

The Rosebrook Lounge: Located off the Hotel's Main Lobby, the Rosebrook Lounge is a popular afternoon spot for enjoying the magnificent mountain views afforded by wall-length windows.

The Pool Lounge: Located at the Hotel's outdoor swimming pool, this patio lounge is very popular during the warm summer months.

The Princess Lounge: Located adjacent to the Hotel's Main Dining Room, the Princess Lounge offers an elegant and intimate atmosphere, and is perfect for a before or after dinner cocktail.

The Veranda: The Hotel's 900-foot wrap-around Veranda affords visitors breathtaking views of Mount Washington, Crawford Notch, and the Rosebrook-Willey Range while enjoying a favorite book.

The Bretton Arms Dining Room & Parlor Lounge: (serving breakfast and dinner year-round): Located at The Bretton Arms Country Inn, this dining room offers an intimate atmosphere with personalized service and gourmet cuisine. Seating Capacity: 63 (Private Dining Room Seating Capacity: 12). The Parlor Lounge offers a quaint and comfortable atmosphere, warmed by a fireplace during cool evenings.

Darby's Diner: (serving breakfast, lunch and dinner seasonally): Located at The Lodge at Bretton Woods across the street from The Mount Washington Hotel, Darby's offers classic diner fare in a fun 1950s setting with views of the Presidential Range and The Mount Washington Hotel. Seating Capacity: 83

Fabyan's Station Restaurant & Lounge (serving lunch and dinner year-round): Located on Route 302 at the junction of the Cog Railway Base Road just three-fourths of a mile from The Mount Washington Hotel entrance, Fabyan's Restaurant offers lunch and dinner amidst the unique atmosphere of

a restored railroad station. Fabyan's Lounge offers a jovial atmosphere to complement your casual evening. Seating Capacity: 125

**At The Bretton Woods Ski Area**

Slopeside Restaurant & Lounge: (serving lunch from mid-November to mid-April): Located in the rustic post and beam base lodge of The Bretton Woods Ski Area, Slopeside offers a full menu, and is a popular setting for après ski fun. Seating Capacity: 200

The Top O' Quad Restaurant & Lounge: (serving lunch from mid-November to mid-April): Breathtaking views and a full menu delight skiers and riders at this mid-mountain restaurant at The Bretton Woods Ski Area. Seating Capacity: 120

Lucy Crawford's Kitchen: (serving breakfast and lunch from mid-November to mid-April and snacks during night skiing): Located in the base lodge of The Bretton Woods Ski Area, Lucy's serves up hot and hearty food for skiers and riders on the go.

**ENTERTAINMENT**

Known for providing a lively array of quality performances, The Mount Washington's entertainment options are sure to win your applause!

The Mount Washington Orchestra performs for dinner, and presents weekly Jazz nights and "Showtime" performances. The Cave Lounge also features live entertainment of a contemporary style.

In the snowy months, a variety of après ski fun can be found throughout the Resort, including live weekend entertainment at Slopeside Lounge.

Guest musicians and lecturers frequently complement the Hotel's entertainment schedule, as well as numerous holiday celebrations, themed events, art workshops and much more.





## SPORTS, RECREATION AND ACTIVITIES

**W**hen your business meetings adjourn, the Resort offers an array of entertainment and recreational activities. Among the many choices are golf, tennis, swimming, horseback riding, mountain biking, fishing, hiking, carriage and sleigh rides, alpine and nordic skiing, snowshoeing, ice skating, or one of the daily programs offered by our Activities Department.

Customized programs for groups are available for most of our recreational amenities.

**THE GOLF CLUB:** The spectacular grounds of The Mount Washington Hotel & Resort feature both an 18 and a 9-hole golf course. You are sure to enjoy the magnificent setting and the challenging layout of these courses.

The 18-hole Mount Washington Course was designed by the legendary Scottish Architect, Donald Ross, and was completed in 1915. This Par 71 course has hosted four New Hampshire Opens.

The 9-hole Mount Pleasant Course first opened in 1895, and has been host to generations of golfing enthusiasts. This historic Par 35 course was beautifully restored in 1989 by Cornish and Silva, providing guests with a total of 27 holes of golf in an extraordinary setting.

Our unique 18-hole Putting Green is set amidst vibrant annual flower gardens, and is the perfect place to master your putt. Themed events such as our popular "Champagne Putting Contest" are always well received. A 300+ yard Driving Range is also available for fun and practice.

The all-new Golf Clubhouse features equipment rentals, storage and repairs, lessons with the Resort's PGA Pro, apparel and accessories, plus a full-service restaurant and lounge.

**THE TENNIS CLUB:** The Mount Washington Hotel & Resort's Tennis Club offers twelve red clay courts, which were the original site of the Volvo International Tennis Tournament. An on-staff Tennis Pro offers instruction for all abilities, as well as clinics and group tournaments. The Tennis Pro Shop offers a full range of services from tennis apparel to equipment rentals and repair.

**THE BRETTON WOODS STABLES:** The stables of the Resort are located in the original Victorian stables building. A variety of trails wind through some of the most beautiful scenery in New England. With miles of scenic trails traversing the Resort grounds, a guided trail ride should be included in your plans, as well as a scenic carriage or sleigh ride around the Resort's picturesque grounds.

**SWIMMING:** Relax alongside our indoor or outdoor heated swimming pools. Chaise lounges, towels and the Pool Lounge are all part of this popular recreational facility. The indoor pool area also features a soothing hot tub and sauna.

**BIKING:** Mountain Bikes are available for rent through the Activities Department, and arrangements can be made for either half-day or full-day rides on the Resort grounds. Suggested rides on paved surfaces and off-road are readily available for your enjoyment.

**FISHING:** For the angler and fly fisherman, the Ammonoosuc River passes directly behind the Hotel, and is the ideal spot for participating in one of the fishing programs offered by the Activities Department. A New Hampshire State Fishing License is required to enjoy this sport, and may be purchased at the Resort.

**HIKING/WALKING:** Being centrally located in the White Mountain National Forest, the hiking and climbing possibilities are virtually unlimited. Our Activities Department regularly conducts guided hikes and walks for all levels, and is also available to furnish you with directions and suggestions for hikes ranging from short relaxing strolls, to all day excursions.

**PORCH SITTING:** For the guest who seeks a less exerting activity, we recommend a relaxing stroll around the Hotel's 900-foot Veranda or an extended repose amidst the Veranda's cozy wicker furnishings. To enhance this activity, bring along your favorite book or friend for a gratifying and peaceful experience with breathtaking views of the Presidential Range. The Veranda also doubles as a covered exercise walkway (6 laps equal 1 mile).



**MASSAGE:** Our fully licensed massage therapists offer a refresher for the mind and body after a busy day of business sessions or outdoor recreation.

**SPORTS CLUB:** Resort guests have complimentary use of the Bretton Woods Sports Club, complete with indoor pool, whirlpool, saunas, racquetball courts, exercise and weight rooms.

**ALPINE SKIING & SNOWBOARDING:** New Hampshire's largest ski area, the Bretton Woods Ski Area offers a wide variety of beginner, intermediate and expert terrain. Riders also enjoy a 400-foot half-pipe and wide-open cruising trails. Award winning customer service, snow conditions and breathtaking views ensure a great day on the slopes for skiers and riders of all abilities. Bretton Woods offers a full-service PSIA Ski School, Rental and Repair Shop, Retail Shop and the popular Hobbit Ski and Snowboard School is available for our younger guests.

**NORDIC SKIING & SNOWSHOEING:** 100km of meticulously groomed trails wind through the Resort grounds and surrounding White Mountain National Forest. The Nordic Center offers a PSIA Ski School, guided treks and regularly scheduled clinics tailored to specific interests.

**ICE SKATING:** Located just below the Hotel's Back Veranda, our lighted outdoor skating rink is a fun place to meet with friends and family. Skate rentals are available.

**TUBING:** This wintertime tradition continues to delight all ages! A special area just behind the Hotel is maintained for this fun-filled pastime.



The Mount Washington Hotel & Resort employs a full-time Activities Director and Staff. In addition to arranging special events, the Hotel Activities Department provides daily events geared to all ages and interests. We encourage our guests to participate in the variety of activities taking place at the Resort. Consult with your Conference Coordinator if you are interested in developing an activity program tailored to your group.

The "King of the Mountain Kids Kamp" offers a full schedule of activities for children age five to twelve. Arrangements for Kids Kamp, as well as baby-sitting services, can be made through the Activities Department, and advance reservations are recommended. Kids Kamp is offered daily in the summer months, and during holiday periods in the winter.

Family and scenic attractions found nearby include the famed Mount Washington Cog Railway, Crawford Notch State Park, and the scenic Franconia Notch State Parkway. This mountain passageway leads to a multitude of scenic adventures such as the Flume Gorge, the Basin, Echo Lake Beach, the "Old Man of the Mountain" (the Great Stone Face of Profile Mountain, today renowned as the New Hampshire State Symbol) and numerous hiking trails and picnicking areas. A dozen attractions for all ages and interests complete the offerings within an hour of the Resort.

We will be happy to work with you to create programs which are custom tailored to your group's interests. The following is a sampling of available activity programs:

- Sightseeing, Nature Walks and Guided Hikes
- Local Fishing Trips
- Golf and Tennis Clinics
- Lectures on White Mountain Topics
- Culinary Arts Demonstrations
- Floral Design and Craft Programs
- Photography Clinics

The Resort offers a variety of retail stores for your shopping pleasure, and can arrange for special gift items for your group. Please consult with your Conference Coordinator.

# CONFERENCE AND FUNCTION FACILITIES

The function rooms at The Mount Washington Hotel represent over 30,000 square feet of conference and exhibit space, and will accommodate groups from 5 to 1,000 people. The grand architecture of our meeting rooms, with their high ceilings and stately design, create an ideal atmosphere for business meetings.

The historic Gold Room, site of the signing of all major documents at the 1944 Bretton Woods International Monetary Conference, is available on a limited basis and only by specific request.

Meeting and function room assignments are based on expected attendance and are assigned by your Conference Coordinator. Special requests will always be considered and accommodated whenever possible. Should your expected attendance increase or decrease, the Hotel reserves the right to assign a room more appropriate for your group size. It is the responsibility of the client to notify the Hotel of any changes in anticipated group size, as well as changes in meeting and function requirements.

We truly appreciate your adhering to the agreed upon time schedule, as other groups may be utilizing the same meeting room prior to or following your function. Should your needs change, contact your Conference Coordinator, and every effort will be made to accommodate them.

Since The Mount Washington Hotel is a vintage historic property, it is important that the structure be protected from unnecessary damage. Therefore, the Hotel does not permit the affixing of anything to the walls, floors or ceilings. Special requirements should be presented to your Conference Coordinator for approval, or for discussion of alternative options.

Seating capacities of The Mount Washington Hotel's meeting rooms range from 460 in the Grand Ballroom to under 50 in the smaller rooms. The Bretton Arms Country Inn and The Lodge at Bretton Woods also have on-site meeting rooms for visiting groups. Our professional Conference Sales Staff is at your service to ensure that your meetings are a success.

## Audiovisual Services

Your Conference Coordinator will be pleased to assist in planning your audiovisual details. The Resort works with a full-service A/V company, offering the most up-to-date equipment available. Please discuss all technical requirements with your Conference Coordinator well in advance of your function date, including electrical power requirements, teleconference needs or computer services.

All guest rooms and meeting space in The Mount Washington Hotel and Bretton Arms Country Inn are now equipped with high-speed internet access.

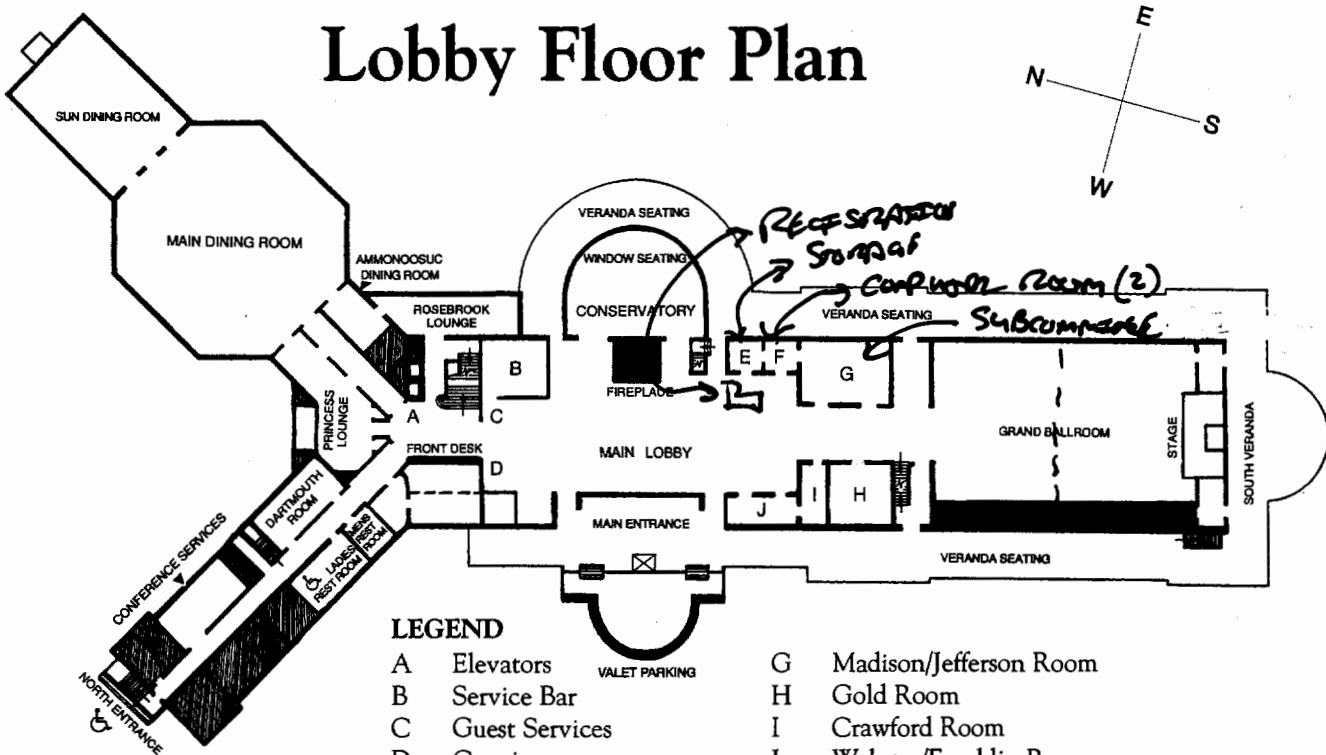
## Function Rooms

Resort Location	Meeting/Function Areas	Theatre	Classroom	Reception	Banquet	Conference	Length x Width	Ceiling Height	Sq. Feet
Mount Washington Hotel	Main Dining Room	—	—	—	450	—	84'x84'	18'	7056
	Grand Ballroom	460	275	1000	450	80	115'x60'	18'	6900
	Sun Dining Room	—	—	—	200	—	67'x45'	18'	3015
	Conservatory	110	80	300	—	—	43'x60'	13'	2580
	Lafayette Room	100	72	100	—	50	59'x27'	13'	1593
	Madison/Jefferson Room	60	40	60	—	28	24'x38'	11'	912
	Rosebrook Lounge	70	30	90	50	40	55'x16'	12'	880
	Princess Lounge	—	—	60	—	—	35'x24'	16'	840
	Dartmouth Room	50	40	50	—	28	39'x19'	11'	741
	Gold Room	—	—	—	—	14	24'x21'	11'	504
	Ammonoosuc Dining Room	30	18	30	30	20	28'x15'	10'	420
	Crawford Room	30	18	—	—	20	24'x15'	11'	360
	Webster/Franklin Room	24	16	—	—	20	12'x29'	11'	348
Bretton Arms Inn	Bretton Arms Conf. Rm.	20	12	20	20	20'x15'	8'10"	300	
Lodge at Bretton Woods	Mt. Pleasant Room	70	40	75	60	27'x28'	8'10"	756	

### ADDITIONAL MEETING/FUNCTION AREAS:

- The Mount Washington Hotel's South Veranda
- The Monroe and Adams Rooms
- The Bretton Arms Parlor Lounge
- Exhibitor Space = 8,100 Sq. Ft.

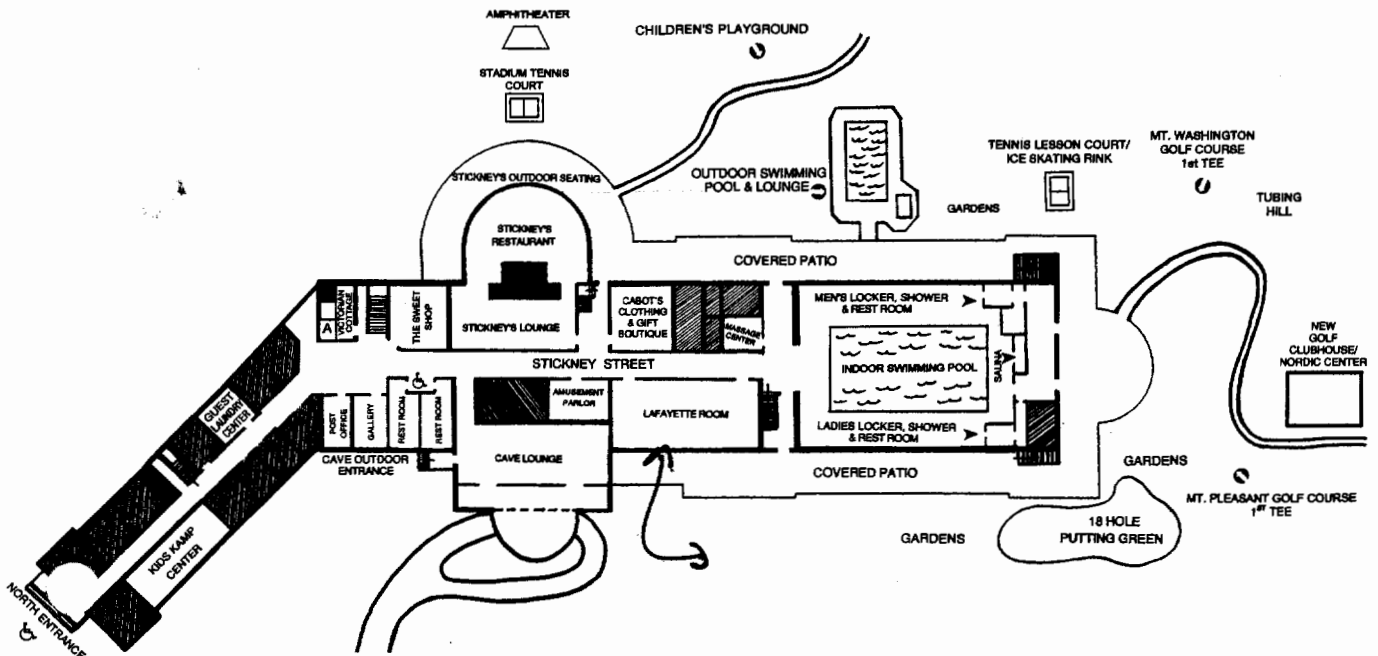
# Lobby Floor Plan



## LEGEND

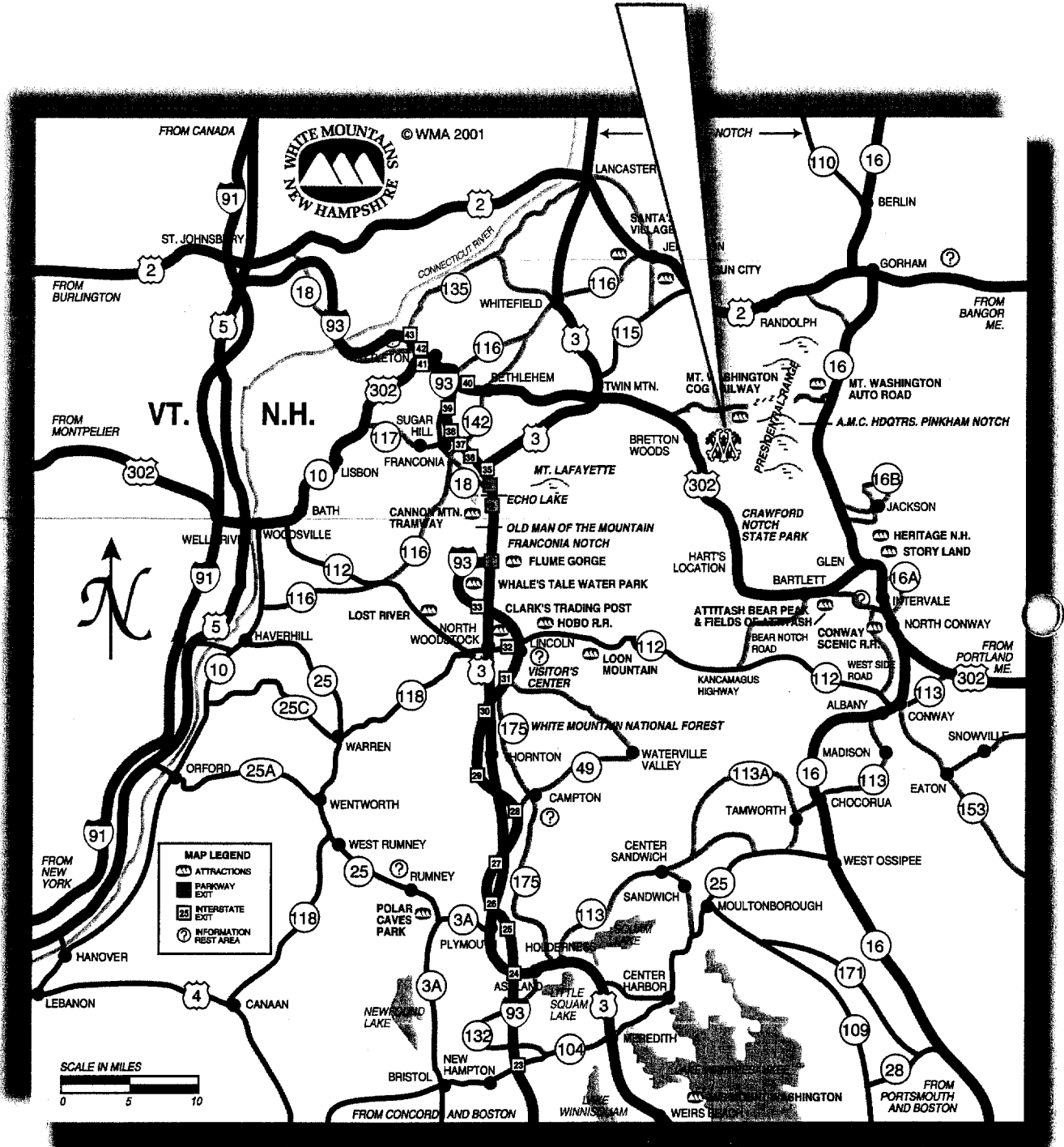
- |   |                |   |                        |
|---|----------------|---|------------------------|
| A | Elevators      | G | Madison/Jefferson Room |
| B | Service Bar    | H | Gold Room              |
| C | Guest Services | I | Crawford Room          |
| D | Concierge      | J | Webster/Franklin Room  |
| E | Monroe Room    |   |                        |
| F | Adams Room     |   |                        |

# Patio Level and Stickney Street Floor Plan



# TRANSPORTATION AND REGIONAL MAPS

## The MOUNT WASHINGTON HOTEL & RESORT





See General Information for Detailed Resort Map



### Major Airports and Directions

Boston, MA - Logan International Airport  
 Manchester, NH-Manchester Airport  
 I-93 North through Franconia Notch Parkway to Exit 35, Route 3 North to Twin Mountain; Route 302 East to Bretton Woods.  
 Distance: Boston - 165 miles  
 Manchester - 105 miles

New York, NY - Kennedy/La Guardia Airports  
 Connecticut-Bradley International Airport  
 I-91 North to St. Johnsbury, Vermont;  
 I-93 South to Exit 40;  
 Route 302 East to Bretton Woods.  
 Distance: New York - 330 miles  
 Hartford - 220 miles

Montreal, PQ-Canada -  
 Dorval and Mirabel Airports  
 Auto Route-10 East to Auto Route-55 South,  
 I-91 South to I-93 South to Exit 40;  
 Route 302 East to Bretton Woods.  
 Distance: Montreal - 175 miles

Car rentals are available at all major airports.

### Regional Airports

Mount Washington Regional Airport  
 Whitefield, New Hampshire  
 (603) 837-9532  
 Distance: Whitefield - 15 miles

A Helicopter Landing Pad is available on Resort grounds. Please consult with your Conference Coordinator.

### Bus Lines

Concord Trailways from Boston, MA to Littleton, NH, (20 miles west of Bretton Woods) or North Conway (30 miles east of Bretton Woods).

Shuttle and Limo Service is available to and from Airports and Bus Terminals, from preferred vendors with advance notice. Please call Guest Services for rates or information.



Recent Awards Received

Business of the Decade - Travel & Tourism  
*Business New Hampshire Magazine*

Planners' Choice Award  
*Meeting News Magazine*

Executive Choice Award  
*Sales & Marketing Management Magazine*

Golden Links Award  
*Corporate Meetings & Incentives Magazine*

Editors' Pick  
*Yankee Magazine's Travel Guide to New England*

Top 5 Family Tennis Resorts  
*Tennis Magazine*



*The* MOUNT  
 WASHINGTON  
 HOTEL & RESORT

Route 302, Bretton Woods, New Hampshire 03575

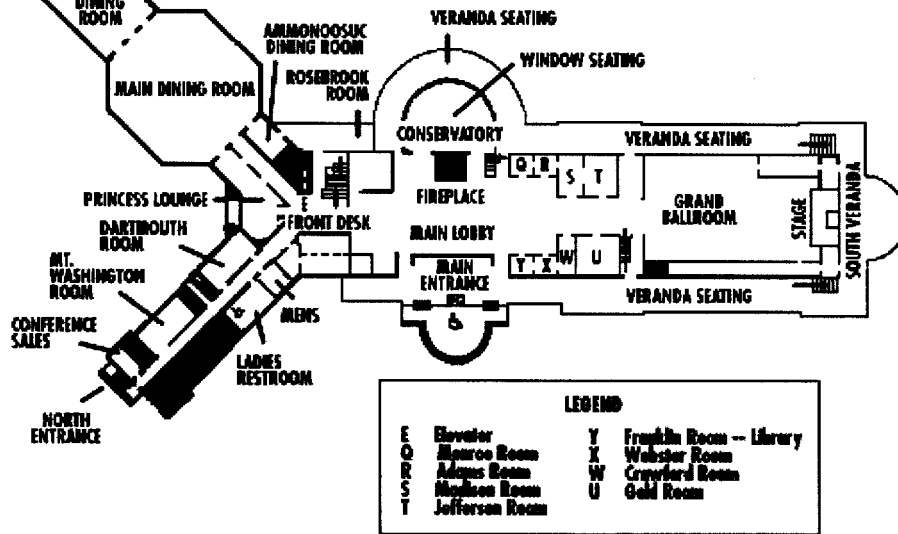
SALES : 603-278-8813 • FAX 603-278-8828

e-mail: [hotelsales@mtwashington.com](mailto:hotelsales@mtwashington.com) [www.mtwashington.com](http://www.mtwashington.com)

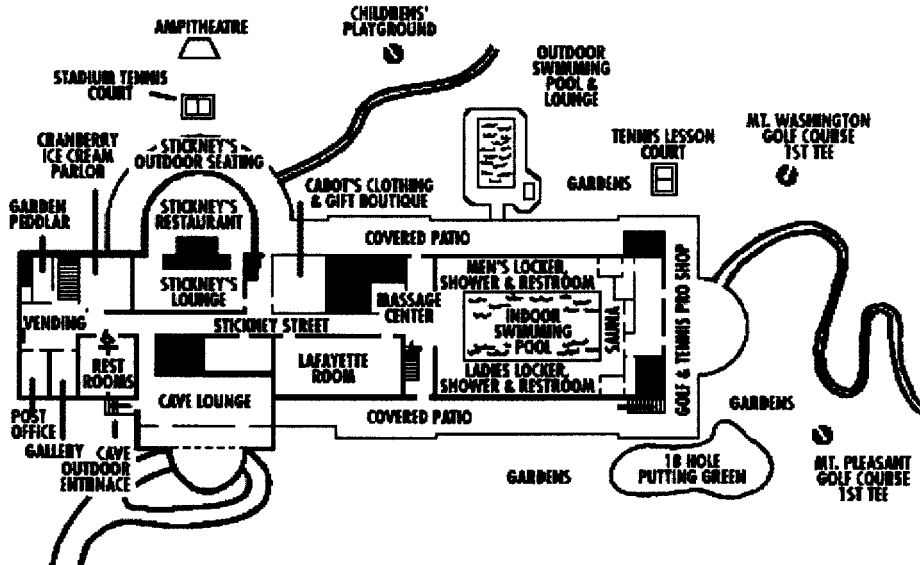
*National Historic Landmark • National Register of Historic Places*



