

TOWN COUNCIL AGENDA
August 13, 2018
7:00 P.M.

The Town Council meeting will be held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH. Regular meetings are cablecast live and videotaped for the convenience of our viewers at home. 7:00 PM.

A. CALL TO ORDER

B. PUBLIC COMMENT

- 1.) **Tax Deeding and Tax Waivers**
Presented by Diane Mullholland
- 2.) **AARP Age-Friendly Communities Initiative**
Presented by Doug McNutt

C. PUBLIC HEARING

D. OLD BUSINESS

- 1.) **Order #2018-14** – An Order Relative to the Withdrawal of Cable Equipment Capital Reserve Funds (**Continued from 07/16**)
Presented by Doug Smith

E. NEW BUSINESS

- 1.) **Order #2018-15** – An Order Relative to the Expenditure of Maintenance Trust Fund for Various Projects
Presented by Steve Cotton
- 2.) **Resolution #2018-08** – A Resolution Relative to the Town's Financial Management Policy
Presented by Doug Smith
- 3.) **Order #2018-16** – An Order Relative to the Withdrawal of Funds from the Cable Equipment Capital Reserve
Presented by Doug Smith
- 4.) **Order #2018-17** – Expenditure of Reclamation Trust Funds for Drop-Off Center Improvements
Presented by Janusz Czyzowski
- 5.) **Amendment #8 to the Exit 4A Road Construction Project**
Presented by Fuss and O'Neil, Inc.

- 6.) **Resolution #2018-09** – A Resolution Establishing a Town Pool Study Committee
Presented by Kevin Smith

F. APPROVAL OF MINUTES

Approval of July 16, 2018 Town Council Minutes

G. OTHER BUSINESS

1. Liaison Reports
2. Town Manager Report
3. Assistant Town Manager Report
4. Board/Committee Appointments/Reappointment
 - 1.) Appointment of John McLaughlin to the Trustee of the Trust Fund
 - 2.) Appointment of Republican Representatives as Election Watchers
 - 3.) Resignation of Janet Cichocki from the Heritage/Historic District Commission

H. ADJOURNMENT

I. MEETING SCHEDULE

1. Town Council Meeting – 09/10/18 Moose Hill Council Chambers, 7:00PM
2. Town Council Meeting – 09/17/18 Moose Hill Council Chambers, 7:00PM
3. Town Council Meeting – 10/01/18 Moose Hill Council Chambers, 7:00PM
4. Town Council Meeting – 10/15/18 Moose Hill Council Chambers, 7:00PM



Town of Londonderry
Planning and Economic Development Department

268B Mammoth Road
Londonderry, NH 03053
Phone 603.432.1100 x 134
www.londonderrynh.org

To: Town Council
From: Colleen Mailloux, AICP, Town Planner
CC: Kevin Smith, Town Manager
Date: August 13, 2018
Re: AARP Age-Friendly Communities Initiative

AARP Livable Communities is a program that works with AARP state offices, local leaders and residents to help ensure that towns, cities and communities nationwide are livable for people of all ages. Age-friendly or livable communities have walkable streets, housing and transportation options, access to key services and opportunities for residents to participate in community activities.

The Age-Friendly communities program encourages states, cities, towns and counties to prepare for the rapid aging of the U.S. population by paying increased attention to the environmental, economic and social factors that influence the health and well-being of older adults.

AARP New Hampshire provides assistance and ongoing support from its national office to any community wishing to join its Age Friendly Network. Members of the AARP Network of Age-Friendly States & Communities become part of a global network of states, provinces, territories, counties, cities, towns, and villages that are committed to giving their residents the opportunity to live rewarding, productive and safe lives. AARP New Hampshire has indicated that it is currently able to offer support to up to four communities in the state, and has offered Londonderry this opportunity given its demonstrated capacity and commitment to becoming age friendly.

Attached please find some information on the Age-Friendly Communities program. Doug McNutt of AARP New Hampshire will provide an overview of the program and be available to answer any questions the Council may have before Staff proceeds with submitting an application for participation in the program.

In a Livable Community, people of all ages can ...



Go for a walk



Cross the streets



Ride a bike



Get around without a car



Live safely and comfortably



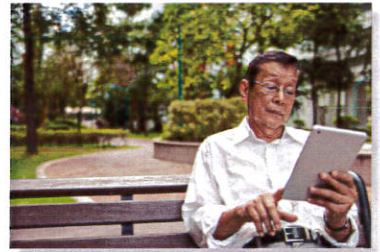
Work or volunteer



Enjoy public places



Socialize



Spend time outdoors



Be entertained



Go shopping



Buy healthy food



Find the services they need



... and make their city, town or neighborhood a lifelong home.



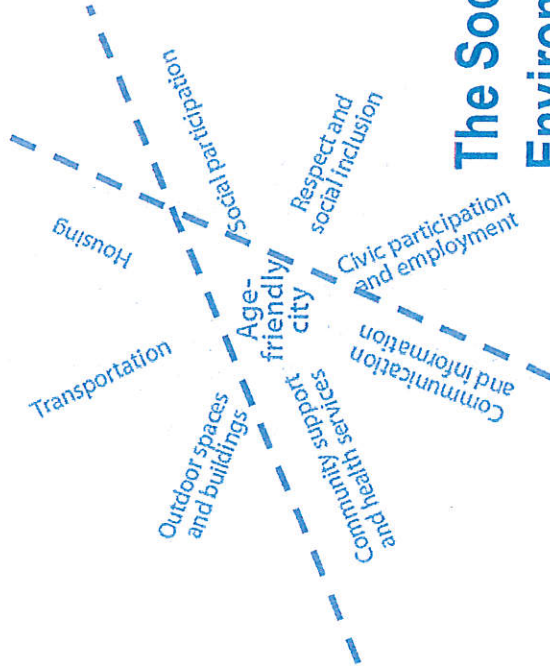
aarp.org/livable

The AARP® Network of Age-Friendly Communities

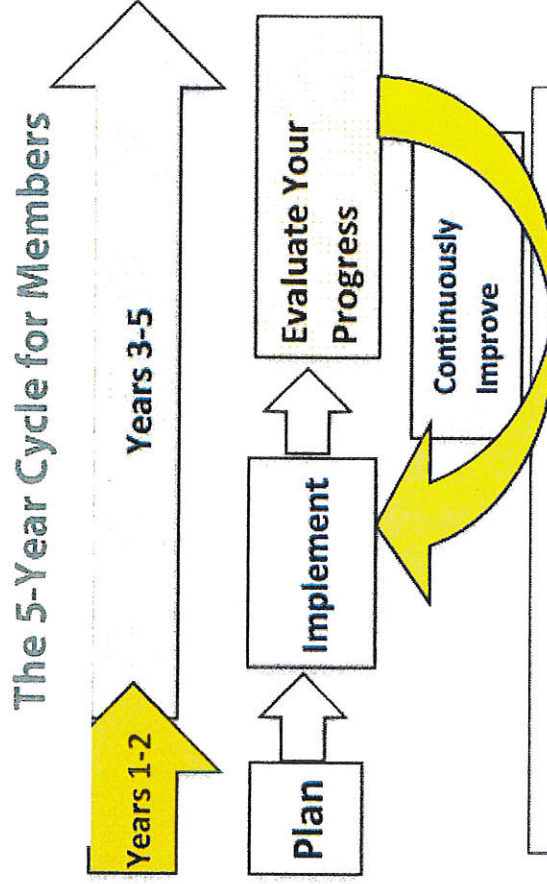
Real Possibilities

Our Vision and the “8 Domains of Livability”

The Built Environment



The Social Environment



Learn more at AARP.org/agefriendly

AARP
Real Possibilities



ORDER 2018-14

An Order Relative to
WITHDRAWAL OF CABLE EQUIPMENT CAPITAL RESERVE FUNDS

First Reading: 07/16/18
Second Reading: Waived
Adopted: 07/16/18

WHEREAS the Town of Londonderry annually receives the sum of \$32,500 for the purposes of supporting PEG access capital funding through its franchise agreement with Comcast; and

WHEREAS the funding received from Comcast is deposited annually into the Cable Equipment Capital Reserve, established by Warrant Article 5 at the 2013 Town Meeting, which appointed the Town Council as agents to expend; and,

WHEREAS the Town of Londonderry and the Londonderry School District have entered into an agreement relative to making a portion of the PEG access capital funding available for the school district's use in providing educational programming; and,

WHEREAS the School District has requested the sum of Seven Thousand Five Hundred Dollars (\$7,500) as their annual installment for the fiscal year ended June 30, 2019; and,

WHEREAS sufficient funds are available in the Cable Equipment Capital Reserve,

NOW THEREFORE BE IT ORDERED by the Londonderry Town Council that the Town Treasurer is hereby directed to disburse \$7,500.00 from the Cable Equipment Capital Reserve Fund for the purpose previously stated.

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST:
07/16/18

ORDER #2018-15

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 08/13/2018

Adopted: 08/13/2018

WHEREAS voters since 2003 have approved funding for the maintenance and repair of public buildings and grounds in the town; and

WHEREAS by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$7,660.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$7,660.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

John Farrell, Chairman
Town Council

Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:

08/13/2018

**Expendable Maintenance Trust & Cemetery Maintenance CR TC Order Request
for Town Council Meeting *8/13/18***

Description	Vendor	Amount
<u>Painting of Trim - North Fire Station</u>	Homescape of New England - 8/3/18	\$ 7,660.00
During the siding replacement, several areas of trim was replaced with PVC. This EMTF request is for the labor/materials to paint all the trim around the building with 2 coats of Valspar Duramax exterior paint	Total EMTF Request	\$ 7,660.00
<i>Total Town Council EMTF Order</i>		\$ 7,660.00

RESOLUTION #2018 - 08

A Resolution Relative to the *Town's Financial Management Policy*

First Reading: 08/13/18
Second Reading: Waived
Adopted: 08/13/18

WHEREAS the Londonderry Town Council is desirous of maintaining a clear and concise policy with regard to the financial management of the community, and concurs with certain revisions to the Government Standards Accounting Board (GASB) rules with regard to reporting requirements for all New Hampshire municipalities, and,

WHEREAS the Londonderry Town Council wishes to amend the Municipal Code, Title VI-Town Policy, Chapter XVII-Financial Management Policy, to reflect changes in said requirements; and,

WHEREAS The Town Council may, pursuant to the provisions of the Londonderry Town Charter Section 3.7, consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances and other legislation;

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the Municipal Code, Title VI - Town Policy, Chapter XVII-Financial Management Policy, is hereby amended as presented, a copy of which is hereto attached.

John Farrell - Chairman

A true copy attest:

Sharon Farrell - Town Clerk
Dated: 08/13/18

(TOWN SEAL)

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY
Index

SECTION I Authority	1
SECTION II Purpose	1
SECTION III Basic Municipal Services	1
SECTION IV Economic Development Programs.....	2
SECTION V Sewer Enterprise Fund	2
SECTION VI Capital Improvements Fund	3
SECTION VII Expendable Maintenance Trust Fund	3-4
SECTION VIII Fixed Assets.....	4
SECTION IX Property Tax Rate	4-5
SECTION X Debt Management	5-7
SECTION XI Post Issue Tax Compliance Policy and Procedures for Tax Exempt Obligations	7-17
SECTION XII Budget Guidelines.....	18-22
SECTION XIII User Fees	22-23
SECTION XIV Potential Revenue Sources.....	24
SECTION XV Investment Policy	25-31
SECTION XVI Community Service Grant Program.....	31

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY

SECTION I AUTHORITY

- A. In accordance with RSA 32 and 33 as amended, Articles 4 and 5 of the Londonderry Town Charter, generally accepted accounting principles (GAAP), current policies and objectives, and the Government Accounting Standards Board (GASB), the Town of Londonderry does hereby establish this financial management policy.
- B. In the event of any conflict between this policy or provision of the Londonderry Town Charter, or the Laws of the State of New Hampshire, that provision holding the Town to the higher standard shall be controlling.

SECTION II PURPOSE

- A. This policy is designed to establish a framework for providing quality services to the community in an efficient and effective manner while maintaining long-term financial stability within the limitations established.
- B. The policy shall be reviewed regularly and modified as deemed appropriate by the Town Manager and the Finance Director. The policy shall be submitted to the Town Council for readopting every two years.

SECTION III BASIC MUNICIPAL SERVICES

- A. Municipal services such as public safety, planning, fiscal administration (including assessing, tax collections and finance), and public works are the Town's first responsibility. These services shall be funded to at least maintain current service levels.
- B. Appropriations for traditional capital expenditures in the Capital Improvements Plan should be revised annually to maintain a constant level of commitment when adjusted for inflation.
- C. The General Fund and other funds, as appropriate, should provide appropriations to equipment replacement funds to maintain equipment at least at current service levels.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION IV ECONOMIC DEVELOPMENT PROGRAMS

- A. These programs include services, financial incentives and/or capital improvements to increase employment and the level of commerce in the Town.
- B. ***Tax Increment Financing District*** - Pursuant to RSA 162-K, TIF funds may be used for a variety of economic development activities within designated redevelopment areas in accordance with State law. Such economic development activities shall be described in detail for any redevelopment plans adopted by the Council.

SECTION V SEWER ENTERPRISE FUND

- A. ***The Sewer Enterprise Fund*** receives revenues from User Fees and Access Fees.
- B. Revenues from the User Fees shall support the maintenance and rehabilitation/upgrade of the Town's sanitary sewer system;
 - 1. An accounting system will be implemented to ensure that all costs related to maintenance, rehabilitation, and upgrade of the sewer system, debt service, and engineering expenses and administrative costs incurred to administer the fees, will be either directly or indirectly paid from revenues raised through the fee.
 - 2. The User Fee Rate shall be reviewed annually in conjunction with preparation of the Town's budget and/or as recommended in the sewer facilities plan. If the fee does not fully support maintenance and rehabilitation/upgrade of the system, staff will recommend changes to the Council.
- C. Revenues from Access Fees shall primarily support the past and future capital costs of the system, however, the Council may supplement funding provided by Access Fees with grant funding as it may become available, or bond issues for special projects.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION VI CAPITAL IMPROVEMENTS FUND

- A. The Town has established Capital Reserve Funds under the provisions of RSA 35:1 for the purpose of funding one or more of the items set forth in the Capital Improvements Program, and to raise and appropriate a sum equal to the eventual replacement or leasing costs of equipment identified in each department's acquisition schedule.
- B. The Town will target the expenditure of unassigned fund balance, in excess of those funds retained pursuant to Section XI-D2 of this policy, to fund capital improvements not designated for long-term bonding.
- C. Capital Improvements Program (formerly Title 1 Gen Code, Chpt VI, Section V)
1. The Town Manager shall prepare and submit annually to the Town Council a six-year Capital Improvements Program prior to, or at the same time as, the proposed annual budget.
 2. The preparation methodology and contents of the Capital Improvement Program shall be pursuant to Article 5, Section 5.5 of the Londonderry Town Charter.
 3. Public Hearing - The Town council shall publish in one or more newspapers of general circulation in the Town the general summary of the Capital Improvements Program and a notice stating:
 - a. The times and places where copies of the CIP are available for inspection by the public; and
 - b. The date, time and place, not less than two weeks after such publication, when a public hearing on said program will be held by the Town Council
 4. The Capital Improvements Program shall be revised and extended each year.

SECTION VII EXPENDABLE MAINTENANCE TRUST FUND

- A. The Town has established an Expendable Maintenance Trust Fund under the provisions of RSA 31:19-a for the purpose of repairing and maintaining town facilities.
- B. Expendable Maintenance Trust Fund/Budget - In conjunction with the annual budget process, the Administrative Services Coordinator shall submit a building and grounds maintenance plan to the Town Manager.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION VII EXPENDABLE MAINTENANCE TRUST FUND (Cont’d)

The plan will assist the Town Manager in proposing the amount for a warrant article appropriating funds to the Town’s Expendable Maintenance Trust Fund.

SECTION VIII FIXED ASSETS

- A. GASB 34 requires municipalities to capitalize and annually depreciate fixed assets. The following defines the categories of fixed assets the town needs to maintain financial records on an ongoing basis:
1. **General Fixed Assets** of the municipality, which includes items such as land, buildings, building improvements, equipment, vehicles, furnishings and computer equipment.
 2. **Enterprise Fund Fixed Assets** of the municipality, which include normal fixed assets as stated above, and infrastructure (i.e., sewer lines) of the municipality’s enterprise fund operations.
 3. **Infrastructure Fixed Assets** of the municipality, which include roads and bridges.
- B. The threshold the Town is maintaining general fixed assets at is \$10,000.00. All departments of the Town shall notify the Finance Department upon acquisition or disposition of any general fixed asset for proper and accurate reporting on Town financial statements.