## Lobby Floor Plan



## Patio Level and Stickney Street Floor Plan



## Conference Facility Map



**Appendix D**

**List of Attendees**

**LIST OF ATTENDEES**  
**2006 SBO-SBEAP National Conference**  
**Bretton Woods, New Hampshire**

Olivia N. Achuko	olivia.achuko@dc.gov	51 N Street, NE 5th Floor Washington, DC 20002	District of Columbia Department of Health	202/535-2997
Robert N. Anderson	bob@ajsautorepair.com	1858 13th Street, SE Salem, OR 97302	AJ'S Auto Repair	503/581-7737
Kyle Arthur	kyle.arthur@deq.state.ok.us	707 N. Robinson Oklahoma City, OK 73101-1677	Oklahoma Department of Environmental Quality	405/702-9132
Edward R. Bakos	edward.bakos@dep.state.nj.us	401 East State Street PO Box 423 Trenton, NJ 08625	New Jersey Department of Environmental Protection	609/292-3600
Marion A. Baptiste	marionbaptiste05@yahoo.com	45 Mars Hill Frederiksted, St. Croix 00840	Department of Planning and Natural Resources	340/773-1082
Renee L. Basher	renee.basher@wisconsin.gov	PO Box 7970 - SBAAAP 5th floor Madison, WI 53707-7970	Wisconsin Department of Commerce	608/264-6153
Jeff Beneke	beneke@uni.edu	1005 Technology Parkway Cedar Falls, IA 50613	Iowa Waste Reduction Center	319/273-8905
Reid A. Bernel	reid.bernel@lowalifechanging.com	200 East Grand Ave Des Moines, IA 50309	Iowa Department of Economic Development	515/242-4761
W.T. Bishop	activist_98@yahoo.com	PO Box 157 Lincoln, NH 03251-0157	New Hampshire Compliance Advisory Panel	603/745-3940
Karen L. Blanchard	blanchard.karen@epa.gov	C 304-1, 109 TW Alexander Drive Research Triangle Park, NC 27709	US Environmental Protection Agency	919/541-5503
Sonny Bolls	sonny.l.bolls@jsums.edu	521 Houston Ave. Jackson, MS 39209	Mississippi CAP	601/979-2466
Andy Bray	abray@newmoa.org	129 Portland St., Suite 602 Boston, MA 02114	Northeast Waste Management Officials' Association	617/367-8558
Karen Brown	brown.karen@epa.gov	1200 Pennsylvania Avenue, NW Mail Code 1807T Washington, D.C. 20460	US Environmental Protection Agency	202/566-2816
Scott Butner	scott.butner@pnl.gov	PO Box 999 Richland, WA 99352	ChemAlliance/PNNL	509/372-4946
David G. Byro	byro.david@epa.gov	1650 Arch St. Philadelphia, PA 09103	US Environmental Protection Agency, Region III, Business Assistance Center (3EA40)	215/814-5563
Fenzy J. Callwood	fenzy@hotmail.com	Cyril E. King Airport 2nd Floor Terminal Bldg. St. Thomas, VI 00802	Virgin Islands DPNR - Small Business Environmental Assistance Program	340/774-3320
Normand R. Caouette	normc@isaacsonsteel.com	PO Box 67 Berlin, NH 03570	Isaacson Structural Steel Inc.	603/752-2044, x120
Richard J. Carleski	rick.carleski@epa.state.oh.us	PO Box 1049 Columbus, Ohio 43119	Ohio Environmental Protection Agency - OCAPP	614/728-1742
Shawn Carroll	info@carrollconcrete.com	PO Box 1000 8 Reeds Mill Road Newport, NH 03773-1000	Carroll Concrete Co.	603/863-1000
Jimmy D. Carter	jimmy.carter@deq.state.ok.us	707 N. Robinson Oklahoma City, OK 73101-1677	Oklahoma Department of Environmental Quality	405/702-9116
Rudolph A. Cartier Jr.	rcartier@des.state.nh.us	29 Hazen Drive Concord, NH 03301	New Hampshire Department of Environmental Services	603/271-5629
Kimberly A. Chesser	kimberly.chesser@state.de.us	89 Kings Highway Dover, DE 19901	Department of Natural Resources and Environmental Control	302/739-9909
Harry Ching	ching@nysefc.org	625 Broadway Albany, NY 12207	New York State Environmental Facilities Corporation	518/402-7462
Julie Churchill	julie.m.churchill@maine.gov	Station #17 Augusta, ME 04333	Maine Department of Environmental Protection	207/287-7881
Daniel R. Clark	dclark@state.wy.us	Herschler Bldg 4-W 122 W. 25th St. Cheyenne, WY 82002	Wyoming Department of Environmental Quality	307/777-7388

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**2006 SBO-SBEAP National Conference**  
**Bretton Woods, New Hampshire**

Cathy Colglazier	ccolglaz@kdhe.state.ks.us	1000 SW Jackson, Suite 430 Topeka, KS 66612	Kansas Department of Health and Environment	785/296-0669
Thomas J. Coogan	tcoogan@commerce.state.wi.us	201 W. Washington Ave PO Box 7970 Madison, WI 53718	Wisconsin Department of Commerce/SBCAAP	608/267-9214
Phyllis T. Copeland	copelapt@dhec.sc.gov	2600 Bull Street Columbia, SC 29223	South Carolina Department of Health and Environmental Control	803/896-8982
Greg Copley	gccopl1@uky.edu	Room 227 Gatton College University of Kentucky Lexington, KY 40506-0034	Kentucky Business Environmental Assistance Program	859/257-1131
James R. Coyle	coyle@nysefc.org	625 Broadway Albany, NY 12207-2997	New York State Environmental Facilities Corporation	518/402-7462
Nancy M. Crickman	crickman@wharton.upenn.edu	3733 Spruce Street, 4th Floor Philadelphia, PA 19104	Pennsylvania SBDC Environmental Management Assistance Program	215/746-6473
John Daly	john.daly@state.vt.us	103 South Main Street Waterbury, VT 05671	Vermont Department of Environmental Conservation	802/241-3471
Terry H. Darton	thdarton@deq.virginia.gov	806 Westwood Office Park Fredericksburg, VA 22401	Virginia Department of Environmental Quality	703/583-3845
Roger N. Davies	canoey1@aol.com	33 Derry Street Manchester, NH 03104-5004	Toastmasters International	N/A
Steven A. DeGabriele	steven.degabriele@state.ma.us	One Winter Street Boston, MA 02108	Massachusetts Department of Environmental Protection	617/556-1120
Anita Dorsey-Word	adword@dnr.state.ga.us	4244 International Parkway Suite 120 Atlanta, GA 30354	Georgia Environmental Protection Division	404/362-4842
Timothy W. Drew	tdrew@des.state.nh.us	P.O. Box 95, 29 Hazen Drive Concord, NH 03302-0095	New Hampshire Department of Environmental Services	603/271-3306
Jeanne J. Dworetzky	jdworetzky@state.pa.us	400 Market Street, 15th Floor Harrisburg, PA 17101	Pennsylvania Department of Environmental Protection	717/772-5942
Ron E. Dyer	ron.e.dyer@maine.gov	Station #17 Augusta, ME 04333	Maine Department of Environmental Protection	207/287-4152
Jane Ely	janee@nhmep.org	172 Pembroke Road Concord, NH 03301	New Hampshire Manufacturing Extension Partnership (MEP)	603/226-3200
Patrick F. Felling	cao@doh.hawaii.gov	919 Ala Moana Blvd., Room 219 Honolulu, HI 96814	Hawaii DOH/EHA/Compliance Assistance Office	808/586-4528
Dennis S. Findley	dusty@southern-southeastern.org	139 Prominence Court, Suite 110 Dawsonville, GA 30534	Southeastern Cotton Ginners Association, Inc.	706/344-1212
Millinda R. Fowles	mjrumb0@uky.edu	Room 227 Gatton University of Kentucky Lexington, KY 40506	Kentucky Business Environmental Assistance Program	859/257-7661
Robert J. France	rfrance@prizim-inc.com	317 East Diamond Avenue Gaithersburg, MD 20877	PRIZIM Inc.	301/840-2222, x115
Annette D. Fulgenzi	afulgenzi@ildceo.net	620 East Adams Street Springfield, IL 62701	SBEAP-IL Dept of Commerce & Economic Opportunity	217/524-5199
Susan Galliher	galliher.susan@epa.gov	1200 Pennsylvania Avenue, NW Mail Code 1230N Washington, DC 20460	US Environmental Protection Agency	202/564-0403
Victoria S. Giles	vicky_giles@dnr.state.ga.us	4244 International Parkway Suite 120 Atlanta, GA 30354	Georgia Environmental Protection Division/SBAP	404/675-1540
Terri Goldberg	tgoldberg@newmoa.org	129 Portland Street, Suite 602 Boston, MA 02114-2014	Northeast Waste Management Officials' Association (NEWMOA)	617/367-8558
Amelia S. Gooding	agooding@ildceo.net	620 E. Adams Springfield, IL 62704	Illinois SBEAP/Illinois Department of Commerce	217/785-4557
David W. Gray	gray.david@epa.gov	1445 Ross Ave, Suite 1200 Dallas, TX 75202-2733	US Environmental Protection Agency	214/665-2200

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**Bretton Woods, New Hampshire**

Gary J. Gulka	gary.gulka@state.vt.us	103 South Main Street Waterbury, VT 05671-4911	Vermont Department of Environmental Conservation	802/241-3626
Gretchen Hamel	ghamel@des.state.nh.us	PO Box 95 Concord, NH 03302-0095	New Hampshire Department of Environmental Services	603/271-3137
Frances P. Hartwell	fran@vanimail.com	15025 Highway 101 North Rockaway Beach, OR 97136	Groundhog Construction	971/275-4759
Linda L. Hayes-Gorman	hayes-gorman.linda@deq.state.or.us	2146 NE 4th Street Bend, OR 97701	Oregon Department of Environmental Quality	541/388-6146, x274
Glenn H. Heilman	hps@salsgiver.com	290 N. Pike Rd. Sarver, PA 16055	Heilman Pavement Specialties	724/353-2700
Annette N. Hill	hill.annetten@epa.gov	61 Forsyth Street, SW Atlanta, GA 30294	US Environmental Protection Agency, Region 4	404/562-8287
Patrick Hoermann	patrick.hoermann@metrokc.gov	130 Nickerson Street, Suite 100 Seattle, WA 98109	King County Department of Natural Resources and Parks	206/263-3038
Susan M. Holben	holbens@michigan.org	300 N. Washington Square Lansing, MI 48913	Michigan Economic Development Corporation	517/335-2168
Rex B. Hollingsworth	hollinrb@nexband.com	567 Houston Lake Road Fulton, MS 38843	Retired	662/862-2657
Keith W. Holman	keith.holman@sba.gov	409 Third Avenue, SW, Suite 7800 Washington, DC 20416	Office of Advocacy, US Small Business Administration	202/205.6936
Christopher M. Horan	christopher.horan@uni.edu	1005 Technology Parkway Cedar Falls, IA 50701	Iowa Waste Reduction Center	319/273-8905
Debra F. Jacobson	djacobso@wmrc.uiuc.edu	1010 Jorie Boulevard, Suite 12 Oakbrook, IL 60523	Printers National Environmental Assistance Center (PNEAC)	630/472-5019
Troy DS Johnson	troy.johnson@pca.state.mn.us	520 Lafayette Road St. Paul, MN 55155	Minnesota Pollution Control Agency	651/296-7767
Barbara L. Johnson	barblj@k-state.edu	133 Ward Hall Manhattan, KS 66506-2508	K-State Pollution Prevention Institute	785/532-6501
Dale I. Kaplan	kaplans1@aol.com	3607 Market St. Camp Hill, Pa. 17011	Dale I. Kaplan Inc.	717/737-0572
Anne M. Keach	akeach@des.state.nh.us	29 Hazen Drive Concord, NH 03301	New Hampshire Department of Environmental Services, Air Resources Division	603/271-1386
Glee A. Kidder	glee.kidder@uni.edu	1005 Technology Parkway Cedar Falls, IA 50613	Iowa Waste Reduction Center	319/273-8905
Jennifer Kimbrough	jennifer_kimbrough@deq.state.ms.us	PO Box 20305 Jackson, MS 39289	Mississippi Department of Environmental	601/961-5676
Ken Legler	klegler@houstonwire.com	514 Michigan Pasadena, TX 77587	NCAP/Legler International	713/946-2920
Leigh Leonard	lleonard@prizim-inc.com	9 Crawling Stone Circle Madison, WI 53719	PRIZIM, Inc.	608/848-9411
Leigh A. Lock	lock@nysefc.org	625 Broadway Albany, NY 12207	New York State Environmental Facilities Corporation	518/402-7462
Ron Lockwood	lockwood.ronald@epa.gov	290 Broadway 21st Floor New York, NY 10007-1866	US Environmental Protection Agency	212/637-3413
Paul L. Lockwood	plockwood@des.state.nh.us	PO Box 95 Concord, NH 03302-0095	New Hampshire Department of Environmental Services	603/271-2956
Christopher J. Lynch	clynch@wharton.upenn.edu	The Wharton School University of Pennsylvania 3733 Spruce St, 4th Floor Philadelphia, PA 19104-6374	Pennsylvania SBDC, Environmental Management Assistance Program	215/573-7555
Marek L. Malessa	mmalessa@des.state.nh.us	105 Valley View Road Easton, NH 03580	New Hampshire Department of Environmental Services, SBTAP	603/466-5380
Diana Mancuso	dianamancuso@realtor.com	16 Karen Lane Salem, NH 03079	Winning Speakers	603/893-8990

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Gary T. Mason	gmason@isienvironmental.com	1206 E. Lincoln Wichita, KS 67211	iSi environmental services	316/264-7050
Susan M. Mayer	mayer@nysefc.org	625 Broadway 7th Floor Albany, NY 12207	New York State Environmental Facilities Corporation	518/402-6957
William M. McGowan	william.mcgowan@state.ma.us	100 Cambridge Street, Suite 900 Boston, MA 02114	Executive Office of Environmental Affairs / Office of Technical Assistance	617/626-1078
John P. McKeon	mckeon@nysefc.org	625 Broadway, 7th Floor Albany, NY 12207	New York State Environmental Facilities Corporation	518/402-7461
Stephen McKeough	stephen.mckeough@dep.state.fl.us	2600 Blair Stone Road, MS 5510 Tallahassee, FL 32399-2400	Florida Department of Environmental Protection	850/921-9539
Edythe McKinney	edythe.mckinney@ncmail.net	1640 Mail Service Center Raleigh, NC 27609	North Carolina Department of Environment and Natural Resources	919/733-0823
Bob Minicucci	rminicucci@des.state.nh.us	PO Box 95 Concord, NH 03302-0095	New Hampshire Department of Environmental Services	603/271-2941
Judy Mirro	judy.mirro@state.vt.us	103 South Main Street Waterbury, VT 05671-4911	Vermont ANR/Department of Environmental Conservation	802/241-3745
Bruce A. Morrison	bamorrison@greatriverslaw.org	705 Olive Street, Suite 614 St. Louis, MO 63101	Bruce A. Morrison, Atty.	314/ 231-4181
Darren J. Morrissey	morrissey@adeq.state.ar.us	PO Box 8913 Little Rock, AR 72219	Arkansas Department of Environmental Quality	501/682-0824
Tom J. Nakley	nakley.thomas@epa.gov	1200 Pennsylvania Ave., NW MC 1807T Washington, DC 20460	US Environmental Protection Agency	202/566-2826
Todd Nein	todd.nein@aqda.state.oh.us	50 West Broad Street, Suite 1718 Columbus, OH 43215-5910	Ohio Air Quality Development Authority	614/387-3062
Mike Nelson	michael.nelson@pca.state.mn.us	520 Lafayette Road St. Paul, MN 55155-4194	Minnesota Pollution Control Agency	651/ 297-8615
Dan J. Nickey	nickey@uni.edu	1005 Technology Parkway Cedar Falls, IA 50613	Iowa Waste Reduction Center	319/273-8905
Gregory A. Norris	gnorris@hsph.harvard.edu	147 Bauneg Hill Road North Berwick, ME 03906	Kansas State University	207/676-7640
Andrea C. O'Brien	aobrien@rivier.edu	Rivier College - 420 Main Street Nashua, NH 03063	New Hampshire Small Business Development Center	603/897-8484
Dwight G. Peavey	peavey.dwight@epa.gov	One Congress St (SEP) Boston, MA 02114-2023	US Environmental Protection Agency, Region 1	617/918-1829
Tony Pendola, PE	tony.pendola@ncmail.net	1640 MSC Raleigh, NC 27699-1640	North Carolina SBEAP	919/733-0824
Terry L. Polen	tpolen@wvdep.org	601 57th Street, SE Charleston, WV 25304	West Virginia Department of Environmental Protection - State Ombudsman	304/926-0499
Mama A. Posluszny	maposlus@gw.dec.state.ny.us	625 Broadway - 4th Floor Albany, NY 12233-1750	New York State Department of Environmental Conservation	518/402-9160
James R. Powers	jpowers5882@comcast.net	4 Homestead Drive Derry, NH 03038	Toastmasters International	781/676-9892
Richard G. Rasmussen	rgasmussen@deq.virginia.gov	PO Box 10009 Richmond, VA 23240	Virginia Department of Environmental Quality	804/ 698-4394
Maria L. Rivera	mariariverar@jca.gobierno.pr	PO Box 11488 Santurce, PR 00692	Environmental Quality Board	787/767-8181
Deborah R. Roy	debbie@stci.com	One Monument Way, 2nd Floor Portland, ME 04101	SafeTech Consultants, Inc.	207/773-5753
Linda Sadler	linda.sadler@state.tn.us	401 Church Street, 8th Floor Annex Nashville, TN 37243	Tennessee Department of Environment and Conservation	615/532-0779
Patricia A. Senna	senna.patty@epa.gov	1445 Ross Ave, Suite 1200 Dallas, TX 75202-2733	US Environmental Protection Agency	214/665-7178

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**2006 SBO-SBEAP National Conference**  
**Bretton Woods, New Hampshire**

Tiffin Shewmake	tshewmake@prizim-inc.com	317 E. Diamond Ave. Gaithersburg, MD 20877	PRIZIM, Inc.	301/840-2222, x146
James L. Simpson	jsimpson@walkerconcrete.com	1163 Reading Drive Acworth, GA 30102	Walker Concrete / Georgia Concrete & Products association	404/867-6451
Rodney Sobin	rsobin@deq.virginia.gov	PO Box 10009 Richmond, VA 23240-0009	Virginia Department of Environmental Quality	804/698-4382
Greg B. Sorenson	gsorenson@utah.gov	150 North 1950 West Salt Lake City, Utah 84116	Utah Division of Air Quality	801/536-4437
Marylyn A. Stapleton	stapleton.marylyn@vidpnr- dep.org	Cyril E. King Airport 2nd Floor Terminal Bldg. St. Thomas, VI 00802	Virgin Islands DPNR - Small Business Technical Assistance Program	340/774-3320
Cheri Storms	cstorms@idem.in.gov	100 N. Senate Ave. MC 64-00 IGCS W041 Indianapolis, IN 46204-2251	Indiana Department of Environmental Management	317/233-5553
Ginger A. Stringer	gingeras@wharton.upenn.edu	3733 Spruce Street Vance Hall 4th Floor Philadelphia, PA 19104	Pennsylvania Small Business Development Center	215/573-2019
Kenya K. Stump	ckeny2@uky.edu	227 Gatton College of Business and Economics Lexington, KY 40506-0034	Kentucky Business Environmental Assistance Program	859/257-1131
Angela T. Suber	suber.angela@epa.gov	1200 Pennsylvania Ave., NW Washington, DC 20460	US Environmental Protection Agency	202/566-2827
Sally Tarowsky	sallytarowsky@boisestate.edu	1910 University Drive Boise, ID 83725-1655	Idaho Small Business Development Center	208/426-1839
Lee Tate	lee_tate@dnr.state.ga.us	4244 International Parkway Atlanta, GA 30354	Georgia Small Business Assistance Program	404/362-4854
Kim Teal	teal.kim@epa.gov	Research Triangle Park Mail Code: E143-03 Research Triangle Park, NC 27711	US Environmental Protection Agency / OAQPS	919/541-5580
Jesse Thompson	jesse_thompson@deq.state.ms. us	PO Box 20305 Jackson, MS 39209	Mississippi Department of Environmental Quality	800/725-6112
Stephen R. Travis	steve.travis@jocogov.org	133 Ward Hall Manhattan, KS 66506-2508	Kansas State University - Pollution Prevention Institute	800/578-6501
Beverly L. Updike	updike.beverly@epa.gov	1200 Pennsylvania Avenue, NW Mail Code 2224A Washington, DC 20004	US Environmental Protection Agency	202/564-7142
Paul R. Van Hollebeke	paul.vanhollebeke@state.vt.us	103 South Main Street Waterbury, VT 05676	Vermont Department of Environmental Conservation	802/241-3629
Robert Varney	varney.robert@epa.gov	1 Congress Street, Suite 1100 Boston, MA 02114-2003	Administrator, US EPA Region I	617/918-1010
Reimar von Kalben	rvkalben@comcast.net	172 Alhambra Drive Pueblo, CO 81005-3902	Allied Refrigeration & Electric	719/664-0698
Brian L. Warner	bwarners@wpsci.com	10125 W. Watergate Road Cadillac, MI 49601	Wolverine Power Cooperative	231/775-5700
Yvonne M. Watson	watson.yvonne@epa.gov	1200 Pennsylvania Ave., NW EPA West, Room 4223 MC1807T Washington, DC 20460	US Environmental Protection Agency	202/566-2239
Michael P. Welch	mwelch@prizim-inc.com	317 East Diamond Ave. Gaithersburg, MD 20877	PRIZIM, Inc.	301/840-2222, x131
Mark A. Williamson	mark.williamson@uni.edu	1005 Technology Parkway Cedar Falls, IA 50613	Iowa Waste Reduction Center	319/273-8905
Rose Marie Wilmoth	rosemarie.wilmoth@ky.gov	14 Reilly Road Frankfort, KY 40601	Kentucky Division for Compliance Assistance, Kentucky Department for Environmental Protection	800/926-8111
Daniel R. Wilson	dan@wingsofawareness.com	15 Ermer Rd, Suite 213 Salem, NH 03079	Wings of Awareness, LLC	603/952-4253

**LIST OF ATTENDEES**  
**2006 SBO-SBEAP National Conference**  
**Bretton Woods, New Hampshire**

Randy S. Wolfe	randy_wolfe@deq.state.ms.us	PO Box 20305 Jackson, MS 39289-1305	Mississippi Department of Environmental Quality	601/961-5166
Amanetta A. Wood	wood.amanetta@epa.gov	61 Forsyth Street, SW Atlanta, GA 30303	US Environmental Protection Agency, Region 4	404/562-9025
Sharon A. Yergeau	syergeau@des.state.nh.us	PO Box 95 Concord, NH 03302	New Hampshire Department of Environmental Services	603/271-2918
Audrey G. Zelanko	zelanko@smallbiz-enviroweb.org	221 Meadowbrook Drive Cranberry Twp., PA 16066	Small Business Environmental Home Page, CTC	724/452-4722

**Appendix E**

**Conference Evaluations  
And  
Evaluation Form**



## Conference Evaluations

Session	Average Score	Comments
<p>1. Mandatory Program Training Workshop</p>	<p>3.90</p>	<ol style="list-style-type: none"> <li>1. A little too basic. Breakouts were good, but not sure of outcome.</li> <li>2. It is good but I don't think it should be mandatory.</li> <li>3. Really helped me.</li> <li>4. Open discussion was good – keep the exchange among attendees.</li> <li>5. Good handouts. Nice to have process guide.</li> <li>6. Would have preferred an opening general session first. Groups were too large. Exercise was rushed.</li> <li>7. Fantastic training this year. Good move to have everyone present.</li> <li>8. Too basic.</li> <li>9. Well organized, efficiently run.</li> <li>10. In breakout groups, may have been better to have group members sit closer to the group leader. Those sitting on opposite ends of the table had trouble hearing each other.</li> <li>11. Too repetitive. SWOT doesn't mean anything w/o a plan.</li> <li>12. Too much repetition for experienced folks. Give "basics" just to newcomers; then bring in veterans for discussion of strengths/weaknesses.</li> <li>13. Better for newbies, a little old for veterans.</li> <li>14. Breakout groups were helpful. Some areas repetitive for existing staff.</li> <li>15. As always in this type of session, time seemed a bit short. I enjoyed the session and could have done more.</li> </ol>
<p>2A Technical Subcommittee Workgroup</p>	<p>3.5</p>	<ol style="list-style-type: none"> <li>1. Good to have EPA present to give us their perspective.</li> <li>2. This is not what I expected from the session description.</li> <li>3. Karen had good presentation.</li> <li>4. Good USEPA was there. Thank you!</li> <li>5. Good handouts and information we can take back to our state.</li> </ol>

2B Dealing with Conflict in Daily Life: Mediation Skills	4.21	<ol style="list-style-type: none"> <li>1. Wish the session had been longer.</li> <li>2. Liked having a "skills" session.</li> <li>3. More of Mediation Skills is great for next year's conference.</li> <li>4. Good variety of teaching tools.</li> <li>5. Not enough time; information presented didn't flow well.</li> </ol>
2C Compliance Assistance Tools and New Techniques	4.09	<ol style="list-style-type: none"> <li>1. Like the dry cleaner presentation. Good comparison.</li> <li>2. Good but a little too high tech for me.</li> <li>3. Not enough on Compliance Assistance.</li> <li>4. Very good info -- like to see much more of this in the future.</li> <li>5. Interesting assortment of topics.</li> <li>6. Good way to share info.</li> <li>7. Consider holding all subcommittee workgroups at the same time next year so members don't miss out on other sessions.</li> <li>8. Could have picked a common problem or theme and then presented new tools to attack problem from different angles.</li> </ol>
3A Measurement Subcommittee Workgroup	4.0	<ol style="list-style-type: none"> <li>1. Measurement training for everyone.</li> <li>2. Too much repetition for current member. Good discussion @ end of Session.</li> <li>3. Could provide brief update and use rest of time as a working session.</li> <li>4. I kept hearing that we must keep the "speed dating" session. It was great! Bring it back next year so I can attend.</li> </ol>
3B Multi-Media Programs and How They Work	4.3	<ol style="list-style-type: none"> <li>1. Good info.</li> <li>2. Excellent information on how states became multi-media (developed their multimedia programs).</li> </ol>
3C Speed Dating for Compliance Assistance	4.68	<ol style="list-style-type: none"> <li>1. Very good, short, informative and to the point. Need more like this!</li> <li>2. This alone was worth the trip to Mt. Washington. (Rated "6").</li> <li>3. Great, have it next year.</li> <li>4. Would like to have a copy of each project and marketing info. Should have been able to look at website as she was speaking to it.</li> <li>5. Great program -- do it again.</li> </ol>

		<ol style="list-style-type: none"> <li>6. Many dealt w/multi-media tools which were not applicable to air only programs (which were half the room).</li> <li>7. Good format to continue in the future.</li> <li>8. Good-quick-lots of info!</li> <li>9. Good way to share info.</li> <li>10. Great session and want more of this next year.</li> <li>11. Had attendees say they liked the format.</li> <li>12. Great way to share ideas/projects.</li> <li>13. Do it again with new topics.</li> <li>14. Everyone was direct and to the point. Good information. Nice way to get info quick.</li> <li>15. Bring back speed dating.</li> </ol>
<p>4 SBO/SBEAP Issues and Updates</p>	<p>3.63</p>	<ol style="list-style-type: none"> <li>1. Really enjoyed the CAP presentation. Issues weren't really addressed. Probably all that could be stated at this time.</li> <li>2. Would like to see a new format.</li> <li>3. Need more detail.</li> <li>4. Least favorite part of conference every year.</li> <li>5. Shorter time scheduled for this topic.</li> <li>6. Somewhat boring. Some speakers need to be more concise.</li> <li>7. Presentations of the organizations of offices can be boring.</li> <li>8. Same old stuff again!</li> <li>9. Encourage presenters to use visual aids, presentations, etc.</li> <li>10. Always good to hear from these folks.</li> <li>11. Always good to hear about what is going on.</li> <li>12. Although the speakers are very knowledgeable, there seems to be a lack of engagement with the audience.</li> <li>13. How can a speaker be unprepared when so many spent so much time and effort to get here? Anecdotal evidence only – no details.</li> <li>14. Seems to be the same presentation each year.</li> <li>15. Useful information on EPAs reorganization.</li> </ol>
<p>5 Future Small Business</p>	<p>3.12</p>	<ol style="list-style-type: none"> <li>1. Good overview of how SBA works and their role. Need EPA to talk about EPA rules.</li> </ol>

Regulation and Impacts		<ol style="list-style-type: none"> <li>2. Good information worth sharing.</li> <li>3. Would have preferred a handout with case summaries.</li> <li>4. Should have had Keith Barnett and rule writers. Keith Holman was very boring. Did not address what was on the agenda.</li> <li>5. Bullets or summary – to be helpful. Speaker needed work.</li> <li>6. Not a lot of useful content.</li> <li>7. The PowerPoint presentations went by rather quickly and not allowing the participants to write down the important information.</li> <li>8. Only got to one speaker – come on moderators! Wanted timeline on area source.</li> <li>9. Not interactive and BORING.</li> <li>10. Too rambling – at least give us headlines of topics Keith was going to discuss.</li> <li>11. The SBA dude needed guide and leash.</li> <li>12. Again, encourage visual aids.</li> <li>13. Some good points and issues raised, but was pretty boring.</li> <li>14. Great session. Informative.</li> <li>15. Enjoyed seeing SBA connection; what is the status of the 55 area source standards?</li> <li>16. Involve SBA every year. Excellent.</li> <li>17. The main speaker was informative with new information but lacked any sort of structure. With this type of audience I suggest <u>any</u> main speaker prepare a presentation. The free form didn't work for me.</li> <li>18. Too much history. No clear, concise explanation of what is coming down the pike.</li> <li>19. There could have been more guts to the presentation. Spend less time on what the SBA Advocacy roles are and more time on what we should be doing and what SBA is currently doing.</li> </ol>
6A Multi-Media Subcommittee Workgroup	3.86	<ol style="list-style-type: none"> <li>1. Great examples of non traditional approaches.</li> <li>2. Audience provided guidance for the multimedia subcommittee, since the committee has completed its original tasks.</li> </ol>
6B TRI-TIER II Training	4.40	<ol style="list-style-type: none"> <li>1. Need more time to cover TRI-TIER II. Presenter seemed hurried and did not cover TRI.</li> <li>2. Great speaker.</li> </ol>

		<p>3. Dwight Peavey was excellent! Thanks for including him.  4. Nice overview of the main points. Great presenter enthusiasm. Overall it was time well spent. Nice job.  5. A lot of info to cover, even though Dwight did a great job.  6. Dwight is great.</p>
<p>6C Business, Industry &amp; Community Relationships</p>	<p>4.35</p>	<p>1. Excellent!  2. Excellent speakers in session. The CAP member was exceptional.  3. A new topic – would like to see again.  Good information. Very helpful. Speaker from Georgia (Mr. Simpson) was very good.  4. A great session with a great speaker who reminded everyone why compliance assistance is important.  5. Nice to have a small business perspective.  6. Great to hear of partnership efforts Federal-State-Business.</p>
<p>7A Awards Subcommittee Workgroup</p>	<p>4.25</p>	
<p>7B Effective Marketing of Programs</p>	<p>4.06</p>	<p>1. Great info but many presenters did not use microphones. Couldn't hear.  2. Good variety of speakers with different styles and projects.  3. Have an interactive developing marketing plan session so everyone can leave with a plan and legislative outreach plan.  4. Nice examples in second presentation.  5. Very good presentations. I enjoyed seeing what others are doing that work. Ideas are always welcome, but programs/techniques that really work and are running are the best for others to learn from. Got some really good ideas.  6. 'Effective Marketing' ... poor use of Power Point presentation. Was hoping for more – "This is what we did and what worked." not "do this."</p>
<p>7C Implementation of the Compliance Incentives Policy Developing Relationships</p>	<p>4.13</p>	<p>1. Good info. Should be a general session.  2. Good information – very topical.  3. Didn't draw a real connection between the 3 presentations. Glad to see SBEAPs are paying attention to Element 13 – keep on top of it in MN.</p>

<p>Between Compliance and Enforcement</p> <p>Effects of Element 13</p>		<p>4. Element 13 program might be a great avenue to show the impact of SBAP/SBO projects and get true recognition.</p> <p>5. Topic that will get more attention w/ ERPs and other innovative approaches.</p>
<p>8 Environmental Results Programs</p>	<p>4.14</p>	<ol style="list-style-type: none"> <li>1. Great info.</li> <li>2. Shouldn't let session run over time. Should open questions from the floor.</li> <li>3. Like the panel Q&amp;A format.</li> <li>4. Enjoyed hearing from different states.</li> <li>5. Steve DeGabriele gave an excellent overview of ERP. A few of the panelists were not concise in their comments.</li> <li>6. Excellent – however – moderators need to keep sessions on track!</li> <li>7. May have had one or two too many panel members. Great info.</li> <li>8. 1<sup>st</sup> presentation was nice and informative.</li> <li>9. I wish we could have done this later in the day so it would start on time. Would only have been ~ 15 minutes late that way.</li> <li>10. Make sure all panelists are on the mic.</li> <li>11. Didn't know much about ERPs before, very informative!</li> <li>12. Ran too long, but good information from the states.</li> <li>13. Would like to hear from the business perspective.</li> <li>14. Keep up showing this style of program when available.</li> <li>15. I liked the panel approach and multimedia focus. It is always nice to hear multiple people speak about their experience and growing pains as well as what works.</li> <li>16. Needed PPT beforehand.</li> <li>17. Wish there would have been more time devoted to questions. Rather than overall state of ERPs.</li> </ol>
<p>9 Managing your Program in an Ever Changing Environment</p>	<p>4.35</p>	<ol style="list-style-type: none"> <li>1. Anita Dorsey-Ward was outstanding.</li> <li>2. Really enjoyed Anita.</li> <li>3. Great session, timely, heartfelt message.</li> <li>4. Timely, good speakers – use topic again.</li> <li>5. Great topic! Would love to hear more at next conference.</li> </ol>

<p>10 Motivational Speaker – Steve Walker</p>	<p>4.72</p>	<p>6. Inspirational – funny – truthful. 7. Interesting topic – good to see how programs overcame challenges. 8. Anita was great! Again, enjoyed hearing from the states. 9. Great job Dan! Good session – we are all going through similar issues! Dan should speak every year! 10. Best session! 11. Good synopsis of each program, presented concisely. 12. Good to hear from other programs – we're not alone. 13. Speakers were passionate and engaging. I enjoyed the multi speaker approach and diverse issues covered. 14. Excellent speakers/presentations.</p>
		<p>1. One of the most open discussions on what a small business experiences 2. Very good example of real life experience. 3. Loved his story. 4. Should have something like this again next year. 5. Enjoyed hearing 1<sup>st</sup> hand small business experience. 6. Excellent speaker and presentation. 7. Very interesting and entertaining. 8. Great speaker. Would have liked to hear more. 9. Very good speaker! 10. Enjoyed it. 11. Super session! 12. Great story. 13. Really great presentation &amp; style. 14. Motivational may be a little strong – needed to point out how it was suppose to motivate. I think it did, but not sure. Very good info. 15. Great speaker. Nice change. 16. Mr. Walker is very intelligent! Nice business story &amp; view of wood pellet market. 17. Like the small business perspective. 18. Excellent speaker, topic is very appropriate for this audience. Enjoyed the</p>

		<p>presentation from all angles. Very informative.</p> <p>19. Excellent, entertaining and real world story for many small businesses.</p>
11A Promotional Subcommittee	4.17	<p>1. Maybe have subcommittees pick time to meet and not compete with sessions (i.e., breakfast, evenings, etc.).</p> <p>2. He accomplished a lot and outlined our next projects.</p> <p>3. I heard that we should have the skills development for assistance providers next year.</p>
11B Tool Awareness	4.18	<p>1. Good info. Would have liked samples of materials. Perhaps have a material display area or poster sessions.</p> <p>2. Good info.</p> <p>3. Should always have this session.</p>
11C Skills Development for Assistance Providers	4.93	<p>1. Very interesting presentation using Toastmaster members. Innovative!</p> <p>2. Great session!</p> <p>3. Excellent tips, session should be mandatory!</p> <p>4. Great range of topics – good idea to repeat in MN.</p> <p>5. Practical and relevant.</p> <p>6. This session = the BEST/SUPERB/BRING THESE SPEAKERS BACK!</p> <p>6. Best session! Make it a plenary session!</p> <p>7. Very good!!!</p> <p>8. Great.</p>
12 Subcommittee Reports	4.07	<p>1. Good to hear reports.</p> <p>2. Some speakers better than others.</p> <p>3. Wrong time.</p> <p>4. Nice way to stay informed of all committee's activities.</p> <p>5. Could be better, was a little too short to showcase this important work.</p> <p>6. Great updates.</p> <p>7. Good for updates.</p>
13 Small Business Roundtable	4.47	<p>1. Should not be at end of the conference.</p> <p>2. Business Panel should be moved to beginning of the week.</p> <p>3. Should have been earlier.</p>



	<p>4. Consider putting this towards beginning of conference next year.</p> <p>5. We always need these stories from businesses. Why the last thing?? Too many people had left. Suggest moving to first or second day.</p> <p>6. Great to hear from businesses.</p> <p>7. Recommend having it earlier.</p> <p>8. Small business owners should not be a plenary at the end. Conference should end with subcommittee reports.</p>	
<p>General Conference Comments</p>	<ol style="list-style-type: none"> <li>1. Awards Banquet was great, but it lasted too long this year.</li> <li>2. Breakfast every morning was excellent (A+)</li> <li>3. Need more consensus building on future direction of the programs. For example: multimedia makes sense, but is it clear how we want to get there? Need detailed options that we all can review and coordinate.</li> <li>4. Great place! Awesome way to really network and learn from other states in the organized evening activities.</li> <li>5. Use a warning signal 5 minutes before time is up (Bell).</li> <li>6. Great job!</li> <li>7. Beautiful location. Nice to have lots of networking time. Breakfast great. Did not miss snacks.</li> <li>8. Rudy, the NCAP luncheon was superb!</li> <li>9. Really enjoyed the conference! Lots of great info and a lovely spot and great people! Thanks!</li> <li>10. The awards program was too long and too many issued at one time. It somewhat diminished the Awards committee awards. More diversity in areas receiving awards and industry groups</li> <li>11. Thanks for putting on a very well executed conference.</li> <li>12. Once again, thanks for this years conference.</li> <li>13. I thought you'd like to know (Commissioner) Mike Nolin came to me and remarked about how well planned and interesting your conference was. I certainly agreed. Nice job!</li> </ol>	

**2006 SBO/SBEAP National Conference  
Bretton Woods, NH**

**Evaluation Form**

	<u>Excellent</u>		<u>Average</u>		<u>Low</u>	
<b>Monday, July 1, 2002</b>						
1. Overall, how would you rate the opening general session: <b>SBO/SBAP Issues &amp; Updates?</b>	5	4	3	2	1	NA
<i>Comments:</i>						
2. Overall, how would you rate the <b>USEPA Updates?</b>	5	4	3	2	1	NA
<i>Comments:</i>						
3. Overall, how would you rate the luncheon <b>Plenary Speaker (John Powers)?</b>	5	4	3	2	1	NA
<i>Comments:</i>						
4. Overall, how would you rate the following <b>breakout sessions</b> that you attended?						
A. John Powers	5	4	3	2	1	NA
B. Beyond Air	5	4	3	2	1	NA
C. Emission Calculations & Control Technology 101	5	4	3	2	1	NA
D. Small Business Division Initiatives	5	4	3	2	1	NA
<i>Comments:</i>						
5. Overall, how would you rate the following <b>breakout sessions</b> that you attended?						
A. How to Talk so People Will Listen, etc.	5	4	3	2	1	NA
B. Beyond Air (2 <sup>nd</sup> session)	5	4	3	2	1	NA
C. USEPA Grant Writing Tutorial	5	4	3	2	1	NA
D. Agri-Business	5	4	3	2	1	NA
<i>Comments:</i>						
<b>Tuesday, July 2, 2002</b>						
6. Overall, how would you rate the <b>Regional Meetings?</b>	5	4	3	2	1	NA
<i>Comments:</i>						
7. Overall, how would you rate <b>Morning General Session: Regulatory Updates from USEPA?</b>	5	4	3	2	1	NA
<i>Comments:</i>						

	<u>Excellent</u>		<u>Average</u>		<u>Low</u>	
8. Overall, how would you rate the <b>Future of 507 Program Working Session?</b> <i>Comments:</i>	5	4	3	2	1	NA
9. Overall, how would you rate the following <b>breakout sessions</b> that you attended?						
A. Dos & Don'ts of Site Visits	5	4	3	2	1	NA
B. Working with Enforcement	5	4	3	2	1	NA
C. Partnering for Success	5	4	3	2	1	NA
D. Communicating Effectively with Small Business	5	4	3	2	1	NA
<i>Comments:</i>						
10. Overall, how would you rate the following <b>breakout sessions</b> that you attended?						
A. Fostering Small Business Success through Workplace Improvement (panel)	5	4	3	2	1	NA
B. Coatings Rules/MACT Tools	5	4	3	2	1	NA
C. Land Use Planning	5	4	3	2	1	NA
<i>Comments:</i>						
11. Overall, how would you rate the site visit to <b>Goose Island Brewery?</b> <i>Comments:</i>	5	4	3	2	1	NA
12. Overall, how would you rate the site visit to <b>Brach's Candy?</b> <i>Comments:</i>	5	4	3	2	1	NA

**Wednesday, July 3, 2002**

	<u>Excellent</u>		<u>Average</u>		<u>Low</u>	
13. Overall, how would you rate the <b>National Regulatory Ombudsman &amp; SBA Financing?</b> <i>Comments:</i>	5	4	3	2	1	NA
14. Overall, how would you rate <b>Where Do We Go From Here? Presentation of Working Session Results?</b> <i>Comments:</i>	5	4	3	2	1	NA

**2002 SBO/SBAP National Conference  
Chicago, Illinois  
Compliance Advisory Panel Training  
Sunday, June 30, 2002**

**Evaluation Form**

	<u>Excellent</u>		<u>Average</u>		<u>Low</u>	<u>Did Not Attend</u>
1. Overall, how would you rate the <b>CAP Reception</b> Saturday night in the Presidential Suite at the Westin Hotel? <i>Comments:</i>	5	4	3	2	1	<input type="checkbox"/>
2. Overall, how would you rate the <b>CAP Training</b> ? <i>Comments:</i>	5	4	3	2	1	<input type="checkbox"/>

## **Appendix F**

### **2006 Conference Planning Committee Members and On-Site Meeting Agenda**

## 2006 Planning Committee Members

### Steering Committee

Ron Dyer  
Maine Department of Environmental Protection  
Office of Innovation and Assistance  
State House Station 17  
Augusta, ME 04333  
207-287-4152  
207-287-2814 (F)  
800-789-9802 (state)  
[ron.e.dyer@maine.gov](mailto:ron.e.dyer@maine.gov)

Dan Nickey  
IA Waste Reduction Center  
University of Northern Iowa  
1005 Technology Parkway  
Cedar Falls, IA 50613-6951  
319-273-8905  
319-268-3733 (F)  
800-422-3109 (state)  
[nickey@uni.edu](mailto:nickey@uni.edu)

### Region I

Judy Mirro  
Small Business Compliance Assistance Program  
VT DEC Environmental Assistance Division  
Laundry Building  
103 South Main Street  
Waterbury, VT 05671  
802-241-3745  
802-241-3273 (F)  
800-974-9559 (state)  
[judy.mirro@state.vt.us](mailto:judy.mirro@state.vt.us)

### Region II

Jasmine A. Blyden  
Dept. of Planning & Natural Resources  
Division of Environment  
Cyril E. King Airport, 2nd Floor  
St. Thomas, VI 00802  
340-774-3130, Ext. 5119  
340-714-9549 (F)  
[blyden.jasmine@vidpnr-dep.org](mailto:blyden.jasmine@vidpnr-dep.org)

### Region III

Richard Rasmussen  
Director  
Small Business Assistance Program  
Air Division  
VA Department of Environmental Quality  
629 E. Main Street  
P.O. Box 10009  
Richmond, VA 23240  
804-698-4394  
804-698-4264 (F)  
800-592-5482, x4394 (state)  
[rgrasmussen@deq.virginia.gov](mailto:rgrasmussen@deq.virginia.gov)

### Region IV

Lee Tate, PE  
GA SBAP  
DNR/EPD  
4244 International Parkway, Suite 114  
Atlanta, GA 30354  
404-362-4854  
404-363-7100 (F)  
[lee\\_tate@dnr.state.ga.us](mailto:lee_tate@dnr.state.ga.us)

### Region V

Roslyn Jackson  
Manager  
Small Business Environmental Assistance Program  
Illinois Dept. of Commerce & Economic Opportunity  
620 East Adams Street, 4th Floor  
Springfield, IL 62701  
217-524-0169  
217-557-2853 (F)  
800-252-3998 (state)  
[rjackson@ildceo.net](mailto:rjackson@ildceo.net)

### Region VI

Tamra Shae-Oatman  
Section Manager  
TCEQ (Mail Code 106)  
P.O. Box 13087  
Austin, TX 78711-3087  
512-239-1066  
512-239-1065 (F)  
800-447-2827 (national)  
[toatman@tceq.state.tx.us](mailto:toatman@tceq.state.tx.us)

**Region VII**

Reid Bermel  
Small Business Environmental Liaison  
Business Development Division – IDED  
200 E. Grand Avenue  
Des Moines, IA 50309  
515-242-4761  
515-242-4795 (F)  
[reid.bermel@iowalifechanging.com](mailto:reid.bermel@iowalifechanging.com)

**Region IX**

No Representative

**NCAP**

Frances Hartwell - Region X  
15025 Hwy 101 North  
Rockaway Beach, OR 97136  
503-322-8474 (H)  
503-322-8435 (F)  
[Fran@vanirmail.com](mailto:Fran@vanirmail.com)

Rudolph Cartier Jr. PE  
NH Des Small Business Ombudsman  
29 Hazen Drive  
Concord, NH 03301-2033  
603-271-1379  
603-271-1381 (F)  
800-837-0656 (state)  
[rcartier@des.state.nh.us](mailto:rcartier@des.state.nh.us)

Marek Malessa  
Small Business Technical Assistance Program  
Department of Environmental Services  
80 Glen Road  
Gorham NH 03851

**Region VIII**

Nick Melliadis  
SBO/CDPHE  
OCS-INF-A1  
4300 Cherry Creek Drive, South  
Denver, CO 80246-1530  
303-692-2135  
303-782-4969 (F)  
[nick.melliadis@state.co.us](mailto:nick.melliadis@state.co.us)

**Region X**

Linda Hayes-Gorman  
Air Quality Business Assistance Prgm  
OR Dept. of Environmental Quality  
2146 NE 4th Street  
Bend, OR 97701  
541-388-6146, x274  
541-388-8283 (F)  
800-452-4011 (state)  
[hayes-gorman.linda@deq.state.or.us](mailto:hayes-gorman.linda@deq.state.or.us)

**Past Host**

Jesse Thompson  
Small Business Ombudsman  
MS DEQ  
2380 Hwy. 80 West  
P.O. Box 20305  
Jackson, MS 39289-1305

601-961-5167  
601-961-5541 (F)  
800-725-6112 (national)  
[jesse\\_thompson@deq.state.ms.us](mailto:jesse_thompson@deq.state.ms.us)

**Host**

Anne Keach  
Air Resources Division  
Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301-2033  
603-271-1370  
603-271-1381 (F)  
800-837-0656 (state)  
[akeach@des.state.nh.us](mailto:akeach@des.state.nh.us)

603-466-5380  
603-466-5148 (F)  
800-837-0656 (state)  
[rcartier@des.state.nh.us](mailto:rcartier@des.state.nh.us)

**EPA**

Karen Brown - EPA SBO  
US EPA  
1200 Pennsylvania Avenue, NW (1807T)  
Washington, DC 20460  
202/566-2816  
202/566-2848 fax  
[brown.karen@epa.gov](mailto:brown.karen@epa.gov)

Elsa Bishop - CAP Liaison  
US EPA  
1200 Pennsylvania Ave., NW (1807T)  
Washington, DC 20460  
202/566-2814  
202/566-2848 fax  
[bishop.elsa@epa.gov](mailto:bishop.elsa@epa.gov)

Angela Suber  
US EPA  
1200 Pennsylvania Avenue, NW (1807T)  
Washington, DC 20460  
202/566-2827  
202/566-2848 fax  
[suber.angela@epa.gov](mailto:suber.angela@epa.gov)

Karen Blanchard  
US EPA OAQPS  
109 TW Alexander Drive  
RTP, NC 27711 (E-143-02)  
919/541-5503  
919/541-2664 fax  
[blanchard.karen@epa.gov](mailto:blanchard.karen@epa.gov)

Gary Blais  
US EPA OAQPS – 109 TW Alexander Drive  
Research triangle Park, NC 27711 )E-143-02)  
919/541-3223  
919/541-2664 fax  
[blais.gary@epa.gov](mailto:blais.gary@epa.gov)



**2006 SBO/SBAP National Conference  
Planning Committee Agenda  
December 5-8, 2005**

**Monday, December 5, 2005**

11:00 AM - 5:00 PM	Attendees arrive at Manchester Airport
5:00 PM - 7:00 PM	Travel to and check in at the Mt. Washington Hotel
7:30 PM - 9:00 PM	Dinner and Review Agenda/Committee Tasks

**Tuesday, December 6, 2005**

7:00 AM - 8:00 AM	Breakfast
8:00 AM - 12:00 PM	Develop preliminary agenda schedule
12:00 PM - 1:00 PM	Working lunch
1:00 PM - 2:00 PM	Conference call w/non-attending committee members
2:00 PM - 4:00 PM	Continue agenda development
4:00 PM - 6:00 PM	Discussion of conference logistical needs
7:00 PM - 8:00 PM	Dinner as a group

**Wednesday, December 7, 2005**

7:00 AM - 9:00 AM	Working Breakfast - Review of work to date
9:00 AM - 10:00 AM	Assigning of session responsibilities
10:00 AM - 11:00 AM	Tour of conference facilities
11:00 AM - 12:00 PM	Assigning of session responsibilities (continued)
12:00 PM - 1:00 PM	Working lunch
1:00 PM - 2:30 PM	Conference call w/non-attending committee members
2:30 PM - 3:30 PM	Wrap up/review assignments
4:00 PM - 6:00 PM	Travel to Manchester hotel
7:00 PM - 8:30 PM	Dinner as a group

**Thursday, December 8, 2005**

9:00 AM - 2:00 PM	Attendees leave from Manchester Airport
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**Appendix G**

**Conference**  
**Request for Proposals**

## DESCRIPTION OF SUPPLIES AND SERVICES

### 1. Need for Supplies and Services.

Annually, there is a national conference for staff involved in the Clean Air Act Amendments, Section 507 program. The goal of the conference is to identify federal enforcement issues, learn about pilot programs, and share successful state initiatives. The first day is mandatory training for Program staff. The second, third, and fourth days consist of concurrent, breakout sessions for 100-125 staff involved in the Clean Air Act Amendments, Section 507 program.

### 2. Agency's Goal.

The agency's goal is to host a national conference that is productive, informative, and enjoyable for 100-125 staff of Section 507 programs. Please refer to 3.a. for specific requirements necessary to make this event successful.

### 3. Specifications.

#### a. Project Requirements.

The 2006 national conference will be held in northern New Hampshire at a location to be determined based on received proposals. The hotel must have nearby eating facilities in the evening. Bid specifications provided herein are based on previous conference formats and attendance levels, and are, therefore, subject to modification, as plans are finalized and attendance determined.

Conference dates: One of the following:                      March 27-30, 2006

#### i. Information to be Included in Bid

Bid should specifically address the hotel's ability to meet facility needs and provide requested services as identified in Sections ii and iii below. If maps of the facility are available, hotels are encouraged to identify rooms which would be utilized for the conference functions. Rates for the items identified in Section iv and assurances that the provisions specified in Section iv can be met must be included in the bid.

#### ii. Facility Needs

**Sleeping Rooms:** Approximately 25-50 sleeping rooms on the night before the first day of the conference, and approximately 100-125 sleeping rooms on the nights of the conference must be available preferably at the rate of \$99 per night (plus tax) for a single room. Approximately 50 rooms must be available for the two nights after the conference. Double-room occupancy rate must be included in proposal. Attendees are responsible for individual hotel accommodations and billings. The conference site shall provide one free lodging room to the department for every fifty paid sleeping rooms at its hotel for the purpose of providing complimentary rooms to trainers and conference coordinators. All rooms must come with an iron, ironing board, coffee maker (with set-up) and hair dryer. The conference site shall provide one free hospitality room to hold 30 people throughout the conference for planning committee meetings, USEPA headquarters and regional meetings, and other meetings as the occasion arises.

**Other Facility Requirements:** Group integrity is important. Hotel must have facilities that encourage interaction among the attendees, allow ease of access during breaks and between breakout rooms, allow for easy traffic flow around the

exhibit area, easy access for messaging, and ease of access to breakout sessions, Hotel must have a free fitness center available to hotel guests.

Registration Area: a registration area must safely and comfortably accommodate:

1. 30 people
2. Be accessible to Department staff 24 hours a day
3. Have secure storage facilities within 10 feet of registration table for boxes of supplies, premiums, and registration materials with 24 hour access by DES staff.
4. Have secure area within 30 feet of the registration table with appropriate electrical and phone hookups for a bank of up to 5 computers for participants to conduct e-business transactions. DES staff must have 24 hour access.
5. Area must be ADA accessible.
6. Have 2 registration tables, with tablecloths and skirts. Six chairs must be available behind the two tables.
7. Must include a "message" board.
8. Registration table must be on the same floor as the conference sessions.
9. Registration must be set up by 3:00 p.m. on the day before the conference and run through the third day of the conference.

#### Space/Rooms to Accommodate

1. a meeting for approximately 20 persons the afternoon of the day before the conference, through the morning of the third day.
2. a dinner for approximately 100-125 people at round tables with seating of 8-10 per table from 6:00 p.m. to 8:00 p.m. on the second day. The room must be large enough to accommodate equipment for projection of a presentation.
3. a buffet breakfast for 100-125 people on the first through the fourth day, from 7:00 a.m. – 8:00 a.m.
4. Exhibit/display area with access to outlets and phone lines.
5. 3 concurrent workshop sessions with a total capacity of 125 persons, preferably with a minimum of 50 persons per session from 8:00 a.m. to 5:00 p.m. on the first through the fourth day. This should be in a classroom style setting with a table and a podium. All tables should have skirts. Water pitchers and glasses should be refreshed at the breaks. Presenters should have enough room to see their presentation without leaving the podium.

6. Ballroom with divider walls should be available from the first through the fourth day and may be used for two of the breakout rooms for breakout sessions during the conference.
7. 2 concurrent workshop sessions with a total capacity of 100 persons, preferably with a minimum of 50 persons per session from 8:00 a.m. to 5:30 p.m. on the first day. This should be in a classroom style setting with a head table. Water and water glasses should be refreshed at the breaks. Presenters should have enough room to see their presentation without leaving the podium.
8. Actual workshop and ballroom session needs are tentative until the final conference agenda is set.

iii. Services to be Provided/Special Needs

All sleeping rooms, meeting/workshop rooms, exhibitor space and dining facilities must be located in one building.

All meeting/workshop rooms, exhibitor space and dining facilities must be handicap accessible.

The hotel must provide an easel outside each meeting/workshop room, at the registration and exhibit area.

The hotel will serve sit-down meals at the following functions:

One dinner for approximately 100-125 persons on the second day of the conference.

1. The dinner must safely and comfortably accommodate a maximum of 100-125 persons at round tables of no more than 10 with linen tablecloths and napkins; however, DES will not guarantee the number of persons in attendance. There will be a head table to accommodate 6-8 people with tablecloths, napkins, and table skirt. There will need to be a podium and microphone for a dinner speaker. Confirmation of attendance will be made 5 days prior to the event. Proposal must include floor plan.
2. The tables must include centerpieces, silverware, cloth napkins, salt, pepper, sugar, and sweetener. Facility must be ADA accessible, including restroom facilities. Proposal must include a meal menu with a minimum of five selections for entree, salad and dressing, bread and dessert. Coffee, decaffeinated coffee, iced tea and water to be provided. Vegetarian meals must be provided, if requested. Proposal must include a per person price based on one price.

Buffet Breakfast

Proposal must include a meal menu of scrambled eggs, bacon/sausage, and other breakfast entrees, in addition to an assortment of bagels, and muffins. Coffee, decaffeinated coffee, iced tea and water to be provided on each morning of the conference. Confirmation of attendance will be made 5 days prior to the event. Proposal must include floor plan and per person price.

Other and AV Needs: The hotel must provide an easel outside each meeting/workshop room at the registration and exhibit areas.

AV Needs:

1. Each workshop room should have an easel, LCD projector, screen, cabling and cords, as necessary. One overhead projector must be available throughout the conference.
2. Lapel microphones must be available in each workshop session.

Water must be available in all the workshop sessions and at the registration desk.

**Tentative Sleeping Room utilization:**

	Day 1 Sat	Day 2 Sun	Day 3 Mon	Day 4 Tues	Day 5 Wed	Day 6 Thur	Day 7 Fri
Run of House	20	100	120	120	110	20	10

**Tentative meeting room requirements**

Date	Start Time	End Time	Function	Set Up	Agr
Sunday	3:00 PM	7:00 PM	REGISTRATION	Registration	
Sunday	12:00 PM	7:00 PM	OFFICE		
Monday	7:00 AM	7:00 PM	OFFICE		
Monday	7:00 AM	7:00 PM	REGISTRATION	Registration	
Monday	7:00 AM	9:00 AM	BREAKFAST		75
Monday	9:00 AM	12:00 PM	MEETING	Classroom Style	75
Monday	1:00 PM	4:00 PM	MEETINGS (2 rooms)	Classroom Style	50 ea
Monday	5:00 PM	6:00 PM	RECEPTION	Cash Bar	100
Monday	7:00 PM	8:00 PM	OPENING SESSION	Classroom Style	100
Tuesday	6:00 AM	11:59 PM	EXHIBIT	Table Tops	6
Tuesday	7:00 AM	11:59 PM	SPEAKER READY ROOM		
Tuesday	7:00 AM	7:00 PM	OFFICE		
Tuesday	7:00 AM	7:00 PM	REGISTRATION	registration	
Tuesday	7:00 AM	8:00 AM	BREAKFAST		125
Tuesday	8:00 AM	10:00 AM	GENERAL SESSION	Classroom Style	125
Tuesday	10:00 AM	11:15 AM	BREAKOUT(3 rooms)	Classroom Style	120
Tuesday	11:45 AM	2:00 PM	LUNCH	On their own	
Tuesday	2:45 PM	4:45 PM	BREAKOUT(2 rooms)	Classroom Style	100
Tuesday	6:00 PM	8:00 PM	DINNER	Rounds of 10	125
Wednesday	6:00 AM	11:59 PM	EXHIBIT	Table Tops	6
Wednesday	7:00 AM	11:59 PM	SPEAKER READY ROOM		
Wednesday	7:00 AM	7:00PM	OFFICE		
Wednesday	7:00 AM	12:00 PM	REGISTRATION	registration	
Wednesday	8:00 AM	9:00 AM	BREAKFAST	Rounds of 10	100
Wednesday	8:00 AM	8:30 AM	GENERAL SESSION	Classroom Style	100
Wednesday	8:30 AM	11:30 AM	BREAKOUT(3 rooms)	Classroom Style	50ea
Wednesday	2:15 PM	5:00 PM	BREAKOUT	Classroom Style	50
Wednesday	12:00 PM	2:00 PM	LUNCH (NSC)	One Square	20
Wednesday	3:00 PM	6:15 PM	BREAKOUT(3 rooms)	Classroom Style	50
Thursday	6:00 AM	12:00 PM	EXHIBIT	Table Tops	6
Thursday	7:00 AM	7:00 PM	OFFICE		
Thursday	7:30 AM	10:15 AM	BREAKFAST	Rounds of 10	75
Thursday	8:30 AM	9:00 AM	GENERAL SESSION	Classroom Style	75
Thursday	9:00 AM	10:30 AM	BREAKOUT(3 rooms)	Classroom Style	75
Thursday	10:30 AM	12:00 AM	GENERAL SESSION	Classroom Style	75

**Meeting Notes:**

The tentative room needs identified above are subject to change depending on the final agenda. Meeting room needs will be confirmed 30 days prior to the conference dates

**Appendix H**

**Conference Site Final Cost  
Evaluation and Site  
Determination**







**The MOUNT  
WASHINGTON  
RESORT AT BRETTON WOODS**

February 21, 2006  
REVISED

Rudy Cartier  
New Hampshire Department of Environmental Services  
29 Hazen Dr.  
Concord, NH 03301

Dear Mr. Cartier:

Thank you for choosing The Mount Washington Resort at Bretton Woods for your National Conference. We look forward to working with you and to making your event a very successful and most memorable experience!

The following outlines your requirements, as we understand them, and will serve as our contractual agreement. By specifying the guidelines, conditions and services relative to your event, we can assure the success of your stay with us.