SECTION IX PROPERTY TAX RATE

- A. It is the Town’s goal that the annual property tax rate, while subject to change based on the Town’s need to maintain the desired level of cost-effective services, will be managed to avoid significant annual fluctuations.
- B. Increased service levels may warrant an increase in the property tax rate, while other factors may warrant a decrease in the rate. In addition, trends in Federal and State government may require that the revenues received from property taxes, and thus the tax rate, be adjusted annually. These trends include:
1. Decreases in other revenue sources; including motor vehicles permit fees, investments, and State and Federal Revenues
 2. General Inflation, which increases the costs of municipal services
 3. Mandates by the State and Federal governments, which increase the cost of municipal services or impose new services.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION IX PROPERTY TAX RATE (Cont'd)

4. Changing demographics within the community may warrant revisions to the Town's current municipal services.
- C. Factors which may warrant a decrease in the property tax rate include:
1. Any other source of new, recurring revenue
 2. A reduced cost for providing current services
 3. Significant non residential additions to the Town's tax base

SECTION X DEBT MANAGEMENT

- A. The Town will consider the use of debt financing only for one-time capital improvement projects and unusual equipment purchases, only under the following circumstances:
1. When the project's useful life or the projected service life of the equipment will exceed the term of the financing.
 2. When there are designated revenues sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost-sharing revenues
 3. Debt financing is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.
- B. The Town will use the following criteria to evaluate pay-as-you-go versus long-term debt financing in funding capital improvements:
1. Factors which favor pay-as-you-go:
 - a. Current revenues and adequate fund balances are available
 - b. Project phasing is feasible
 - c. Debt levels would adversely affect the Town's credit rating
 - d. Market conditions are unstable or present difficulties in marketing bonds
 2. Factors which favor long-term financing:
 - a. Revenues available for debt service are considered sufficient and reliable so that long-term financings can be marketed with the highest possible credit rating.
 - b. The project for which financing is being considered is of the type which will allow the Town to maintain or improve its current credit rating.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION X DEBT MANAGEMENT (Cont'd)

- c. Market conditions present favorable interest rates and demand for municipal financing
 - d. A project is mandated by State or Federal requirements and current revenues and funds balances are insufficient to pay project costs
 - e. A project is immediately required to meet or relieve capacity needs
 - f. The life of the project or asset financed is ten years (10) or longer
 - g. A project's long term benefits require that costs be shared by current and future users and outweigh the additional costs as measured on a present value basis.
- C. General obligation debt may be used in lieu of revenue debt if expenses can be significantly reduced (as compared to financing from self-supporting revenues) and if special or enterprise fund revenue available for debt service is considered sufficient and reliable.
- D. General obligation (bonded) debt will not exceed the statutory limits imposed by NHRSA Chapter 33 – Municipal Finance Act.
- E. An analysis will be prepared by Town staff for each long-term financing. The analysis will assess the impact of debt issuance on current and future operating and capital budgets and address the reliability of revenues to support debt service payments.
- F. The Town will generally conduct financing on a competitive basis; however, negotiated financing or low interest programs, such as the NH DES Revolving Grant Program, may be used where the use of an unusual or complex financing or security structure is a concern with regard to marketability, or it is more cost effective to negotiate with a sole source.
- G. The Town will seek to maintain or improve its current bond rating and will specifically discuss with the Town Council any proposal that may cause that rating to be lowered.
- H. The Town will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes or cost effectiveness.
- I. The Town will monitor all forms of debt annually. An analysis will be included in the Town's Financial Plan. Concerns and recommended remedies will be reported to the Council as necessary.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION X DEBT MANAGEMENT (Cont'd)

- J. The Town will monitor compliance with bond covenants and adhere to Federal arbitrage regulations.
- K. The Town will follow a policy of full disclosure on every financial report and bond prospectus voluntarily following disclosure guidelines provided by the Government Finance Officers' Association (GFOA), unless the cost of compliance with the higher standard is unreasonable.
- L. Inter-fund borrowing and internal lending will be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund making the loan would not be affected. Lending may be used when it would reduce the cost of interest, debt issuance, and/or administration, or encourage private investment that might otherwise not take place. Any inter-fund borrowing shall be accompanied by a plan of repayment to the affected fund.

SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS

The purpose of this Post-Issuance Tax Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes (the "Bond" or "Bonds") issued by the Town of Londonderry, New Hampshire (the "Issuer") so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met.

- 1. Compliance Coordinator:
 - a) The Finance Director ("Coordinator") shall be responsible for monitoring post-issuance compliance.
 - b) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. The Coordinator will obtain such records as are necessary to meet the requirements of this policy.
 - c) The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, Internal Revenue Service ("IRS") publications and such other resources as are necessary to understand and meet the requirements of this policy.
 - d) Training and education of the Coordinator and his/her staff will be sought

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS (Cont'd)

- e) and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

2. Record-Keeping.

a) Financing Transcripts. The Coordinator shall confirm the proper filing with the IRS of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the Issuer, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained for as long as the Bonds are outstanding, plus three (3) years after the final redemption date of the Bonds. Said transcript may be maintained in electronic format and shall include, at a minimum:

- 1) Form 8038s;
- 2) minutes, resolutions, and certificates;
- 3) certifications of issue price from the underwriter, if applicable;
- 4) formal elections required by the IRS;
- 5) trustee statements, if applicable;
- 6) records of refunded bonds, if applicable;
- 7) correspondence relating to bond financings;
- 8) reports of any IRS examinations for bond financings;
- 9) documents related to governmental grants associated with construction, renovation or purchase of bond financed facilities, if applicable; and
- 10) publications, brochures, and newspaper articles, where applicable.

b) Modification to Financing Documents. The Coordinator shall determine if there is any “significant modification” to bond documents resulting in reissuance under Treasury Regulations §1.1001-3, in consultation with bond counsel and any other legal counsel and financial advisor. The Coordinator shall retain proof of filing new Form 8038 and relevant documentation plus final rebate calculation on pre-modification bonds.

3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the Issuer and shall:

- a) obtain a computation of the yield on such issue from the Issuer’s financial advisor;
- b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

**SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES
FOR TAX-EXEMPT OBLIGATIONS (Cont'd)**

- c) issue) and a separate Cost of Issuance Fund as necessary to allocate proceeds to Bond issuance costs into which the proceeds of the issue shall be deposited, as applicable;
- d) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- e) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- f) maintain records of the payment requests and corresponding records showing payment;
- g) maintain records showing the earnings on, and investment of, the Project Fund;
- h) ensure that all investments acquired with proceeds are purchased at fair market value;
- i) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
- j) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds; and
- k) monitor and maintain records of the reimbursement of costs previously expended by the Issuer to ensure that such reimbursement occurs not more than 18 months after the later of (i) the dates of the expenditures or (ii) the date the project/asset was placed in service (but not more than 3 years after the original expenditures were paid) except with respect to those expenditures for which the Issuer obtained a certificate of licensed engineer/architect to the effect that (I) at least five (5) years was necessary to complete the construction of the part of the project for which such expenditures were required; and (II) such expenditures shall be reimbursed not more than five (5) years after the date that the original expenditures were paid.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont’d)

**SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES
FOR TAX-EXEMPT OBLIGATIONS (Cont’d)**

4. Arbitrage/Rebate Compliance and Timely Expenditure of Proceeds. The Coordinator shall review the No Arbitrage and Tax Certificate (or equivalent) (the “Certificate”) for each tax-exempt obligation issued by the Issuer and the expenditure records provided in Section 2 of this policy, above, and shall ensure that the Issuer takes the following actions:

- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in the Certificate;
- b) if at the time of issuance, it appears that that the Bonds will qualify for the small issuer exception to the rebate requirement, the Coordinator will monitor the amount of subsequent tax-exempt obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the \$5 million or \$15 million threshold, as applicable, in such calendar year;
- c) if at the time of issuance, based on reasonable expectations set forth in the Certificate, it appears likely that the issue will qualify for an exemption from the rebate requirement, the Issuer may defer taking any of the actions set forth in subsection (c) below. Not later than the time of completion of construction or acquisition of the project, and depletion of all funds from the Project Fund, the Issuer shall make a determination if the expenditure of the Bond proceeds qualified for an exemption from the rebate requirements based on spending within a 6 month, 18 month or 2 year period after issuance. If a rebate exemption is determined to be applicable, the Issuer shall prepare and keep in the permanent records of the issue a memorandum evidencing this conclusion together with records of expenditure to support such conclusion. If the transaction does not qualify for rebate exemption, the Issuer shall initiate the steps set forth in (d) below;
- d) if at the time of issuance it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (c) above, the Issuer shall:
 - i. engage the services of expert advisors (each a “Rebate Service Provider”) to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, or else shall ensure that it has adequate financial, accounting and legal resources of its own to make such calculations, and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS (Cont'd)

- the investment of Bond proceeds to the Rebate Service Provider;
 - ii. provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;
 - iii. monitor efforts of the Rebate Service Provider;
 - iv. assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed;
 - v. during the construction period of each capital project financed in whole or in part by Bonds, monitor the investment and expenditure of Bond proceeds and consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 2 years, as applicable, following the issue date of the Bonds;
 - vi. retain copies of all arbitrage reports, trustee statements and other documents as required herein; and
 - vii. in lieu of engaging an outside Rebate Service Provider, the Issuer may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.
5. Proper Use of Bond Financed Assets.
- a) The Coordinator shall maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets.
 - b) With respect to each bond-financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:
 - i. management contracts,

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

**SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES
FOR TAX-EXEMPT OBLIGATIONS (Cont'd)**

- ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property, or
 - viii. any other change in use of such asset.
- c) Section 141 of the Code sets forth private activity tests for the purpose of limiting the volume of tax-exempt bonds that finance activities of persons other than state and local governmental entities. These tests serve to identify arrangements that actually or reasonably expect to transfer the benefits of tax-exempt financing to non-governmental persons, including the federal government. The Coordinator shall provide to the users of any bond-financed property a copy of this Compliance Policy and other appropriate written guidance advising that:
- i. “Private business use” means use by any person other than the Issuer, including business corporations, partnerships, limited liability companies, associations, non-profit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain “qualified” management or service contracts), “naming rights” contract, “public-private partnership” arrangement, or any similar use arrangement that provides special legal entitlements for the use of the bond financed property;
 - ii. No more than 10% of the proceeds of any tax-exempt bond issue (including the property financed with the Bonds) may be used for private business use, of which no more than 5% of the proceeds of the tax-exempt bond issue (including the property financed with the bonds) may be used for any “unrelated” private business use – that is, generally, a private business use that is not functionally related to the government’s purposes of the Bonds; and no more than the lesser of \$5,000,000 or 5% of the proceeds of a tax-exempt bond issue may be used to make or finance a loan to any person other than a state or local government unit;
 - iii. Before entering into any special use arrangement with a non-governmental person that involves the use of bond financed

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS (Cont'd)

property, the Coordinator will consult with bond counsel, provide bond counsel with a description of the proposed non-governmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property; and

- iv. In connection with the evaluation of any proposed non-governmental use arrangement, the Issuer will consult with bond counsel to obtain federal tax advice in whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property, and, if not, whether any “remedial action” permitted under §141 of the Code may be taken as means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the Bonds.
- d) The Coordinator shall maintain a copy of any such proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets;
- e) The Coordinator shall consult with bond counsel and other legal counsel and advisers in the review of any change in use of bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Certificate;
- f) The Coordinator shall confer at least annually with other personnel responsible for bond-financed or refinanced assets to identify and discuss any existing or planned use of bond-financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Certificate; and
- g) To the extent that the Coordinator discovers that any applicable tax restrictions regarding use of bond proceeds and bond-financed or refinanced assets will or may be violated, the Coordinator shall consult promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS (Cont’d)

6. Bank Qualification. If the Bonds are issued in a par amount of \$10 million or less and designated by the Issuer as “bank qualified” under Section 265(b)(3) of the Code, the Coordinator will monitor the amount of subsequent tax-exempt obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the \$10 million threshold in such calendar year.

7. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain a copy of all material documents relating to capital expenditures financed or re-financed by tax-exempt proceeds, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations including (without limitation), the following:

- a) appraisals, demand surveys or feasibility studies,
- b) applications, approvals and other documentation of grants,
- c) depreciation schedules,
- d) contracts respecting the project, including construction contracts,
- e) purchase orders,
- f) invoices,
- g) trustee requisitions and payment records,
- h) documents relating to costs reimbursed with Bond proceeds, and
- i) records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of proceeds.

8. Advance Refundings. The Coordinator shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel, and a financial advisor;
- b) The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

**SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES
FOR TAX-EXEMPT OBLIGATIONS (Cont'd)**

- d) redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; (iv) that the proposed issuance will not result in the issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes; and (v) that the proposed refunding complies with applicable State law.
 - e) The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
 - e) The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor and/or bond counsel shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.
 - f) To the extent the Issuer elects to purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.
 - g) In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.
 - h) After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.
9. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

**SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES
FOR TAX-EXEMPT OBLIGATIONS (Cont'd)**

each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10) Business Days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont'd)

**SECTION XI POST-ISSUE TAX COMPLIANCE POLICY AND PROCEDURES
FOR TAX-EXEMPT OBLIGATIONS (Cont'd)**

- n) agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- o) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

10. Compliance with Continuing Disclosure Filings. Under S.E.C. Rule 15c2-12, the Issuer may be required to periodically provide financial documentation, reports, notice and updates of documents to EMMA, the Electronic Municipal Market Access website managed by the Municipal Securities Rulemaking Board. Compliance is required in accordance with the Issuer's Material Events Disclosure Certificate and/or Continuing Disclosure Certificate executed in connection with a bond or note issue.

11. Due Diligence and Remedial Actions. In all activities related to the Issuer's Bonds, the Coordinator and his/her staff will exercise due diligence to comply with the Code provisions governing tax-exempt obligations. The Issuer is aware of (a) the Voluntary Closing Agreement Program (known as "VCAP") operated by the IRS which allows issuers to voluntarily enter into a closing agreement in the event of certain non-compliance with Federal tax requirements and (b) the remedial actions available under Section 1.141-12 of the Income Tax Regulations for private use of bond financed property which was not expected at the time the Bonds were issued.

12. Periodic Review. The Issuer will monitor compliance with the guidelines contained in this policy as well as any other covenants not specifically included herein and will review and update these guidelines at least annually and whenever necessary due to change in law or circumstances.

CHAPTER XVII –FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XII BUDGET GUIDELINES

- A. Budget Development/Review (incorporated from Charter Section 5.2 and Title I, General Code, Chapter. VI, Section II)
1. At such time as may be requested by the Manager or specified by the Administrative Code, each officer or director of a department shall submit an itemized estimate of the expenditures for the next fiscal year for the departments or activities under his control to the Manager. The Manager shall, based on these estimates and other data, prepare a recommended budget which shall, together with these department estimates, be submitted to the Council on such date as the Council shall establish. The Council shall review the budget for the following fiscal year and make such modifications and amendments as it desires.
 2. No later than one hundred (100) days prior to the Annual Town Meeting as designated by NH Statute, the Town Manager shall submit his proposed budget to the Town Council for its review.
 3. The budget shall include a complete financial plan of all Town funds and activities for the ensuing fiscal year, including the estimated effect of the proposed budget on the tax rate, and shall be by line item.
 4. The message of the Town Manager shall explain the budget for all Town agencies both in fiscal terms and in terms of work program. It shall outline the proposed financial policies of the town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current fiscal year in financial policies, expenditures and revenues together with reasons for such changes, summarize the Town's debt position and include such other material as the Town Manager deems desirable or as the Council may reasonably require.
 5. The Town Manager shall recommend to the Council a proposed schedule for the review of the twelve month budget of the ensuing fiscal year. The Council shall adopt such schedule for budget review, public hearing and adoption.
 6. A preliminary adoption of the proposed annual budget, with or without amendments, shall be made no later than (60) days prior to any annual or special Town Meeting.

CHAPTER XVII – FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION XII BUDGET GUIDELINES (Cont’d)

A. Budget Development/Review (Cont’d)

7. The Council shall hold in convenient places as many public hearings on the budget as it deems necessary, but at least two public hearings on the budget shall be scheduled on dates consistent with those specified in the Municipal Budget Act before its final adoption by the Budgetary Town Meeting at such time and place, convenient to the public, as the Council shall direct. Notice of such public hearing and Budgetary Town Meeting, together with a copy of the budget as submitted, shall be posted in two public places. A copy of the budget shall be available to the public at the office of the Clerk during regular business hours. In addition, notice of such public hearing and Budgetary Town Meeting shall be published in a newspaper of general circulation in the Town at least one week prior to said meeting by the Clerk.

B. The following policies are established as more specific guidance to the budget development process:

1. Prior to the start of each annual budget process, the Town Council shall provide guidance to the Town Manager stipulating financial goals for the new budget year. This guidance shall be used by all town departments in the preparation of their budgetary requests to the Town Manager. The Town Manager, in conjunction with the Finance Director will provide the Town Council with any historical data necessary for the formulation of the Council’s budgetary guidance to the Town Manager.
2. Adequate reserves may be maintained for all known liabilities, including anticipated employee leave and separation expenses, workers compensation and self-insured retention limits.
3. When equipment is to be acquired, fiscal arrangements should be appropriate for each particular circumstance.
 - a. For equipment to be permanently acquired, financing through the Town’s Master Lease program shall be considered.
 - b. Flexible arrangements (i.e.: rental) may be used when equipment needs are not permanent, or when changing needs or technologies may make the equipment obsolete.
 - c. Replacement schedules for all major equipment should be established and funds set aside annually in an amount sufficient to allow replacement of such equipment at the end of its useful life.

CHAPTER XVII –FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XII BUDGET GUIDELINES (Cont'd)

4. Revenues generated from programs or reserves should be taken into account when evaluating the cost effectiveness of the program or service, if the revenues would not be received without those programs or services. For example, a service might be deemed cost effective if part of the related costs were offset by user fees, but not cost effective if the Town were to fund the program fully from the General Fund without user fees.
- C. Supplemental Appropriations (*Incorporated from Title I, Chptr. VI, Section VI*)
No appropriations shall be made for any purpose not included in the annual budget as adopted, unless to *apply for, accept and expend funds in accordance with RSA 31:95-b, Capital Reserve Funds, or other Trust Funds where the Town Council has been designated as agents to expend.*
- D. To provide for emergencies, working cash and as a safeguard against fluctuating revenues, adopted budgets for General Operating and other funds shall include consideration of the *following* provisions: (*Formerly Fund Balance Policy, Title VI, Chapter III*)
 1. Definitions:
 - a. **Fund Balance:** - The accumulated equity balance in a governmental fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.
 - b. **General Fund** - A fund used to account for basic governmental services supported generally by taxes. Accounts for all financial resources not required to be accounted for in another fund.
 - c. **Unassigned Fund Balance of the General Fund** - Defined as the fund balance of the general fund, excluding any and all reserves, and any dedicated fund balances of the General Fund.
 2. Recommended Maintenance Level
 - a. Not less than 5% and not higher than 7% of the gross municipal appropriations, as approved for a fiscal year.
 - 1.Exclusions: Any appropriations for capital projects or improvements funded entirely by bonds/notes proceeds, operating transfers or other financing sources.
 - b. If the balance falls below the prescribed level, any additions to the fund balance, as determined by the annual audit, must remain in the fund until the prescribed level has been reached.