FACILITY: The Mount Washington Resort at Bretton Woods  
EVENT: New Hampshire Department of Environmental Services-2006

	Sat 3/25	Sun 03/26	Mon 03/27	Tue 03/28	Wed 03/29
Run of House	20	80	100	100	90

EVENT DATE: March 25-29, 2006  
# OF GUESTS: 100-125

LODGING PLAN: (EP) The European Plan includes accommodations only.  
\*Conference will be picking up the cost of full breakfast buffet each morning.

2006 DAILY GUEST ROOM RATES

Room	Single Rate	Double Rate
Run of House	\$99.00	\$99.00

Additional Guest	\$20.00 per guest, per night
Children (17 and under)	Free of Charge
Cribs	Free of Charge
Cots	\$10.00 each

All rates are **subject to** the 8% New Hampshire Rooms and Meals Tax.

#### STAFF GRATUITIES

The above rates **do not include** gratuities for Valet, Bell, or Housekeeping staff. Tipping for these staff members is left to the attendee's discretion.

#### GUEST ROOM ATTRITION POLICY----**WAIVED AS OF 2/20/06, UNDER SPECIAL CIRCUMSTANCES.**

The nightly guest room block may be reduced according to the following:

<u>Dates Prior to Arrival</u>	<u>Reduction Allowed Without Damage Fees</u>
60 Days –	Up to 15% of the original nightly contracted room block
45 Days –	Up to 10% of the revised nightly contracted room block
21 Days –	Up to 5% of the revised nightly contracted room block without damage fees.

Nightly damage fees are equal to one night's room rate \$99.00 and New Hampshire State Tax of 8%, per canceled guest room. Payment of nightly damage fees is due within thirty days of the contracted departure date. Nightly damage fees will be reduced by the nightly total amount of guest rooms re-sold at equal value by the Hotel over your contracted dates.

#### 2005 DAY GUEST MEAL RATES

Breakfast	\$18.00 per person
Lunch	\$20.00 per person
Dinner	\$60.00 per person

**\*above rates are subject to change\***

The above day guest meal rates are subject to an 8% New Hampshire and Meals Tax and an 18% Service Charge.

## SUITE REQUIREMENTS

At the present time, we are not holding any suites for your use. Please advise us if we may assist you with rates and availability in this area.

## EARLY ARRIVAL/EXTENDED STAY

The Mount Washington Resort at Bretton Woods will extend the group rate to your attendees for early arrivals or extended stays, subject to availability.

## QUOTED WINTER EP RATES INCLUDE

- \* Accommodations at The Mount Washington Resort at Bretton Woods
- \* In-room, high-speed internet access in Hotel and Bretton Arms guest rooms
- \* Relaxation in the indoor and outdoor heated swimming pools
- \* Use of Jacuzzi and sauna
- \* Live entertainment in the Cave Lounge – a former 1920s speakeasy
- \* Complimentary use of Bretton Woods Sports Center (racquetball, pool, weight & exercise rooms)
- \* Ice skating, sledding, snowshoeing and tubing rentals available
- \* Shuttle service available resort wide
- \* Valet parking available

## LOCAL ACTIVITIES AVAILABLE

- \* The Mount Washington Cog Railway, Ski Trains and Museum – for additional information please call in New Hampshire 603-278-5404 or outside New Hampshire 800-922-8825.
- \* Snowmobile rentals nearby
- \* The Surrounding area offers an extensive array of activities for all interests including exciting brand name, outlet-shopping villages, antique shops, unique New England handmade crafts, the Mount Washington Weather Observatory and an abundance of other natural wonders in the White Mountain National Forest. Our Activities Department as well as our Concierge will be happy to assist you in organizing outings to any of these destinations.

## ADDITIONAL RESORT WINTER ACTIVITY OPTIONS AVAILABLE

- \* Downhill skiing at Bretton Woods Ski Area on 101 Trails/434 acres/1,500 vertical ft.
- \* Cross country skiing and snowshoeing on 100km of groomed trails at The Bretton Woods Nordic Ski Center



2. Acts of God, government regulation, disaster, strikes, civil disorder, or some emergency making it inadvisable, illegal, or impossible to provide accommodations and/or meeting facilities.

Termination under circumstances other than those outlined above will incur the following damage fees:

Full Group Cancellations

1 Year or Less	25% of the total net contracted guest room profits.
6 Months to 1 Year	50% of total net contracted guest room profits.
3 Months to 6 Months	75% of total net contracted guest room profits and 50% of the food/beverage profits.
Within 3 Months	100% of the total net contracted guest room profits and 100% of the food/beverage profits.

INDIVIDUAL GUEST RESERVATIONS

We understand that reservations will be made individually with our Reservations Department. Please be sure that your attendees identify their affiliation with your group so they will receive the special group rate. Toll Free # 1-800-258-0330.

INDIVIDUAL AND GROUP DEPOSIT AND REFUND POLICY

Individual guest reservations require a deposit of one night's room rate. The deposit will be applied to the last night of the schedule stay.

At The Mount Washington Resort at Bretton Woods, a 100% refund of the guest deposit will be made if notification of cancellation is received at least 15-days prior to arrival, a 50% refund of the guest deposit will be made if notification of cancellation is received 3-14 days prior to arrival, and no refund of the guest deposit will be made if notification of cancellation is received 0-2 days prior to arrival. No-shows and early departures will be charged in full to the master account. *All cancelled reservations are subject to a \$25.00 processing fee.*

**CUT-OFF**

**Any rooms not reserved at least thirty days prior for your group's arrival date, February 26, 2006, will be released and made available for general sale. Group rates will be available based strictly on availability after the cut-off date has passed/**

INDIVIDUAL ACCOUNT CHARGE

It is agreed that individuals will be responsible for their entire guest room account, which must be settled upon checkout.

### **MASTER ACCOUNT CHARGE**

It is our understanding that you would prefer a master account to have the following charges billed directly to you and settled with you at the conclusion of your program. **Please indicate by initialing, if appropriate.**

\_\_\_\_\_ Guest Room package charges, 8% Tax  
\_\_\_\_\_ Incidental charges: i.e., Telephone, Lounge Restaurant, Activities, etc.  
\_\_\_\_\_ Banquet, Audio Visual, and any other authorized charges

### **PROPERTY SHIPPED TO THE HOTEL BY GUESTS**

The Mount Washington Resort at Bretton Woods will receive goods and property shipped to the Hotel for the use of groups, present hotel guests and/or expected hotel guests. The Mount Washington Resort at Bretton Woods is not in the business of receiving such shipments generally and only provides this service as a convenience to its guests. We will receive shipments (7) seven days prior to arrival of guest and/or start of function. All packages should be addressed as outlined below:

Group Name  
The Mount Washington Resort at Bretton Woods  
Arrival Date  
C/O Service Manager –(Contact at The Mount Washington Resort  
at Bretton Woods)  
Rte. 302  
Bretton Woods, NH 03575

Upon receipt of such property, The Mount Washington Resort at Bretton Woods will take reasonable steps to store and secure it until pick up by guest. Risk of loss of any property shipped to the Hotel, at the request of or by a guest, is the responsibility of the guest and/or the shipper. The Hotel is not a bailee and undertakes no contract of bailment when it agrees to accept any shipment to the property. Any party shipping property to the Hotel is, therefore, advised to see that it is properly insured in transit and while it is at the Hotel. The Mount Washington Resort at Bretton Woods reserves the right to dispose of any shipped property received, which is not claimed within thirty-days after receipt.

FUNCTION REQUIREMENTS-as of 12/12/05

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
<b>Sunday</b>							
3/26/2006	3:00 PM		Check-in	Front Desk	Flow		
3/26/2006	12:00 PM	24 hour Hold thru 3/30	Office/storage	Monroe/Adams			
3/26/2006	4:00 PM	8:00 PM	Registration	Lobby		Flow	
3/26/2006	6:00 PM	10:00 PM	Dinner	Resort Wide		60-80	
<b>Monday</b>							
3/27/2006	7:00 Am	6:00 PM	Registration	Lobby		Flow	
3/27/2006	7:00 AM	9:00 AM	Breakfast	MDR		100/ Flow	
3/27/2006	9:00 AM	5:00 PM	Gen Session Break-outs	Grand Ballroom	Classroom	75	\$100.00
3/27/2006	12:00 PM	1:00 PM	Lunch	Resort Wide		100	
3/27/2006	1:00 PM	4:00 PM	3-B/O	Lafayette/GBR	Classroom	50 each	\$100.00
3/27/2006	5:00 PM	6:00 PM	Reception	Conservatory	Cash bar	100	
3/27/2006	6:00 PM	8:00 PM	Dinner & Opening Session	Grand Ballroom	Rounds	100	
<b>Tuesday</b>							
3/28/2006	7:00 AM	6:00 PM	Registration	Lobby		Flow	
3/28/2006	7:00 AM	8:00 AM	Breakfast	MDR		100	
3/28/2006	8:00 AM	5:00 PM	General Session	Grand Ballroom	Classroom	120	\$100.00
3/28/2006	11:15 AM	2:45 PM	Lunch	Resort Wide		100	
3/28/2006	11:30 AM	2:30 PM	Linch/NCAP	Ammonoosuc	Hollow Sq.	20	
3/28/2006	6:00 AM	12:00 PM	Exhibitors	Ballroom Lobby	Exhibit tables	6	
3/28/2006	2:45 PM	4:45 PM	3-B/O	Lafayette/GBR	Classroom	50 each	\$100.00
3/28/2006	6:00 PM	8:00 PM	Dinner	Resort Wide		120	
<b>Wednesday</b>							
3/29/2006	6:00 AM	12:00 PM	Exhibit s	Ballroom Lobby	Exhibit Tables	6	
3/29/2006	7:00 AM	12:00 PM	Registration	Lobby			
3/29/2006	7:00 AM	8:00 AM	Breakfast	MDR		100	
3/29/2006	8:00 AM	5:00 PM	General Session	Grand Ballroom		120	\$100.00
3/29/2006	11:15 AM	2:45 PM	Lunch	Resort Wide		100	
3/29/2006	2:45 PM	4:45 PM	3-B/O	Lafayette/GBR	Classroom	50 each	\$100.00
3/29/2006	5:00 PM	6:00 PM	Planning Meeting	Gifford	Boardroom	15	
3/29/2006	7:00 PM	10:00 PM	Dinner	Resort Wide		100	
<b>Thursday</b>							
3/30/2006	7:00 AM	8:30 AM	Breakfast	MDR		75	
3/30/2006	9:00 AM	12:00 PM	General Session	Classroom		100	\$100.00
3/30/2006	12:00 PM	1:00 PM	Lunch	Resort Wide			
3/30/2006	12:00 PM		Departures	Front Desk	Flow		



**All function meals will require a pre-count at least 14 days prior to arrival. Groups over 30 will be offered a limited choice menu or split plate option to enjoy. Any attendee who decides to eat at another dining location on the resort when a group-sponsored meal is scheduled is to pay their own charges; the group meal charge will still apply in the event of no-shows.**

**Please be advised that we are holding function space on a tentative basis until a signed contract and deposit are received. If the details of this schedule are inaccurate, or you wish to make any changes, please let us know as soon as possible. The above function room assignments and meal times are subject to change and will be confirmed when the Banquet Event Orders are prepared, 14 days in advance of your arrival. Should the number of attendees in your group change significantly from the originally agreed number, we reserve the right to adjust your function space accordingly.**

High-speed internet access is available in all meeting rooms at an additional charge.

All function room rental fees are subject to 8% New Hampshire Rooms and Meals Tax.

All meal rates are subject to 8% New Hampshire Rooms and Meals Tax and an 18% Service Charge.

#### HOUSE EQUIPMENT

The Resort maintains an inventory of standard equipment, which will be provided at no charge. This includes chairs, tables, table linen, pads, pens, and water. We will be happy to discuss any further needs you may have. Additional charges may apply for special equipment or electrical requirements, which must be obtained from an outside vendor. To ensure proper handling, all extensive requirements must be arranged no later than four (4) weeks prior to your event date.

#### AUDIO VISUAL

Rental of audio/visual items can be arranged through our Conference Service Department. Please provide us with your audio/visual requirements at least **14-days** prior to arrival.

#### EXHIBITORS

Exhibit space is available at a rate of \$35.00 per booth. Space includes (1) 8' table, clothed and draped with (2) chairs. Additional charges may be incurred for electrical(\$10) or phone(\$35)/internet(\$75) access. Extensive requirements must be arranged no later than four (4) weeks prior to arrival. Shipping arrangements must also be prearranged.

#### EXHIBIT RULES & REGULATIONS

It is understood and agreed that by using The Mount Washington Resort at Bretton Woods' facilities for exhibits and/or a consumer show, we require the New Hampshire Department of Environmental Services to comply with the following rules and regulations:

- a.) No cooking may take place in Exhibitor's space and Exhibitor may not distribute Food and/or Beverage products including beer, wine or alcoholic beverages.
- b.) Should Exhibitor engage in retail sales from Exhibitor's booth, Exhibitor shall be responsible for complying with all local and state requirements for a business license and sales tax remittance. It is not the responsibility of the Hotel to secure these licenses.
- c.) The New Hampshire Department of Environmental Services is responsible for obtaining the necessary permission from the Town of Bretton Woods, New Hampshire required of vendors/exhibitors, if applicable. Should you have any questions or require assistance with this, please contact the Sales Department.

**MEETING ROOM RENTAL**

Daily meeting room rental will be based upon the amount of the total revenue generated by your group over your contracted dates.

<u>Accumulated Guest Rooms</u>	<u>Daily Rental Fee</u>
640	*****\$100.00 per day (Mon-Thurs.) \$100.00 for additional Breakout

**OFFICE FEES**

The Resort charges the following nominal office fees:

<u>Printer/Copier:</u>	
Black & White	\$0.25 per page up to 100 pages \$0.15 per page 101 to 500 pages \$0.10 per page 501 and above
Color	\$ 1.00 per page 1 and above

**Outgoing Faxes with Cover:**

Domestic	\$ 3.00 for first page
	\$ 2.00 each additional page
International	\$10.00 for first page
	\$ 5.00 each additional page

**Incoming Faxes:**

Domestic or International	\$ 0.50 per page
Transparencies	\$ 0.75 per copy with Hotel Transparencies

**GUARANTEED ATTENDANCE**

**Confirmed and guaranteed attendance** for catered functions must be received **14 days** prior to your event. This figure is considered the client's billing minimum. The Hotel will be prepared to serve 5% above the guaranteed number. Any requests for increasing or decreasing the guarantee after the 14-day cut-off date of March 10, 2006 will be subject to approval.

**TAX EXEMPT STATUS**

In order for the Hotel to recognize New Hampshire Department of Environmental Services as tax exempt, the master bill must be paid with a government or state issued check or credit card. This method of payment is required by the State of N.H. in order to grant tax-exempt status. This tax-exempt status is applicable only to accounts paid from the group account.

**LIABILITY**

The Mount Washington Resort at Bretton Woods reserves the right to inspect and control all private functions to ensure compliance with all Federal, State and Local Laws. Loss or damage of a client's property brought onto Hotel premises will be the sole responsibility of the client for which the Hotel will assume NO liability. The client is responsible for the conduct of all persons in attendance and for any damage incurred upon the Hotel or its guests by individuals associated with or representing their group. Removal of debris or repair of damages may incur additional charges at the close of the function.

**FINAL PAYMENT**

**Final payment by your good check of individual and master accounts is due no later than the time of departure. Your deposit will be applied to the master bill against charges incurred.**

**CHECK-IN / CHECK-OUT**

Check-in time is after 3:00pm. Guests arriving before 3:00pm will be accommodated as rooms become available. Check-out time is before 11:00am. We request that guests attending functions on their day of departure check-out by 11:00am. Arrangements can be made for luggage storage through Guest Services or the Front Desk.

#### TRANSPORTATION

The Manchester Airport is located 105 miles south of The Mount Washington Resort at Bretton Woods, just minutes from Interstate 93 North and offers easy access, competitive airfares, ample parking and a growing schedule of non-stop and direct jet service. It services Southwest, Northwest, Delta, Continental, United, US Airways and Air Canada. For more information, call 603-624-6539 or [www.flymanchester.com](http://www.flymanchester.com).

Ground transportation is available through the Shuttle Connection, which provides 24-hour transportation service anywhere, anytime using comfortable, air-conditioned shuttle vans. The fleet of vans can easily accommodate from 1 to 200 passengers. Custom rate packages are available depending upon your individual or corporate needs. For more information, call 800-545-3140 or [www.theshuttleconnection.com](http://www.theshuttleconnection.com).

#### MISCELLANEOUS

To be considered a definite contract, this signed agreement and any applicable deposits are required in our office on or before Wednesday, February 28, 2006. **If this agreement has not been received before the aforementioned date, all function space, guest rooms and the negotiated guest room rates will be subject to hotel availability.** This agreement is subject to the policies and procedures outlined above.

The staff and management of The Mount Washington Resort at Bretton Woods look forward to working with you and your group. If the details of this contract meet your requirements, please sign and return via fax or by mail it to the Group Sales Office.

AGREE TO AND ACCEPTED  
BY:

THE MOUNT WASHINGTON  
RESORT AT BRETTON WOODS

---

Michael P. Nolin, Commissioner  
NH Department of Environmental  
Services

---

Jodi M. Condon  
Sales Manager

---

DATE

---

DATE

**Appendix I**

**Conference Task Checklist**

## **Conference Tasks**

### **Conference Registration Packets**

1. Welcome Letter from Governor Lynch
2. Welcome Letter from Commissioner Nolin
3. Welcome Letter from staff
4. Agenda at a glance
5. Descriptive Agenda
6. Computer Café information
7. Conference facility map
8. Resort activities Information
9. Site Visit Information
10. Resort Map
11. Area Attractions information
12. Speaker bios
13. Conference attendees list
14. Evaluation form
15. Planning Committee members list
16. Handout from Audrey
17. Handouts from Phyllis

### **Conference Badge Lanyards**

1. Name Badge
2. Breakfast Ticket
3. Awards Dinner ticket
4. Lobster Buffet ticket
5. Speaker/Staff/Planning Committee Ribbons

### **Name badges (Different colors)**

1. Attendees
2. Speaker
3. Planning Committee
4. Spouse/Significant Other

### **Bag of Promotional Items**

1. Get bags (MWH provided?)
2. Items to include:
  - a. Calculator
  - b. Syrup
  - c. Other items
3. Raffle drawing tickets

## **Session Items**

1. Determine room assignments
2. Put presentations on assigned room laptops
3. Tuesday Evening Reception Speaker
4. Update Agenda w/speakers & moderators

## **Other Items**

1. Finalize Lobster Buffet
  - a. Final price
  - b. Coordinate pre-payment
  - c. Send out e-mail w/instructions
2. Signs for conference (see separate sheet) (include local trip carpool signup)
3. Presentations on Laptops
4. Registration Desk coverage assignments
5. Display Table allocation
6. Reception Speaker (Tuesday evening)
7. Scholarship Letters and checks to awardees
8. Computer Setups
9. Transportation Arrangements finalization
10. Tuesday Evening Reception Paperwork
11. Photographer
12. Letters to Dinner Speakers w/expectations

**Appendix J**

**Federal Grant Request  
And Approval**



# FEDERAL GRANT APPLICATION CHECKLIST



ORIGINATOR: Rudolph A. Carver Jr., PE

PROGRAM NAME Small Business Technical Assistance Program

FEDERAL FISCAL YEAR 2005

<u>APPLICATION FORMS</u>	<u>SIGNED BY FORM NO.</u>	<u>COMPLETED</u>	<u>COMMISSIONER</u>
* Standard Form	424	✓	_____
* Standard Form	424A	✓	_____
* Budget Detail (Section F - Line 21)		✓	_____
Match Detail	In-house	N/A	_____
Organizational Diagram		N/A	_____
* Assurances, Non-Construction	424B	✓	_____
Procurement System Certification (Superfund Only)	5700-48	N/A	_____
Certification Regarding Debarment	5700-49	✓	_____
Certification Regarding Lobbying		✓	_____
* Preward Compliance Review Report	4700-4	✓	_____
Indirect Cost Rate Agreement	Cir. A-87	✓	_____
Financial Status Report	269	N/A	_____
Intergovernmental Review		N/A	_____
* Work Plan		✓	_____
* Must be included in original application submittal in order for the application to be accepted for review.			

## APPLICATION APPROVALS

	<u>Initial</u>	<u>Date</u>	<u>Comments</u>
Bureau Administrator	_____	_____	_____
Division Director	KRF	7-11-05	Travel allocation
Helen Vezina <u>Gail Fraser</u>	_____	7-12-05	_____
Planning Office	_____	_____	_____
Grants Management (Pamela Matott)	_____	7/12/05	_____
Administrative Ser. ( <u>S. Carlson</u> <del>Mary Ellen Emmerting</del> )	SR	7/12/05	_____
Assistant Commissioner	_____	_____	_____
Commissioner	_____	_____	_____

**PLEASE MAKE SURE A COMPLETE SIGNED COPY GOES TO  
GRANTS MANAGEMENT**



The State of New Hampshire  
*Department of Environmental Services*



Michael P. Nolin  
Commissioner

July 12, 2006

Ms. Angela Suber  
Office of the Small Business Ombudsman  
U.S. Environmental Protection Agency  
Room 3423 Mall/Mail Code 2131  
Washington D.C. 20460

Attn: Karen V. Brown

Re: Sec. 507, Federal Clean Air Act, National Small Business Ombudsman/Small Business  
Technical Assistance Program Conference, FY 2006. **Application and Work Plan**

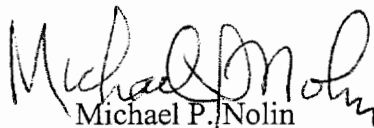
Dear Ms. Suber:

Enclosed is the New Hampshire Department of Environmental Services, Small Business  
Technical Assistance Program (SBTAP) application and work plan for the FY 2006 National  
Small Business Ombudsman/Small Business Assistance Program Conference Grant.

NHDES is requesting \$80,000.00 (federal) to prepare and successfully complete a two and one-  
half day national conference to be held in Bretton Woods, New Hampshire.

If you have any questions concerning this funding request, please contact our Small Business  
Ombudsman, Rudolph A. Cartier Jr., PE, at 603-271-5629.

Sincerely,

  
Michael P. Nolin  
Commissioner

Enclosures

**GRANT APPLICATION  
FOR  
2006 SMALL BUSINESS OMBUDSMAN/SMALL  
BUSINESS TECHNICAL ASSISTANCE PROGRAM  
NATIONAL CONFERENCE**

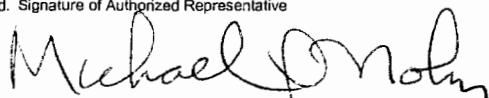
**TO THE U.S. ENVIRONMENTAL PROTECTION AGENCY**

**State of New Hampshire  
Department of Environmental Services  
Air Resources Division  
Robert R. Scott, Director  
July 12, 2005**

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**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> 11-Jul-05	Applicant identifier
		<b>3. DATE RECEIVED BY STATE</b> 02-600618-W	State Application identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name: New Hampshire Department of Environmental Services		Organizational Unit: Air Resource Division Small Business Technical Assistance Program	
Address (give city, county, state, and zip code): PO Box 95, 6 Hazen Drive Merrimack County Concord, NH 03301		Name and telephone number of the person to be contacted on matters involving this application (give area code)  Rudolph A. Cartier Jr., PE 603-271-5629 rcartier@des.state.nh.us	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 02 - 60000618W		<b>7. TYPE OF APPLICANT:</b> (enter appropriate letter in box) <input checked="" type="checkbox"/> A A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____	
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision  If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/>  A. increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Environmental Protection Agency	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 66 - 611  TITLE:		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> 2006 Small Business Ombudsman/Small Business Technical Assistance National Conference	
<b>12. AREAS AFFECTED BY PROJECT</b> (cities, counties, states, etc.): Nationwide			
<b>13. PROPOSED PROJECT:</b> Start Date: 1-Jul-05 Ending Date: 30-Jun-06		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant: State b. Project: Nationwide	
<b>15. ESTIMATED FUNDING:</b>		<b>18. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$80,000	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant		b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State			
d. Local			
e. Other			
f. Program Income		<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$80,000		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED</b>			
a. Typed Name of Authorized Representative Michael P. Nolin		b. Title Commissioner	c. Telephone number (603) 271-3509
d. Signature of Authorized Representative 		e. Date Signed 07 12 05	

## BUDGET INFORMATION — Non-Construction Programs

### SECTION A -- BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog or Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
Small Business Assistance	66-611			\$80,000		\$80,000
2.						0
3.						0
4.						0
5. TOTALS		\$0	\$0	\$80,000	\$0	\$80,000

### SECTION B -- BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Non-Federal	(3) Permit Fees	(4) Other	
a. Personnel	\$11,275				\$11,275
b. Fringe Benefits	5,600				5,600
c. Travel	3,100				3,100
d. Equipment	0				0
e. Supplies	5,500				5,500
f. Contractual	53,098				53,098
g. Construction	0				0
h. Other	924				924
i. Total Direct Charges (sum of 6a - 6h)	\$79,497	\$0	\$0	\$0	\$79,497
j. Indirect Charges	503				503
k. TOTALS (sum of 6i and 6j)	\$80,000	\$0	\$0	\$0	\$80,000
7. Program Income					\$0

DEPARTMENT OF ENVIRONMENTAL SERVICES  
 BUDGET DOCUMENTATION FOR ASSISTANCE  
 APPLICATIONS AND AMENDMENTS

The following outline provides an acceptable format for presenting budgetary information to support project expenditures.

GRANT NAME 2006 EPS SBO/SBAP National Confernece Date 7/11/2005  
 FISCAL YEA 2005

GRANT ACCOUNT # \_\_\_\_\_ PROGRAM MANAGER: \_\_\_\_\_ Rudolph A. Cartier Jr., PE

**PERSONNEL** (Class 10, 59, 50 and 18 overtime)

<u>CLASS</u>	<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>X</u>	<u>% OF TIME</u>	<u>FEDERAL SHARE</u>
10	40161	Enviro IV	53,357.00		\$ 0.10	\$ 5,335.70
10	TEMPAR1	Enviro. I	32,996.00		\$ 0.08	\$ 2,639.68
10	13048	Admin Super	32,996.00		\$ 0.10	\$ 3,299.60
Subtotal (Class 10)						\$ 11,274.98
Subtotal (Class 59)						\$ -
Subtotal (Class 50)						\$ -
Subtotal (Class 18)						\$ -
Total Direct Personnel Costs						\$ 11,274.98

**FRINGE BENEFIT** (Class 60 & 42)

Total Direct Personnel Costs X (Current Rate 44%, COLA 5.67%)  
 (Part-time FICA only 7.65%)

Subtotal Class 42 (5.67% x [Sum of Class 10,18 & 59])	\$ 639.29
Subtotal Class 60 (44% x [Class 10, 18 & 59])	\$ 4,960.99
(7.65% x [Class 50])	\$ -
Total Benefits	\$ 5,600.28

SECTION F LINE 21

TI EL (Class 70 & 80)

<u>TRAVEL</u>	<u>#OF MILES</u>	<u>X</u>	<u>CURRENT RATE</u> <u>.405 PER MILE</u>	<u>IN-STATE (CLASS 70)</u>	<u>OUT-OF-STATE (CLASS80)</u>	<u>FEDERAL SHARE</u>
Mileage	1000		0.405	405.00		
Mileage			0.405		\$ -	\$ 405.00
Hotel				\$ 1,500.00		\$ 1,500.00
Airline Tickets				\$ -		\$ -
Meals				\$ 1,195.00		\$ 1,195.00
Misc.				\$ -	\$ -	\$ -
				<u>Total Travel Costs</u>		<u>\$ 3,100.00</u>

EQUIPMENT (Class 30)

ALL items of equipment should be listed in the application.

<u>ITEM NAME</u>	<u>QUANTITY</u>	<u>COST PER UNIT</u>	<u>TOTAL COST FOR ITEM</u>
NONE			\$ -
			<u>Total Equipment Costs</u> \$ -

NO EQUIPMENT WILL BE PURCHASED .  
 ANY EQUIPMENT PURCHASES PROPOSED WHICH ARE NOT INCLUDED IN THE ASSISTANCE AGREEMENT MUST BE APPROVED BY EPA IN WRITING.

SUPPLIES (CURRENT EXPENSE) Consumable Supplies/Phones/Postage

CONFERENCE MATERIAL	Subtotal	\$ 3,500.00
OFFICE SUPPLIES	Subtotal	\$ 500.00
POSTAGE	Subtotal	\$ 1,000.00
TELECONFERENCE FACILITIES	Subtotal	\$ 500.00
MAINTENANCE (Class 24)	Subtotal	\$ -
<u>Total Supplies</u>		<u>\$ 5,500.00</u>



SECTION F LINE 21

Page 3 of 3  
DES  
PROGRAM  
COST

**CONTRACTUAL** (Class 90's)

Each proposed contract should be identified along with the cost of the contract. MBE/WBE-specify the dollar value of proposed procurements on which the negotiated "fair share" percentage is based, as well as the "fair share" percentage.

MEETING SPACE/CATERING		\$ 25,085.09
AUDIO/VISUAL		<u>\$ 5,000.00</u>
MEETING PLANNER		<u>\$ 8,000.00</u>
TRAVEL STIPENDS (OUT OF STATE ATTENDEES)		<u>\$ 15,013.00</u>
	Total Contractual	<u>\$ 53,098.09</u>

**OTHER COSTS**

Audit Set-Aside (1/10%) (Class 41)	Subtotal (Class 41)	<u>\$ 80.00</u>
Lab Cost Center (Class 49)		
Direct Admin. Charge (Actual or 5% Payroll & Benefits) (Class 49) (Includes 10, 18, 50, 59 & 60, 42)	<u>\$ 843.76</u>	
Transfer to other agencies (Class 49)		
	Subtotal (Class 49)	<u>\$ 843.76</u>
Transfer to OIT (Class 27)		
	Total Other Costs	<u>\$ 923.76</u>

**INDIRECT COSTS**

(Total Personnel & Benefits [Classes 10, 18, 42, 50, 59 & 60]) x (current rate 2.98%)

Total Indirect Costs \$ 502.88

<b>TOTAL GRANT APPLICATION</b>	<u>\$ 80,000.00</u>	\$ -
<b>GRAND TOTAL</b>	<b><u>\$ 80,000.00</u></b>	

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



EPA Project Control Number

United State Environmental Protection Agency  
Washington, DC 20460

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Michael P. Nolin, Commissioner  
Typed Name & Title of Authorized Representative

  
Signature of Authorized Representative

07 12 05  
Date

I am unable to certify to the above statements. My explanation is attached.

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Michael P. Nolin, Commissioner

Typed Name & Title of Authorized Representative

Michael P. Nolin  
Signature of Authorized Representative

07 12 05  
Date



Washington, DC 20460  
**Preaward Compliance Review Report for  
 All Applicants Requesting Federal Financial Assistance**

FORM Approved  
 OMB No. 2030-0020  
 Expires 12-31-05

**Note: Read instructions before completing form.**

I. A. Applicant (Name, City, State)  New Hampshire Department of Environmental Services	B. Recipient (Name, City, State)  New Hampshire Department of Environmental Services	C. EPA Project No.
II. Brief description of proposed project, program or activity.		
III. Are any civil rights lawsuits or complaints pending against applicant and/or recipient? If yes, list those complaints and the disposition of each complaint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
IV. Have any civil rights compliance reviews of the applicant and/or recipient been conducted by any Federal agency during the two years prior to this application for activities which would receive EPA assistance? If yes, list those compliance reviews and status of each review.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
V. Is any other Federal financial assistance being applied for or is any other Federal financial assistance being applied to any portion of this project, program or activity? If yes, list the other Federal Agency(s), describe the associated work and the dollar amount of assistance.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
VI. If entire community under the applicant's jurisdiction is not served under the existing facilities/services, or will not be served under the proposed plan, give reasons why.  N/A		
VII. Population Characteristics		Number of People
1. A. Population of Entire Service Area	n/a	
B. Minority Population of Entire Service Area	n/a	
2. A. Population Currently Being Served	n/a	
B. Minority Population Currently Being Served	n/a	
3. A. Population to be Served by Project, Program or Activity	n/a	
B. Minority Population to be Served by Project, Program or Activity	n/a	
4. A. Population to Remain Without Service	n/a	
B. Minority Population to Remain Without Service	n/a	
VII. Will all new facilities or alterations to existing facilities financed by these funds be designed and constructed to be readily accessible to and usable by handicapped persons? If no, explain how a regulatory exception (40 CFR 7.70) applies.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IX. Give the schedule for future projects, programs or activities (or of future plans), by which services will be provided to all beneficiaries within applicant's jurisdiction. If there is no schedule, explain why.  N/A		
X. I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.		
A. Signature of Authorized Official <i>Michael P. Nolin</i>	B. Title of Authorized Official Michael P. Nolin Commissioner	C. Date 07 12 05
For the U.S. Environmental Protection Agency		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Authorized EPA Official	Date



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OMB CIRCULAR A-87 COGNIZANT AGENCY  
NEGOTIATION AGREEMENT

Page 1 of 2

State of New Hampshire  
Department of Environmental Services  
Concord, New Hampshire

Date: February 17, 2005  
Filing Ref: July 8, 2004

The indirect cost rates contained herein are for use on grants and contracts with the Federal Government to which Office of Management and Budget Circular A-87 applies, subject to the limitations contained in the Circular and in Section II, A below.

SECTION I: RATES

<u>Type</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Base</u>
	<u>From</u>	<u>To</u>		
Fixed	7/1/2004	6/30/2005	2.98%	(a)

Basis for Application

(a) Direct Salaries and Wages including Fringe Benefits.

Treatment of Fringe Benefits: Fringe Benefits applicable to direct salaries and wages are treated as direct costs.

SECTION II: GENERAL

A. LIMITATIONS: The rates in this Agreement are subject to any statutory and administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the department/agency or allocated the department/agency by an approved cost allocation plan were included in the indirect cost pool as finally accepted; such costs are legal obligations of the department/agency and are allowable under governing cost principles; (2) The same costs that have been treated as indirect costs have not been claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the department/agency which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

## **1.0 DESCRIPTION OF PROJECT**

### **1.1 Objective**

The Small Business Technical Assistance Program (SBTAP) of the New Hampshire Department of Environmental Services (NHDES) would like to plan, implement and successfully complete a two and one-half day 2006 Small Business Ombudsman (SBO) and Small Business Assistance Program (SBAP) National Conference. The purpose of the conference is to educate and train participants and to share information among the attendees. Section 507 of the Clean Air Act Amendments of 1990 mandates the establishment of state SBOs and SBAPs.

The conference will be held at Bretton Woods, NH during March 2006. Prior to the two and one-half day conference the SBAP will offer one day of specialized training.

### **1.2 Results and Benefits Expected**

The results and benefits of the 2006 conference will include:

- **Education and training:** This event will provide updates on the latest regulatory developments, U.S. EPA and state SBO and SBAP activities, outreach tools and similar subjects. Participants in the conference will share innovative ideas, programs, designs, marketing materials and success models. Conference attendees will also have the opportunity to explore problems and solutions with small business industry representatives.
- **Information Sharing:** Conference participants will share methods that have been successful in reaching and helping small businesses. Opportunities will be available to display and view SBAP and SBO technical and marketing materials including web pages, brochures, newsletters and other documents.
- **Networking:** Participants at this conference will have a chance to meet other SBO, SBAP and EPA participants, discover resources and become familiar with each other's programs.

## **2.0 Approach**

This section describes the approach the New Hampshire Department of Environmental Services will take in planning and conducting the 2006 SBO/SBAP National Conference. It includes a review of the work plan, facilities to be used, schedule, work plan responsibilities, and data collection and evaluation activities.

### **2.1 Work Plan**

NHDES's SBTAP developed the following tasks to successfully plan, conduct and evaluate the 2003 conference.

**Task 1 - Secure conference facilities:** Staff will secure facilities, limited catering and equipment for the conference. Facilities for approximately 150 participants and a block of 175 rooms will be secured. The facilities will have the capacity to have up to four concurrent breakout sessions. Ample room will be provided for display of informational materials and demonstrations as well as accompanying space for breaks and networking.

Task 2 - Pre-conference planning package: Develop a pre-conference planning package based on input from an ad-hoc multi-state conference oversight and planning committee (planning committee). Members of the planning committee have been chosen at the 2005 National SBO/SBAP Conference in Biloxi, MS. A pre-conference planning survey will be developed by NHDES and approved by the planning committee. The results from this survey will be used in the development of the conference agenda. Pre-conference survey will include issues relevant to the implementation of Section 507 State Programs and will be mailed to all state and territorial programs requesting their input.

Task 3 - Develop web site for on-line registration: Staff will develop a web site for registration and conference information. This task may be performed by an outside consultant.

Task 4 - On-site planning committee meeting: NHDES SBTAP will host and coordinate a planning committee meeting at the conference site. At this meeting a draft conference agenda will be discussed and finalized, session responsibilities will be assigned, and other conference details will be addressed. Travel expenses associated with this meeting will be paid by the grant.

Task 5 - Obtain speakers and workshop presenters: SBTAP will work with the planning committee to identify, invite, and secure appropriate speakers and presenters for the conference.

Task 6 – Develop registration package: NHDES SBTAP in coordination with the planning committee will develop the registration forms and other information to be sent to prospective attendees.

Task 7 – Provide registration and logistics support at the conference: Provide registration and logistic support beginning the evening before the conference. This support includes dissemination of information, emergency typing, copying, distribution of phone messages, etc. This support may be provided by a conference planning coordinator.

Task 8 - Develop and coordinate conference materials: NHDES SBTAP will develop handouts that will include an agenda, speakers' materials, and other agenda oriented program materials. Participants will be provided with nametags and conference evaluation forms.

Task 9 - Summary Report: NHDES SBTAP will provide a summary report to the grantor and planning committee a short summary conference report on the proceedings and the evaluations from the conference attendees.

Task 10 - Final Report: NHDES will provide the Grantor a final list of participants, completed evaluation forms, and an evaluation form summary within 60 days of the end of the conference. This will include a 3.5-inch, DOS-formatted computer disk to the Grantor (in MS Word ) with all informational materials and a hard copy of other supporting data and documentation from the conference that was prepared by the Grantee.

Task 11 - Undefined Tasks: NHDES will perform any other undefined tasks or duties that may be needed to carry out a successful conference.

## **2.2 Description of Facilities**

Planning for the 2006 SBAP/SBO National Conference will be performed at the offices of the New Hampshire Department of Environmental Services, Concord, NH. Exceptions include the



planning committee meeting at the hotel site and any work that may be contracted out or performed by consultants. Any consultants would be retained as subcontractors to the New Hampshire Department of Environmental Services in accordance with provisions contained in the EPA grant agreement. The actual conference will be held at the Mt. Washington Hotel in Bretton Woods, NH.

### **2.3 Non-Federal Sources of Funds and Facilities to be Used**

The non-federal sources of funds and facilities that will be used in the administration of the 2006 SBO/SBAP National Conference are anticipated to include the staff and facilities of NHDES, including the facilities of any consultants or vendors as deemed necessary or appropriate. This project will not require the use of any federal facilities.

### **2.4 Schedule**

Work on the 2006 SBO/SBAP Conference started in April of 2005 and is anticipated to conclude approximately two months after the conference. The list of participants, evaluation forms, and conference proceedings summary will be completed by June 15, 2006 and will be the last task of this grant. The following schedule is an estimate of when tasks and activities will be performed. Work activities refer to the Work Plan found in Section 2.1.

<b><u>Task</u></b>	<b><u>Work Activity</u></b>	<b><u>Target Dates</u></b>
Task 1:	Secure conference facilities	July 2005
Task 2:	Develop Pre-conference planning package	August – September 2005
Task 3:	Develop web site for registration	October – November 2005
Task 4:	On-site planning committee meeting	November 2005
Task 5:	Develop registration forms	November – December 2005
Task 6:	Obtain Speakers	November 2005 – Jan 2006
Task 7:	Provide registration and logistics support	January 2006
Task 8:	Develop and coordinate meeting packets	February 2006
Task 9:	Develop a report to the Planning Committee	May – June 2006
Task 10:	Develop a final summary report to the USEPA	May – June 2006
Task 11:	Undefined tasks	Ongoing

### **2.5 Work Plan Responsibilities**

Responsibility for all tasks and activities (including facilities contracting and planning) associated with the 2006 SBO/SBAP National Conference will be assigned to the 2006 conference Project Director, Rudolph A. Cartier Jr., PE.

Additional support will be provided as needed by NHDES technical staff, administrative staff, and conference-planning consultants.

### **2.6 Data Collection and Evaluation**

The NHDES SBTAP will collect attendance data and design a conference evaluation survey for analysis, which will be presented as part of this project's final task.

### 3.0 GENERAL PROJECT INFORMATION

#### 3.1 Data Collection and Evaluation Criteria

Conference attendance data will be collected that will identify how many persons attended, city of residence, the type of organization with which they are associated and other criteria that the Planning Committee may recommend. Further, with the assistance of the Planning Committee, a conference evaluation survey will be created and distributed during the conference. Results will be collected from conference participants and summarized by the project manager.

No human or animal subject will be used in any part of this grant, conference data collection and evaluation.

#### 3.2 Relationship and Coordination with Other Activities

The NHDES SBTAP will maintain a close working relationship with appropriate USEPA representatives and with the 2006 Planning Committee, keeping both informed of progress and activities.

### 4.0 QUALITY ASSURANCE

As described in parts 3.1 and 3.2 above, the data to be collected is of an elementary nature and straight forward. No complications in its collection or evaluation are anticipated. However, the collection and evaluation criteria and techniques will incorporate the administrative rules and guidelines in 40CFR31.

### 5.0 PROPOSED BUDGET

The following table is a summary of the detailed budget proposed on Standard Form 424A. For a detailed breakdown of each category in the following, refer to section 6.0.

<u>Object Class Categories</u>	<u>Federal Share</u>	<u>Non-Federal In-kind</u>	<u>Total Budget</u>
Personnel	11,274.98	0	11,274.98
Fringe Benefits	5,600.28	0	5,600.28
Travel	3,100.00	0	3,100.00
Equipment	0.00	0	0.00
Supplies	5,500.00	0	5,500.00
Contractual	53,098.09	0	53,098.09
Construction	0.00	0	0.00
Other	923.76	0	923.76
Indirect Costs	502.88	0	502.88
Program Income	0.00	0	0.00
<b>Totals</b>	<b>80,000.00</b>	<b>0</b>	<b>80,000</b>

## 6.0 DETAILED ITEMIZATION OF PROPOSED BUDGET

### 6.1 Personnel

Position	Initials	Position Number	Salary	%FTE	Federal	Total
Environmental IV	RAC	40161	\$53,357.00	10%		\$5,335.70
Environmental I	MLM	TEMPAR1	\$32,996.00	8%		\$2,639.68
Administrative Supervisor	AMK	13048	\$32,996.00	10%		\$3,299.00
Total						\$11,274.98

### 6.2 Fringe Benefits

The fringe benefit rate of 49.67% is applied to the budgeted salary cost of \$11,933 for a total of \$5,600.28.

### 6.3 Travel

Purpose/Destination	Description	Total Costs
Pre-conference planning meeting – Bretton Woods, NH	In-state travel by DES Staff	\$3,100.00

### 6.4 Equipment

NHDES SBTAP does not plan to purchase any equipment for this project.

### 6.5 Supplies

Description	Costs
Conference Materials	\$3,500.00
Office Supplies	\$500.00
Postage	\$1000.00
Teleconference Facilities	\$500.00
Total	\$5,500.00

This category includes costs associated with conference materials (name badges, folders, fliers, etc.), office supplies (envelopes, paper, etc.) for the preparation of conference materials, postage, and the costs for planning committee conference calls.

6.6 Contractual

Description	Costs
Meeting Space/Catering	\$25,085.09
Audio/Visual	\$5,000.00
Meeting Planner	\$8,000.00
Travel Stipends/ <del>Chadwick</del>	\$15,013.00
Total	\$53,098.09

6.7 Construction

NHDES SBTAP does not plan to have any construction costs associated with this project.

6.8 Other

Description	Costs
Audit Set-Aside	\$80.00
Direct Admin Charge	\$843.76
Total	\$923.76

6.9 Total Direct Charges

The total direct charges for this project are anticipated to be \$79,497.12.

6.10 Indirect Costs

Indirect charges are 2.98% of salaries plus fringe benefits. This totals \$502.88.

6.11 Totals

The anticipated budget for the activities associated with planning the 2006 SBO/SBAP National Conference is \$80,000.

75,000



The State of New Hampshire  
*Department of Environmental Services*



Michael P. Nolin  
Commissioner

October 11, 2005

DIANE GREENE GRANTS SPECIALIST  
US ENVIRONMENT PROTECTION AGENCY  
GRANTS ADMINISTRATION DIVISION  
GRANTS OPERATIONS BRANCH 3903R  
1200 PENNSYLVANIA AVENUE NW  
WASHINGTON DC 20460

Dear Ms. Greene:

Enclosed is a copy of the original signed Assistance Amendment X5-83276201-0 awarded September 27, 2005. This amendment is titled 2006 Small Business Ombudsman/Small Business Technical Assistance National Conference. This has a budget and project period of 10/1/05-9/30/06, and a budget and project cost of \$75,000.

Sincerely,

Pamela L. Matott  
Supervisor  
Grants Management

cc: Rudy Cartier  
Grants File  
Cost Allocation

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Grant Agreement</b>	ASSISTANCE ID NO.			DATE OF AWARD 09/27/2005
		PRG	DOC ID	AMEND#	
		X5 -	83276201	- 0	
		TYPE OF ACTION New			MAILING DATE 10/04/2005
PAYMENT METHOD: ACH			ACH# ASAP 0108		
RECIPIENT TYPE: State		Send Payment Request to: Las Vegas Finance Center			
RECIPIENT: New Hampshire D.E.S. 29 Hazen Drive, P.O. Box 95 Concord, NH 03302 EIN: 02-6000618		PAYEE: Accountant New Hampshire D.E.S. 29 Hazen Drive, P.O. Box 95 Concord, NH 03302			
PROJECT MANAGER Phil Trowbridge NH DES, 29 Hazen Drive, P.O. Box 95 Concord, NH 03302 E-Mail: ptrowbridge@des.state.nh.us Phone: 603-271-8872		EPA PROJECT OFFICER Karen Brown 1200 Pennsylvania Ave, NW, 1330A Washington, DC 20460 E-Mail: brown.karen@epa.gov Phone: 202-566-2816		EPA GRANT SPECIALIST Diane Greene 1200 Pennsylvania Avenue, NW Washington, DC 20460, 3903R E-Mail: Greene.Diane@epa.gov Phone: 202-564-5321	
<b>PROJECT TITLE AND DESCRIPTION</b> 2006 Small Business Ombudsman/Small Business Technical Assistance National Conference SMALL GRANT - The intent of this national conference is to facilitate communications among state Small Business Ombudsmen (SBOs) and Small Business Assistance Programs (SBAPs) that are involved in small business activities and to share information about tools and innovative approaches that address clean air issues. The efforts of these state programs help small businesses address air pollution issues that affect the environment.					
BUDGET PERIOD 10/01/2005 - 09/30/2006		PROJECT PERIOD 10/01/2005 - 09/30/2006		TOTAL BUDGET PERIOD COST \$75,000.00	TOTAL PROJECT PERIOD COST \$75,000.00
NOTE: The Agreement must be completed in duplicate and the Original returned to the appropriate Grants Management Office listed below, within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the Recipient subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the Agreement, shall void the Agreement.					
<b>OFFER AND ACCEPTANCE</b>					
The United States, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers Assistance/Amendment to the <u>New Hampshire D.E.S.</u> for <u>100.00</u> % of all approved costs incurred up to and not exceeding <u>\$75,000</u> for the support of approved budget period effort described in application (including all application modifications) cited in the Project Title and Description above, signed <u>06/30/2006</u> included herein by reference.					
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE		
ORGANIZATION / ADDRESS Grants Administration Division 1200 Pennsylvania Ave, NW 3903R Washington, DC 20460			ORGANIZATION / ADDRESS Environmental Protection Agency Office of the Administrator 1200 Pennsylvania Ave, NW Washington, DC 20460		
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>					
SIGNATURE OF AWARD OFFICIAL <i>Patricia L. Simon</i>		TYPED NAME AND TITLE Mildred Lee, Chief - Grants Operations Branch A (3903R)		DATE 09/27/2005	
This agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter 1, Subchapter B and of the provisions of this agreement (and all attachments), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by EPA to have been overpaid will be refunded or credited in full to EPA.					
<b>BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION</b>					
SIGNATURE <i>Michael J. Moran</i>		TYPED NAME AND TITLE		DATE 10 12 05	

# EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 75,000	\$ 75,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 75,000	\$ 75,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.610 - Surveys-Studies-Investigations and Special Purpose Grants within the Office of the Administrator	Clean Air Act: Sec. 103	40 CFR PART 31

Fiscal									
Site Name	DCN	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	W5B055	0506	B	11WB	502MG9E	4183			45,000
-	EC5183	0506	B	53E1	101A60E	4183			30,000
									75,000

## Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$11,275
2. Fringe Benefits	\$5,600
3. Travel	\$3,100
4. Equipment	\$0
5. Supplies	\$500
6. Contractual	\$53,098
7. Construction	\$0
8. Other	\$924
9. Total Direct Charges	\$74,497
10. Indirect Costs: % Base <u>See Terms and Conditions</u>	\$503
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %.)	\$75,000
12. Total Approved Assistance Amount	\$75,000
13. Program Income	\$0



## Administrative Conditions

1. In accordance with Section 2(d) of the Prompt Payment Act (P.L. 97-177), Federal funds may not be used by the recipient for the payment of interest penalties to contractors when bills are paid late nor may interest penalties be used to satisfy cost sharing requirements. Obligations to pay such interest penalties will not be obligations of the United States.
2. Rights to inventions made under this assistance agreement are subject to the provisions of Title 37 Code of Federal Regulations (CFR), Part 401, 'Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements', as revised through the date of this assistance agreement.
3. The recipient understands that none of the funds for this project (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project. Except however, if a Federal agency is selected through the recipient's procurement process to carry out some of the work as a contractor to the recipient, funds may be used to allow necessary Federal travel and other costs associated with Federal participation in this project.
4. The recipient agrees to comply with the MBE/WBE terms and conditions outlined in Attachment A.
5. By accepting this agreement for the electronic method of payment through the Automated Clearing House (ACH) network using the EPA-ACH payment system, the recipient agrees to:
  - (a) Request funds based on the recipient's immediate disbursement requirements by presenting an EPA-ACH Payment Request to your EPA Servicing Finance Office (see EPA-ACH Payment System Recipient's Manual for additional information).
  - (b) Provide timely reporting of cash disbursements and balances in accordance with the EPA-ACH Payment System Recipient's Manual; and
  - (c) Impose the same standards of timing and reporting on subrecipients, if any.

Failure on the part of the recipient to comply with the above conditions may cause the recipient to be placed on the reimbursement payment method.

6. As required by EPA regulations, the recipient agrees to submit a final Financial Status Report (FSR) (Standard Form 269) within 90 days after the end of this budget period to the following address:

U.S. Environmental Protection Agency  
 Las Vegas Finance Center  
 P.O. Box 98515  
 Las Vegas, Nevada 89193-8515

When the recipient submits a final FSR, the recipient will in one of the following ways make an adjustment for the amount of Federal funds, if any, received in excess of the EPA share of the reported total budget period costs:

- (a) If the recipient is paid through EPA-ACH, they shall, in accordance with the enclosed payment guidance dated May 1995, refund excess assistance funds by either submitting a credit on a current EPA-ACH Payment Request or by sending a check to the lockbox address: U.S. Environmental Protection Agency, Las Vegas Financial Management Center, P.O. Box 371293M, Pittsburgh, Pennsylvania 15251.
- (b) If the recipient is paid by treasury check, they shall, in accordance with the enclosed payment

guidance dated May 1995, refund excess assistance funds by submitting a check to the lockbox address in paragraph (a).

If funds are due to the recipient at the time of submission of the final FSR, the recipient shall follow the procedures as outlined on the enclosed payment guidance to request the appropriate amount of funds from EPA.

7. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2005, the limit is \$537.76 per day and \$67.22 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provided the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b)

8. If a contract is awarded under this assistance agreement, the recipient agrees and is required to utilize the following affirmative steps to the maximum extent practicable:

- (1) Placing Small Businesses in Rural Areas (SBRAs) on solicitation lists;
- (2) Making sure that SBRAs are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by SBRAs;
- (4) Establishing delivery schedules, where the requirements of work will permit, which would encourage participation by SBRAs;
- (5) Using the service of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce, as appropriate; and
- (6) Requiring the contractor to take the affirmative steps in subparagraphs (1) through (5) of this Condition, if subcontracts are awarded.

9. In accordance with EPA Order 1000.25, dated January 24, 1990, the recipient agrees to use recycled paper for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to Standard Forms. These forms are printed on recycled paper and are available through the General Services Administration.

10. Any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962). RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA). Current guidelines are contained in 40 CFR 247-254. State and local recipients and subrecipients of grants, loans, cooperative agreements or other instruments funded by appropriated Federal funds shall give preference in procurement programs to the purchase of recycled products pursuant to the EPA guidelines.

11. The recipient agrees to ensure that all requisitions for conference, meeting, convention, or training space funded in whole or in part with Federal funds comply with the Hotel and Motel Fire Safety Act of 1990.

12. The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.

13. Recipients shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipients may access the Excluded Parties List System at <http://www.epls.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

#### 14. STATE AGENCIES

If the recipient does not have a previously established indirect cost rate, it agrees that it will prepare its indirect cost rate proposal and/or cost allocation plan and in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments."

If EPA is the cognizant Federal agency, the state recipient must send its indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

Financial Analysis and Rate Negotiation Service Center  
Office of Acquisition Management  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW, MC 3802R  
Washington, DC 20460

Pursuant to 40 CFR 31.26, a recipient agrees to comply with the audit requirements prescribed in the Single Audit Act Amendments, and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

15. The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

16. The recipient agrees to submit a draft final report to the EPA Project Officer for comment at least 90 days prior to the end of the approved project period. The recipient shall prepare the final project report in accordance with the EPA Project Officer's instructions and submit the final project report within 90 days after the end of the project period.





The State of New Hampshire  
*Department of Environmental Services*



Michael P. Nolin  
Commissioner

October 11, 2005

DIANE GREENE GRANTS SPECIALIST  
US ENVIRONMENT PROTECTION AGENCY  
GRANTS ADMINISTRATION DIVISION  
GRANTS OPERATIONS BRANCH 3903R  
1200 PENNSYLVANIA AVENUE NW  
WASHINGTON DC 20460

Dear Ms. Greene:

Enclosed is a copy of the original signed Assistance Amendment X5-83276201-0 awarded September 27, 2005. This amendment is titled 2006 Small Business Ombudsman/Small Business Technical Assistance National Conference. This has a budget and project period of 10/1/05-9/30/06, and a budget and project cost of \$75,000.

Sincerely,

Pamela L. Matott  
Supervisor  
Grants Management

cc: Rudy Cartier  
Grants File  
Cost Allocation

## **1.0 DESCRIPTION OF PROJECT**

### **1.1 Objective**

The Small Business Technical Assistance Program (SBTAP) of the New Hampshire Department of Environmental Services (NHDES) would like to plan, implement and successfully complete a two and one-half day 2006 Small Business Ombudsman (SBO) and Small Business Assistance Program (SBAP) National Conference. The purpose of the conference is to educate and train participants and to share information among the attendees. Section 507 of the Clean Air Act Amendments of 1990 mandates the establishment of state SBOs and SBAPs.

The conference will be held at Bretton Woods, NH during March 2006. Prior to the two and one-half day conference the SBAP will offer one day of specialized training.

### **1.2 Results and Benefits Expected**

The results and benefits of the 2006 conference will include:

- **Education and training:** This event will provide updates on the latest regulatory developments, U.S. EPA and state SBO and SBAP activities, outreach tools and similar subjects. Participants in the conference will share innovative ideas, programs, designs, marketing materials and success models. Conference attendees will also have the opportunity to explore problems and solutions with small business industry representatives.
- **Information Sharing:** Conference participants will share methods that have been successful in reaching and helping small businesses. Opportunities will be available to display and view SBAP and SBO technical and marketing materials including web pages, brochures, newsletters and other documents.
- **Networking:** Participants at this conference will have a chance to meet other SBO, SBAP and EPA participants, discover resources and become familiar with each other's programs.

## **2.0 Approach**

This section describes the approach the New Hampshire Department of Environmental Services will take in planning and conducting the 2006 SBO/SBAP National Conference. It includes a review of the work plan, facilities to be used, schedule, work plan responsibilities, and data collection and evaluation activities.

### **2.1 Work Plan**

NHDES's SBTAP developed the following tasks to successfully plan, conduct and evaluate the 2003 conference.

**Task 1 - Secure conference facilities:** Staff will secure facilities, limited catering and equipment for the conference. Facilities for approximately 150 participants and a block of 175 rooms will be secured. The facilities will have the capacity to have up to four concurrent breakout sessions. Ample room will be provided for display of informational materials and demonstrations as well as accompanying space for breaks and networking.

Task 2 - Pre-conference planning package: Develop a pre-conference planning package based on input from an ad-hoc multi-state conference oversight and planning committee (planning committee). Members of the planning committee have been chosen at the 2005 National SBO/SBAP Conference in Biloxi, MS. A pre-conference planning survey will be developed by NHDES and approved by the planning committee. The results from this survey will be used in the development of the conference agenda. Pre-conference survey will include issues relevant to the implementation of Section 507 State Programs and will be mailed to all state and territorial programs requesting their input.

Task 3 - Develop web site for on-line registration: Staff will develop a web site for registration and conference information. This task may be performed by an outside consultant.

Task 4 - On-site planning committee meeting: NHDES SBTAP will host and coordinate a planning committee meeting at the conference site. At this meeting a draft conference agenda will be discussed and finalized, session responsibilities will be assigned, and other conference details will be addressed. Travel expenses associated with this meeting will be paid by the grant.

Task 5 - Obtain speakers and workshop presenters: SBTAP will work with the planning committee to identify, invite, and secure appropriate speakers and presenters for the conference.

Task 6 – Develop registration package: NHDES SBTAP in coordination with the planning committee will develop the registration forms and other information to be sent to prospective attendees.

Task 7 – Provide registration and logistics support at the conference: Provide registration and logistic support beginning the evening before the conference. This support includes dissemination of information, emergency typing, copying, distribution of phone messages, etc. This support may be provided by a conference planning coordinator.

Task 8 - Develop and coordinate conference materials: NHDES SBTAP will develop handouts that will include an agenda, speakers' materials, and other agenda oriented program materials. Participants will be provided with nametags and conference evaluation forms.

Task 9 - Summary Report: NHDES SBTAP will provide a summary report to the grantor and planning committee a short summary conference report on the proceedings and the evaluations from the conference attendees.

Task 10 - Final Report: NHDES will provide the Grantor a final list of participants, completed evaluation forms, and an evaluation form summary within 60 days of the end of the conference. This will include a 3.5-inch, DOS-formatted computer disk to the Grantor (in MS Word ) with all informational materials and a hard copy of other supporting data and documentation from the conference that was prepared by the Grantee.

Task 11 - Undefined Tasks: NHDES will perform any other undefined tasks or duties that may be needed to carry out a successful conference.

## **2.2 Description of Facilities**

Planning for the 2006 SBAP/SBO National Conference will be performed at the offices of the New Hampshire Department of Environmental Services, Concord, NH. Exceptions include the

planning committee meeting at the hotel site and any work that may be contracted out or performed by consultants. Any consultants would be retained as subcontractors to the New Hampshire Department of Environmental Services in accordance with provisions contained in the EPA grant agreement. The actual conference will be held at the Mt. Washington Hotel in Bretton Woods, NH.

### **2.3 Non-Federal Sources of Funds and Facilities to be Used**

The non-federal sources of funds and facilities that will be used in the administration of the 2006 SBO/SBAP National Conference are anticipated to include the staff and facilities of NHDES, including the facilities of any consultants or vendors as deemed necessary or appropriate. This project will not require the use of any federal facilities.

### **2.4 Schedule**

Work on the 2006 SBO/SBAP Conference started in April of 2005 and is anticipated to conclude approximately two months after the conference. The list of participants, evaluation forms, and conference proceedings summary will be completed by June 15, 2006 and will be the last task of this grant. The following schedule is an estimate of when tasks and activities will be performed. Work activities refer to the Work Plan found in Section 2.1.