CHAPTER XVII –FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION XII BUDGET GUIDELINES (Cont’d)

3. Recommended Utilization
 - a. Excess Balance (over prescribed level)
 1. Emergency appropriations
 2. Capital Projects
 3. Transfers to Capital Reserves
 4. Reduction of the tax rate for the ensuing year
 5. Any other nonrecurring appropriation as deemed appropriate by the Council
4. Method of Approval - The Town Manager shall make recommendations on the use of excess fund balance as part of the subsequent year’s budget and it shall be considered along with the balance of the fiscal year budget proposal.
- E. Special Revenue Funds should be established where revenues from a specific source shall be used for specific purposes; the purpose is not funded through the property tax, and/or difficulty is encountered accurately predicting the annual level of activity. Special Revenue Funds require the approval of Town Meeting pursuant to RSA 31:95-d.
- F. Fees should be reviewed on a regular basis to maintain cost recovery rates existent when the fees were established. Modifications to cost recovery rates or new fees should be considered where appropriate. In general, user fees are applicable when services are not basic or when specific beneficiaries and their relative level of benefit can be identified.
- G. Grant revenues shall be pursued to provide or enhance Town services. However, recurring activities shall be initiated with grant funds only if one of the following conditions is met:
 1. The activity can be terminated in the event that the grant revenues are discontinued; or,
 2. The activity should and can be assumed within recurring Town funds in the event the grant revenues are discontinued.
- H. The proposed budget for the General Fund will be limited as follows:
 1. Expenditures for personnel services (salaries and benefits) may be increased in accordance with approved labor contracts. For non-bargaining unit employees, increases will be approved in accordance with the Town’s Personnel and Compensation Policy for Non-Represented Employees.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XII BUDGET GUIDELINES (Cont'd)

- H. The proposed budget for the General Fund will be limited as follows: (Cont'd)
2. Expenditures for items other than salaries and benefits will be increased or decreased based on the guidance issued to the Town Manager by the Town Council as outlined above.

SECTION XIII USER FEES

- A. User Fees are appropriate when services are not “basic” or when specific beneficiaries and their relative level of benefit can be identified. “Basic services” are those which the Town wishes to provide to all citizens. An individual may not forego these services because of the potential impact on public health, safety, or welfare.
- B. A service which provides benefit to the entire community and for which the benefit to specific users cannot be measured, or the cost of measuring the benefit to specific users would be prohibitive (e.g.: street maintenance) should be funded from the General Fund.
- C. A regular schedule of review will be established for all user fees.
- D. Types of services which may be funded by User Fees:
1. A service which provides benefits to a limited group, but provides little or no general benefit to the community, (e.g.: document reproduction), which shall be provided based upon cost recovery, (all direct and indirect costs) or on a rate structure (flat rate per unit of service).
2. A service which provides potential benefit to all members of the community and the benefit to each user can be measured or fairly approximated (e.g.: sewer maintenance, building permits, most licenses and permits except those used by a targeted group), shall be provided upon cost recovery (all direct costs), or on a rate structure (based upon level of service) or flat rate for licenses and permits.
3. Definitions:
- a. “Direct costs” include all costs of performing the service, regulating the activity being licensed and collecting the fee, including staff time and benefits
- b. “Indirect costs” include a proportionate share of budgeted expenditures for administrative services, and overhead costs such as insurance and building maintenance.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XIII USER FEES (Cont'd)

- E. For any proposed fee, staff will provide an assessment of the socio-economic impact of the fee upon users. The Town Council may choose not to charge a fee if it would prevent low or fixed income groups from using Town services.
- F. Council may opt not to charge a fee if it would be in conflict with accomplishing public policy objectives (e.g.: fire inspections)
- G. If the cost of administering and collecting a fee is disproportionately high in relation to the cost of providing the service, the service may be funded from the General Fund.
- H. In recommending an appropriate rate, staff will consider similar fees charged by other jurisdictions in close proximity and of similar size, with similar operations. Where the Town service is in direct competition with the private sector (i.e.: parking), the Town's fees should be competitive unless there is a specific purpose achieved by leading or following market rates.
- I. Citizen Participation - Pursuant to RSA 41:9-a, a public hearing will be held before any new fee is instituted or an existing fee is amended.
- J. Current services funded from new user fees - When any fee is instituted to fund services currently funded from the General Fund, the Town will consider whether general revenues should be reduced accordingly, or whether those revenues should be targeted to some identified purpose.

SECTION XIV POTENTIAL REVENUE SOURCES

- A. For any proposed additional revenue source, the Town Council will consider the following criteria:
 - 1. Community acceptability
 - 2. Competitiveness, the revenue or tax burden of Londonderry relative to neighboring, or similarly sized, communities
 - 3. Diversity, the balance of revenue sources that can withstand changes in the business cycle
 - 4. Efficiency, the cost of administering a fee should bear a reasonable relation to revenues collected, and any new fee should have minimal effects on private economic decisions
- 5. Fairness, the distribution of the Town's revenue burden as measured by ability to pay, the benefits received, or the community's definition of the resident's fair share of the revenue burden.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XV INVESTMENT POLICY (formerly Investment Policy, Title I Gen.Code)

- A. Purpose - This investment policy applies to all financial assets of the Town of Londonderry, except those transferred to the Trustees of the Trust Funds. These funds are accounted for in the Town's annual financial report and include:
- B.
1. General Fund
 2. Sewer Fund
 3. Capital Project Fund
 4. Special Revenue Funds
 5. Any new fund created by Town Meeting or Town Council, unless specifically exempted by the articles of its creation
- C. This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.
- D. The investing officers authorized by this policy to invest financial assets for the Town of Londonderry are defined as the Town Treasurer and the Finance Officer.
- E. Objectives:
1. Safety of Principal is the foremost objective of the Town. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they be from securities defaults or erosion of market value
 2. The Town Council seeks to attain market rates of return on its investments, consistent with constraints imposed by its safety objectives, cash flow considerations, and State laws that restrict the placement of public funds. The Town's Finance Director is encouraged to represent the Council's best interests in seeking to remove constraints to the efficient investment of its funds.
 3. All participants in the investment process shall seek to act responsibly as custodians of the public trust. They shall avoid any transaction that might impair public confidence in the Town Council's ability to govern effectively.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION XV INVESTMENT POLICY (Cont’d)

- 4 The determination of the best appropriate types and mixtures of investments is dependent upon several factors; the primary objective is safety. Once that objective is obtained, the optimum return on the investment should be consistent with the goals of the cash management program of the Town. The factors that should be taken into account include:
- a. Safety - Safety is achieved through adherence to the list of permitted investments which are backed by the full faith and credit of, or a guarantee of principal and interest by, the U.S. Government.
 - b. Liquidity - All investments must be capable of being liquidated on a one day notice. Therefore, no investment may be made which imposes a longer notice period for redemption or which are not readily marketable.
 - c. Yield - The Town should strive to achieve the highest yield consistent with the other factors of the Investment Policy.
 - d. Maturity - Investments should be scheduled to mature when funds are needed. Sale of securities prior to maturity should be avoided due to the inherent risk. Investments shall be limited to securities maturing in periods up to one year, or lesser period, that coincides with expected disbursements by the Town.
 - e. Amount - the best or most appropriate type of investment depends to some degree upon the amount available for investment, as certain investments require a large initial investment amount.
 - f. Administrative Cost - In choosing an investment, the Town must consider the administrative work involved, particularly with regard to investments of short duration. Substantial amounts can be invested for periods as short as one or two days. However, the administrative costs with small amounts may be greater than the return on investments, thus, would not be justified as cost effective. Administrative costs will be higher with more frequent turnover of investments and must be taken into account together with the yield and term in determining the optimum investment strategy.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION XV INVESTMENT POLICY (Cont’d)

F. Authority

1. Under the general direction of the Treasurer, pursuant to Section 4.11 of the Londonderry Town Charter management responsibility for the Investment Program is hereby delegated to the Finance Director, who shall establish written procedures for the operation of the Investment Program, consistent with this Investment Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment of transactions.
2. Such procedures shall include explicit delegation of authority to persons responsible for investment of transaction. The Town Treasurer may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Director.
3. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

G. Prudence

1. The standard of prudence to be used by investment officials shall be the “prudent person rule” and shall be applied in the context of managing an overall portfolio.
2. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of the personal responsibility of an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

H. Ethics and Conflict of Interest

1. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the Investment Program, or which could impair their ability to make impartial investment decisions.
2. Employees and investment officials shall disclose to the Town Manager any material financial interests in financial institutions that conduct business within the Town and they shall further disclose any large personal financial investment positions that could be related to the performance of the Town portfolio.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont’d)

SECTION XV INVESTMENT POLICY (Cont’d)

3. Employees and officers shall subordinate their personal investment transactions to those of this Town, particularly with regard to the timing of purchases and sales.
- I. Internal Controls
1. The Finance Director shall establish a system of internal controls, which shall be documented in writing.
 2. The internal controls shall be reviewed by the Town Council , Treasurer, and the independent auditor.
 3. The controls shall be designed to prevent loss through fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent action by employees and officers of the Town.
- J. Reporting
1. The Finance Director shall submit a quarterly Investment Report to the Treasurer and Town Manager which summarizes investment activities.
 2. Each quarterly report shall indicate any areas of policy concern and suggested or planned revision of investment strategies.
 3. Copies shall be available for review by the town’s independent auditor.
 4. Within sixty (60) days of the end of the fiscal year, the Finance Director shall present a comprehensive annual report on the investment program and investment activity.
- K. Instruments - Assets of the funds of the Town may be invested in:
1. U.S. Treasury securities maturing in less than one (1) year.
 2. Fully insured or collateralized Certificates of Deposit (CDs) at commercial banks of the State of New Hampshire, New England region and the State of New York
 3. Repurchase agreements fully collateralized by U.S. Treasury Securities and/or agencies
 4. U.S. Securities directly backed and guaranteed by the U.S. Government

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XV INVESTMENT POLICY (Cont'd)

5. State of New Hampshire approved municipal investment pool
 6. Any other state approved pool or instrument.
- L. Depositories and Dealers
1. Depositories shall be selected through the Town's banking services procurement process, which may include a formal request for proposal issued upon periodic review of banking services.
 - a. In selecting depositories, the credit worthiness of institutions shall be considered, including the current capital ratios of the institution.
 - b. Bids for all investment transactions shall be in writing
 - c. The Finance Director shall conduct a comprehensive review of the prospective depositories' credit characteristics and financial history.
- M. Before accepting funds or engaging in investment transactions with the Town, the supervising officer at each depository shall submit a certification.
1. The document will certify that the officer has reviewed the Investment Policies of the Town and its objectives and agrees to disclose potential conflicts or risks to public funds that might arise out of business transactions between the depository and the Town.
 2. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the Town's funds.
 3. The supervising officer shall agree to exercise due diligence in monitoring the activities of other officers and subordinate staff members engaged in transactions with the Town.
 4. Employees of any financial institution offering securities or investments to the Town shall be trained in the precautions appropriate to public sector investments and shall be required to familiarize themselves with the Town's investment policies, objectives, and constraints.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XV INVESTMENT POLICY (Cont'd)

N. Collateralization of Deposits

1. The Town shall require their depositories to continuously and fully (100%) secure all deposits regardless of type (i.e.: regular savings, checking, etc.) that are in excess of the FDIC insured amount. This may be accomplished by the pledging or setting aside collateral of identifiable U.S. Government securities as prescribed by the Town of Londonderry.
2. The Town has possession of the securities (or the Town will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the Town as a bailee (evidenced by safe keeping receipt and written bailment for wire contract) and will be maintained for the full term of the deposit.
3. Such securities shall be owned by the depository and the manner of collateralization shall provide the Town with continuing perfected security interest for the full term of the deposit in the collateral in accordance with applicable laws and Federal regulations.

O. Diversification

1. It is the policy of the Town to diversify its investment portfolio to eliminate the risk of loss from over concentration in a specific security.
2. Diversification strategies shall be determined and revised periodically by the Finance Director and reviewed by the Town Council.

P. Risks

1. The Town recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary loss of liquidity.
2. Portfolio diversification is to be employed in such a way as to control risk
3. The Finance Director is expected to display prudence in the selection of securities in such way as to minimize default risk.
4. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the specific issuer.
5. The Finance Director shall review and, if appropriate, proceed to liquidate securities having comparable credit risks.

CHAPTER VII – FINANCIAL MANAGEMENT POLICY (Cont'd)

SECTION XV INVESTMENT POLICY (Cont'd)

- Q. Safekeeping and Custody
1. To protect against potential fraud and embezzlement, the assets of the Town shall be secured through third-party custody and safekeeping procedures.
 2. Unless prevailing practices or economic circumstances dictate otherwise, ownership shall be protected through third-party custodial safekeeping.
 3. Safekeeping procedures shall be reviewed annually by the independent auditor.