<b><u>Task</u></b>	<b><u>Work Activity</u></b>	<b><u>Target Dates</u></b>
Task 1:	Secure conference facilities	July 2005
Task 2:	Develop Pre-conference planning package	August – September 2005
Task 3:	Develop web site for registration	October – November 2005
Task 4:	On-site planning committee meeting	November 2005
Task 5:	Develop registration forms	November – December 2005
Task 6:	Obtain Speakers	November 2005 – Jan 2006
Task 7:	Provide registration and logistics support	January 2006
Task 8:	Develop and coordinate meeting packets	February 2006
Task 9:	Develop a report to the Planning Committee	May – June 2006
Task 10:	Develop a final summary report to the USEPA	May – June 2006
Task 11:	Undefined tasks	Ongoing

### **2.5 Work Plan Responsibilities**

Responsibility for all tasks and activities (including facilities contracting and planning) associated with the 2006 SBO/SBAP National Conference will be assigned to the 2006 conference Project Director, Rudolph A. Cartier Jr., PE.

Additional support will be provided as needed by NHDES technical staff, administrative staff, and conference-planning consultants.

### **2.6 Data Collection and Evaluation**

The NHDES SBTAP will collect attendance data and design a conference evaluation survey for analysis, which will be presented as part of this project's final task.



### 3.0 GENERAL PROJECT INFORMATION

#### 3.1 Data Collection and Evaluation Criteria

Conference attendance data will be collected that will identify how many persons attended, city of residence, the type of organization with which they are associated and other criteria that the Planning Committee may recommend. Further, with the assistance of the Planning Committee, a conference evaluation survey will be created and distributed during the conference. Results will be collected from conference participants and summarized by the project manager.

No human or animal subject will be used in any part of this grant, conference data collection and evaluation.

#### 3.2 Relationship and Coordination with Other Activities

The NHDES SBTAP will maintain a close working relationship with appropriate USEPA representatives and with the 2006 Planning Committee, keeping both informed of progress and activities.

### 4.0 QUALITY ASSURANCE

As described in parts 3.1 and 3.2 above, the data to be collected is of an elementary nature and straight forward. No complications in its collection or evaluation are anticipated. However, the collection and evaluation criteria and techniques will incorporate the administrative rules and guidelines in 40CFR31.

### 5.0 PROPOSED BUDGET

The following table is a summary of the detailed budget proposed on Standard Form 424A. For a detailed breakdown of each category in the following, refer to section 6.0.

<u>Object Class Categories</u>	<u>Federal Share</u>	<u>Non-Federal In-kind</u>	<u>Total Budget</u>
Personnel	11,274.98	0	11,274.98
Fringe Benefits	5,600.28	0	5,600.28
Travel	3,100.00	0	3,100.00
Equipment	0.00	0	0.00
Supplies	5,500.00	0	500.00
Contractual	53,098.09	0	53,098.09
Construction	0.00	0	0.00
Other	923.76	0	923.76
Indirect Costs	502.88	0	502.88
Program Income	0.00	0	0.00
Totals	80,000.00	0	80,000

## 6.0 DETAILED ITEMIZATION OF PROPOSED BUDGET

### 6.1 Personnel

Position	Initials	Position Number	Salary	%FTE	Federal	Total
Environmental IV	RAC	40161	\$53,357.00	10%		\$5,335.70
Environmental I	MLM	TEMPAR1	\$32,996.00	8%		\$2,639.68
Administrative Supervisor	AMK	13048	\$32,996.00	10%		\$3,299.00
<b>Total</b>						<b>\$11,274.98</b>

### 6.2 Fringe Benefits

The fringe benefit rate of 49.67% is applied to the budgeted salary cost of \$11,933 for a total of \$5,600.28.

### 6.3 Travel

Purpose/Destination	Description	Total Costs
Pre-conference planning meeting – Bretton Woods, NH	In-state travel by DES Staff	\$3,100.00

### 6.4 Equipment

NHDES SBTAP does not plan to purchase any equipment for this project.

### 6.5 Supplies

Description	Costs
Conference Materials	\$300.00
Office Supplies	\$50.00
Postage	\$100.00
Teleconference Facilities	\$50.00
<b>Total</b>	<b>\$500.00</b>

This category includes costs associated with conference materials (name badges, folders, fliers, etc.), office supplies (envelopes, paper, etc.) for the preparation of conference materials, postage, and the costs for planning committee conference calls.

#### 6.6 Contractual

Description	Costs
Meeting Space/Catering	\$25,085.09
Audio/Visual	\$5,000.00
Meeting Planner	\$8,000.00
Travel Stipends	\$15,013.00
Total	\$53,098.09

#### 6.7 Construction

NHDES SBTAP does not plan to have any construction costs associated with this project.

#### 6.8 Other

Description	Costs
Audit Set-Aside	\$80.00
Direct Admin Charge	\$843.76
Total	\$923.76

#### 6.9 Total Direct Charges

The total direct charges for this project are anticipated to be \$74,497.12.

#### 6.10 Indirect Costs

Indirect charges are 2.98% of salaries plus fringe benefits. This totals \$502.88.

#### 6.11 Totals

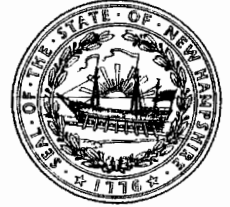
The anticipated budget for the activities associated with planning the 2006 SBO/SBAP National Conference is \$75,000.

## **Appendix K**

### **State of New Hampshire Conference Grant Acceptance And Approval to Expend Funds**



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



Michael P. Nolin  
 Commissioner

December 1, 2005

The Honorable Frederick King, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, New Hampshire 03301

His Excellency, Governor John H. Lynch  
 and The Honorable Council  
 State House  
 Concord, NH 03301

**APPROVED G & C**

DATE 11 Dec 05  
 ITEM # 34

**APPROVED  
 FISCAL COMMITTEE**

DATE 22 Dec 05  
 ITEM # F7S05-271

**REQUESTED ACTION**

- 1.) Pursuant to RSA 14:30-a, VI, authorize the Department of Environmental Services to retroactively accept and expend \$75,000 in federal funds from the United States Environmental Protection Agency (EPA), for planning and hosting the 2006 National Conference of the Small Business Ombudsman/Small Business Technical Assistance Programs retroactive from October 1, 2005 through September 30, 2006.
- 2.) Pursuant to RSA 4:8, authorize the Department of Environmental Services to accept and expend up to \$25,000 in corporate donations to offset conference costs effective upon Governor and Council approval to September 30, 2006.

Funding to be budgeted as follows:

**010-044-4804**  
**SBO/SBAP National Conference**

Object Class	Description	Current FY06 Authorization	Requested Action	Revised Budget FY06
<b>Income</b>				
000	Federal Funds	\$-0-	\$ 75,000	\$75,000
005	Donations	\$-0-	\$ 25,000	\$25,000
<b>Total Income</b>		<b>\$-0-</b>	<b>\$ 100,000</b>	<b>\$100,000</b>
<b>Expenditures</b>				
020	Current Expense	\$-0-	\$892	\$892
040	Indirect Costs	-0-	\$253	\$253
041	Audit	-0-	\$75	\$75
042	Additional Fringe Benefits	-0-	\$341	\$341
049	Transfer	-0-	\$414	\$414
050	Personal Services - temp.	-0-	\$5,637	\$5,637
060	Benefits	-0-	\$2,481	\$2,481
070	In-state travel	-0-	\$3,100	\$3,100
090	Conference costs	-0-	\$86,807	\$86,807
<b>Total Expenditures</b>		<b>\$-0-</b>	<b>\$100,000</b>	<b>\$100,000</b>

### EXPLANATION

DES has been awarded \$75,000 grant for the planning and hosting of the 2006 National Small Business Ombudsman (SBO)/Small Business Technical Assistance Program (SBAP) conference to be held in March of 2006. This annual conference provides updates on the latest regulatory developments, EPA and state SBO and SBAP activities, outreach tools and similar subjects. Participants in the conference will share innovative ideas, tools programs, designs, marketing materials and success models. Conference attendees will also have the opportunity to explore problems and solutions with small business industry representatives. The national conference routinely attracts 150 to 200 attendees from all 50 states and U.S. Territories as well as EPA and small business representatives.

DES also expects to receive up to \$25,000 in corporate sponsorship donations to be utilized to offset conference costs for attendees. These funds are expected to be utilized for the costs associated with activities integral to the conference such as meeting room costs, meals and associated expenses.

Funds are budgeted in class 20 to cover supplies and educational materials. Funds are budgeted in classes 40 indirect costs; 41 audit and class 42 additional fringe benefits are based on state guidelines. Funds are budgeted in class 49 for transfers to other agencies for allocated employee assistance program and security guard costs. The additional funds of \$5,637 in class 50 will not be used for new positions. These funds are available in support of an expanded or new program beyond the original budget scope. Employee support from other Department of Environmental Services organizational units will be utilized to administer this program. These funds will be used to supplant funding of the following positions, which are currently budgeted:

Position #	Title	Budget	Funding Mix	Amount
40161	Environmentalist IV	010-044-9103-010	100% Other Funds	\$2,668
42731	Environmentalist I	010-044-9103-010	100% Other Funds	\$1,320
13048	Administrative Supervisor	010-044-9000-010	100% Federal Funds	\$1,649

Funding in the amount of \$5,637, which is budgeted for the current positions referenced above, will be either lapsed or closed to control resulting in a net zero increase in budgeted funds.

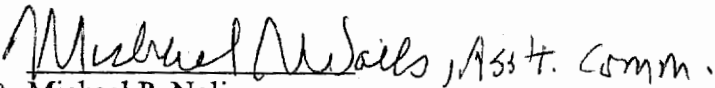
Funds are budgeted in class 60 to support employee benefits. Funds are budgeted in class 70 for in-state travel. Funds are budgeted in class 90 for services including meeting space/catering costs, audio/visual services costs, the services of a meeting planner and for travel reimbursement for out of state planning committee members and selected conference attendees.

The Honorable Frederick King, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor John H. Lynch  
and The Honorable Council  
December 1, 2005  
Page 3

Approval for this item to be retroactive to October 1, 2005 is being requested due to a delay in receiving the grant award notification from the US Environmental Protection Agency and subsequent delays in processing the Fiscal Committee and Governor and Council request due to administrative issues.

We respectfully request your approval.

*for*    
Michael P. Nolin  
Commissioner

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

**SBO/SBAP NATIONAL CONFERENCE  
FISCAL SITUATION FY06  
010-044-4804-000**

Total Federal Authorization	\$75,000.00
Less Expenditures thru 6/30/05	<u>\$0.00</u>
Remaining Authorization to Budget	\$75,000.00
Less Current FY06 Budget Authorization	<u>\$0.00</u>
Total Available for Budgeting	\$75,000.00
Available to Budget at a later date	<u>\$0.00</u>
<b>REQUESTED ACTION</b>	<b>\$75,000.00</b>

<u>Grant Award Number</u>	<u>Award Amount</u>	<u>Expenses to 6/30/05</u>	<u>Balance</u>
EPA Grant	75,000.00	0.00	75,000.00
<b>TOTAL</b>	<u>75,000.00</u>	<u>0.00</u>	<u>75,000.00</u>





**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Grant Agreement**

**ASSISTANCE ID NO.**

PRG	DOC ID	AMEND#
X5	83276201	- 0

**DATE OF AWARD**  
09/27/2005

**TYPE OF ACTION**

New

**MAILING DATE**  
10/04/2005

**PAYMENT METHOD:**

ACH

**ACH#**  
ASAP 0108

**RECIPIENT TYPE:**

State

**Send Payment Request to:**  
Las Vegas Finance Center

**RECIPIENT:**

New Hampshire D.E.S.  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302  
EIN: 02-6000618

**PAYEE:**

Accountant  
New Hampshire D.E.S.  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302

**PROJECT MANAGER**

Phil Trowbridge  
NH DES, 29 Hazen Drive, P.O. Box 95  
Concord, NH 03302  
E-Mail: ptrowbridge@des.state.nh.us  
Phone: 603-271-8872

**EPA PROJECT OFFICER:**

Karen Brown  
1200 Pennsylvania Ave, NW, 1330A  
Washington, DC 20460  
E-Mail: brown.karen@epa.gov  
Phone: 202-566-2816

**EPA GRANT SPECIALIST**

Diane Greene  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460, 3903R  
E-Mail: Greene.Diane@epa.gov  
Phone: 202-564-5321

**PROJECT TITLE AND DESCRIPTION**

2006 Small Business Ombudsman/Small Business Technical Assistance National Conference  
SMALL GRANT - The intent of this national conference is to facilitate communications among state Small Business Ombudsmans (SBOs) and Small Business Assistance Programs (SBAPs) that are involved in small business activities and to share information about tools and innovative approaches that address clean air issues. The efforts of these state programs help small businesses address air pollution issues that affect the environment.

**BUDGET PERIOD**

10/01/2005 - 09/30/2006

**PROJECT PERIOD**

10/01/2005 - 09/30/2006

**TOTAL BUDGET PERIOD COST**

\$75,000.00

**TOTAL PROJECT PERIOD COST**

\$75,000.00

**NOTE:** The Agreement must be completed in duplicate and the Original returned to the appropriate Grants Management Office listed below, within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the Recipient subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the Agreement, shall void the Agreement.

**OFFER AND ACCEPTANCE**

The United States, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers Assistance/Amendment to the New Hampshire D.E.S. for 100.00 % of all approved costs incurred up to and not exceeding \$75,000 for the support of approved budget period effort described in application (Including all application modifications) cited in the Project Title and Description above, signed 06/30/2006 included herein by reference.

**ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)**

**ORGANIZATION / ADDRESS**

Grants Administration Division  
1200 Pennsylvania Ave, NW  
3903R  
Washington, DC 20460

**AWARD APPROVAL OFFICE**

**ORGANIZATION / ADDRESS**

Environmental Protection Agency  
Office of the Administrator  
1200 Pennsylvania Ave, NW  
Washington, DC 20460

**THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY**

**SIGNATURE OF AWARD OFFICIAL**

*Patricia L. Simon*

**TYPED NAME AND TITLE**

Mildred Lee, Chief - Grants Operations Branch A (3903R)

**DATE**

09/27/2005

This agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter 1, Subchapter B and of the provisions of this agreement (and all attachments), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by EPA to have been overpaid will be refunded or credited in full to EPA.

**BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION**

**SIGNATURE**

*Michael J. Moran*

**TYPED NAME AND TITLE**

**DATE**

10 12 05



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

*E. Cartier*



**Michael P. Nolin**  
Commissioner  
January 31, 2006

His Excellency, John H. Lynch  
And the Honorable Council  
State House  
Concord, NH 03301

**APPROVED G & C**

DATE 8 Feb 06  
ITEM # 4.7B

**REQUESTED ACTION**

1. Authorize the Department of Environmental Services to conduct a four-day conference scheduled for March 26-30, 2006 entitled the 2006 Small Business Ombudsman/Small Business Technical Assistance Program Annual Conference to be held at the Mt. Washington Resort, Bretton Woods, New Hampshire, at a cost not to exceed \$75,000.00.
2. (a) Authorize the Department of Environmental Services to enter into an agreement with MWH Preservation Limited Partnership (dba Mt. Washington Resort at Bretton Woods) (Vendor # 73059) in an amount not to exceed \$22,482.00 for the period of Governor and Council approval through June 30, 2006 for the necessary conference facilities and food services for the conference as part of the costs noted in requested action #1 above. 100% Federal Funds  
  
(b) Further authorize the payment of a \$1,000.00 advance deposit to MWH Preservation Limited Partnership to confirm and hold space and rooms for the conference.

Funding is available in account number 010-044-4804-090.

3. Authorize the Department of Environmental Services to provide scholarships to selected conference registrants to help offset travel and attendance costs to a total amount of \$10,000.00. 100% Federal Funds.

Funding is available in account number 010-044-4804-090.

**EXPLANATION**

The above action is requested for the Department of Environmental Services to host the 2006 Small Business Ombudsman/Small Business Technical Assistance Program National Conference. This annual conference provides the opportunity to bring state, regional and federal environmental technical assistance providers together to share assistance tools and techniques and learn new skills in providing free environmental assistance to small businesses around the country.

This is the 13th year this national conference has been held and is the first time New Hampshire has been selected as the host state. The conferences have attracted an

His Excellency, John H. Lynch  
And the Honorable Council  
Page2

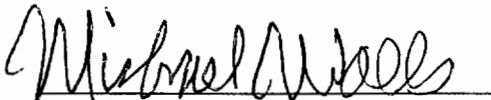
average of 125 to 150 state and federal level environmental professionals dedicated to providing free and confidential environmental assistance to our nation's small businesses. In addition, the conference is routinely attended by key officials from the Environmental Protection Agency and the Small Business Administration who utilize this opportunity to gather information used in evaluating the impact of new and revised environmental regulations on small businesses and how to minimize the potential for adverse economic effects.

The US Environmental Protection Agency sponsors this annual conference and attendees are not charged a registration fee. Attendees are individually responsible for all travel and accommodations. Limited travel assistance will also be available for potential attendees that may have financial limitations that would preclude their attendance in order to ensure a good cross section of participant representation.

As part of the requirements under the grant agreement, the host state for the conference is to utilize a portion of the grant funds to assist potential attendees who may not have sufficient funds to attend the conference through the use of travel scholarships. The standard set for past conferences has been to set aside \$10,000.00 to be utilized for this purpose. Requests for travel assistance are submitted to the US EPA Small Business Ombudsman in Washington for approval and who in turn remits the approved scholarship to the host state for payment to the attendees.

The National Conference Planning Committee had contacted and invited six facilities to submit proposals with four proposals received. The facilities were contacted based on the decision of the SBO/SBAP National Conference Planning Committee to hold the conference in the northern part of New Hampshire. Solicitation of facilities was based on these criteria. The proposals were reviewed by the members of the National Planning Committee and the Mt. Washington Resort was chosen based on proposed costs, location, facility suitability, availability of on-site conference services and accommodations. A table outlining the costs associated with each venue is attached. An advance deposit of \$1,000.00 is requested by the Mt. Washington Resort to confirm and hold space and rooms for this conference.

In the event that federal funds become no longer available, general funds will not be requested to support this program. This contract has been approved as to form, substance and execution by the Attorney General's Office. We respectfully request your approval.

  
Michael P. Nolin  
Commissioner

## BID LIST OF FACILITIES

Conference Dates: March 26-30, 2006

<u>Business</u>	<u>Location</u>	<u>Quote</u>
Mt. Washington Hotel & Resort	Bretton Woods, NH	\$22,482.00
The Grand Summit	Bartlett, NH	\$25,002.00
Wentworth by the Sea	New Castle, NH	\$33,010.00
Mountain View Grand Resort	Whitefield, NH	\$86,290.00

Other facilities were contacted but were either unavailable on the scheduled dates of the conference, March 26-30, 2006, or chose not to submit a bid. These facilities were:

Waterville Valley Conference Center	Waterville Valley, NH
The Balsams Hotel	Dixville Notch, NH

**PROPOSED BUDGET**

**010-044-4804**

**SBO/SBAP National Conference**

Description	Budget
Current Expenses	\$ 892
Indirect Costs	253
Audit	75
Additional Fringe Benefits	341
Transfer	414
Personal Services - temp.	5,637
Benefits	2,481
In-state travel	3,100
Conference costs	61,807
Total	\$ 75,000

Subject: 13th Annual Conference of the SBO/SBOP Section 507 Programs

**AGREEMENT**

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

**GENERAL PROVISIONS**

1. Identification and Definitions.

1.1 State Agency Name NH Dept of Environmental Services - ARD		1.2 State Agency Address 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095	
1.3 Contractor Name MWH Preservation Limited Partnership		1.4 Contractor Address Route 302, Brenton Woods, NH	
1.5 Account No. 010-044-4804-090	1.6 Completion Date 06/30/2006	1.7 Audit Date N/A	1.8 Price Limitation \$22,482.00
1.9 Contracting Officer for State Agency Michael P. Nolin		1.10 State Agency Telephone Number 603-271-1370	
1.11 Contractor Signature <i>Paul Ronty</i>		1.12 Name & Title of Contractor Signer Paul Ronty, General Manager	
1.13 Acknowledgment: On <u>Set Dec 24, 05</u> before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12. State of <u>New Hampshire</u> County of <u>CARROLL</u>			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Dennis J. Duprey</i>		DENNIS J. DUPREY Notary Public - New Hampshire My Commission Expires December 17, 2008	
1.13.2 Name & Title of Notary Public or Justice of the Peace <u>DENNIS J. DUPREY - Notary Public</u>			
State Agency Signature(s) <i>Michael P. Nolin</i>		1.15 Name/Title of State Agency Signer(s) Michael P. Nolin, Commissioner	
1.16 Approval by Department of Personnel (Rate of Compensation for Individual Consultants)			
By: _____		Director. On: _____	
1.17 Approval by Attorney General (Form, Substance and Execution)			
By: <i>E. H. [Signature]</i>		Assistant Attorney General, On: <u>2/2/06</u>	
1.18 Approval by the Governor and Council			
By: <i>[Signature]</i>		On: <u>2/2/06</u>	
2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("the State"), engages contractor identified in block 1.3 ("the Contractor") to perform, and the Contractor shall perform, that work or sale of goods, or both, identified and more particularly described in EXHIBIT A incorporated herein ("the Services").			
3. EFFECTIVE DATE: COMPLETION OF SERVICES.			
3.1 This agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Council of the State of New Hampshire approve this agreement, ("the Effective Date").			
3.2 If the date for commencement in Exhibit A precedes the Effective Date all services performed by Contractor between the commencement date and the Effective Date shall be performed at the sole risk of the contractor and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the contractor for any costs incurred or services performed; however that if this Agreement becomes effective all costs incurred prior to the effective date shall be paid under the terms of this Agreement. All services must be completed by the date specified in block 1.6.			
4. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the account identified in block 1.5 in the event funds in that account are reduced or unavailable.			

## EXHIBIT A

### SCOPE OF SERVICE

The Contractor will provide conference facilities, selected meals and overnight accommodations for up to 150 attendees at a four day conference on March 26-30, 2006 as outlined in the attached contractual agreement (which is incorporated into Exhibit A) and the following:

1. Guest Room Reservation Procedure
  - 1.1 The Contractor has agreed to provide a guaranteed number of sleeping rooms for each night of the conference beginning on Sunday evening, March 25<sup>th</sup> and ending on Thursday morning March 30<sup>th</sup>.
  - 1.2 The Contractor agrees to provide accommodations at the contracted rate for two days prior and two days after the conference on a space available basis for those attendees arriving early or leaving later than the conference dates.
  - 1.3 The Contractor shall provide additional rooms above the daily minimums agreed to at the contracted rate on a space available basis.
  - 1.4 Reservations received after March 6, 2006 shall be accepted on a space-available basis and may be at a higher rate.
  
2. Banquet Functions
  - 2.1 A guaranteed count will be provided fifteen (15) business days prior to each meal for the number of guests to be served breakfast on March 26-30, 2006, and the banquet on March 27, 2006 and for working lunches on March 28 and 29, 2006.
  - 2.2 Rooms and Meals tax will not be added to meals paid with a government check.
  
3. Tax Exempt Status

In order for the Hotel to recognize the New Hampshire Department of Environmental Services as tax exempt, the master bill must be paid with a government or state issued check or credit card. This method of payment is required by the State of NH in order to grant tax-exempt status. This tax-exempt status is applicable only to accounts paid from the group account.

## EXHIBIT B

### CONTRACT PRICE

The contract price shall be \$22,482.00 for all meals and accommodations (including gratuity) as specifically identified below.

- 1.1 Buffet Breakfast (\$17.70pp) on March 26-30, 2006 for up to 125 attendees each day (\$8,850.00)
- 1.2 A sit down dinner (\$47.20pp) on March 26 for up to 150 attendees (\$7,080.00)
- 1.3 Sit down lunches (\$17.70pp) on March 28 & 29 for up to 30 attendees each day (\$1,062.00)
- 1.4 Rental and setup of audio/visual equipment (microphone systems, projectors, laptops, screens, flip charts) for presenters to use on March 26-30 as required and two internet access connections in the computer area. Price not to exceed \$4,580.00
- 1.5 One (1) convention room set classroom style for one-hundred twenty five (125) on March 26-30, 2006 (\$400.00)
- 1.6 Three breakout rooms for concurrent workshops , each set to accommodate 50 attendees (\$300.00)
- 1.7 One registration area with a storage room within 20 feet of registration area for the storage of conference supplies (N/C).
- 1.8 One room for two computer workstations for use by attendees (N/C).
- 1.9 One room for non-scheduled meetings and planning (N/C)
- 1.10 Six (6) display tables for March 26-28, 2006 (\$210.00)

#### 2.0 Bill for Services

For all expenses claimed, the contractor shall deliver to the Small Business Ombudsman of the Department of Environmental Services, within thirty (30) days of delivery of the contracted services, a voucher and bill for services rendered. The Voucher shall contain:

- 2.1 The identity of each service provided;
- 2.2 The date(s) upon which services were provided;
- 2.3 The amount due for each service provided; and
- 2.4 The total amount due for services provided.

#### 3.0 Advance Deposit

The contractor has requested an advance deposit fee of \$1,000.00 for reservation of the block of guest rooms and function rooms. The contractor agrees that this deposit will be deducted from the contracted amount prior to invoicing.



## **EXHIBIT C**

### **SPECIAL PROVISIONS**

General Provision 1.7 shall not apply to this Contract.

Notwithstanding anything to the contrary herein, this contract does not become effective until approved by the Governor and Council. All services performed by the Contractor prior to the actual effective date shall be performed at the sole risk of the Contractor. In the event this agreement does not become effective the State shall be under no obligation to pay the Contractor for any costs incurred in connection with, or to otherwise pay for any services performed during such period.



**DELEGATION OF AUTHORITY**

I, Joel Bedor, General Partner of the MWH Preservation Limited Partnership (dba the Mt. Washington Resort at Bretton Woods), a New Hampshire Limited Partnership, do hereby delegate authority to Paul Ronty, General Manager for the Mt. Washington Resort at Bretton Woods (the Resort) to sign on behalf of the Partnership, and any and all documents or contracts in connection with providing conference facility and services to the New Hampshire Department of Environmental Services. The Resort is owned and operated by the MTW Preservation Limited Partnership.

A handwritten signature in black ink, appearing to read 'Joel Bedor', written over a horizontal line.

Joel Bedor  
General Partner

Dated: January 25, 2006

State of New Hampshire  
Department of State

CERTIFICATE OF GOOD STANDING

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that MWH PRESERVATION LIMITED PARTNERSHIP is a New Hampshire Limited Partnership formed JULY 1, 1991. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 27th day of DECEMBER, A.D. 2005

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/03/2006

PRODUCER (603)224-2562 FAX (603)224-8012  
The Rowley Agency, Inc.  
139 Loudon Road  
P.O. Box 511  
Concord, NH 03302-0511

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.

INSURED  
MWH Preservation Ltd. Partnership  
Mtn Properties Preservation Company  
Route 302  
Bretton Woods, NH 03575

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Granite State Ins. Co. / Willis NH	
INSURER B: Gen Star Insurance Co.	
INSURER C: MEMIC - NH	
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 ADD'L LTR. INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	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 type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	02LX06552493	10/01/2005	10/01/2006	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" 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	02CA62649783	10/01/2005	10/01/2006	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 \$
B	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	IXG3909938	10/01/2005	10/01/2006	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	3102800488	10/01/2005	10/01/2006	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	OTHER Hired Auto Physical Damage - ACV	02CA62649783	10/01/2005	10/01/2006	Limit: \$50,000 Comprehensive Ded: \$500 Collision Ded: \$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### CERTIFICATE HOLDER

Dept. of Environmental Services  
Attn: Rudy Cartier  
29 Hazen Drive  
Concord, NH 03301

### CANCELLATION

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 MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
Wendi Corcoran/WJC

*Wendi Corcoran*

# Conference Agenda

(As of January 18, 2006)

## Sunday, March 26

**4:00 - 8:00**      **Registration Desk Open**

**5:00 - 7:00**      **Informal Reception:**

This will be a casual and informal opportunity to meet new SBO/SBAP/CAP members, as well as renew old acquaintances.

## Monday, March 27

**7:30 - 6:00**      **Registration Desk Open**

**7:00 - 9:00**      **Breakfast/Regional Meetings - Main Dining Room**

**9:00 - 12:00**      **General Session**

### *Mandatory Program Training Workshop*

Whether you are new to the program or a veteran, this training workshop will help you explore and understand the dimensions, responsibilities and roles of the three program components (SBO, SBAP, CAP) within the small business assistance program, how they relate to each other and ensure your program is in compliance with EPA guidelines.

This interactive program will include structured group exercises, discussions and sharing of ideas on creative ways to deliver compliance assistance to small businesses. Participants will leave the workshop with a tailored list of ideas and tools to ensure their programs meet the requirements under Section 507 of the Clean Air Act Amendments of 1990 as well as enhance their programs.

**12:00 - 1:00**      **Lunch (on your own)**

**1:00 - 2:30**      **Technical Subcommittee Workgroup**

The NSC Technical Subcommittee will be meeting to discuss the past year of activity and direction for the future. Upcoming regulatory challenges are always on the horizon, which ones are of interest to your program and state. Conference attendees are encouraged to attend this session to offer ideas and suggestions, about the direction and selection of issues for the upcoming year. The committee continues to grow, come join us and become a participant. Our willing activity and involvement on the front end of a problem, rule, or issue is at the heart of compliance assistance.

**1:00 - 2:30**      **Breakout Session I**

### *Mediation Skills:*

To cope with the challenges associated with conflicts in our daily lives, we need to develop skills in conflict prevention, consensus building and alternative dispute resolution to promote reconciliation, settlement or compromise. This session will help you be able to discern the best method to use for a particular situation, and will provide a primer on the skills needed to reach the best possible outcome.

**1:00 – 2:30 Breakout Session II**

*Compliance Assistance Tools and New Technologies*

As assistance providers, we are asked to provide a considerable amount of highly technical help in understanding and complying with regulations. This session will help to identify and utilize technical level information such as AP-42 emission factors, emissions calculation software and manuals as well as other existing and new e-based tools for multi-media compliance determinations and solutions. In addition, examples of sector based technological solutions to engineering issues will be addressed.

**2:30 – 2:45 Break**

**2:45 – 4:00 Measurement Subcommittee Workgroup**

The Measurement Subcommittee will be meeting to review the subcommittee mission and goals, provide an update on the progress made this past year in developing common measurement metrics and solicit input from session attendees on additional ideas for effective program measurement tools. In addition, the subcommittee will be seeking information on problems faced by programs in successfully measuring and documenting program effectiveness.

**2:45 – 4:00 Breakout Session III**

*Examples of REAL Multi-Media Programs and How They Work*

Want your state to go multi-media? Hear from SBAPs/SBOs who offer multimedia services as well as learn about the Multimedia Peer Center Mentor Program.

**2:45 – 4:00 Breakout Session IV**

*Speed Dating for Compliance Assistance*

This session will provide a quick review of the latest tools from eight SBAPs. The session will give SBAPs a chance to see what other SBAPs are developing to assist small businesses. All tools presented will be available to all SBAPs for adoption and a new mechanism for sharing your work will be provided.

**5:00 – 6:00 Welcoming Reception – Cash Bar**

**6:00 - 9:00 Dinner, Opening Session and Annual Awards Presentations:** Come join conference attendees for the formal opening session including dinner and the presentation of the annual SBO/SBAP Achievement Awards. Speakers will include:

Governor John H. Lynch (invited)  
Raymond Burton, Executive Councilor, District 1  
Robert W. Varney, EPA Region I Administrator  
Michael P. Nolin, Commissioner, NH Department of Environmental Services  
Karen V. Brown, US EPA Small Business Ombudsman

**Tuesday March 28**

**7:00 – 6:00 Registration Desk Open**

**7:00 – 8:00 Breakfast/Regional Meetings**

**8:00 - 10:00      General Session**

***SBO/SBAP Issues and Updates***

Setting the tone for the conference, participants will hear the latest from the USEPA Small Business Division, National Steering Committee, and the National Compliance Advisory Panel. Learn what these folks have been accomplishing for us and the roles and responsibilities of each.

**10:00 – 10:15      Break**

**10:15 - 11:15      Plenary Session**

***Future Small Business Regulations and Impacts- The Looking Glass***

This session will focus on current and planning regulations with a potentially significant effect on small businesses and will include:

- A look ahead: An update on future environmental regulations which will impact small businesses
- A look back: Activities of the Technical Subcommittee, its interests, activity and impacts. Potential topics include: Auto Body Area Source Rules, Dry Cleaning Residual Risk, Area Sources Update, and Area Source MACT Deferral

**11:15 - 2:45      Lunch/Networking/Exhibits (on your own)**

**11:30 – 2:30      NCAP Luncheon Meeting**

The National Compliance Advisory Panel will hold its annual meeting in conjunction with the 2006 National Conference. The NCAP was established in 2001 to represent the interests of and provide a national coordination vehicle for state CAPs. The NCAP's mission is to assist, support and promote the state Small Business Assistance Programs.

**2:45 - 3:45      Multimedia Subcommittee Workgroup**

The NSC Multimedia Subcommittee will be meeting to review the mission of the subcommittee to expand the services provided by the Small Business Assistance Programs from air issues only to complete environmental assistance programs. In addition, the subcommittee members will review the progress made to date and expectations for the coming year. Conference attendees are encouraged to attend this session to offer ideas and suggestions for expanding the scope of services provided by the state programs.

**2:45 – 3:45      Breakout Session V**

***TRI-TIER II Training***

The state Small Business Assistance Programs are increasingly being asked to provide assistance to small businesses in determining applicability of the requirements for reporting under TRI-TIER II. In addition, many small businesses are affected by the regulations and are having great difficulty in complying with the reporting requirements. This session will provide an overview of the reporting requirements and an introduction to the tools needed to comply.

**2:45 – 3:45      Breakout Session VI**

***Business, Industry and Community Relationships***

This session will focus on how to develop and sustain effective relationships between industry and government.

**3:45 – 4:45 Awards Subcommittee Workgroup**

The NSC Awards Subcommittee will be meeting to discuss innovative ways to recognize outstanding programs, individuals and small businesses for their efforts in promoting compliance assistance. Conference attendees are encouraged to attend this session to offer ideas and suggestions for appropriately recognizing efforts that go beyond maintaining the status quo and improve the delivery of compliance assistance.

**3:45 – 4:45 Breakout Session VII**

*Marketing of Programs (how to do it effectively)*

Do you do an effective job at marketing your program both internally and externally? Trade groups, chambers of commerce, and Dunn and Bradstreet mailings are old news. Come learn some other tools programs are using to reach their clients and the decision makers in their states.

**3:45 – 4:45 Breakout Session VIII**

*Implementation of the Compliance Incentives Policy, Developing Relationships between Compliance and Enforcement and the effect of "Element 13" on Program Credit*

Although it has been in existence for over 10 years, there is still a great deal of confusion over the applicability and practical application of the Small Business Compliance Incentives Policy released by EPA. In this session, we will explore how to properly apply the Policy and how developing a close relationship with enforcement personnel can increase compliance without the need for time consuming and costly formal enforcement actions.

The session will also highlight what Element 13 and how this new ECOS/EPA evaluation tool can be of benefit to state agencies in requesting credit for innovative programs designed to increase regulatory compliance.

**6:00 – 8:00 Dinner (On your own)**

**Wednesday, March 29**

**8:00 – 12:00 Registration Desk Open**

**7:00 - 8:00 Breakfast/Regional Meetings:**

SBO's/SBAP's will have an opportunity to get together with their regional counterparts to discuss any pending or upcoming issues, including the designation of their delegates and alternates to the National Steering Committee.

**8:00 – 9:30 Plenary Session**

*Environmental Results Programs – The New Generation of Environmental Protection*

This session will provide a look back at the beginning and the development of the concept of Environmental Results Programs. Existing programs will discuss their approach, pitfalls and successes. ERP examples will include:

- Printing
- Auto Body Refinishing
- Dry Cleaning

**9:30 – 9:45 Break**



**9:45 – 10:45 Plenary Session**

***Managing Your Program in an Ever Changing Environment***

As business owners need to adapt to inside and outside events and conditions to survive and grow, so do the Small Business Assistance Programs we all manage. We are not immune to factors such as budget reductions, workforce reallocation and regulatory pressures which can have an impact on the level of services we provide.

Here from four program managers on how the changing face of the regulatory and assistance landscape has been successfully managed to not only ensure program continuity, but also have allowed the programs to grow.

**10:45 – 11:45 Plenary Session**

***Motivational Speaker – Steve Walker***

We all have moments where we feel that we are spinning our wheels and not getting anywhere. When this happens, we need to take a step back and refocus on our original goals and ensure we are still heading in the right direction. In this session, we will hear from Steve Walker, President of New England Wood Pellet, a manufacture of feedstock for pellet fired woodstoves. Mr. Walker will recount his trials and tribulations in the development of a very successful “green” business and how his company has gone from struggling to stay in business to struggling to keep up with the demand for his product.

**11:45 – 3:00 Lunch/Networking/Exhibits (on your own)**

**12:00 – 2:00 National Steering Committee Meeting**

The National Steering Committee (NSC) is made up of SBO/SBAP representatives from each of the 10 EPA Regions as well as representatives from EPA and the National Compliance Advisory Panel. The NSC will be holding its annual meeting at the 2006 National Conference

**3:00 – 4:45 Promotional Subcommittee Workgroup**

Come learn the mission of the Promotional Subcommittee, the tools that have been developed to help market the programs nationally and how the committee will be working with the National Steering Committee and National Compliance Advisory Panel to foster the move to Multi Media Programs.

**3:00 - 4:30 Breakout Session IX**

***Tool Awareness:***

Every program needs assistance tools to provide effective services. In many instances, tools have been developed by other programs that can be shared and modified by other states to address issues common to all programs. This session will focus on what tools are available and how to access them for use in your programs

**3:00 - 5:00 Breakout Session X**

***Skills Development for Assistance Providers***

***Brought to you by Distinguished and Competent New Hampshire Toast Masters:***

- Speaking and Presentation Skills – the finer points of speaking either for prepared or impromptu speeches, structuring your presentation, delivery style and techniques, using visual aids, and other important considerations.
- Technical Presentation Skills – learn basic rules and tips for using Power Point, and how to avoid common pitfalls of technical presentations
- Clear Communication Skills – considering one-on-one communication skills for better understanding and developing partnerships with the regulated

**5:00 – 6:00 2007 Conference Planning Committee Meeting**

**7:00 – 8:30 Lobster Bake (Cost TBD)**

**Thursday, March 30**

**7:00 – 8:30 Breakfast/Regional Meetings**

**9:00 - 10:00 Plenary Session**

***Subcommittee Reports:***

This session will provide updated information on the activities of the National Steering Committee Subcommittees and will include presentations from the following subcommittees:

- Awards
- Multi-media
- Promotional
- Measurement
- Technical
- Guidelines

**10:00 – 10:15 Break.**

**10:15 – 11:15 Plenary Session**

***Small Business Roundtable/Panel Discussion***

Hear from small businesses owners and what they need from compliance assistance providers. The panel members will represent a cross section of small businesses that are affected by environmental regulations and how the SBAPs can help them understand and comply with these regulations. Hear first hand how confusing and difficult it is for a business owner to identify, understand and comply with complex and confusing regulations.

**11:15 - 12:00 Closing Session**

**12:00 – 1:00 Lunch (On your Own)**

**1:00 – 5:00 PM Site Visit**

We will be offering a tour of the Whitefield Wood Fired Power Plant. This wood chip fired facility is one of several active power plants in New Hampshire providing electricity utilizing a plentiful and renewable fuel source. Attendance is limited to the first 30 attendees so pre-registration is strongly encouraged.



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



Michael P. Nolin  
Commissioner

March 3, 2006

His Excellency, John H. Lynch  
And the Honorable Council  
State House  
Concord, NH 03301

**APPROVED G & C**

DATE 3/3/06  
ITEM # 56

**REQUESTED ACTION**

Authorize the Department of Environmental Services to amend an existing agreement with MWH Preservation Limited Partnership (dba Mt. Washington Resort at Bretton Woods) (Vendor # 73059) by increasing the contract amount by \$3,750.00 from \$22,482.00 to \$26,232.00 effective upon Governor and Council approval through June 30, 2006. The original contract was approved by Governor and Council on February 8, 2006 as Item 47B. 100% Federal Funds

Funding is available in account SBO/SBAP National Conference as follows:

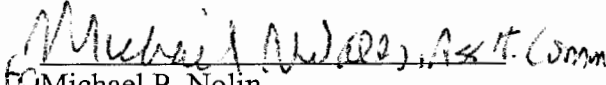
010-044-4804-090-0515 – Conference Costs      \$3,750.00

**EXPLANATION**

The above action is requested for the Department of Environmental Services to modify the contract with the Mt. Washington Resort, site of the 2006 Small Business Ombudsman/Small Business Technical Assistance Program National Conference. This modification adds an additional hosted reception to the activities previously contracted.

The National Planning Committee has determined that a hosted reception with additional environmental and legislative speakers would be an appropriate agenda item, will increase the effectiveness of the conference and will add to the knowledge gained through conference participation.

In the event that federal funds become no longer available, general funds will not be requested to support this program. This amendment has been approved as to form, substance and execution by the Attorney General's Office. We respectfully request your approval,

  
Michael P. Nolin  
Commissioner

**Agreement for Services with MWH Preservation Limited Partnership (dba Mt.  
Washington Resort at Bretton Woods)**  
Amendment No. 1

This Agreement (hereinafter called the 'Amendment) dated this 3<sup>rd</sup> day of March, 2006, is by and between the State of New Hampshire acting by and through its Department of Environmental Services (hereinafter referred to as the "State") and MWH Preservation Limited Partnership (dba Mt. Washington Resort at Bretton Woods) acting by and through its General Manager, Paul Ronty (hereinafter referred to as the 'Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") approved by the Governor and Council on February 8, 2006, the contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, The Contractor and the State have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement: The Agreement is hereby amended as follows:
  - a. The Price Limitation as set forth in sub-paragraph 1.8 of the agreement shall be changed from \$22,482.00 to \$26,232.00.
  - b. Exhibit B, Contract Price shall be modified by adding item 1.11 to state: "Reception (\$25.00pp) on March 28, 2006 for up to 150 attendees (\$3,750.00)"
2. Effective Date of Amendment: This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.
3. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

MWH Preservation Limited Partnership (dba Mt. Washington Resort at Bretton Woods)

By Paul Ronty  
Paul Ronty, General Manager

STATE OF New Hampshire  
COUNTY OF Cross

On this the 3rd day of March, 2006, before the undersigned officer, personally appeared Paul Ronty, General Manager who acknowledged himself to be the person who executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal

Cathy J. Towle  
Notary, JOP

CATHY J. TOWLE, Notary Public  
My Commission Expires May 15, 2007

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

THE STATE OF NEW HAMPSHIRE  
Department of Environmental Services

By Michael P. Nolin, Ass't. Comm.  
Michael P. Nolin, Commissioner

Approved by the Attorney General this 8 day of March, 2006

OFFICE OF ATTORNEY GENERAL

By [Signature]



*The* MOUNT  
WASHINGTON  
RESORT AT BRETTON WOODS

DELEGATION OF AUTHORITY

I, Joel Bedor, General Partner of the MWH Preservation Limited Partnership (dba the Mt. Washington Resort at Bretton Woods), a New Hampshire Limited Partnership, do hereby delegate authority to Paul Ronty, General Manager for the Mt. Washington Resort at Bretton Woods (the Resort) to sign on behalf of the Partnership, and any and all documents or contracts in connection with providing conference facility and services to the New Hampshire Department of Environmental Services. The Resort is owned and operated by the MTW Preservation Limited Partnership.



Joel Bedor  
General Partner

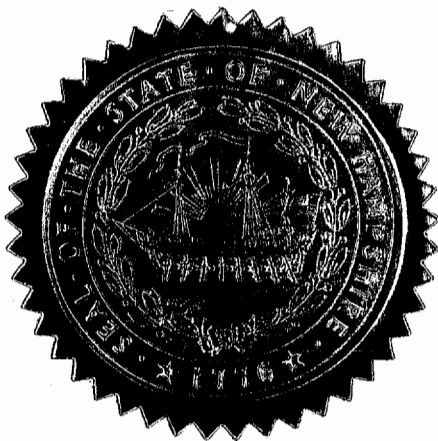
Dated: March 6, 2006

# 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 MWH PRESERVATION LIMITED PARTNERSHIP is a New Hampshire Limited Partnership formed JULY 1, 1991. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 8TH day of MARCH, A.D. 2006

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**Appendix L**

**Financial Data**  
**And**  
**Reports**





# The Mount Washington Hotel & Resort

Route 302 Bretton Woods, NH 03575  
 Phone: 603-278-1000 - Fax: 603-278-8828

Page: 1 of 2  
 Created: 3/28/2006  
**Check#: 18,253**

## Banquet Check

<b>Client:</b> Department of Environmental Services <b>Post As:</b> New Hampshire Department of Environmental Services <b>Address:</b> 29 Hazen Dr. Concord, NH 03301	<b>Event Date:</b> Monday, March 27, 2006 <b>Contact:</b> Rudy Cartier <b>Phone:</b> 603-271-5629 <b>Fax:</b> 603-271-1381 <b>On-Site:</b>
<b>Charge Code:</b> FN/AV <b>Destination Folio Number:</b> 119PW	<b>Meal Plan:</b> EP-Govt \$99.00

Quantity	Food	Price	Amount
150	CASH BAR RECEPTION		
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b> 18.00			0.00
<b>Tax %:</b> 8.00			0.00
<b>Total:</b>			0.00
111	Breakfast at Leisure	15.00 Per person	1,665.00
<b>Subtotal:</b>			1,665.00
<b>Service Charge %:</b> 18.00			299.70
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			1,964.70

Quantity	Audio Visual	Price	Amount
1	A BOSE 202 SOUND SYSTEM	80.00 DAY	80.00
1	SHURE WIRELESS HANDHELD MIC.	75.00 DAY	75.00
1	BEN - Q 2500 LUMEN PROJ.	125.00 DAY	125.00
1	8X8 SCREEN IN HOUSE/SKIRT	25.00 DAY	25.00
1	P SANYO 3500 LUMEN PROJ	175.00 DAY	175.00
1	A BOSE 802 SOUND SYSTEM	100.00 DAY	100.00
1	12X12 WALL SCREEN	0.00 DAY	0.00
1	SHURE WIRELESS HANDHELD MIC.	50.00 DAY	50.00
1	WIRED TABLE TOP MIC.	35.00 DAY	35.00
1	SHURE WIRELESS LAVALIER MIC.	50.00 DAY	50.00
1	2500 Luman Projector	125.00 Day	125.00
1	7x7 Tri pod screen	25.00 Day	25.00
1	Peavy sound system	80.00 Day	80.00
1	Wireless Hand held Mic	50.00 Day	50.00
6	in house Tripod Easel	20.00 Day	120.00
<b>Subtotal:</b>			1,115.00
<b>Service Charge %:</b>			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			1,115.00

Quantity	Room Setup	Price	Amount
6	EXHIBIT TABLES - 8' Longs for Displays	0.00	0.00
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b>			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			0.00

Room Rental	Price	Amount

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Account: Department of Environmental Services  
 Post As: New Hampshire Department of Environmental Services  
 Address: 29 Hazen Dr.  
 Concord, NH 03301

Event Date: **Monday, March 27, 2006**

Contact: Rudy Cartier  
 Phone: 603-271-5629  
 Fax: 603-271-1381  
 On-Site:

Charge Code: FN/AV  
 Destination Folio Number: 119PW

Meal Plan: EP-Govt \$99.00

Room: Grand Ballroom	Function: MTG	100.00	100.00
Room: Monroe / Adams Lobby	Function: REGA		
Room: Main Dining Room	Function: BBKF		
Room: Resort Wide	Function: LNCH		
Room: Conservatory	Function: REPT		
Room: Lafayette Room	Function: B/O	100.00	100.00
Room: Ballroom A South	Function: MTG		
Room: Ballroom B North	Function: MTG		
Room: Front Door	Function: CKIN		
Room: Monroe / Adam	Function: STOR		
Room: Grand Ballroom Lobby			
Room: Gifford Room	Function: MTG		
		<b>Subtotal:</b>	200.00
		Room Rental Tax %:	0.00
		<b>Total:</b>	200.00

<b>Grand Total:</b>	<b>3,279.70</b>
<b>Balance Due:</b>	<b>3,279.70</b>

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



# The Mount Washington Hotel & Resort

Route 302 Bretton Woods, NH 03575

Phone: 603-278-1000 - Fax: 603-278-8828

Page: 1 of 1

Created: 3/28/2006

## Banquet Check

Check#: 18,550

<b>Client:</b> Department of Environmental Services <b>Post As:</b> New Hampshire Department of Environmental Services <b>Address:</b> 29 Hazen Dr. Concord, NH 03301	<b>Event Date:</b> Monday, March 27, 2006 <b>Contact:</b> Rudy Cartier <b>Phone:</b> 603-271-5629 <b>Fax:</b> 603-271-1381 <b>On-Site:</b>
<b>Charge Code:</b> FN <b>Destination Folio Number:</b> 119PW	<b>Meal Plan:</b> EP-Govt \$99.00

Quantity	Food	Price	Amount
7	VEGETARIAN MEALS	0.00	0.00
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b> 18.00			0.00
<b>Tax %:</b> 8.00			0.00
<b>Total:</b>			0.00
150	CUSTOM MENU PER CHEF	40.00 Per person	6,000.00
<b>Subtotal:</b>			6,000.00
<b>Service Charge %:</b> 18.00			1,080.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			7,080.00

Room Rental	Price	Amount
<b>Room:</b> Main Dining Room <b>Function:</b> DINB		
<b>Subtotal:</b>		0.00
<b>Room Rental Tax %:</b> 8.00		0.00
<b>Total:</b>		0.00

<b>Grand Total:</b>	<b>7,080.00</b>
<b>Balance Due:</b>	<b>7,080.00</b>

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



# The Mount Washington Hotel & Resort

Route 302 Bretton Woods, NH 03575

Phone: 603-278-1000 - Fax: 603-278-8828

Page: 1 of 2

Created: 3/28/2006

## Banquet Check

Check#: 18,254

<b>Client:</b> Department of Environmental Services <b>Post As:</b> New Hampshire Department of Environmental Services <b>Address:</b> 29 Hazen Dr. Concord, NH 03301	<b>Event Date:</b> Tuesday, March 28, 2006 <b>Contact:</b> Rudy Cartier <b>Phone:</b> 603-271-5629 <b>Fax:</b> 603-271-1381 <b>On-Site:</b>
<b>Charge Code:</b> FN/AV <b>Destination Folio Number:</b> 119PW	<b>Meal Plan:</b> EP-Govt \$99.00

Quantity	Food	Price	Amount
125	Lunch Resort Wide(EP)		
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b> 18.00			0.00
<b>Tax %:</b> 8.00			0.00
<b>Total:</b>			0.00
125	Breakfast at Leisure	15.00 Per person	1,875.00
25	Committee Luncheon	15.00 Per person	375.00
<b>Subtotal:</b>			2,250.00
<b>Service Charge %:</b> 18.00			405.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			2,655.00

Quantity	Audio Visual	Price	Amount
1	WIRED TABLETOP MICROPHONE	35.00 DAY	35.00
1	SHURE WIRELESS HANDHELD MIC.	50.00 DAY	50.00
1	12X12 WALL SCREEN	0.00 DAY	0.00
1	A BOSE 802 SOUND SYSTEM	125.00 DAY	125.00
1	P SANYO 3500 ANSI LUMEN	200.00 DAY	200.00
1	SHURE WIRELESS LAVERLER	50.00 DAY	50.00
1	8'x8' SCREEN IN HOUSE/SKIRT	25.00 DAY	25.00
1	SHURE WIRELESS HANDHELD MIC.	75.00 DAY	75.00
1	BEN - Q 2500 LUMEN PROJ	125.00 DAY	125.00
1	A BOSE 202 SOUND SYSTEM	80.00 DAY	80.00
1	2500 Luman Projector/computer	125.00 Day	125.00
1	7x7 Tripod Screen	25.00 Day	25.00
1	202 Sound system	80.00 Day	80.00
1	Shure Wireless hand held Mic	50.00 Day	50.00
<b>Subtotal:</b>			1,045.00
<b>Service Charge %:</b> 0.00			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			1,045.00

Quantity	Room Setup	Price	Amount
	Hollow Square	0.00	0.00
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b>			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			0.00

Room Rental	Price	Amount

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Account: Department of Environmental Services	Event Date: Tuesday, March 28, 2006
Post As: New Hampshire Department of Environmental Services	Contact: Rudy Cartier
Address: 29 Hazen Dr. Concord, NH 03301	Phone: 603-271-5629
	Fax: 603-271-1381
	On-Site:
Charge Code: FN/AV	Meal Plan: EP-Govt \$99.00
Destination Folio Number: 119PW	

Room: Front Door	Function: CKIN		
Room: Front Door	Function: CKOU		
Room: Gifford Room	Function: B/O		
Room: Grand Ballroom	Function: MTG	100.00	100.00
Room: Monroe / Adams Lobby	Function: REGA		
Room: Main Dining Room	Function: BBKF		
Room: Resort Wide	Function: LNCH		
Room: Lafayette Room	Function: B/O	100.00	100.00
Room: Grand Ballroom Lobby			
Room: Rosebrook Room	Function: LUNB		
Room: Ballroom A South	Function: MTG		
Room: Ballroom B North	Function: MTG		
Room: Monroe / Adam	Function: STOR		
		<b>Subtotal:</b>	200.00
		<b>Room Rental Tax %:</b>	0.00
		<b>Total:</b>	200.00

<b>Grand Total:</b>	<b>3,900.00</b>
<b>Balance Due:</b>	<b>3,900.00</b>

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



# The Mount Washington Hotel & Resort

Route 302 Bretton Woods, NH 03575  
Phone: 603-278-1000 - Fax: 603-278-8828

Page: 1 of 1  
Created: 3/28/2006  
Check#: 18,551

## Banquet Check

<b>Client:</b> Department of Environmental Services <b>Host As:</b> New Hampshire Department of Environmental Services <b>Address:</b> 29 Hazen Dr. Concord, NH 03301	<b>Event Date:</b> Tuesday, March 28, 2006 <b>Contact:</b> Rudy Cartier <b>Phone:</b> 603-271-5629 <b>Fax:</b> 603-271-1381 <b>On-Site:</b>
<b>Charge Code:</b> FT <b>Destination Folio Number:</b> 119PW	<b>Meal Plan:</b> EP-Govt \$99.00

Quantity	Food	Price	Amount
150	Dinner Resort Wide		
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b> 18.00			0.00
<b>Tax %:</b> 8.00			0.00
<b>Total:</b>			0.00
150	Reception Menu Per Chef	21.18 Per person	3,177.00
<b>Subtotal:</b>			3,177.00
<b>Service Charge %:</b> 18.00			571.86
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			3,748.86

Quantity	Audio Visual	Price	Amount
1	in house Forbes Podium / Lectern w/ built in Sound System (Mix Included)	0.00	0.00
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b>			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			0.00

Room Rental	Price	Amount
<b>Room:</b> Resort Wide <b>Room:</b> Conservatory	<b>Function:</b> DOTO	
<b>Subtotal:</b>		0.00
<b>Room Rental Tax %:</b> 0.00		0.00
<b>Total:</b>		0.00

<b>Grand Total:</b>	<b>3,748.86</b>
<b>Balance Due:</b>	<b>3,748.86</b>

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



# The Mount Washington Hotel & Resort

Route 302 Bretton Woods, NH 03575  
 Phone: 603-278-1000 - Fax: 603-278-8828

Page: 1 of 2

Created: 3/29/2006

## Banquet Check

**Check#: 18,255**

<b>Client:</b> Department of Environmental Services <b>Post As:</b> New Hampshire Department of Environmental Services <b>Address:</b> 29 Hazen Dr. Concord, NH 03301	<b>Event Date:</b> Wednesday, March 29, 2006 <b>Contact:</b> Rudy Cartier <b>Phone:</b> 603-271-5629 <b>Fax:</b> 603-271-1381 <b>On-Site:</b>
<b>Charge Code:</b> WK/AV <b>Destination Folio Number:</b> 119PW	<b>Meal Plan:</b> EP-Govt \$99.00

Quantity	Food	Price	Amount
114	Breakfast at Leisure	15.00 Per person	1,710.00
30	Plated Luncheon	15.00 Per person	450.00
<b>Subtotal:</b>			2,160.00
<b>Service Charge %:</b> 18.00			388.80
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			2,548.80

Quantity	Audio Visual	Price	Amount
1	SHURE WIRELESS HANDHELD MIC.	50.00 DAY	50.00
1	P SANYO 3500 ANSI LUMEN	200.00 DAY	200.00
1	A BOSE 802 SOUND SYSTEM	100.00 DAY	100.00
1	SHURE WIRELESS LAVALIER MIC.	50.00 DAY	50.00
1	WIRED TABLETOP MICROPHONE	35.00 DAY	35.00
1	12X12 WALL SCREEN	0.00 DAY	0.00
1	8'x8' SCREEN/ IN HOUSE/SKIRT	25.00 DAY	25.00
1	SHURE WIRELESS HANDHELD MIC.	50.00 DAY	50.00
1	BEN - Q 2500 LUMEN PROJ	125.00 DAY	125.00
1	A BOSE 202 SOUND SYSTEM	80.00 DAY	80.00
1	2500 Luman Projector/Computer	125.00 Day	125.00
1	7x7 Tripod Screen W/skirt	25.00 Day	25.00
1	Shure wireless Mic Hand Held	50.00 Day	50.00
1	Peavy Sound System	80.00 Day	80.00
<b>Subtotal:</b>			995.00
<b>Service Charge %:</b> 0.00			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			995.00

Quantity	Room Setup	Price	Amount
	Hollow Square	0.00	0.00
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b>			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			0.00

	Room Rental	Price	Amount
<b>Room:</b>	Grand Ballroom	<b>Function:</b> MTG 100.00	100.00
<b>Room:</b>	Main Dining Room	<b>Function:</b> BBKF	
<b>Room:</b>	Resort Wide	<b>Function:</b> LNCH	
<b>Room:</b>	Lafayette Room	<b>Function:</b> B/O 100.00	100.00
<b>Room:</b>	Ballroom A South	<b>Function:</b> MTG	
<b>Room:</b>	Ballroom B North	<b>Function:</b> MTG	

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**Account:** Department of Environmental Services  
**Post As:** New Hampshire Department of Environmental Services  
**Address:** 29 Hazen Dr.  
Concord, NH 03301

**Event Date: Wednesday, March 29, 2006**

**Contact:** Rudy Cartier  
**Phone:** 603-271-5629  
**Fax:** 603-271-1381  
**On-Site:**

**Package Code:** WK/AV  
**Destination Folio Number:** 119PW

**Meal Plan:** EP-Govt \$99.00

**Room:** Monroe / Adam                      **Function:** STOR  
**Room:** Gifford Room                      **Function:** B/O  
**Room:** Rosebrook Room                      **Function:** LUNB

**Subtotal:** 200.00

**Room Rental Tax %:** 0.00 0.00

**Total:** 200.00

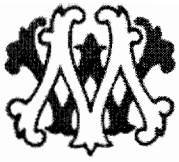
**Grand Total:** 3,743.80

**Balance Due:** 3,743.80

Client Signature \_\_\_\_\_

Date \_\_\_\_\_





# The Mount Washington Hotel & Resort

Route 302 Bretton Woods, NH 03575  
 Phone: 603-278-1000 - Fax: 603-278-8828

Page: 1 of 2  
 Created: 3/30/2006

## Banquet Check

**Check#: 18,256**

<b>Unit:</b> Department of Environmental Services <b>Post As:</b> New Hampshire Department of Environmental Services <b>Address:</b> 29 Hazen Dr. Concord, NH 03301	<b>Event Date:</b> Thursday, March 30, 2006 <b>Contact:</b> Rudy Cartier <b>Phone:</b> 603-271-5629 <b>Fax:</b> 603-271-1381 <b>On-Site:</b>
<b>Charge Code:</b> WK/AV <b>Destination Folio Number:</b> 119PW	<b>Meal Plan:</b> EP-Govt \$99.00

Quantity	Food	Price	Amount
27	Dinner on Own		
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b> 18.00			0.00
<b>Tax %:</b> 8.00			0.00
<b>Total:</b>			0.00
97	Breakfast at Leisure	15.00 Per person	1,455.00
<b>Subtotal:</b>			1,455.00
<b>Service Charge %:</b> 18.00			261.90
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			1,716.90

Quantity	Audio Visual	Price	Amount
1	SHURE WIRELESS LAVALIER MIC.	0.00 DAY	0.00
1	WIRED TABLETOP MICROPHONE	0.00 DAY	0.00
1	SHURE WIRELESS HANDHELD MIC.	0.00 DAY	0.00
1	12X12 WALL SCREEN	0.00 DAY	0.00
1	P SANYO 3500 ANSI LUMEN	0.00 DAY	0.00
1	A BOSE 802 SOUND SYSTEM	0.00 DAY	0.00
<b>Subtotal:</b>			0.00
<b>Service Charge %:</b> 0.00			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			0.00

Quantity	Miscellaneous	Price	Amount
670	B&W Copies	0.10 per piece	67.00
<b>Subtotal:</b>			67.00
<b>Service Charge %:</b> 0.00			0.00
<b>Tax %:</b> 0.00			0.00
<b>Total:</b>			67.00

	Room Rental	Price	Amount
Room:	Main Dining Room	Function: BKFB	
Room:	Grand Ballroom	Function: MTG	100.00
Room:	Front Door	Function: CKOU	
Room:	Conservatory Lobby	Function: TOUR	
Room:	Front Door	Function: CKOU	
Room:	Resort Wide	Function: DOTO	
Room:	Gifford Room	Function: B/O	
<b>Subtotal:</b>			100.00
<b>Room Rental Tax %:</b> 0.00			0.00

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



STATE OF NEW HAMPSHIRE  
FIELD PURCHASE ORDER

FORM # P-8  
REVISED 9/05  
STOCK # 4360

SEE REVERSE SIDE FOR TERMS & CONDITIONS

101187

DATE	DATE REQUIRED	ACTIVITY CODE	APPROPRIATION CODE	JOB NUMBER	COMMODITY CLASS NO.
3/15/06			010-044-4804-090-0200		

**BILL TO:** DEPT OF ENVIRONMENTAL SVCS  
ADMINISTRATIVE SVCS  
PO BOX 95, 29 HAZEN DR  
CONCORD NH 03302-0095

**SHIP TO:** DEPT OF ENVIRONMENTAL SVCS  
AIR DIVISION  
29 HAZEN DR  
CONCORD NH 03301  
ATTN: RUDY CARTIER

**VENDOR:** LOGO LOC  
540 N COMMERCIAL ST  
MANCHESTER NH 03101

VENDOR CODE	102351
VENDOR TEL. NO.	FAX 644-0780
VENDOR FAX NO.	
CONTRACT NO.	