SECTION XVI COMMUNITY SERVICE GRANT PROGRAM

- A. The Town of Londonderry provides support to local social service agencies through the *Community Service Grant Program*.
- B. This program is funded annually in the Town's Operating Budget.
- C. Each year, as part of the distribution process of program funds agencies may submit proposals for funding consideration by the Town.
- D. Priorities for funding are set annually by the Budget Committee, as approved by the Town Council.

~~~*End of Chapter*~~~



# ORDER 2018-16

An order relative to  
***WITHDRAWAL OF FUNDS FROM THE CABLE EQUIPMENT CAPITAL  
RESERVE***

---

First Reading: 08/13/18  
Second Reading: Waived  
Adopted: 08/13/18

***WHEREAS*** the Town of Londonderry, by adoption of Warrant Article 5 on March 12, 2013, established the Cable Division Equipment Capital Reserve account and authorized the Town Council as agents to expend from this capital reserve; and

***WHEREAS*** the Cable Division has complied with the provisions of the Town of Londonderry Municipal Code, Title VI, Purchasing Policy; and

***WHEREAS*** the Cable Division has selected Access A/V as the vendor for remote production equipment for off-site video recording and mixing requested by the Cable Access Center in the amount of \$11,865.00; and

***WHEREAS*** there are sufficient funds in the Cable Division Capital Reserve for the purchase of the aforementioned equipment;

***NOW THEREFORE BE IT ORDERED*** by the Londonderry Town Council that the Town Treasurer is hereby directed to disburse \$11,865.00 from the Cable Equipment Capital Reserve.

John Farrell - Chairman  
Town Council

( TOWN SEAL )

---

Sharon Farrell - Town Clerk

***A TRUE COPY ATTEST:***  
***08/13/18***

LONDONDERRY CABLE DEPARTMENT

REMOTE PRODUCTION EQUIPMENT

| <u>Vendor</u>                                                                    | <u>Price Quote</u> |
|----------------------------------------------------------------------------------|--------------------|
| B&H Foto & Electronics Corp<br>420 9 <sup>th</sup> Ave<br>New York, NY 10001     | \$11,995           |
| AbelCine<br>88 35 <sup>th</sup> St., 4 <sup>th</sup> Floor<br>Brooklyn, NY 11232 | \$11,995           |
| Access Audio Visual<br>8 Integra Drive<br>Concord, NH 03301                      | \$11,865           |

# ORDER #2018-17

An Order Relative to

## ***EXPENDITURE OF RECLAMATION TRUST FUNDS FOR DROP-OFF CENTER IMPROVEMENTS AND MAINTENANCE***

---

Reading: 08/13/2018

Adopted: 08/13/2018

***WHEREAS*** in 2003 voters established a Reclamation Trust Fund to fund the disposal of motor vehicle waste, and recycling and reclamation of other wastes pursuant to RSA 149-M; and

***WHEREAS*** improvements and maintenance are necessary to the Drop-Off Center to allow for the proper recycling and reclamation of wastes;

***NOW THEREFORE BE IT ORDERED*** by the Town Council that the Town Treasurer is hereby ordered to expend \$2,676.00 from the Reclamation Trust Fund for improvements and maintenance to the Drop-Off Center.

---

John Farrell, Chairman  
Town Council

---


Sharon Farrell  
Town Clerk

***A TRUE COPY ATTEST:  
08/13/2018***



## Memorandum

To: Kevin Smith

From: Janusz Czyzowski, P.E. 

Subject: Reclamation Fund Withdrawals – Drop Off Center Maintenance Equipment

Date: August 6, 2018

The attached two invoices from Turf Depot:

- #530645 for \$2464.00 and
- #530640 for \$212.00,

which total in the amount of \$2,676.00 are for the purchase of a replacement lawn mower bagging system for maintaining the grass areas of the Drop Off Center. I am requesting that \$2,676.00 be withdrawn from the Reclamation Trust Fund for payment of the attached invoices.

*Public Works & Engineering Department  
Town of Londonderry  
268 B Mammoth Road  
Londonderry, NH 03053  
603-432-1100 ext. 139  
Fax: 603-432-1128*



**Invoice** **530645**  
 Thank you for your business! We do not accept returns on serialized equipment, special orders or electrical parts. Parts that qualify for return may be returned in 10 days with original receipt and unused in the original packaging. Please visit [www.turfdepot.com](http://www.turfdepot.com)

**Manchester** 182 Mammoth Rd. (603) 622 1100  
**Salem** 280 N. Broad way (603) 898 2871  
**Londonderry** 150 Hardsco Rd. (603) 505 4424  
**Portsmouth** 3600 Lafayette Rd. (603) 334 6500

[www.propartsdirect.net](http://www.propartsdirect.net)  
 800 305 9255

|                                                                          |                            |                     |                   |                   |                    |  |  |
|--------------------------------------------------------------------------|----------------------------|---------------------|-------------------|-------------------|--------------------|--|--|
| <b>Bill To</b>                                                           |                            |                     |                   | <b>Ship To</b>    |                    |  |  |
| Town of Londonderry Hwy Dept<br>268b Mammoth Rd<br>Londonderry, NH 03053 |                            |                     |                   |                   |                    |  |  |
| <b>Contact</b>                                                           | <b>Customer Tax Number</b> | <b>Phone</b>        | <b>Cell Phone</b> | <b>PO Number</b>  | <b>Transaction</b> |  |  |
| PAUL 552-7863                                                            | 02-6000499                 | (603) 434-3258      | (603) 765-9484    | paul Bagger       | Charge             |  |  |
| <b>Counter Person</b>                                                    | <b>Sales Person</b>        | <b>Invoice Date</b> | <b>Reference</b>  | <b>Department</b> |                    |  |  |
| Perry Chaloge                                                            | Perry Chaloge              | 08/02/18            | 771148            | Retail Sales      |                    |  |  |

| Model  | Line | Description           | Ordered | B/O'd | Shipped | List       | Net        | Amount     |
|--------|------|-----------------------|---------|-------|---------|------------|------------|------------|
| LZUV3B | EXEW | Cma Uv Next Gen 3 Bag | 1       |       | 1       | \$2,899.99 | \$2,464.00 | \$2,464.00 |
|        |      | SN 403115086          |         |       |         |            |            |            |

Invoice Total \$2,464.00  
 Sales Tax \$0.00  
 Grand Total \$2,464.00

Account Balance: \$2,802.19

*Rec'd  
 Supply's  
 8-2-18  
 [Signature]*

*Mower*

DATE 8/6/18  
 APPROVED [Signature]  
 ACCOUNT # \_\_\_\_\_

Thank you for your business. You can now shop for parts online at [www.propartsdirect.net](http://www.propartsdirect.net).  
 Notes:  Customer acknowledges receipt thereof:



ProParts Direct

Invoice

530640

Thank you for your business! We do not accept returns on serialized equipment, special orders or electrical parts. Parts that qualify for return maybe returned in 10 days with original receipt and unused it the original packaging. Please visit www.turfdepot.com

Manchester Salem Londonderry Portsmouth
192 Mammoth Rd. 288 N. Broadway 150 Main St. 2600 Lafayette Rd.
(603) 622 1100 (603) 898 2871 (603) 505 4424 (603) 334 6500

www.propartsdirect.net
800 305 9255

Table with columns: Bill To, Ship To, Contact, Customer Tax Number, Phone, Cell Phone, PO Number, Transaction, Counter Person, Sales Person, Invoice Date, Reference, Department.

Table with columns: Part Number, Line, Description, Ordered, B/O'd, Shipped, List, Net Each, Amount.

Invoice Total \$212.00
Sales Tax \$0.00

Account Balance: \$338.19

Grand Total \$212.00

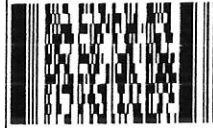
Handwritten note: DEPT'S SUPPLIES 8-2-18 [Signature]

DATE 8/6/18
APPROVED [Signature]
ACCOUNT #

mower

Thank you for your business. You can now shop for parts online at www.propartsdirect.net.

Notes:



Customer acknowledges receipt thereof:



# FUSS & O'NEILL

August 9, 2018

Mr. David Caron  
Town Administrator  
Town of Derry  
14 Manning Street  
Derry, NH 03038

Mr. Kevin Smith  
Town Manager  
Town of Londonderry  
268B Mammoth Road  
Londonderry, NH 03053

Re: I-93 4A EIS  
NHDOT Project No. 13065  
Fuss & O'Neill / Town No. 05-0244  
Contract Amendment No. 8

Dear Mr. Caron and Mr. Smith:

As previously discussed with you and Keith Cota, Chief Project Manager from the New Hampshire Department of Transportation, a contract amendment is now required in order to complete the Environmental Impact Statement services. Included in this submittal is the following:

- Narrative Explanation and Justification for Additional Scope and Budget
- Consolidated Project Team Budget Summary
- Consolidated Project Team Work Hour and Cost Summary
- Individual Team Member Budget Worksheets Summarizing Additional Hours and Costs

We understand this request needs to be presented to the Town Council in Londonderry on Monday August 13<sup>th</sup> and in Derry on Friday August 24<sup>th</sup>. I plan on attending both meetings to answer any questions.

We appreciate the opportunity the Towns have given us to work on this project. We look forward to its completion in the spring of 2019.

If you have any questions or require additional information, please call me at your convenience at 603.668.8223 ext. 102.

Sincerely,

Christopher R. Bean, PE  
Senior Vice President/ Regional Manager

CRB:mjt

cc: Keith A. Cota, PE, Chief Project Manager, NHDOT

540 No Commercial Street  
Manchester, NH  
03101  
t 603.668.8223  
800.286.2469  
f 603.668.8802  
www.fando.com

California  
Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

**Exit 4A EIS, Contract Amendment 8  
August 9, 2018  
Fuss & O'Neill**

**Narrative Explanation and Justification for Additional Scope and Budget**

**1. Fuss & O'Neill - Breakdown of Extra Work Request**

- a. **Background** -The original contract was established to cover the period from June 2016 to December 2017. The contract was established using our direct labor rates and audited overhead rate of 1.434 that were in effect at the time, based on the expected completion date of the contract by the end of December 2017. As of January 1, 2018, CLD implemented a company-wide salary adjustment and established a new overhead rate of 1.70, which has been approved by the NHDOT. Included in this request is a spreadsheet with updated average rates per staff classification category based on updated direct labor and overhead rates. We request that these new rates be utilized on all work starting in June 2018 and will keep these rates in effect through the expected completion of the EIS/ROD in March 2019.
- b. **Breakdown of Request for Extra Work** – the outline below classifies three categories under which additional effort has been, or is anticipated. Subsequent sections of this document detail the justification for the addition effort.
  - i. **Additional Effort** under the original project tasks have resulted in over-runs in certain project tasks. These additional efforts have been discussed and approved during project meetings. Therefore additional funding for unanticipated work efforts through May 2018 is being requested. As this work was previously discussed and billed, the costs associated with this effort is at the original contract rates and overhead. This would also include a replacement of previously reallocated funds. Justifications for each task is listed below and detailed in the attached spreadsheet.
  - ii. **New Scope** items have been recently requested and will require additional effort above and beyond the original scope of work. Costs associated with these new efforts have been calculated using the new contract rates and overhead. Justification for each task is listed below and detailed in the attached spreadsheet.
  - iii. **Original Scope - Remaining Effort** – As noted above, the original contract completion was anticipated to be December 2017 and as of January 2018, Fuss & O'Neill implemented new labor and overhead rates. It is requested that the remaining work, starting in June 2018, be performed at the new rates. As these are not requested extra work hours, a description is not listed below. However, a breakdown of these hours and fee differential (difference between old and new rates) is provided in the attached spreadsheet.
- c. **Fixed Fee**
  - i. Fixed fee is being requested for the additional services that are required to complete this project.



**2. Fuss & O'Neill Task 1 Project Management and Coordination (Project Management, Project Controls, Coordination Meetings, 23 USC 139 Process)**

**a. Justification for Additional Effort**

- i. The project schedule has been extended for an additional 15 months until March 2019. The original schedule ran from June 2016 through December 2017 (19 months). The lengthened schedule was caused by extended work efforts associated with tasks covered in this amendment request. Project Management was and will still be required to keep the project on track moving forward.

The Task 1 budget was originally budgeted 688 hours or 36 hours per month. Actual expenditures have run at an average of 29 hours per month to date (688 hours/24 months). However as we move into the heavy EISRT and Participating Agency review process, document finalization and public meeting phases, there is a significant increase in the amount of time required to manage, attend, document and coordinate overall project items that need to all get resolved simultaneously. For these reasons, it is anticipated that the original 36 hours per month will be required for the remaining 10 more active project management months (June 2018 through March 2019).

**3. Fuss & O'Neill Task 2.1 Base Mapping**

**a. Justification for Additional Effort**

- i. Base Mapping (subtask 2.1.2) includes tasks that were not originally anticipated. Early in this phase, we were charged with creating small scale maps covering the limits of the Build alternatives with parcel numbers and owner's names shown for use by the Project Team, the Department and the Towns as a reference tool. In creating these maps, we experienced complications with trying to match the Town GIS files with the available files (subtask 2.1.1).

**4. Fuss & O'Neill Task 2.2 Update Engineering Layouts for NEPA Process**

**a. Justification for Additional Effort**

- i. The Engineering Design, the Estimate and the Provision of Data and Support for Environmental Resource Assessments accounted for the overage. When the original scope was developed, we anticipated being able to update original alternative design materials and layouts. The original design year for the interstate was 2030 and for the local street network 2020. The new design year needed to account for 2040 conditions. This significant extension of the design horizon combined with the inclusion of traffic from the future developments documented in the Land Use Technical Report that was generated after the initial scope of work, resulted in significantly more traffic than originally anticipated. Instead of making minor adjustments to lane configurations at intersections, there was a need to completely rework the alternatives (subtask 2.2.1), the associated cost estimates (subtask 2.2.4) and recalculate environmental impacts (subtask 2.2.5).

For subtask 2.2.1 we began by identifying Design Parameters for all the affected roadway types and getting those pre-approved by the Department. We then verified intersection turn lane geometry requirements for queue storage based on the updated traffic volume projections. After implementing the design criteria for

all the alternatives, the alternatives were developed and sent to the Department for comments. Essentially no comments were received, which is representative of the high quality of the initial work.

To complicate matters, in March 2018, we needed to redesign the Folsom Road alignment to reduce impacts on the neighborhood to the south and rework the Connector Road profile at the I-93 Bridge to accommodate approximately two additional feet of under clearance associated with a two span versus a three span structure. We also needed to rework the Connector Road and side road profiles and impact areas to accommodate first a 14 foot wide then a 20 foot wide trail culvert crossing under North High Street as requested by the public.

Similarly, we needed to perform a complete update of the construction cost estimates for each of the alternatives (subtask 2.2.4). A detailed spreadsheet was developed to summarize and compare costs of all alternatives. The creation of this new estimate format was a significant effort, however, after submittal no comments were received, which is indicative of a quality product that took more time to develop than anticipated. Additionally, every alternative, except Alternative F, required an evaluation of the transmission line impacts and an estimate of relocation costs. Per the request of the Department, a thorough review of pole/tower types was undertaken and impacts were quantified to develop the probable cost of relocation. Estimation of utility relocation costs is not typically conducted by the consultant.

Providing updated plans to our subs for resource updating (subtask 2.2.5) was also more complicated than anticipated because some of the GIS resource mapping did not initially line up with the CAD files. Additionally recalculation of the lane miles for chloride loading analysis was required multiple times.

Based on the number of updates noted above, updates to the color plans and deliverables were needed for presentation of materials to the public. Effort related to this update was associated with Task 2.2.6 Deliverables.

## **5. Fuss & O'Neill Task 2.3 Survey and Right-of-Way Research**

### **a. Justification for New Scope of Work**

- i. As noted above, the design of the alternatives has significantly changed since the original scope. Detailed survey was previously obtained in areas where impacts had originally had been anticipated. Through the phase of evaluating each alternative, leading to the preferred Alternative A, design efforts have progressed using topo with 2 foot contours aerial survey. Based on Alternative A and the modifications that have been made (as noted elsewhere in this scope) and based on the need for additional treatment to try and meet MS4 requirements, additional detailed survey is required. This additional survey is required at over 30 separate locations throughout the Alternative A corridor. The additional survey tasks include:
  - 1) Research based on increases in ROW impacts.
  - 2) Existing conditions/topographic survey for additional areas that include: ROW, proposed detention pond and drainage swale areas, expanded route widths, roadway extensions, and a section along

- Tsienneto Road, where guardrail may be eliminated and the slopes flattened. Over 30 separate locations need to be surveyed.
- 3) Note reduction, traverse balancing and base map drafting
  - 4) Digital terrain model for entire surveyed project areas (combine new with old to create one cohesive DTM)

## **6. Fuss & O'Neill Task 2.4 Develop Conceptual Plans for Layout Public Hearing**

### **a. Justification for New Scope of Work**

- i. Based on the Cultural Resource meeting held in July 2018, direction was received to shift Tsienneto Road to the south to avoid impacts (minor tree clearing) which was required near the historic properties located at 72 and 76 Tsienneto Road. This required modifications to the alignment, review of slope impacts and rework of driveway tie-ins. This work is to be done under Task 2.4.1.
- ii. There was a request from the public to add sidewalk along the south side of Tsienneto Road, between Pinkerton Street and North Main Street (NH 28 Bypass). Based on preliminary review, NHDOT is in agreement that this option is acceptable. This option will be reviewed with the town of Derry. This will require an update to the roadway model and evaluation of the new slope impacts. In the areas, where sidewalk is added, driveways will need to be re-evaluated. Additionally in the area of the Hoodcroft Condominiums, a small retaining wall will need to be placed to minimize the impacts and a re-routing of the condominium parking lots will be required. This work is to be done under Task 2.4.1.
- iii. In order to attempt to meet the MS4 requirements, areas of run-off not previously captured will require the implementation of a closed drainage system. Thus curbing will need to be added in certain locations. This will require a change from a 4 foot shoulder to a 5 foot shoulder, which will necessitate an update to the roadway model and evaluation of the new slope impacts. It is anticipated that curbing will need to be added to almost all of the southern side of Tsienneto Road, approximately 7200 feet and to approximately 400 feet of Franklin Street Extension. In these areas, there are approximately 30 driveways that will need to be re-evaluated. This work is to be done under Task 2.4.1.
- iv. As requested by the town and agreed to by the Department, the addition of design of the two gap sections for Tsienneto Road (listed as new Task 2.4.4.5) required the following:
  - 1) Refine horizontal and vertical alignments for Tsienneto Road
  - 2) Complete horizontal and vertical alignments for Barkland Drive.
  - 3) Complete superelevation calculations for Tsienneto Road.
  - 4) Complete modeling for Tsienneto Road (including point controls, superelevation, parametric constraints, and refinement to minimize impacts).
  - 5) Complete model for Barkland Drive (including point controls, parametric constraints, and refinement to minimize impacts).
  - 6) Update plan view line work for Tsienneto Road and Barkland Drive including roadway and slope lines.
  - 7) Review driveway impacts for Tsienneto Road in gap areas.
  - 8) Create updated shapes for presentation plans.
  - 9) Generate profiles and cross sections for NHDOT review.

- 10) Run model and create new slope limits and footprint shapefiles for impact analysis for Alternatives A & D.
  - 11) Identify ROW impacts for gap areas based on surveyed ROW lines.
  - 12) Identify ROW impacts for gap areas based on tax map property lines for Alternative A & D.
  - 13) Update estimate for Alternatives A & D to include Tsienneto Road gap areas and Barkland Drive.
  - 14) Coordinate with sub consultants on impacts based on Tsienneto Road gap areas and Barkland Drive
  - 15) Create updated 600 scale color plans for Alternatives A & D
- v. On June 6, 2018, we met with the Department to discuss the new MS4 water quality requirements. It was decided that the towns need to meet MS4 starting on July 1, 2018. Additional effort related to design efforts to meet the more stringent water quality requirements includes the following:

This work will be performed under existing Task 2.4.5 and is estimated to be in addition to the original contract scope. The stormwater design will be limited to evaluation of pavement areas only. The SIMPLE method for pollutant loading will no longer be required. Demonstration of attempts to meet stormwater treatment requirements will be based upon pavement areas only. Areas of redevelopment, development and existing pavement will be tabulated. Fuss & O'Neill previously laid out treatment via five BMPs in the locations identified on the drainage plan presented in previous meetings. It is anticipated that additional BMP areas will be needed. Drainage easements for additional BMPs were approximated for the July 2018 Public Information Meeting. Initially, Fuss & O'Neill will evaluate maximizing runoff to the five previously identified BMP locations, including side roads and pavement areas located outside of the project limits. The addition of curb and roadside ditches will be required in an attempt to achieve meeting MS4. Fuss & O'Neill will evaluate additional treatment locations and identify drainage easements/property acquisitions for the October/November 2018 Public Hearing. Additional survey will be needed in these areas (see write up above related to survey). In evaluating potential BMP sites, the feasibility of using each site will be evaluated and the footprint of each site will be outlined to define ROW and environmental impacts, however grading plans for the BMPs will not be completed. Research of existing permits will be performed to ensure we are not proposing treatment of pavement areas already accounted for under an existing permit and a field walk will be performed to confirm the feasibility of the proposed drainage easements identified. Fuss & O'Neill will provide a drainage narrative discussing the different treatment locations evaluated to demonstrate that treatment was attempted to the maximum extent practicable. The BMPs constructed under I-93 contracts 14633D and 14633I were designed with additional capacity in an effort to accommodate future treatment of the Exit 4A ramps. Fuss & O'Neill will confirm the pavement runoff areas to these existing BMPs. An evaluation of the available capacity of the existing I-93 BMPs will not be performed.

## 7. Fuss & O'Neill Task 3.3 Traffic and Transportation Technical Report

### a. Justification for Additional Effort

- i. SNHPC's Model: One overall prevailing point is that the SNHPC's model is now larger and more defined compared to the last time it was used for this project in 2011; however, when the existing scope was pulled together, it was assumed that the effort would be an update to the previous model and that procedures used last time would be easily applied to the newer model, which turned out was not the case.
- ii. Calibration
  - 1) Calibration means that the model reasonably replicates observed traffic volumes, in this case 2015. It took multiple iterations of the 2015 No-Build Model to develop a calibrated model matching the adjusted traffic counts taken by NHDOT and SNHPC in our study area closely enough that SNHPC was comfortable that it would meet Federal Highway Administration modeling standards and requirements. We went through several iterations with SNHPC adjusting roadway capacities, speeds, functional class and loading points for various traffic zones onto the network after reviewing assignments to the roadway network and made multiple network adjustments to obtain reasonable results in the traffic distribution and assignments just to have a higher level of confidence in the model's ability to be a predictive tool for this project.
  - 2) After providing the Traffic Working Group with the 2015 AM and PM volumes on the mainline and the key local roadways, and summarizing these findings in Draft Traffic Tech Memo #1, the Project Team received the blessing of the model calibration at the Traffic Working Group meeting in October 2017, which allowed us to proceed with the 2040 socio-economic and traffic projections.
  - 3) Build Assignment Issues
    - a. The same additional attention and evaluation was necessary for the review of the assignments for all the Build Alternatives, where new links and zonal connections for future developments (like Woodmont Commons on both sides of the Interstate) are created in each Build network for reasonableness. In some cases, assignments to some links appeared either unusually high or low, so volumes needed to be 'traced' through the network to see where trips were/weren't being assigned and/or being loaded onto the network. In addition, increased delays at intersections that might affect travel times and subsequent assignments, as well as the characteristics of some new connector roadways needed to be evaluated since increased assignment potential might result in a new or existing corridor taking on new characteristics that would have to be coded after the fact. This had to be resolved on an iterative basis by trial and error by recoding and rerunning the model to see where and how traffic might be redirected under different link and zonal coding for segments like the new/improved roadway corridor connected to 4A. This additional work added approximately 2 months to the schedule.

- b. When developing the initial scope, it was assumed that the same methodology previously used to convert AADTs at intersections from the SNHPC model into peak hour turning movement volume projections for analysis purposes at each of the 25 intersections could be used for evaluating these same alternatives this time. The NHDOT agreed with this conceptual approach but was unsure of how it might work in this case given the magnitude of changes to the overall network. Unfortunately, when trying to apply this same procedure this time around, some significant anomalous volumes resulted, which then led us to looking further into the intersection assignments at a number of intersections along various corridors for many of the alternatives. In some cases additional select link runs from the model were necessary for deciphering anomalies in the traffic assignments. It required 3 iterations of refinements to this process before we felt comfortable that the resulting volumes were reasonable and could be applied at the same intersection across all alternatives, as opposed to making professional judgments for possible 'exceptions' that would be harder to justify. Each iteration required plotting and evaluating traffic patterns to determine if the results produced reasonable traffic volume results. This process took approximately another additional 2 months and was not anticipated when developing the scope.
- c. An additional step not anticipated when developing the initial scope for intersection analysis, was the requirement of multiple runs of Sim-Traffic in addition to Synchro for determining intersection queue lengths for design. Previously the Synchro report output was used to determine both the 95% queue and the 50% queue. After the scope was agreed upon, we asked how the NHDOT would prefer handling queue length evaluation, and were told that they now prefer the Sim Traffic output using an average of 5 iterations verses Synchro, and that other DOTs had since expressed a similar preference. This added additional time and reporting for each of the 25 intersections, per peak hour, per Alternative. This resulted in a minimum of 300 additional analysis runs and reports.

The determination of queue length is very important because this output plays directly into the Alternative layouts and ultimately the footprints of each of the Alternatives and the design development of the Preferred Alternative. If we had not done this and had moved forward with what had been normal practice in the past, the Alternative layouts may have been considered over-designed and could have resulted in extensive rework.

- d. A comment came in from the website, asking about the possible effects on the NH 102/North Shore Road intersection. Today it is difficult to turn left out of North Shore Road, which will be compounded with additional traffic. This evaluation required additional turning movement count data to be gathered for both North Shore and English Range Roads, additional model information gathered for determining all Alternative turning movements, manual balancing to the Tsienneto and NH 102 intersection, and a minimum of 10 additional Synchro and Sim Traffic analyses to develop the required lane use and signal timing/coordination with Tsienneto Road for each alternative affected.
- 4) Comparison to Previous Studies: Comparisons of this new modeling effort to the I93 SEIS (2009) and the Exit 4A DEIS (2007), is like apples to oranges to pears. Here are a few reasons why:
- a. I93 used the statewide model, which was not as well defined zone-wise or roadway-wise as the SNHPC model, and had a base year of 2005 with design years of 2020 and 2030, and is no longer being maintained by the State, so we can't use it as backup if needed.
  - b. The 4A DEIS had a base year of 2000, then 2005 with a design year of 2025. Now we're using 2040 for all.
  - c. The earlier SNHPC model did not include Windham directly, only at external stations, which the model treats differently than zones. As a result, north-south roads that travel into Windham, such as I93, Fordway, and Kendall Pond Road, end up with different assignments because there are now traffic zones coded with socioeconomic information in Windham that changed the traffic assignments.
  - d. Neither of these two documents included Woodmont Commons (WC) directly. There was only some consideration for employment on the Hyrax parcel (east side) of the Interstate by 2030. This is why FHWA questioned the traffic projections in the 4A DEIS in the first place; since WC should have been 'reasonably foreseeable' since it was now/then public knowledge, while it wasn't foreseen in the I93 SEIS to the extent now envisioned. Such a significant traffic generator can't help but add traffic to the overall network over and above what the I93 SEIS may have projected, even when considering the indirect impact sensitivity done for I93 with Exit 4A.
  - e. The population and employment projections should be different. The I93 SEIS was prepared before the 2008 Great Recession, so trend line analysis would likely have shown more population and employment growth early in the design horizon than what actually happened. Now the baseline for projections from 2015 to 2040 is lower as the recovery began so there should have a slower overall growth rate going forward than was predicted earlier.

- f. We understand and share the concern about documenting any significant differences in traffic between these 3 documents, but by nature they are different and would be expected to show different assignments, particularly when considering the proximity of Woodmont Commons to I93 and the project area. There are different design years, different population/employment projections, and additional roadway projects in the network that weren't anticipated in earlier documents. While we can interpolate to interim years, there are likely many subtle changes in the models that may make any direct comparison between the I93 SEIS and later documents unrealistic.

**8. Fuss & O'Neill Task 5.05 SDEIS Public Hearing and Response to Comments**

**a. Justification for New Scope**

- i. The original scope for Task 5.1 Public Hearing task did not include Public Information Meetings (PIM). During the progression of the project, three additional meetings were defined. Each meeting requires a significant amount of coordination and preparation to complete the notification process and to produce specific graphics for display and presentation slides for a Power Point presentation. In addition, there is time associated with attending and documenting comments and questions received at the meetings. Based on the outcome of each meeting and subsequent discussions with the towns and the Department, these presentation materials need to be updated. Additional 50-scale plans have been prepared. All hours associated with PIM #1, and some hours associated with PIM #2 were charged under other tasks. However, 19.5 hours associated with PIM #2, held on May 24, 2018, were charged to Task 5.1 Public Hearing. One more PIM was held on July 25, 2018.

**9. Fuss & O'Neill Task 5.2 SDEIS Response to Comments**

**a. Budget Status**

- i. As part of previous reallocation requests, 61.04 hours (\$6,603.94) was taken from the original task budget. No charges have been made to this task to date.

**b. Justification for Additional Budget**

- i. It is anticipated that we will need the original budget amount to respond to Public Hearing comments.

End of Document



## Exit 4A EIS, Contract Amendment 8

August 9, 2018

Louis Berger Group

### Narrative Explanation and Justification for Additional Scope and Budget

#### Updates to Overhead and Labor Rates

The Amendment 8 cost proposal has been developed using the latest NHDOT-approved overhead rate of 143.30%. Staff labor rates have been updated to reflect current actual rates (except for specific staff where rate caps were agreed to previously in the Amendment 7 negotiations).

The proposed effective date for new salary rates is June 1, 2018.

#### Task 1 Project Management and Coordination

##### 1.1 Project Management

###### Justification for New Scope

The Amendment 7 hours for this task were based on completion of the NEPA process over a period of 19 months (June 2016- December 2017). Due to delays outside Louis Berger's control, the current project completion date is expected to be March 2019, or approximately 16 months longer than the original schedule.

###### Required Budget to Complete/Total Budget Request

An additional 10 hours per month are requested for this task to cover the remaining 10 months (June 2018 to March 2019) duration of participation in day-to-day project management, including consultant team bi-weekly meetings and coordination.

#### Task 3 Technical Studies

##### 3.4 Interstate Modification Report

###### Justification for additional effort

The original scope assumed Fuss & O'Neill would provide all traffic analysis results covering the IJR study area and Louis Berger would only need to copy those results into the IJR document. Based on the FHWA IJR guidance, intersections both east and west of I-93 needed to be included in the study area. The planned Fuss & O'Neill data collection effort did not include intersections west of I-93 along NH 102 and intersections east and west of I-93 along NH 28. Louis Berger had to develop these volumes and analyze them using Synchro and SimTraffic. This included the existing conditions, No Build, and all five Build alternatives.

###### Required Budget to Complete/Total Budget Request

An additional hours are requested for this task to cover the time to develop the existing condition turning movement volumes and future vehicle forecasts for each alternative.

### **3.5 Simulation Modeling (TransModeler)**

This optional task was not utilized and the budget (321 hours) can be reallocated to other tasks that require supplements. This is shown in the cost proposal by including negative hours and dollars for this task.

### **3.6 Noise Technical Report**

#### **Justification for new scope**

Amendment 7 assumed updated traffic noise modeling would be conducted for Alternative A only, however in order to provide an apples-to-apples comparison of the impacts of all alternatives, traffic noise modeling was undertaken for all Build Alternatives and the No Build Alternative.

In addition, the Amendment 7 scope assumed noise barrier analyses would be focused on Trolley Car Lane and Seasons Lane. NHDOT comments have requested modeling of noise barriers in all locations along Alternative A with noise impacts (including areas with numerous intersections/driveways), in order to prove that barriers in these locations do not meet the criteria to be feasible and reasonable. Therefore, a substantial additional TNM modeling effort is required to define conceptual barrier alignments in all impacted neighborhoods along Alternative A, develop barrier point inputs in GIS, run the barriers in TNM, and summarize the results in the barrier analysis spreadsheet and technical report.

#### **Required Budget to Complete/Total Budget Request**

Additional hours are requested to address comments and complete the additional out-of-scope barrier analyses.

### **3.12 Air Quality and Greenhouse Gas Emissions**

#### **Justification for additional effort**

The Amendment 7 scope of work assumed microscale carbon monoxide (CO) hot-spot analysis would not be warranted based on the traffic analysis results, however the traffic results show LOS F intersections where the need for detailed analysis cannot be dismissed qualitatively. Therefore, a CO hot-spot analysis was performed using MOVES2014a and CAL3QHC.

#### **Required Budget to Complete/Total Budget Request**

Additional hours are requested for this additional scope item, while still having budget originally intended for addressing agency comments and refinements available.

### **3.13 Cultural Resources**

#### **Justification for additional budget**

Except for tribal consultation, most of Louis Berger's hours to support cultural resources were removed in prior budget reallocations needed to accommodate the Coordination Plan and Website development. However, this element of the project has required frequent support, including review of Preservation Company reports, assistance responding to numerous NHDHR comments on Preservation Company reports, participation in cultural resources-focused coordination meetings and preparation of the Area

of Potential Effects map. These costs have been accounted for through the general project management task to-date, which explains the low percent expenditure on this task.

Continued Louis Berger involvement is anticipated to be necessary through the completion of the Section 106 process, specifically coordination regarding effects determinations, drafting the impacts portion of the cultural resources section of the SDEIS, and ensuring the Section 4(f) section of the SDEIS is consistent with the latest findings of the cultural resources technical studies.

**Required Budget to Complete/Total Budget Request**

Hours are being requested for this new scope item.

**Task 4 Prepare SDEIS**

**New Task 4.8 Tsienneto Road Gap Sections**

Louis Berger will update the impact analyses in the SDEIS to reflect the inclusion of the two gap sections along Tsienneto Road. Hours are requested for this new scope task to evaluate impacts and update figures.

**Task 5 SDEIS Public Hearing and Response to Comments**

**Task 5.1 Public Hearing**

The Amendment 7 scope of work did not anticipate public information meetings. Louis Berger has supported preparations for two public information meetings to date (September 2016 and May 2018), and a third public information is anticipated for July 2018. Louis Berger's involvement includes assistance with meeting materials (fact sheets) and contributions to the PowerPoint content. Time for this new scope task, including preparation time, travel time and attendance at the three meetings is being requested.

End of Document

**Exit 4A EIS, Contract Amendment 8**  
**August 9, 2018**  
**NORMANDEAU ASSOCIATES, INC.**

**Narrative Explanation and Justification for Additional Scope and Budget**

**1. NAI – Amendment Request**

**a. Breakdown of Amendment Request Categories**– the outline below classify four categories under which additional effort has been spent, or is anticipated to be required. Subsequent sections of this document detail the justification for additional effort.

- i. **Additional Effort** under the original project tasks have resulted in over-runs in certain project tasks. These additional efforts have been discussed and approved during project meetings. Therefore additional funding for unanticipated work efforts through May 2018 is being requested.
- ii. **New Scope** items have been recently requested and will require additional effort above and beyond the original scope of work. This includes additional work anticipated to be required for the addition of the “gap” sections on Tsienneto Road. Justifications for each task is listed below and detailed in the attached spreadsheet.
- iii. **Reallocation** of funds from tasks that are not anticipated to require the allotted hours to tasks that have a budget overrun (specifically Task 3.15, Petroleum and Hazardous Materials). These reallocations do not constitute a request for additional funds.
- iv. **Replenishment** of hours from tasks where funds were borrowed for previous allocations. Reallocations were made in March and November 2017 to accommodate tasks that had budget overruns. The reallocations were made with the understanding that the budgets would be replenished as part of a budget amendment request.

**b. Fixed Fee**

- i. Fixed fee is being requested for the additional services that are required to complete this project.

**2. NAI Task 1, Project Management and Coordination (Project Management, Project Controls, Coordination Meetings, 23 USC 139 Process)**

**a. Justification for New Scope**

- i. The project schedule has been extended for an additional 15 months until March 2019. The original schedule ran from June 2016 through December 2017 (19 months). The lengthened schedule was caused by extended work efforts associated with tasks covered in this amendment request. Project Management was and will still be required to keep the project on track moving forward.

**b. Required Budget to Complete/ Total Budget Request**

- i. The Task 1 budget was 289 hours or 15 hours per month. Actual expenditures have run at an average of 10 hours per month to date (244 hours/24 months). It is anticipated that as the project moves in to final review, additional project management time will be required, 12 hours per month (less than the originally scoped 15 hours per month). Based on 10 more active project management months (June 2018 through March 2019), additional hours will be required.

### **3. NAI Task 3.1, Chloride TMDL Compliance Report**

#### **a. Justification for Additional Effort**

- i. A chloride report was submitted to NHDOT in April, 2017 that conformed with the agreed upon scope of work. DOT requested edits to the report.
- ii. A revised report was submitted on June 19, 2017. Additional edits were requested that were not in conformance with the approved scope of work.
- iii. Several meetings were held and additional coordination took place between June 2017 and September 2017 to clarify the edits and to establish what would be required for NAI to edit the document as requested.
- iv. A reallocation of 76 hours was provided to the Chloride Report task on November 13, 2017 in response to changes in the scope of work approved by NHDOT. The reallocation assumed that the next submittal of the Chloride Report would be accepted by NHDOT and no further revisions would be required.
- v. Additional documentation needed to complete the report was provided by NHDOT on February 19, 2018.
- vi. A revised report was submitted on April 20, 2018.
- vii. NHDOT provided comments on April 26, 2018 requesting significant revisions to the Chloride Report including removal of text previously provided by NHDOT.
- viii. A revised report was submitted on May 15, 2018. Additional revisions were requested by NHDOT.
- ix. On June 1, 2018 a working meeting was held to make additional edits to Chloride Report. At this meeting, it was requested that the methodology for chloride loading that had been used since the early drafts not be used to estimate future chloride loading. Revised method required new data collection from Derry and Londonderry and significant revision of the document.
- x. Additional revisions were incorporated and the final submittal of Chloride Report was made on June 6, 2018.
- xi. The final version was distributed to Participating Agencies on June 26, 2018.
- xii. It is anticipated that there will be additional revisions following review by the Participating Agencies.
- xiii. The previous 76 hour reallocation was insufficient to account for the rounds of revisions and additional coordination that occurred after the April 20, 2018 submittal.
- xiv. New Scope – add hours to update report to cover gap sections of Tsienneto Road

#### **b. Amendment Request**

- i. Add sufficient hours to cover effort to complete the chloride report plus sufficient hours to accommodate new scope work.

### **4. NAI Task 3.7, Water Resources**

#### **a. Justification for Additional Effort**

- i. 24 hours was previously reallocated from the data collection budget understanding that replenishing those hours would be part of a budget amendment.
- ii. New Scope – add hours to update report and figures to cover gap sections of Tsienneto Road
- iii. The task is anticipated to be completed within the original budget.

**b. Amendment Request**

- i. Add 24 hours back in to the water resources budget to complete the pollutant loading analysis that is currently underway.

**5. NAI Task 3.8, Groundwater**

**a. Justification for Additional Effort**

- i. The SDEIS text and figures have been completed within the original budget. The addition of the gap sections of Tsienneto Road for Alternatives A & D necessitates the revision of the Groundwater section of the SDEIS. The Affected Environment section (4.13.1) is not anticipated to need revision. The Environmental Consequences section (4.13.2) will be revised based on additional pavement in wellhead protection areas. SDEIS text will be revised to reflect revised impact assessment. Figures will be revised to include revised Alignments A & D.

**b. Amendment Request**

- i. Add sufficient hours to compensate for future anticipated effort for including the gap sections.

**6. NAI Task 3.9, Wetlands and Vernal Pools Technical Report**

**a. Justification for Additional Effort**

- i. The data collection and existing conditions updates took significantly more effort than was budgeted, both in the field delineating and photo documenting existing conditions, and in desktop review of current aerial photographs and LIDAR topography to refine wetland lines outside of Alternative A.
- ii. A second field review was undertaken in spring 2018 to reconfirm existing conditions for Alternative A.
- iii. The wetland impacts for the SDEIS were updated several times in response to design refinements that created new Alternative footprints.
- iv. Deliverables, including wetland GIS graphics, took significant effort. GIS figures were completely revised between submission of the existing conditions section and the Environmental Consequences section using Alternative footprints developed in preliminary engineering.
- v. Evaluation of vernal pools for the purpose of wetland mitigation required use of an Army Corps of Engineers vernal pool evaluation form, part of their 2016 Wetland Mitigation Guidance, that was not in place when the scope of work was developed.
- vi. A detailed mitigation memo estimating required mitigation was prepared and revised several times in response to comments. Mitigation discussions are ongoing and additional work will be required to finalize wetland mitigation.
- vii. The revised A & D alignments are anticipated to result in additional wetland impacts. A field investigation will be undertaken to verify wetland delineations and review wetland resources in the gap sections. Wetland impacts will be recalculated and the SDEIS text will be revised as needed. Wetland mitigation will be revised to reflect updated wetland impacts. Wetland figures will be revised to include revised Alternative A and D alignments.
- viii. New Scope – add hours to update report to cover gap sections of Tsienneto Road

**b. Amendment Request**

- i. Add sufficient hours to compensate for effort completed and for future anticipated effort for the gap sections and for mitigation discussions.

**7. NAI Task 3.15, Hazardous Materials**

**a. Justification for Additional Effort**

- i. The hazardous material task budget was provided a reallocation in November 2017, but the impact assessment (including creating and revising GIS graphics) took 46 hours more than had been budgeted. This was due to several factors: Locations of known and potential sites were refined based on property lines for sites that had been located in the middle of the proposed alignments to more accurately reflect existing conditions. GIS graphics were revised for the Environmental Consequences section of the SDEIS to depict buffers from the proposed alignments rather than from conceptual alignments. Past efforts are proposed to be covered by a reallocation of funds as described in b., below.
- ii. The revised alignments (including the Tsienneto Road Gaps) involve one more known hazardous material site. The SDEIS text and figures will be edited accordingly.

**b. Request to Reallocate**

- i. Reallocate 24 hours to Task 3.15.3 Impact Assessment as follows:
  - 1) Take 4 hours from Task 3.10, Plant Communities and Wildlife.
  - 2) Take 4 hours from Task 3.14, Socioeconomics Technical Report.
  - 3) Take 4 hours from Task 3.16. Indirect and Cumulative Effects Analysis.
  - 4) Take 12 hours from Task 3.17, Other SDEIS Topics.
- ii. The four tasks from which hours are being taken will be completed with their remaining budgets.

**c. Amendment Request**

- i. Add hours to task 3.15 to complete the revisions necessitated by the addition of the gap sections.

**8. NAI Task 4, Prepare SDEIS**

**a. Justification for Additional Effort**

- i. This task originally had a budget of 140 hours. A budget reallocation in November, 2017 moved 28 hours from this budget with the understanding that the hours would be replenished as part of a future amendment.

**b. Required Budget to Complete**

- i. It is anticipated that the original budget will be required to complete the SDEIS, including review and incorporation of comments from Participating Agencies.

**c. Amendment Request.**

- i. Add 28 hours back in to the budget to complete this task.

**9. NAI Task 5 SDEIS Public Hearing and Response to Comments**

**a. Justification for Additional Effort**

- i. This task had 140 hours to prepare for and attend the public hearing and respond to comments. A budget reallocation in November, 2017 moved 73 hours from this task to other tasks.

**b. Required Budget to Complete**

- i. It is anticipated that these hours will be required to complete this task.

**c. Amendment Request.**

- i. Add 73 hours back in to the budget to complete this task.

**10. NAI Task 6 Final EIS / ROD**

**a. Justification for Additional Effort**

- i. This task had 144 hours to complete the final EIS. A budget reallocation in November, 2018 moved 19 hours from this task with the understanding that the hours would be replenished as part of an amendment request.

**b. Required Budget to Complete**

- i. It is anticipated that these hours will be required to complete this task.

**c. Amendment Request.**

- i. Add 19 hours back into this task.

End of Document



**Exit 4A EIS, Contract Amendment 8  
August 9, 2018  
Preservation Company**

**Narrative Explanation and Justification for Additional Scope and Budget**

### **Task 3.13 Cultural Resources / Historic Resources**

**Black Type: Original Preservation Company Anticipated Project Understanding and Scope of Work, March 2016**

**Red Type: Actual Effort/Status, July 2018**

#### **Project Understanding**

*[This understanding was generated from minutes of a meeting on 1-6-2016, the 1-7-16 EISRT Meeting, the 2-11-16 NHDOT Cultural Resource Meeting, and from the 2-16-16 Final Technical Area: Cultural Resources and Summary of Methodology and Data Sources for 2007 DEIS /2011 Draft FEIS Updates]*

The FHWA has determined that the FEIS cannot move forward without first completing a re-evaluation of the FEIS due to the staleness of much of the data. The following scope was suggested at a meeting with NHDHR and NHDOT.

#### **Historic Resources**

1. Conduct updated NHDHR file search to identify any changes in listed/eligible properties and districts along each of the alternatives and the proposed wetland mitigation site(s). Review studies associated with Woodmont Commons, if any. Done
2. Determine if added traffic along any roads will cause indirect Historic property impacts (based on results of traffic study). Due to the need to revise and update the traffic study, it was not completed until April of 2018, far later than anticipated, which delayed finalizing the update to the Area Form. Preservation Company worked with the engineers to understand the traffic study and its implications for certain areas and resources. This information necessitated creating an additional table, created to accurately assess properties that would need to be surveyed.
3. Review the neighborhood south of Folsom Road to determine if it is eligible for historic designation. Fieldwork was done and a separate discussion was included in the Derry Townwide Area Form in 2016. Another round of fieldwork was necessary in 2018 to complete the historic district survey form, since a significant amount of time (2 years) had lapsed.
4. Review Town Assessor's records and other relevant data (e.g., readily available historic aerial photography, to identify properties adjacent to the PA that are now 50 years old. Conduct windshield survey of these properties to determine if further assessment of eligibility for National Register is warranted. For cost estimating purposes, it is assumed that five additional eligibility assessments will be required. Document methodology and findings in the NHDHR standard format report. This was completed for the Area Form update for Derry, though more than one round of fieldwork was

necessary since the project extended over a prolonged period of time, and DHR requires that photographs be retaken or field-checked every 6 months.

### **Scope Of Work**

*[The following scope was prepared based on a meeting with NHDHR and NHDOT a conversation with Laura Black and Jillian Edelman.]*

We will prepare the following:

1. An update to the 2000 Project Area Form to make sure that the information that is presented in the FEIS will be current and reliable. Sufficient information from the original report will be brought forward that reviewers and other readers will understand the update without having to go to the original document. This update actually included 2 separate Area Form updates to the Derry and Londonderry Townwide Area forms, as there never was a Project Area Form, though the work from 2005 incorrectly assumed there was one.

- This effort will include all properties that were originally evaluated on all of the five alternatives. Done. Additional work was requested to respond to “Follow-up” sections on the 2005 DOE Green Sheets that had unanswered questions associated with previous determinations. Only one property was located on the Preferred Alternative.
- It will be presented on PAF continuation sheets in compliance with current NHDHR Survey Methodology. As there was no PAF, the work was presented on continuation sheets to the two Townwide Area Forms that cover the Project Area. In addition to updating the Townwide Area Forms, Individual and District Survey Forms were updated. These were submitted for one district and four individual properties that had been previously determined eligible.
- There will be a methodology to explain the document. Done. However, due to the extreme complexity of dealing with three projects that each had multiple phases, an additional Report was prepared to cover the methodology and history of the project. This was requested by NHDHR in the Cultural Resources Meeting of January 20, 2017. This Report took a substantial amount of time to research and write, as it incorporated 3 other projects that overlapped within the project area over a 20-year timeline.
- Work effort will include file search at NHDHR to document any changes since the project update that was performed in 2005. Special attention will be given to the Wetland Mitigation site and Woodmont Commons. Done. Woodmont Commons had to be revisited twice due to the substantial changes taking place presently. The update to the historic district form that had been written in 2017 had to be revised since the original fieldwork in 2016. The Wetland Mitigation site included one potentially historic property, and that was included in the Derry Area Form update.