(IF APPLICABLE)

**FORM NOT VALID FOR CONTRACTED ITEMS UNLESS SPECIFICALLY STATED ON "NOTICE OF CONTRACT"**

QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
70	EA	SPEAKER RIBBONS, WHITE	\$0.50	\$35.00
40	EA	PLANNING COMMITTEE RIBBONS, ROSE	0.50	20.00
20	EA	STAFF RIBBONS, GREEN	0.50	10.00
30	EA	MODERATOR RIBBONS, LIGHT GREEN	0.50	15.00
		QUOTED 3/8/06		
MATERIAL SAFETY DATA SHEET(S) REQUIRED, IF APPLICABLE				

<b>ORDER NOT VALID FOR MORE THAN \$500.00 INCLUDING SHIPPING</b>	<b>DOCUMENT TOTAL</b>	\$
--	-----------------------	----

**SHIPPING INSTRUCTIONS:**

PREPAY & ADD    FOB DESTINATION    SPECIAL

RECEIVED BY, IF AGENCY PICK-UP:

RUDY CARTIER      271-5629  
AGENCY CONTACT PERSON      TEL #

I CERTIFY THIS PURCHASE IS MADE IN ACCORDANCE WITH  
RSA 21-I:11 AND 21-I:17a.

*Marion Greenlaw*  
DEPT. HEAD OR AUTHORIZED AGENT



**SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS**

REFER TO PURCHASE ORDER AND REQUISITION NO. IN ALL CORRESPONDENCE

STATE OF NEW HAMPSHIRE  
**PURCHASE ORDER**

**50724**

TERMS OF PAYMENT <b>NET 30 DAYS</b>	DATE ISSUED <b>03/09/06</b>	DATE REQUIRED <b>7-10 DAYS ARO</b> <small>SEE DELIVERY TERMS REVERSE SIDE</small>	APPROPRIATION CODE/NUMBER <b>010-044-4804-090-0244 FY06</b>	REQUISITION NO. <b>212083</b>
--	--------------------------------	---	--	----------------------------------

**BILL TO:** NH DEPT OF ENVIRONMENTAL SERVICES  
ADMINISTRATIVE SERVICES  
PO BOX 95  
CONCORD NH 03302-0095

**SHIP TO:** NH DEPT OF ENVIRONMENTAL SERVICES  
AIR DIVISION/RUDY CARTIER JR  
29 HAZEN DR  
CONCORD NH 03301

CONTACT PERSON: RUDY CARTIER JR 603-271-5629

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D  
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R

LOGO LOC LTD  
540 COMMERCIAL ST  
MANCHESTER NH 03101

#102351

FAX: 644-0780  
ATT: NORM L'HEUREUX

TOTAL AMOUNT OF THIS PURCHASE ORDER	<b>\$612.50</b>
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PURCHASED BY: **B. JOHN/dab 603-271-3135**

IN ACCORDANCE WITH PROPOSAL #

RFQ

TEL. QUOTE

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	COMMODITY CLASS NO.	UNIT PRICE	EXTENSION
	125	EA	CALCULATOR W/2006 SBO/SBAP NATIONAL CONFERENCE LOGO, SM-3119	0760000	4.50	562.50
			SET UP CHARGE			50.00
			PER QUOTE DATED 02/23/06			
			PO #50724 ASSIGNED 03/07/06 - DO NOT DUPLICATE			
			MATERIAL SAFETY DATA SHEET(S) REQUIRED IF APPLICABLE			

**PPING INSTRUCTIONS:**

PREPAY & ADD       F.O.B. DESTINATION       SPECIAL \*

REVIEWED BY \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_

NOTE: The seller, in accepting this order, agrees to and accepts the conditions on the reverse side of this order.

RECEIVING COPY



STATE OF NEW HAMPSHIRE  
FIELD PURCHASE ORDER

FORM # P-8  
REVISED 9/05  
STOCK # 4360

SEE REVERSE SIDE FOR TERMS & CONDITIONS

101153

DATE	DATE REQUIRED	ACTIVITY CODE	APPROPRIATION CODE	JOB NUMBER	COMMODITY CLASS NO.
3/3/06			010-044-4804-090-0244		

**BILL TO:** DEPT OF ENVIRONMENTAL SVCS  
ADMINISTRATIVE SVCS  
PO BOX 95, 29 HAZEN DR  
CONCORD NH 03302-0095

**SHIP TO:** DEPT OF ENVIRONMENTAL SVCS  
AIR DIVISION  
29 HAZEN DR  
CONCORD NH 03301  
ATTN: RUDY CARTIER

**VENDOR:** UNIV OF VERMONT  
PROCTOR MAPLE RESEARCH CTR  
PO BOX 233  
UNDERHILL CTR VT 05490

VENDOR CODE	114996
VENDOR TEL. NO.	FAX 802-899-5007
VENDOR FAX NO.	
CONTRACT NO.	

(IF APPLICABLE)

**FORM NOT VALID FOR CONTRACTED ITEMS UNLESS SPECIFICALLY STATED ON "NOTICE OF CONTRACT"**

QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
125	EA	1/2 PINTS OF A MEDIUM GRADE MAPLE SYRUP IN PLASTIC CONTAINERS (BUTTERNUT MOUNTAIN FARM LOGO)  (FOR 2006 SBO/SBEAP NATL CONFERENCE)	\$3.60	\$450.00

MATERIAL SAFETY DATA SHEET(S) REQUIRED, IF APPLICABLE

ORDER NOT VALID FOR MORE THAN \$500.00 INCLUDING SHIPPING	DOCUMENT TOTAL	\$
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**SHIPPING INSTRUCTIONS:**

PREPAY & ADD    FOB DESTINATION    SPECIAL

RECEIVED BY, IF AGENCY PICK-UP:

I CERTIFY THIS PURCHASE IS MADE IN ACCORDANCE WITH  
RSA 21-I:11 AND 21-I:17a.

*Kimberly Donnellan*  
DEPT. HEAD OR AUTHORIZED AGENT

RUDY CARTIER JR   603-271-5629

AGENCY CONTACT PERSON   TEL #

INVOICE #

EXPENDITURE LET SITE

FFY ORGAN CLASS OBJ DESCRIPTION

DATE SEC DOC/LINE NAME

DATE	SEC	DOC/LINE	NAME	FFY	ORGAN	CLASS	OBJ	DESCRIPTION	EXPENDITURE	LET	SITE	INVOICE #
06/30/2006	LO	01012020/02	DUE FROM EPA	2006	4804	000		FY 2006 ACCOUNTS RECEIVAB	0.00			
06/30/2006	LO	01012020/04	DUE FROM EPA	2006	4804	000		FY 2006 ACCOUNTS RECEIVAB	0.00			
08/01/2006	UN	01012020/02	FY 2006 A/R REVERSAL	2006	4804	000		FY 2006 A/R REVERSAL	0.00			
									<u>0.00</u>			
CLASS 000 SUBTOTAL									0.00			
10/01/2005	UN	00480406/05	***CURRENT EXPENSES***	2006	4804	020		X583276201	0.00			FY06
04/06/2006	LO	00935908/03	CARTIER, JR. RUDOLPH A	2006	4804	020	0200	CARTIER-SUPPLIES 3/25-30	31.25			
06/11/2006	LO	00065778/55	IFS POSTAGE FEBRUARY	2006	4804	020	0216	FM ORG 1300 PV#10609094	0.43			
06/11/2006	LO	00065779/54	IFS POSTAGE MARCH	2006	4804	020	0216	FM ORG 1300 PV#10610094	0.21			
06/20/2006	LO	00065781/73	IFS POSTAGE APRIL	2006	4804	020	0216	FM ORG 1300 PV#10611094	2.21			
06/28/2006	LO	00065602/59	IFS POSTAGE MAY	2006	4804	020	0216	FM ORG 1300 PV#10612094	0.20			
									<u>34.30</u>			
CLASS 020 SUBTOTAL									34.30			
10/01/2005	UN	00480406/09	***INDIRECT COSTS***	2006	4804	040		X583276201	0.00			4TH QTR
06/30/2006	LO	02484624/15	ADMIN SERVICES	2006	4804	040	0800	INDIRECT COSTS JUNE06	253.00			
									<u>253.00</u>			
CLASS 040 SUBTOTAL									253.00			
10/01/2005	UN	00480406/07	***AUDIT FUND SET ASIDE**	2006	4804	041		X583276201	0.00			3RD QTR
04/20/2006	LO	06738003/27	ADMIN SERVICES	2006	4804	041	0801	AUDIT FUND SET ASIDE PES/	5.70			4QTR PARTIAL
06/16/2006	LO	07369003/25	ADMIN SERVICES	2006	4804	041	0801	AUDIT FUND SET ASIDE PES/	37.18			4TH QTR
06/30/2006	LO	02484626/23	ADMIN SERVICES	2006	4804	041	0801	AUDIT JUNE06	15.63			
									<u>58.51</u>			
CLASS 041 SUBTOTAL									58.51			
10/01/2005	UN	00480406/02	***COLA***	2006	4804	042		X583276201	0.00			
									<u>0.00</u>			
CLASS 042 SUBTOTAL									0.00			
10/01/2005	UN	00480406/08	***DAS CHARGES***	2006	4804	049		X583276201	0.00			DES 1002
02/13/2006	LO	06063001/01	DES 1002	2006	4804	049	0294	2ND QTR DAS CHARGE	9.48			DES 1002
04/17/2006	LO	06654001/01	DES 1002	2006	4804	049	0294	3RD QTR DAS CHARGE	225.27			DES 1002
06/08/2006	LO	07273001/01	DES 1002	2006	4804	049	0294	APR & MAY DAS CHARGE	179.25			DES 1002
									<u>414.00</u>			
CLASS 049 SUBTOTAL									414.00			
10/01/2005	UN	00480406/01	***PERSONAL SERVICES***	2006	4804	050		X583276201	0.00			
06/24/2006	LO	90173491/07	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-DEC	952.82			
06/28/2006	LO	90173896/02	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-JAN	603.90			
06/28/2006	LO	90174298/66	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-JAN	761.00			
06/28/2006	LO	90174787/50	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-FEB	700.43			
06/28/2006	LO	90175188/99	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-FEB	443.15			

DATE	SEC	DOC/LINE	NAME	FFY	ORGAN	CLASS	OBJ	DESCRIPTION	EXPENDITURE	LET	SITE	INVOICE #
06/28/2006	LO	90175587/51	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-MAR	328.79			
06/28/2006	LO	90175986/74	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-MAR	457.44			
06/28/2006	LO	90176357/43	KEACH ANNE M	2006	4804	050	0103	TFR FROM 9000-MAR	228.56			
06/28/2006	LO	90176358/32	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-MAR	1,615.33			
06/28/2006	LO	90176775/64	KEACH ANNE M	2006	4804	050	0103	TFR FROM 9000-APR	660.26			
06/28/2006	LO	90176776/69	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-APR	2,144.25			
06/28/2006	LO	90177181/38	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-APR	771.92			
06/28/2006	LO	90177980/48	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-MAY	514.62			
06/28/2006	LO	90178798/64	CARTIER, JR. RUDOLPH A	2006	4804	050	0103	TFR FROM 9103-JUN	414.56			
CLASS 050 SUBTOTAL									10,597.03			
10/01/2005	UN	00480406/03	***BENEFITS***	2006	4804	060	0615	TFR FROM 9103-DEC	0.00			
06/24/2006	LO	90173491/09	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-DEC	26.06			
06/24/2006	LO	90173491/11	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-DEC	59.08			
06/24/2006	LO	90173491/13	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-DEC	356.51			
06/24/2006	LO	90173491/15	CARTIER, JR. RUDOLPH A	2006	4804	060	0632	TFR FROM 9103-DEC	13.82			
06/24/2006	LO	90173491/17	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-DEC	64.89			
06/28/2006	LO	90173896/04	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-JAN	16.52			
06/28/2006	LO	90173896/06	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-JAN	37.44			
06/28/2006	LO	90173896/08	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-JAN	225.96			
06/28/2006	LO	90173896/10	CARTIER, JR. RUDOLPH A	2006	4804	060	0632	TFR FROM 9103-JAN	8.76			
06/28/2006	LO	90173896/12	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-JAN	41.13			
06/28/2006	LO	90174298/68	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-JAN	20.20			
06/28/2006	LO	90174298/70	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-JAN	47.17			
06/28/2006	LO	90174298/72	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-JAN	276.16			
06/28/2006	LO	90174298/74	CARTIER, JR. RUDOLPH A	2006	4804	060	0632	TFR FROM 9103-JAN	11.04			
06/28/2006	LO	90174298/76	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-JAN	51.83			
06/28/2006	LO	90174787/52	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-FEB	18.00			
06/28/2006	LO	90174787/54	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-FEB	43.42			
06/28/2006	LO	90174787/56	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-FEB	246.04			
06/28/2006	LO	90174787/58	CARTIER, JR. RUDOLPH A	2006	4804	060	0632	TFR FROM 9103-FEB	10.15			
06/28/2006	LO	90175189/60	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-FEB	47.70			
06/28/2006	LO	90175189/02	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-FEB	11.38			
06/28/2006	LO	90175189/04	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-FEB	27.47			
06/28/2006	LO	90175189/06	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-FEB	155.66			
06/28/2006	LO	90175189/08	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-FEB	6.43			
06/28/2006	LO	90175587/53	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-MAR	30.18			
06/28/2006	LO	90175587/55	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-MAR	8.45			
06/28/2006	LO	90175587/57	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-MAR	20.39			
06/28/2006	LO	90175587/59	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-MAR	115.49			
06/28/2006	LO	90175587/61	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-MAR	4.77			
06/28/2006	LO	90175587/63	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-MAR	22.39			
06/28/2006	LO	90175986/78	CARTIER, JR. RUDOLPH A	2006	4804	060	0601	TFR FROM 9103-MAR	11.75			
06/28/2006	LO	90175986/80	CARTIER, JR. RUDOLPH A	2006	4804	060	0612	TFR FROM 9103-MAR	28.36			
06/28/2006	LO	90175986/82	CARTIER, JR. RUDOLPH A	2006	4804	060	0614	TFR FROM 9103-MAR	160.68			
06/28/2006	LO	90175986/84	CARTIER, JR. RUDOLPH A	2006	4804	060	0615	TFR FROM 9103-MAR	6.63			
06/28/2006	LO	90176357/45	KEACH ANNE M	2006	4804	060	0601	TFR FROM 9000-MAR	31.15			
06/28/2006	LO	90176357/45	KEACH ANNE M	2006	4804	060	0601	TFR FROM 9000-MAR	14.17			

EXPENDITURE LET SITE INVOICE #

DATE	SEC	DOC/LINE	NAME	FFY	ORGAN	CLASS	OBJ	DESCRIPTION	EXPENDITURE	LET	SITE	INVOICE #
06/28/2006	LO	90176357/47	KEACH ANNE M	2006	4804	060	0632	TFR FROM 9000-MAR	3.31			
06/28/2006	LO	90176357/49	KEACH ANNE M	2006	4804	060	0613	TFR FROM 9000-MAR	0.27			
06/28/2006	LO	90176357/51	KEACH ANNE M	2006	4804	060	0614	TFR FROM 9000-MAR	15.56			
06/28/2006	LO	90176358/34	CARTIER, JR.	2006	4804	060	0601	TFR FROM 9103-MAR	100.14			
06/28/2006	LO	90176358/36	CARTIER, JR.	2006	4804	060	0632	TFR FROM 9103-MAR	23.42			
06/28/2006	LO	90176358/38	CARTIER, JR.	2006	4804	060	0614	TFR FROM 9103-MAR	110.01			
06/28/2006	LO	90176775/66	KEACH ANNE M	2006	4804	060	0615	TFR FROM 9000-APR	28.64			
06/28/2006	LO	90176775/68	KEACH ANNE M	2006	4804	060	0601	TFR FROM 9000-APR	40.94			
06/28/2006	LO	90176775/70	KEACH ANNE M	2006	4804	060	0612	TFR FROM 9000-APR	391.66			
06/28/2006	LO	90176775/72	KEACH ANNE M	2006	4804	060	0613	TFR FROM 9000-APR	0.77			
06/28/2006	LO	90176775/74	KEACH ANNE M	2006	4804	060	0632	TFR FROM 9000-APR	9.57			
06/28/2006	LO	90176775/76	KEACH ANNE M	2006	4804	060	0614	TFR FROM 9000-APR	44.97			
06/28/2006	LO	90176776/71	CARTIER, JR.	2006	4804	060	0615	TFR FROM 9103-APR	55.08			
06/28/2006	LO	90176776/73	CARTIER, JR.	2006	4804	060	0601	TFR FROM 9103-APR	132.95			
06/28/2006	LO	90176776/75	CARTIER, JR.	2006	4804	060	0612	TFR FROM 9103-APR	753.19			
06/28/2006	LO	90176776/77	CARTIER, JR.	2006	4804	060	0613	TFR FROM 9103-APR	1.48			
06/28/2006	LO	90176776/79	CARTIER, JR.	2006	4804	060	0632	TFR FROM 9103-APR	31.09			
06/28/2006	LO	90176776/81	CARTIER, JR.	2006	4804	060	0614	TFR FROM 9103-APR	146.02			
06/28/2006	LO	90177181/40	CARTIER, JR.	2006	4804	060	0615	TFR FROM 9103-APR	19.83			
06/28/2006	LO	90177181/42	CARTIER, JR.	2006	4804	060	0601	TFR FROM 9103-APR	47.85			
06/28/2006	LO	90177181/44	CARTIER, JR.	2006	4804	060	0612	TFR FROM 9103-APR	271.14			
06/28/2006	LO	90177181/46	CARTIER, JR.	2006	4804	060	0613	TFR FROM 9103-APR	0.52			
06/28/2006	LO	90177181/48	CARTIER, JR.	2006	4804	060	0632	TFR FROM 9103-APR	11.19			
06/28/2006	LO	90177181/50	CARTIER, JR.	2006	4804	060	0614	TFR FROM 9103-APR	52.57			
06/28/2006	LO	90177980/50	CARTIER, JR.	2006	4804	060	0615	TFR FROM 9103-MAY	13.22			
06/28/2006	LO	90177980/52	CARTIER, JR.	2006	4804	060	0601	TFR FROM 9103-MAY	31.91			
06/28/2006	LO	90177980/54	CARTIER, JR.	2006	4804	060	0612	TFR FROM 9103-MAY	180.77			
06/28/2006	LO	90177980/56	CARTIER, JR.	2006	4804	060	0613	TFR FROM 9103-MAY	0.36			
06/28/2006	LO	90177980/58	CARTIER, JR.	2006	4804	060	0632	TFR FROM 9103-MAY	7.46			
06/28/2006	LO	90177980/60	CARTIER, JR.	2006	4804	060	0614	TFR FROM 9103-MAY	35.04			
06/28/2006	LO	90178798/66	CARTIER, JR.	2006	4804	060	0615	TFR FROM 9103-JUN	5.94			
06/28/2006	LO	90178798/68	CARTIER, JR.	2006	4804	060	0601	TFR FROM 9103-JUN	25.70			
06/28/2006	LO	90178798/70	CARTIER, JR.	2006	4804	060	0612	TFR FROM 9103-JUN	91.17			
06/28/2006	LO	90178798/72	CARTIER, JR.	2006	4804	060	0613	TFR FROM 9103-JUN	0.29			
06/28/2006	LO	90178798/74	CARTIER, JR.	2006	4804	060	0613	TFR FROM 9103-JUN	0.31			
06/28/2006	LO	90178798/76	CARTIER, JR.	2006	4804	060	0632	TFR FROM 9103-JUN	6.01			
06/28/2006	LO	90178798/78	CARTIER, JR.	2006	4804	060	0614	TFR FROM 9103-JUN	28.23			

4,995.81

CLASS 060 SUBTOTAL

10/01/2005	UN	00480406/04	***IN-STATE TRAVEL***	2006	4804	070		X583276201	0.00			
02/28/2006	LO	00052563/01	CARTIER, JR.	2006	4804	070	0702	TFR FROM 9103 PV936359	56.00			FY06
02/28/2006	LO	00052563/02	CARTIER, JR.	2006	4804	070	0707	TFR FROM 9103 PV936359	35.00			FY06
04/06/2006	LO	00935906/01	KEACH ANNE M	2006	4804	070	0702	KEACH-MEALS 3/25-30	235.38			FY06
04/06/2006	LO	00935906/02	KEACH ANNE M	2006	4804	070	0703	KEACH-HOTEL 3/25-30	534.60			FY06
04/06/2006	LO	00935908/01	CARTIER, JR.	2006	4804	070	0702	CARTIER-MEALS 3/25-30	100.00			FY06
04/06/2006	LO	00935908/02	CARTIER, JR.	2006	4804	070	0703	CARTIER-HOTEL 3/25-30	534.60			FY06
04/06/2006	LO	00940282/03	YERGEAU SHARON A	2006	4804	070	0702	YERGEAU-MEAL 3/27-28	16.00			FY06
04/06/2006	LO	00940282/04	YERGEAU SHARON A	2006	4804	070	0703	YERGEAU-HOTEL 3/27-28	106.92			FY06

DATE	SEC	DOC/LINE	NAME	FFY	ORGAN	CLASS	OBJ	DESCRIPTION	EXPENDITURE	LET	SITE	INVOICE #
04/06/2006	LO	00940282/05	YERGEAU SHARON A	2006	4804	070	0707	YERGEAU-TIPS 3/27-28	5.00			FY06
04/10/2006	LO	00940288/01	DREW TIMOTHY W	2006	4804	070	0702	DREW-MEALS 3/27-29	88.57			FY06
04/10/2006	LO	00940288/02	DREW TIMOTHY W	2006	4804	070	0703	DREW-HOTEL 3/27-29	213.84			FY06
CLASS 070 SUBTOTAL										1,925.91		
10/01/2005	UN	00480406/06	***CONFERENCE COSTS***	2006	4804	090	0248	X583276201	0.00			ADV PAYMENT
02/09/2006	LO	06032004/01	MT WASHINGTON HOTEL PRESE	2006	4804	090	0248	CONFERENCEDEPOSIT 3/26-3/	1,000.00			FY06
02/16/2006	LO	00936370/01	JUDY MIRRO	2006	4804	090	0716	MIRRO-SBAP PLNH MTG 12/5-	293.84			FY06
02/16/2006	LO	00936372/01	RICHARD G RASMUSSEN, JR	2006	4804	090	0716	RASMUSSEN-SBAP PLNH MTG 1	752.14			FY06
02/16/2006	LO	00936374/01	ROSLYN JACKSON	2006	4804	090	0716	JACKSON-SBAP PLNG MTG 12	749.78			FY06
02/16/2006	LO	00936375/01	DANIEL NICKY	2006	4804	090	0716	NICKY-SBAP FPNG MTG 12/5	800.28			FY06
02/23/2006	LO	00936373/01	LEE TATE	2006	4804	090	0716	TATE-SBAP PLNG MTG 12/5-8	1,220.22			FY06
03/16/2006	LO	06387001/06	W B MASON	2006	4804	090	0200	CUST #MNS075 CONT #715073	19.40			W22271
03/23/2006	LO	06467002/04	W B MASON	2006	4804	090	0200	CUST #MNS075 CONT #715073	68.94			W33708
03/23/2006	LO	06475002/01	W B MASON	2006	4804	090	0200	CUST #MNS075 CONT #715073	244.56			W48275
03/27/2006	LO	06490001/01	UNIVERSITY OF VERMONT	2006	4804	090	0200	CUST #MNS075 CONT #715073	450.00			W52152
04/03/2006	LO	06561004/01	W B MASON	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601001/01	RICHARD CARLESKI	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601002/01	JIMMY CARTER	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601003/01	GREG SORENSON	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601004/01	SHARON STORMS	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601005/01	DALE KAPLAN	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601006/01	STEVEN DEGABRIELE	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	250.00			SCHOLARSHIP
04/06/2006	LO	06601007/01	EDWARD BAKOS	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601008/01	GARY MASON	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601009/01	MARIA RIVERA	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601010/01	AMELIA GOODING	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601011/01	STEVE TRAVIS	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
04/06/2006	LO	06601012/01	DANIEL WILSON	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	150.00			SCHOLARSHIP
04/06/2006	LO	06601013/01	DIANA MANCUSO	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	150.00			SCHOLARSHIP
04/06/2006	LO	06601014/01	ROGER DAVIES	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	150.00			SCHOLARSHIP
04/06/2006	LO	06601015/01	JAMES POWERS	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	150.00			SCHOLARSHIP
04/06/2006	LO	06611003/01	LOGO LOC LTD	2006	4804	090	0200	F#101187 RIBBONS	80.00			13916
04/06/2006	LO	06611003/02	LOGO LOC LTD	2006	4804	090	0219	F#101187 RIBBONS FREIGHT	12.59			13916
04/14/2006	LO	90176725/15	CORMIER DAVID M	2006	4804	090	0611	PR END 03/30/2006 FICA	3.72			
04/14/2006	LO	90176725/16	CORMIER DAVID M	2006	4804	090	0632	PR END 03/30/2006 MEDICAR	0.87			
04/14/2006	LO	90176725/17	CORMIER DAVID M	2006	4804	090	0614	PR END 03/30/2006 RETIREM	4.09			
04/14/2006	LO	90176725/18	CORMIER DAVID M	2006	4804	090	0106	PR END 03/30/2006 FICA	60.03			
04/14/2006	LO	90176725/19	CORMIER DAVID M	2006	4804	090	0611	PR END 03/30/2006 FICA	3.10			
04/14/2006	LO	90176725/20	CORMIER DAVID M	2006	4804	090	0632	PR END 03/30/2006 MEDICAR	0.73			
04/14/2006	LO	90176725/21	CORMIER DAVID M	2006	4804	090	0614	PR END 03/30/2006 RETIREM	3.41			
04/14/2006	LO	90176725/22	CORMIER DAVID M	2006	4804	090	0106	PR END 03/30/2006 FICA	50.03			
04/17/2006	LO	06651001/01	JULIE CHURCHILL	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	150.00			SCHOLARSHIP
04/17/2006	LO	06651002/01	MT WASHINGTON HOTEL PRESE	2006	4804	090	0248	NHDES '06 SBO/SBAP CONFER	23,721.26			119PW 5838
04/17/2006	LO	06686002/01	FEDEX KINKO'S	2006	4804	090	0200	F#101200 ACT#248069 MOUNT	313.00			13800001154
04/17/2006	LO	06718003/01	REX HOLLINGSWORTH	2006	4804	090	0515	SBO/SBAP NATL CONFERENCE	800.00			SCHOLARSHIP
05/01/2006	LO	06804006/01	LOGO LOC LTD	2006	4804	090	0244	SO#STATE22706 125-CALCULA	612.50			13868
05/01/2006	LO	06804006/02	LOGO LOC LTD	2006	4804	090	0219	PO#50724 SO#STATE22706 FR	38.51			13868



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SMALL BUSINESS NATIONAL CONFERENCE  
EXPENSES FROM 10/01/2005 TO 08/07/2006

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DATE	SEC	DOC/LINE	NAME	FFY	ORGAN	CLASS	OBJ	DESCRIPTION	EXPENDITURE	LET	SITE	INVOICE #
05/01/2006	LO	06815001/05	UNITED PARCEL SERVICE	2006	4804	090	0216	PD END 4/15/06	8.51			20792156
05/16/2006	LO	00935917/01	DAVID CORMIER	2006	4804	090	0706	CORMIER-SBO/SBAP 2006	136.58			FY06

CLASS 090 SUBTOTAL 40,501.77

ORG 4804 TOTAL 58,780.33