- Field work and research will reveal properties that have reached sufficient age to be considered for further study; those constructed between 1958 and 1968. This will include the area on the south side of Folsom Road. This effort will be for the Preferred Alternative only. Work product will be on continuation sheets. If, after review by the DOE Committee individual properties or groupings of properties are found to have potential for eligibility for the NRHP, they will be recommended for further survey. Done. Identification and discussion of these properties was included in Derry Townwide Area Form update. Some initial recommendations for survey had been made in the Area Form update, however, an additional table was created in June 2018 to further refine survey recommendations based on integrity (after further

research) and project impacts from the traffic study provided by the engineers as requested by NHDHR.

2. After the PAF is reviewed, if there is agreement on properties requiring further survey, we will complete inventory forms for those properties. We assume five individual forms prepared in accordance with NHDHR survey methodology. A district area form is also assumed for this scope, but it is unlikely that it will be required. Based on the table from June 2018, the final decision by NHDHR as to the number of survey forms required came to five individual forms and one district form.

3. After all work is reviewed by the FHWA and the DOE Committee; we will work with Fuss & O'Neill as follows.

- We will assist the reevaluation of the FEIS to include comments from the 2-9-17 NHDHR review and tables from that review. We were asked to review the DEIS in February of 2017, before the work was completed or reviewed, so the reevaluation and comments were incomplete. NHDHR requested a thorough explanation of the project history. Therefore, extra time was needed to create a document explaining the history and methodology of the project and organizing the information that had not yet been finalized. Preservation Company wrote and edited the relevant section of the FEIS twice and will have to revise it a third time once the determinations of eligibility are completed for the surveyed properties. And, again when the GAP sections have been reviewed.
- We will work with the results of the traffic study to determine if there will be an impact to historic resources on the preferred alternative. Preservation Company waited for the results of the traffic study to include in the Derry Townwide Area Form update as was discussed at the Cultural Resources meeting on January 20, 2017. The resubmittal of the study was anticipated after the traffic study was presented so that the data could be incorporated into the update. Because the traffic study was not available until April of 2018, there was a significant delay in the resubmittal, requiring a second round of fieldwork to update any changes that might have occurred. The Derry Townwide Area Form and eligible resource updates were submitted in May of 2018. The potential traffic impacts were taken into consideration in June, and recommendations for survey were made after the Derry Townwide Area Form update was accepted by NHDHR.

4. We will attend two meetings of the Cultural Resources Agencies. We attended a first Cultural Resources meeting on January 20, 2017. At this meeting DHR requested additional documentation and explanation of the project to be submitted with the Area Form updates. We attended another meeting on July 12, 2018 to discuss progress and new work in the GAP sections.

**Anticipated Work for “Gap” sections:** New work will be done in the “gap” sections on Tsienneto Road. There are 5 properties in this area that were built between 1958-1968 that potentially will need to be surveyed. This work includes fieldwork, photography, and research to prepare a table that discusses the integrity and project impacts to these properties to determine if they will require survey. Following this, survey forms would be completed for designated properties and eligibility determined by NHDHR. However, because the properties have lost integrity, we assume **No** Individual Survey Forms.

End of Document

FUSS & O'NEILL, INC.  
 IN ASSOCIATION WITH  
 THE LOUIS BERGER GROUP, INC.  
 AND  
 NORMANDEAU ASSOCIATES, INC.

CONSOLIDATED PROJECT TEAM BUDGET SUMMARY

PROJECT NAME: I-93 EXIT 4A EIS  
 NHDOT PROJECT NO: 13065  
 TOWNS PROJECT NO: 05-0244  
 CONTRACT AMENDMENT: NO. 8

DATE: AUGUST 9, 2018

| CONSULTANT                      | CURRENT                     |                           |                               |                                                 | TOTAL<br>CONTRACT<br>AMOUNT<br>REMAINING |
|---------------------------------|-----------------------------|---------------------------|-------------------------------|-------------------------------------------------|------------------------------------------|
|                                 | TOTAL<br>CONTRACT<br>AMOUNT | AMENDMENT NO. 8<br>AMOUNT | REVISED<br>CONTRACT<br>AMOUNT | TOTAL<br>AMOUNT<br>INVOICED<br>AS OF END OF MAY |                                          |
| FUSS & O'NEILL, INC.            | 980,499.00                  | 492,212.75                | 1,472,711.75                  | 942,647.19                                      | 530,064.56                               |
| THE LOUIS BERGER GROUP, INC.    | 855,827.76                  | 71,876.28                 | 927,704.04                    | 503,694.37                                      | 424,009.67                               |
| NORMANDEAU ASSOCIATES, INC.     | 351,354.07                  | 82,265.54                 | 433,619.61                    | 286,637.02                                      | 146,982.59                               |
| RKG ASSOCIATES, INC.            | 66,380.00                   | 0.00                      | 66,380.00                     | 59,351.30                                       | 7,028.70                                 |
| SOUTHERN NH PLANNING COMMISSION | 45,030.00                   | 0.00                      | 45,030.00                     | 39,614.52                                       | 5,415.48                                 |
| PRESERVATION COMPANY            | 27,286.25                   | 19,380.90                 | 46,667.15                     | 24,738.40                                       | 21,928.75                                |
| VICTORIA BUNKER                 | 6,820.00                    | 0.00                      | 6,820.00                      | 3,892.17                                        | 2,927.83                                 |
| <b>TOTAL</b>                    | <b>2,333,197.08</b>         | <b>665,735.46</b>         | <b>2,998,932.54</b>           | <b>1,860,574.97</b>                             | <b>1,138,357.56</b>                      |
| TOWN OF DERRY                   | 1,166,598.54                | 332,867.73                | 1,499,466.27                  | 930,287.49                                      | 569,178.79                               |
| TOWN OF LOINDONDERRY            | 1,166,598.54                | 332,867.73                | 1,499,466.27                  | 930,287.48                                      | 569,178.80                               |

I-93 Exit 4A Amendment 8 - Fee Estimate Supplemental Draft EIS and Final EIS/ROD

Consolidated Project Team Work Hour and Cost Summary - Amendment 8

|                                                            |                                                      | Fuss & O'Neill | LBG  | NAI | RKG | SNHPC | Preservation Company | Victoria Bunker | Task Total (Hours) | Amendment No. 8 Cost due to New Scope and Additional Effort | Amendment No. 8 Cost due to Labor Rate Adjustment | Total Additional Cost |
|------------------------------------------------------------|------------------------------------------------------|----------------|------|-----|-----|-------|----------------------|-----------------|--------------------|-------------------------------------------------------------|---------------------------------------------------|-----------------------|
| <b>Task 1 Project Management and Coordination</b>          |                                                      |                |      |     |     |       |                      |                 |                    |                                                             |                                                   |                       |
| 1.1                                                        | Project Management                                   | 360            | 100  | 120 | 0   | 0     | 0                    | 0               | 580                | \$89,923.98                                                 | \$0.00                                            | \$89,923.98           |
| 1.2                                                        | Project Controls                                     | 0              | 0    | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                      | \$443.88                                          | \$443.88              |
| 1.3                                                        | Coordination Meetings                                | 0              | 0    | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                      | \$75.46                                           | \$75.46               |
| 1.4                                                        | eNEPA Support                                        | 0              | 0    | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                      | \$114.96                                          | \$114.96              |
| <b>Task 1 - Project Management and Coordination Total:</b> |                                                      |                |      |     |     |       |                      |                 |                    | <b>\$89,923.98</b>                                          | <b>\$634.29</b>                                   | <b>\$90,558.27</b>    |
| <b>Task 2 Preliminary Engineering Updates</b>              |                                                      |                |      |     |     |       |                      |                 |                    |                                                             |                                                   |                       |
| 2.1                                                        | Base Mapping                                         | 14             | 0    | 0   | 0   | 0     | 0                    | 0               | 14                 | \$1,076.38                                                  | \$0.00                                            | \$1,076.38            |
| 2.2                                                        | Update Engineering Layouts for NEPA Process          | 824            | 0    | 0   | 0   | 0     | 0                    | 0               | 824                | \$71,120.72                                                 | \$0.00                                            | \$71,120.72           |
| 2.3                                                        | Survey and Right-of-Way Research                     | 824            | 0    | 0   | 0   | 0     | 0                    | 0               | 824                | \$75,740.56                                                 | \$14,522.76                                       | \$90,263.32           |
| 2.4                                                        | Develop Conceptual Plans for Layout Public Hearing   | 552            | 0    | 0   | 0   | 0     | 0                    | 0               | 552                | \$58,565.02                                                 | \$8,338.68                                        | \$66,903.70           |
| <b>Task 2 - Preliminary Engineering Updates Total:</b>     |                                                      |                |      |     |     |       |                      |                 |                    | <b>\$206,502.68</b>                                         | <b>\$22,861.44</b>                                | <b>\$229,364.12</b>   |
| <b>Task 3 Technical Studies</b>                            |                                                      |                |      |     |     |       |                      |                 |                    |                                                             |                                                   |                       |
| 3.1                                                        | Chloride TMDL Compliance Report                      | 0              | 0    | 184 | 0   | 0     | 0                    | 0               | 184                | \$23,131.72                                                 | \$202.30                                          | \$23,334.02           |
| 3.2                                                        | Land Use Scenarios Technical Report                  | 0              | 0    | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                      | \$101.15                                          | \$101.15              |
| 3.3                                                        | Traffic and Transportation Technical Report          | 1093           | 0    | 0   | 0   | 0     | 0                    | 0               | 1093               | \$121,375.55                                                | \$0.00                                            | \$121,375.55          |
| 3.4                                                        | Interstate Access Modification Report                | 0              | 60   | 0   | 0   | 0     | 0                    | 0               | 60                 | \$5,130.05                                                  | \$202.30                                          | \$5,332.35            |
| 3.5                                                        | Simulation Modeling (TransModeler)                   | 0              | -321 | 0   | 0   | 0     | 0                    | 0               | -321               | (\$35,099.18)                                               | \$0.00                                            | (\$35,099.18)         |
| 3.6                                                        | Noise Technical Report                               | 0              | 200  | 0   | 0   | 0     | 0                    | 0               | 200                | \$19,269.36                                                 | \$80.92                                           | \$19,350.28           |
| 3.7                                                        | Water Resources                                      | 0              | 0    | 32  | 0   | 0     | 0                    | 0               | 32                 | \$3,125.04                                                  | \$80.92                                           | \$3,205.96            |
| 3.8                                                        | Groundwater                                          | 0              | 0    | 4   | 0   | 0     | 0                    | 0               | 4                  | \$431.22                                                    | \$40.46                                           | \$471.68              |
| 3.9                                                        | Wetlands and Vernal Pools Technical Report           | 0              | 0    | 174 | 0   | 0     | 0                    | 0               | 174                | \$16,246.62                                                 | \$1,921.85                                        | \$18,168.47           |
| 3.10                                                       | Plant Communities and Wildlife                       | 0              | 0    | -4  | 0   | 0     | 0                    | 0               | -4                 | (\$307.56)                                                  | \$0.00                                            | (\$307.56)            |
| 3.11                                                       | Threatened and Endangered Species                    | 0              | 0    | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                      | \$0.00                                            | \$0.00                |
| 3.12                                                       | Air Quality and Greenhouse Gas Emissions             | 0              | 60   | 0   | 0   | 0     | 0                    | 0               | 60                 | \$7,987.63                                                  | \$80.92                                           | \$8,068.55            |
| 3.13                                                       | Cultural Resources                                   | 0              | 85   | 0   | 0   | 0     | 245                  | 0               | 330                | \$30,913.59                                                 | \$60.69                                           | \$30,974.28           |
| 3.14                                                       | Socioeconomics Technical Report                      | 0              | 0    | -4  | 0   | 0     | 0                    | 0               | -4                 | (\$523.92)                                                  | \$0.00                                            | (\$523.92)            |
| 3.15                                                       | Petroleum, Hazardous Material, and Solid Waste Sites | 0              | 0    | 32  | 0   | 0     | 0                    | 0               | 32                 | \$2,893.20                                                  | \$40.46                                           | \$2,933.66            |
| 3.16                                                       | Indirect and Cumulative Effects Analysis             | 0              | 0    | -4  | 0   | 0     | 0                    | 0               | -4                 | (\$307.56)                                                  | \$2,629.19                                        | \$2,321.63            |
| 3.17                                                       | Other SDEIS Topics                                   | 0              | 60   | -12 | 0   | 0     | 0                    | 0               | 48                 | \$4,738.58                                                  | \$40.46                                           | \$4,779.04            |
| <b>Task 3 - Technical Studies Total:</b>                   |                                                      |                |      |     |     |       |                      |                 |                    | <b>\$399,304.35</b>                                         | <b>\$5,481.62</b>                                 | <b>\$404,785.97</b>   |

DATE: AUGUST 9, 2018

| Consolidated Project Team Work Hour and Cost Summary - Amendment 8   |                |     |     |     |       |                      |                 |                    |                                                            |                                                  |                       |
|----------------------------------------------------------------------|----------------|-----|-----|-----|-------|----------------------|-----------------|--------------------|------------------------------------------------------------|--------------------------------------------------|-----------------------|
|                                                                      | Fuss & O'Neill | LBG | NAI | RKG | SNHPC | Preservation Company | Victoria Bunker | Task Total (Hours) | Amendment No.8 Cost due to New Scope and Additional Effort | Amendment No.8 Cost due to Labor Rate Adjustment | Total Additional Cost |
| <b>Task 4 Prepare SDEIS</b>                                          |                |     |     |     |       |                      |                 |                    |                                                            |                                                  |                       |
| 4.1                                                                  | 0              | 0   | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                     | \$54.74                                          | \$54.74               |
| 4.2                                                                  | 0              | 0   | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                     | \$1,437.98                                       | \$1,437.98            |
| 4.3                                                                  | 0              | 0   | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                     | \$740.05                                         | \$740.05              |
| 4.4                                                                  | 0              | 0   | 14  | 0   | 0     | 0                    | 0               | 14                 | \$2,333.72                                                 | \$1,047.26                                       | \$3,380.98            |
| 4.5                                                                  | 0              | 0   | 10  | 0   | 0     | 0                    | 0               | 10                 | \$1,709.80                                                 | \$1,154.87                                       | \$2,864.67            |
| 4.6                                                                  | 0              | 0   | 4   | 0   | 0     | 0                    | 0               | 4                  | \$723.92                                                   | \$2,590.97                                       | \$3,314.89            |
| 4.7                                                                  | 0              | 0   | 0   | 0   | 0     | 0                    | 0               | 0                  | \$0.00                                                     | \$598.48                                         | \$598.48              |
| 4.8                                                                  | 0              | 60  | 0   | 0   | 0     | 0                    | 0               | 60                 | \$6,438.55                                                 | \$0.00                                           | \$6,438.55            |
| <b>Task 4 - Prepare SDEIS Total:</b>                                 |                |     |     |     |       |                      |                 |                    | <b>\$11,205.99</b>                                         | <b>\$7,624.35</b>                                | <b>\$18,830.35</b>    |
| <b>Task 5 SDEIS Public Hearing and Response to Comments</b>          |                |     |     |     |       |                      |                 |                    |                                                            |                                                  |                       |
| 5.1                                                                  | 271            | 60  | 0   | 0   | 0     | 0                    | 0               | 331                | \$42,894.12                                                | \$963.19                                         | \$43,857.31           |
| 5.2                                                                  | 0              | 0   | 73  | 0   | 0     | 0                    | 0               | 73                 | \$8,371.65                                                 | \$9,040.56                                       | \$17,412.21           |
| <b>Task 5 - SDEIS Public Hearing and Response to Comments Total:</b> |                |     |     |     |       |                      |                 |                    | <b>\$51,265.77</b>                                         | <b>\$10,003.75</b>                               | <b>\$61,269.52</b>    |
| <b>Task 6 Final EIS/ROD</b>                                          |                |     |     |     |       |                      |                 |                    |                                                            |                                                  |                       |
| <b>Total Hours by Company and Total Labor Expenses</b>               |                |     |     |     |       |                      |                 |                    | <b>\$2,164.08</b>                                          | <b>\$2,726.47</b>                                | <b>\$4,890.55</b>     |
| <b>Direct Expenses (see individual sheets for breakdown by type)</b> |                |     |     |     |       |                      |                 |                    | <b>\$560,366.86</b>                                        | <b>\$49,331.92</b>                               | <b>\$609,698.78</b>   |
| <b>Total Fee Estimate (with out Fixed Fee)</b>                       |                |     |     |     |       |                      |                 |                    | <b>\$560,366.86</b>                                        | <b>\$49,331.92</b>                               | <b>\$609,698.78</b>   |
| <b>Fixed Fee:</b>                                                    |                |     |     |     |       |                      |                 |                    | <b>\$56,036.69</b>                                         | <b>\$0.00</b>                                    | <b>\$56,036.69</b>    |
| <b>Total:</b>                                                        |                |     |     |     |       |                      |                 |                    | <b>\$665,735.46</b>                                        |                                                  | <b>\$665,735.46</b>   |

Original Scope - Remaining effort (calculated at difference between original rates and new rates)  
 New Scope (at new rates)  
 Additional Effort (at original rates)

**Fuss & O'Neill**

1-93 Exit 4A Amendment 8: Fee Estimate  
 Supplemental Draft EIS and Final EIS/ROD

|                                       |                                                                                            | Fuss & O'Neill  |                                   |                 |                  |                   |                  |                 |                  |                   |      | Task Total (Hours) | Task Total (Fee) |
|---------------------------------------|--------------------------------------------------------------------------------------------|-----------------|-----------------------------------|-----------------|------------------|-------------------|------------------|-----------------|------------------|-------------------|------|--------------------|------------------|
|                                       |                                                                                            | Project Manager | Senior Traffic Engineer / Planner | Senior Engineer | Project Engineer | Senior Technician | Technical Typist | Chief of Survey | Project Surveyor | Survey Technician |      |                    |                  |
| Original Contract Rates               |                                                                                            | \$141.77        | \$128.21                          | \$108.19        | \$83.59          | \$65.48           | \$52.73          | \$112.73        | \$70.91          | \$52.73           |      |                    |                  |
| Adjusted Rates (New rates and OH)     |                                                                                            | \$162.00        | \$159.61                          | \$128.25        | \$94.49          | \$77.04           | \$61.85          | \$135.62        | \$88.31          | \$69.50           |      |                    |                  |
| Difference in Rates (Original vs New) |                                                                                            | \$20.23         | \$31.40                           | \$20.06         | \$10.90          | \$11.56           | \$9.12           | \$22.89         | \$17.40          | \$16.77           |      |                    |                  |
| <b>Task 1</b>                         | <b>Project Management and Coordination</b>                                                 | 360             | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 360  | \$58,320.00        |                  |
| 1.1                                   | Project Management                                                                         |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      | \$0.00             |                  |
| 1.2                                   | Project Controls                                                                           |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      | \$0.00             |                  |
| 1.2.1                                 | Document Control                                                                           | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 1.2.2                                 | Administrative Record                                                                      | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 1.2.3                                 | Quality Assurance/Quality Control (QA/QC)                                                  | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 1.3                                   | Coordination Meetings                                                                      | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 1.4                                   | 23 USC 139 Environmental Review Process                                                    | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| <b>Task 2</b>                         | <b>Preliminary Engineering Updates</b>                                                     |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      |                    |                  |
| 2.1                                   | Base Mapping                                                                               |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      | \$1,076.38         |                  |
| 2.1.1                                 | Data Collection                                                                            | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.1.2                                 | Create Existing Conditions Base Map                                                        | 0               | 0                                 | 0               | 0                | 0                 | 0                | 2               | 12               | 0                 | 14   | \$1,076.38         |                  |
| 2.1.3                                 | Incorporate I-93 Contract Proposed Design                                                  | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.2                                   | Update Engineering Layouts for NEPA Process                                                |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      | \$71,120.72        |                  |
| 2.2.1                                 | Engineering Design                                                                         | 36              | 0                                 | 90              | 180              | 120               | 0                | 0               | 0                | 0                 | 42.6 | \$37,744.62        |                  |
| 2.2.2                                 | Stream Crossings                                                                           | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.2.3                                 | Coordination with Roadway Working Group and EISRT                                          | 2               | 0                                 | 8               | 0                | 0                 | 0                | 0               | 0                | 0                 | 10   | \$1,149.06         |                  |
| 2.2.4                                 | Estimates                                                                                  | 24              | 0                                 | 40              | 120              | 120               | 0                | 0               | 0                | 0                 | 304  | \$25,618.48        |                  |
| 2.2.5                                 | Provide Data and Support for Environmental Resource Assessments                            | 2               | 0                                 | 4               | 12               | 12                | 0                | 0               | 0                | 8                 | 38   | \$2,976.98         |                  |
| 2.2.6                                 | Deliverables                                                                               | 2               | 0                                 | 10              | 12               | 12                | 0                | 0               | 0                | 10                | 46   | \$3,681.58         |                  |
| 2.3                                   | Survey and Right-of-Way Research                                                           |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      | \$0.00             |                  |
| 2.3.1                                 | Existing Conditions/Topographic Survey                                                     | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.3.2                                 | Survey - Existing Right-of-Way and Project Control                                         | 12              | 0                                 | 0               | 0                | 0                 | 0                | 100             | 400              | 300               | 812  | \$90,263.32        |                  |
| 2.3.2.1                               | Remaining hours in original scope                                                          |                 |                                   |                 |                  |                   |                  |                 |                  |                   |      | \$14,522.76        |                  |
| 2.3.2.2                               | Right-of-Way Facilitation Meeting                                                          | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.3.2.3                               | Records Research                                                                           | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.3.2.4                               | Survey                                                                                     | 0               | 0                                 | 0               | 0                | 0                 | 0                | 136             | 504              | 184               | 824  | \$75,740.56        |                  |
| 2.3.2.5                               | Existing Right-of-Way Plan Review                                                          | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.3.2.6                               | Develop Final Existing Right-of-Way Plan                                                   | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.3.3                                 | Final Existing Right-of-Way Plan incorporated into Proposed Layout Plan for Public Hearing | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |
| 2.3.3                                 | Existing Conditions/Topographic Survey for Mitigation Site (if needed)                     | 0               | 0                                 | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0    | \$0.00             |                  |

Original Scope - Remaining effort (calculated at difference between original rates and new rates)  
 New Scope (at new rates)  
 Additional Effort (at original rates)

**Fuss & O'Neill**

1-83 Exit 4A Amendment 8: Fee Estimate  
 Supplemental Draft EIS and Final EIS/ROD

|               |                                                                                                                                                                                       | Fuss & O'Neill  |                           |                 |                  |                   |                  |                 |                  |                   |                    | Task Total (Fee) |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-----------------|------------------|-------------------|------------------|-----------------|------------------|-------------------|--------------------|------------------|
|               |                                                                                                                                                                                       | Project Manager | Senior Engineer / Planner | Senior Engineer | Project Engineer | Senior Technician | Technical Typist | Chief of Survey | Project Surveyor | Survey Technician | Task Total (Hours) |                  |
| 2.4           | <b>Develop Conceptual Plans for Layout Public Hearing</b>                                                                                                                             |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    |                  |
|               | Remaining hours in original Scope                                                                                                                                                     | 60              | 0                         | 140             | 240              | 140               | 9                | 0               | 0                | 0                 | 589                | \$56,903.70      |
| 2.4.1         | Refine Alignments and Perform Engineering Calculations<br>- Tsiennito Rd re-alignment to avoid Historic Impacts<br>- Tsiennito Rd - addition of sidewalk<br>- Adding curb to meet MSA |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    |                  |
|               | Adjusted Rates (New rates and OHI)<br>Difference in Rates (Original vs. New)                                                                                                          |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    |                  |
|               | Original Contract Rates                                                                                                                                                               | \$141.77        | \$128.21                  | \$108.19        | \$83.59          | \$65.48           | \$52.73          | \$112.73        | \$70.91          | \$52.73           |                    | \$5,000          |
|               | Adjusted Rates (New rates and OHI)                                                                                                                                                    | \$162.00        | \$159.61                  | \$128.25        | \$94.49          | \$77.04           | \$61.85          | \$135.62        | \$88.31          | \$69.50           |                    | \$5,000          |
|               | Difference in Rates (Original vs. New)                                                                                                                                                | \$20.23         | \$31.40                   | \$20.06         | \$10.90          | \$11.56           | \$9.12           | \$22.89         | \$17.40          | \$16.77           |                    | \$5,000          |
|               | Task Total                                                                                                                                                                            |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$5,000          |
| 2.4.2         | Develop Typical Sections                                                                                                                                                              | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.3         | Update Pavement Layout                                                                                                                                                                | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.4         | Develop Conceptual Engineering Model                                                                                                                                                  | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.4.5       | Design of Tsiennito Road to Eliminate Gaps                                                                                                                                            | 4               | 0                         | 80              | 120              | 52                | 0                | 0               | 0                | 0                 | 256                | \$26,252.88      |
| 2.4.5         | Hydrology/Stormwater (Effort under original scope)                                                                                                                                    | 4               | 0                         | 110             | 0                | 24                | 0                | 0               | 0                | 0                 | 138                | \$16,604.46      |
| 2.4.6         | Hydraulic Study                                                                                                                                                                       | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.7         | Estimate                                                                                                                                                                              | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.8         | Develop Hearing Plan                                                                                                                                                                  | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.9         | Bridge Layout and Clearance Checks                                                                                                                                                    | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.10        | Coordination with Roadway Working Group                                                                                                                                               | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 2.4.11        | Deliverables                                                                                                                                                                          | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| <b>Task 3</b> | <b>Technical Studies</b>                                                                                                                                                              |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    |                  |
| 3.1           | Chloride TMDL Compliance Report                                                                                                                                                       |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$202.30         |
|               | Remaining hours in original Scope                                                                                                                                                     | 10              | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 10                 | \$202.30         |
| 3.2           | Land Use Scenarios Technical Report                                                                                                                                                   |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$101.15         |
|               | Remaining hours in original Scope                                                                                                                                                     | 5               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 5                  | \$101.15         |
| 3.3           | Traffic and Transportation Technical Report                                                                                                                                           |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$121,275.55     |
|               | Remaining hours in original Scope                                                                                                                                                     | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 3.3.1         | Data Collection                                                                                                                                                                       | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 3.3.2         | Update Existing Conditions                                                                                                                                                            | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 3.3.3         | Update Impact Assessment                                                                                                                                                              | 14              | 110                       | 132             | 8                | 12                | 15               | 0               | 0                | 0                 | 291                | \$32,614.39      |
| 3.3.4         | Update Analysis and Mitigation                                                                                                                                                        | 34              | 220                       | 220             | 20               | 30                | 34               | 0               | 0                | 0                 | 558                | \$62,257.20      |
| 3.3.5         | Coordination with EISRT                                                                                                                                                               | 8               | 40                        | 40              | 8                | 8                 | 4                | 0               | 0                | 0                 | 108                | \$11,993.64      |
| 3.3.6         | Coordination with Other Agencies                                                                                                                                                      | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 3.3.7         | Deliverables                                                                                                                                                                          | 4               | 48                        | 48              | 16               | 16                | 4                | 0               | 0                | 0                 | 136                | \$14,510.32      |
| 3.4           | Interstate Access Modification Report                                                                                                                                                 |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$202.30         |
|               | Remaining hours in original Scope                                                                                                                                                     | 10              | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 10                 | \$202.30         |
| 3.5           | Simulation Modeling (TransModeler)                                                                                                                                                    |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$0.00           |
|               | Remaining hours in original Scope                                                                                                                                                     | 0               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 0                  | \$0.00           |
| 3.6           | Noise Technical Report                                                                                                                                                                |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$80.92          |
|               | Remaining hours in original Scope                                                                                                                                                     | 4               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 4                  | \$80.92          |
| 3.7           | Water Resources                                                                                                                                                                       |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$80.92          |
|               | Remaining hours in original Scope                                                                                                                                                     | 4               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 4                  | \$80.92          |
| 3.8           | Groundwater                                                                                                                                                                           |                 |                           |                 |                  |                   |                  |                 |                  |                   |                    | \$40.46          |
|               | Remaining hours in original Scope                                                                                                                                                     | 2               | 0                         | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 | 2                  | \$40.46          |



Original Scope - Remaining effort (calculated at difference between original rates and new rates)  
 New Scope (at new rates)  
 Additional Effort (at original rates)

**Fuss & O'Neill**

I-93 Exit 4A Amendment 8 - Fee Estimate  
 Supplemental Draft EIS and Final EIS/ROD

|                                                            |                                                                                         | Fuss & O'Neill  |                                 |                 |                  |                   |                  |                 |                  |                   |  | Task Total (Hours) | Task Total (Fee) |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------|---------------------------------|-----------------|------------------|-------------------|------------------|-----------------|------------------|-------------------|--|--------------------|------------------|
|                                                            |                                                                                         | Project Manager | Senior Traffic Engineer/Planner | Senior Engineer | Project Engineer | Senior Technician | Technical Typist | Chief of Survey | Project Surveyor | Survey Technician |  |                    |                  |
| Original Contract Rates                                    |                                                                                         | \$141.77        | \$128.21                        | \$108.19        | \$83.59          | \$65.48           | \$52.73          | \$112.73        | \$70.91          | \$52.73           |  |                    |                  |
| Adjusted Rates (New rates and OH)                          |                                                                                         | \$162.00        | \$159.61                        | \$128.25        | \$94.49          | \$77.04           | \$61.85          | \$135.62        | \$88.31          | \$69.50           |  |                    |                  |
| Difference in Rates (Original vs New)                      |                                                                                         | \$20.23         | \$31.40                         | \$20.06         | \$10.90          | \$11.56           | \$9.12           | \$22.89         | \$17.40          | \$16.77           |  |                    |                  |
| 3.9                                                        | Wetlands and Vernal Pools Technical Report                                              |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$1,921.85         |                  |
|                                                            | Remaining hours in original Scope                                                       | 95              | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$1,921.85         |                  |
| 3.10                                                       | Plant Communities and Wildlife                                                          |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$0.00             |                  |
|                                                            | Remaining hours in original Scope                                                       | 0               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$0.00             |                  |
| 3.11                                                       | Threatened and Endangered Species                                                       |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$0.00             |                  |
|                                                            | Remaining hours in original Scope                                                       | 0               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$0.00             |                  |
| 3.12                                                       | Air Quality and Greenhouse Gas Emissions                                                |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$80.92            |                  |
|                                                            | Remaining hours in original Scope                                                       | 4               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$80.92            |                  |
| 3.13                                                       | Cultural Resources                                                                      |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$60.69            |                  |
|                                                            | Remaining hours in original Scope                                                       | 3               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$60.69            |                  |
| 3.14                                                       | Socioeconomics Technical Report                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$60.69            |                  |
|                                                            | Remaining hours in original Scope                                                       | 0               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$0.00             |                  |
| 3.15                                                       | Petroleum, Hazardous Material, and Solid Waste Sites                                    |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$40.46            |                  |
|                                                            | Remaining hours in original Scope                                                       | 2               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$40.46            |                  |
| 3.16                                                       | Indirect and Cumulative Effects Analysis                                                |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$0.00             |                  |
|                                                            | Remaining hours in original Scope                                                       | 0               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$0.00             |                  |
| 3.17                                                       | Other SDEIS Topics                                                                      |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$40.46            |                  |
|                                                            | Remaining hours in original Scope                                                       | 2               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$40.46            |                  |
| <b>Task 4</b>                                              |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  |                    |                  |
| 4.1                                                        | Prepare SDEIS                                                                           |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$0.00             |                  |
|                                                            | Notice of Intent                                                                        | 0               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$0.00             |                  |
| 4.2                                                        | Preliminary Administrative SDEIS                                                        | 16              | 8                               | 3               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$635.06           |                  |
| 4.3                                                        | EISRT Review 1 and SDEIS Revisions                                                      | 22              | 8                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$696.26           |                  |
| 4.4                                                        | Revised Administrative SDEIS and EISRT Review 2                                         | 20              | 4                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$530.20           |                  |
| 4.5                                                        | Cooperating Agency Review and Comment Resolution                                        | 16              | 4                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$449.28           |                  |
| 4.6                                                        | Finalize and Publish SDEIS                                                              | 4               | 4                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$206.52           |                  |
| 4.7                                                        | Project Website                                                                         | 4               | 0                               | 0               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$80.92            |                  |
| <b>Task 5</b>                                              |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  |                    |                  |
| 5.1                                                        | SDEIS Public Hearing and Response to Comments                                           | 24              | 12                              | 48              | 60               | 60                | 0                | 0               | 0                | 6                 |  | \$22,668.12        |                  |
|                                                            | Public Hearing (adding of PIMs)                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$736.72           |                  |
| 5.1                                                        | Public Hearing (remaining in budget)                                                    | 24              | 8                               |                 |                  |                   |                  |                 |                  |                   |  | \$0.00             |                  |
| 5.2                                                        | Response to Comments (needed to replenish original budget due to previous reallocation) | 20              | 16                              | 12              | 6                | 7                 | 0                | 0               | 0                | 0                 |  | \$7,144.94         |                  |
| 5.2                                                        | Response to Comments (remaining in budget)                                              | 88              | 76                              | 15              |                  | 18                |                  |                 |                  |                   |  | \$4,675.62         |                  |
| <b>Task 6</b>                                              |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  |                    |                  |
|                                                            | Final EIS/ROD                                                                           | 32              | 6                               | 2               | 0                | 0                 | 0                | 0               | 0                | 0                 |  | \$875.88           |                  |
| Total of Original Scope - Remaining Effort Hours:          |                                                                                         | 439.00          | 118.00                          | 160.00          | 240.00           | 158.00            | 9.00             | 100.00          | 400.00           | 300.00            |  | 1727.00            |                  |
| Total of New Scope Hours:                                  |                                                                                         | 398.00          | 12.00                           | 278.00          | 236.00           | 192.00            | 0.00             | 136.00          | 504.00           | 190.00            |  | 1946.00            |                  |
| Total of Additional Effort Hours:                          |                                                                                         | 146.00          | 434.00                          | 604.00          | 382.00           | 337.00            | 57.00            | 2.00            | 12.00            | 18.00             |  | 1992.00            |                  |
| Additional Fee related to change in rates and OH:          |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$34,600.33        |                  |
| Associated Fixed Fee:                                      |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$0.00             |                  |
| Additional Fee related to New Scope and Additional Effort: |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$416,011.29       |                  |
| Associated Fixed Fee:                                      |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$41,601.13        |                  |
| Total:                                                     |                                                                                         |                 |                                 |                 |                  |                   |                  |                 |                  |                   |  | \$492,212.75       |                  |

Original Scope - Remaining effort (calculated at difference between original rates and new rates)  
 New Scope (at new rates)  
 Additional Effort (at original rates)

### Louis Berger Group

I-93 Exit 4A Amendment 8: Fee Estimate  
 Supplemental Draft EIS and Final EIS/ROD

|               |                                                 | Louis Berger U.S. Inc.                              |                           |                                           |                                        |                                 |                              |                           |               |                       |       | Task Total (Hours) | Task Total (Fee) |
|---------------|-------------------------------------------------|-----------------------------------------------------|---------------------------|-------------------------------------------|----------------------------------------|---------------------------------|------------------------------|---------------------------|---------------|-----------------------|-------|--------------------|------------------|
| Task          | Description                                     | Principal-in-Charge / Project Director (L. Peseski) | Senior Advisor / Director | Principal Planner / Economist / Scientist | Senior Planner / Economist / Scientist | Planner / Economist / Scientist | Sr. Designer / Web Developer | GIS / Graphics Technician | Senior Editor | Production Specialist |       |                    |                  |
|               | Original Contract Rates                         | \$296.50                                            | \$188.89                  | \$133.13                                  | \$86.63                                | \$63.31                         | \$125.33                     | \$79.26                   | \$95.69       | \$71.68               |       |                    |                  |
|               | Adjusted Rates (New rates and OH)               | \$291.96                                            | \$186.00                  | \$144.08                                  | \$90.06                                | \$64.53                         | \$131.57                     | \$88.93                   | \$123.50      | \$78.06               |       |                    |                  |
|               | Difference in Rates (Original vs New)           | -\$4.54                                             | -\$2.89                   | \$10.95                                   | \$3.44                                 | \$1.22                          | \$6.24                       | \$9.66                    | \$27.81       | \$6.39                |       |                    |                  |
| <b>Task 1</b> | <b>Project Management and Coordination</b>      |                                                     |                           |                                           |                                        |                                 |                              |                           |               |                       |       |                    |                  |
| 1.1           | Project Management                              | 10                                                  | 0                         | 90                                        | 0                                      | 0                               | 0                            | 0                         | 0             | 0                     | 100   | \$15,886.38        |                  |
| 1.2           | Project Controls                                |                                                     |                           |                                           |                                        |                                 |                              |                           |               |                       |       | \$443.88           |                  |
|               | 1.2.1 Document Control                          | 0                                                   | 0                         | 0                                         | 3                                      | 17                              | 0                            | 0                         | 0             | 0                     | 20    | \$31.01            |                  |
|               | 1.2.2 Administrative Record                     | 0                                                   | 0                         | 0                                         | 0                                      | 175                             | 0                            | 0                         | 0             | 0                     | 175   | \$213.06           |                  |
|               | 1.2.3 Quality Assurance/Quality Control (QA/QC) | 0                                                   | 0                         | 18.25                                     |                                        |                                 |                              |                           |               |                       |       | \$199.80           |                  |
| 1.3           | Coordination Meetings                           | 25                                                  | 0                         | 17.25                                     | 0                                      | 0                               | 0                            | 0                         | 0             | 0                     | 42.25 | \$75.46            |                  |
| 1.4           | 23 USC 139 Environmental Review Process         | 0                                                   | 0                         | 10.5                                      | 0                                      | 0                               | 0                            | 0                         | 0             | 0                     | 10.5  | \$114.96           |                  |
| <b>Task 3</b> | <b>Technical Studies</b>                        |                                                     |                           |                                           |                                        |                                 |                              |                           |               |                       |       |                    |                  |
| 3.4           | Interstate Access Modification Report           |                                                     |                           | 5                                         | 55                                     |                                 |                              |                           |               |                       | 60    | \$5,430.05         |                  |
| 3.5           | Simulation Modeling (TransModeler)              |                                                     |                           | -160                                      | -20                                    | -116                            | 0                            | 0                         | 0             | 0                     | -321  | -\$35,099.18       |                  |
| 3.6           | Noise Technical Report                          |                                                     |                           | 80                                        |                                        | 120                             |                              |                           |               |                       | 200   | \$19,269.36        |                  |
| 3.12          | Air Quality and Greenhouse Gas Emissions        |                                                     |                           | 60                                        |                                        |                                 |                              |                           |               |                       | 60    | \$7,987.63         |                  |
| 3.13          | Cultural Resources                              |                                                     |                           | 60                                        |                                        |                                 |                              |                           |               |                       | 85    | \$13,294.59        |                  |
| 3.16          | Indirect and Cumulative Effects Analysis        |                                                     | 25                        | 60                                        |                                        |                                 |                              |                           |               |                       | 325   | \$2,629.19         |                  |
| 3.17          | Remaining hours in original Scope               | 5                                                   | 0                         | 60                                        | 60                                     | 60                              | 0                            | 120                       | 20            | 0                     | 325   | \$2,629.19         |                  |
|               | Other SDEIS Topics                              |                                                     |                           | 20                                        | 20                                     | 20                              |                              |                           |               |                       | 60    | \$5,661.26         |                  |



|                   |
|-------------------|
| Additional Effort |
| New Scope Effort  |
| Reallocation      |

**NORMANDEAU ASSOCIATES, INC**

1-93 Exit 4A Amendment 8: Fee Estimate

Supplemental Draft EIS and Final EIS/ROD

|               |                                                                                                | NAI              |                                              |                     |                                      |                |                           |                                              |                                               |  |  | Task Total (Hours) | Task Total (Fee) |
|---------------|------------------------------------------------------------------------------------------------|------------------|----------------------------------------------|---------------------|--------------------------------------|----------------|---------------------------|----------------------------------------------|-----------------------------------------------|--|--|--------------------|------------------|
|               |                                                                                                | Senior Associate | Senior Principal Scientist / Project Manager | Principal Scientist | Senior Scientist / Senior Technician | GIS Specialist | Scientist 4 / Technical 5 | Scientist 3 / Technical 4 / Administrative 4 | Scientist 2 / Technician 3 / Administrative 3 |  |  |                    |                  |
|               |                                                                                                | \$180.98         | \$157.57                                     | \$130.98            | \$99.88                              | \$84.63        | \$76.89                   | \$63.78                                      | \$57.51                                       |  |  |                    |                  |
| <b>Task 1</b> | <b>Project Management and Coordination</b>                                                     |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  |                    |                  |
| 1.1           | Project Management                                                                             |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 1.1.1         | New Scope (due to additional contract time)                                                    |                  |                                              | 120                 |                                      |                |                           |                                              |                                               |  |  | 120                | \$15,717.60      |
| 1.2           | Project Controls                                                                               |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  |                    | \$0.00           |
| 1.2.1         | Document Control                                                                               |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 1.2.2         | Administrative Record                                                                          |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 1.2.3         | Quality Assurance/Quality Control (QA/QC)                                                      |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 1.3           | Coordination Meetings                                                                          |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 1.4           | eNEPA Support                                                                                  |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| <b>Task 3</b> | <b>Technical Studies</b>                                                                       |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  |                    |                  |
| 3.1           | Chloride TMDL Compliance Report                                                                |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  |                    | \$0.00           |
|               | Additional Effort to complete                                                                  |                  | 40                                           | 104                 |                                      | 2              | 35                        |                                              |                                               |  |  | 181                | \$22,785.13      |
| 3.1.1         | New scope for Tsienneto Road Gaps                                                              |                  |                                              | 2                   |                                      | 1              |                           |                                              |                                               |  |  | 3                  | \$346.59         |
| 3.1.2         | Update Watershed Chloride Loading                                                              |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.3         | Determine Status of Current Chloride Loading                                                   |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.3         | Quantify the Proposed Project Chloride Loading Requirement                                     |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.4         | Determine how the Proposed Project can be accommodated within the Existing Chloride Allocation |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.5         | Update Existing Conditions                                                                     |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.6         | Update Impact Assessment                                                                       |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.7         | Update Mitigation                                                                              |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.8         | Coordination with Chloride Working Group and EISRT                                             |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.9         | Coordination with Chloride Working Group and Other Agencies                                    |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.1.10        | Deliverables                                                                                   |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7           | <b>Water Resources</b>                                                                         |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  |                    |                  |
|               | Additional scope to complete (previously reallocated)                                          |                  |                                              | 10                  |                                      |                | 14                        |                                              |                                               |  |  | 24                 | \$2,386.26       |
|               | Additional scope Tsienneto Road Gaps                                                           |                  |                                              | 2                   |                                      | 2              | 4                         |                                              |                                               |  |  | 8                  | \$738.78         |
| 3.7.1         | Data Collection                                                                                |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7.2         | Update Existing Conditions                                                                     |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7.3         | Update Impact Assessment                                                                       |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7.4         | Update Mitigation                                                                              |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7.5         | Coordination with EISRT                                                                        |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7.6         | Coordination with Other Agencies                                                               |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.7.7         | Deliverables                                                                                   |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8           | <b>Groundwater</b>                                                                             |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  |                    |                  |
|               | Additional scope Tsienneto Road Gaps                                                           |                  |                                              | 2                   |                                      | 2              |                           |                                              |                                               |  |  | 4                  | \$431.22         |
| 3.8.1         | Data Collection                                                                                |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8.2         | Update Existing Conditions                                                                     |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8.3         | Update Impact Assessment                                                                       |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8.4         | Update Mitigation                                                                              |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8.5         | Coordination with EISRT                                                                        |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8.6         | Coordination with Other Agencies                                                               |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |
| 3.8.7         | Deliverables                                                                                   |                  |                                              |                     |                                      |                |                           |                                              |                                               |  |  | 0                  | \$0.00           |

DATE: AUGUST 9, 2018

Additional Effort  
New Scope Effort  
Reallocation

**NORMANDEAU ASSOCIATES, INC**

193 Exit 4A Amendment 8: Fee Estimate  
Supplemental Draft EIS and Final EIS/ROD

| Task ID | Task Description                                            | NAI              |                                    |                     |                                      |                |                           |                                              |                                               |    |  | Task Total (Hours) | Task Total (Fee) |             |
|---------|-------------------------------------------------------------|------------------|------------------------------------|---------------------|--------------------------------------|----------------|---------------------------|----------------------------------------------|-----------------------------------------------|----|--|--------------------|------------------|-------------|
|         |                                                             | Senior Associate | Senior Scientist / Project Manager | Principal Scientist | Senior Scientist / Senior Technician | GIS Specialist | Scientist 4 / Technical 5 | Scientist 3 / Technical 4 / Administrative 4 | Scientist 2 / Technician 3 / Administrative 3 |    |  |                    |                  |             |
| 3.9     | <b>Wetlands and Vernal Pools Technical Report</b>           | \$180.98         | \$157.57                           | \$130.98            | \$99.88                              | \$84.63        | \$76.89                   | \$63.78                                      | \$57.51                                       |    |  |                    |                  | \$0.00      |
|         | Additional Effort to complete                               |                  |                                    | 72                  |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$14,277.84 |
|         | Additional scope Tsienneto Road Gaps                        |                  |                                    | 4                   |                                      | 2              |                           |                                              |                                               |    |  |                    |                  | \$1,968.78  |
| 3.9.1   | Data Collection                                             |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.9.2   | Update Existing Conditions                                  |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.9.3   | Update Impact Assessment                                    |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.9.4   | Update Mitigation                                           |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.9.5   | Coordination with EISRT                                     |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.9.6   | Coordination with Other Agencies                            |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.9.7   | Deliverables                                                |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10    | <b>Plant Communities and Wildlife</b>                       |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
|         | Reallocation to other tasks                                 |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$-307.56   |
| 3.10.1  | Data Collection                                             |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10.2  | Update Existing Conditions                                  |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10.3  | Update Impact Assessment                                    |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10.4  | Update Mitigation                                           |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10.5  | Coordination with EISRT                                     |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10.6  | Coordination with Other Agencies                            |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.10.7  | Deliverables                                                |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.14    | <b>Socioeconomics Technical Report</b>                      |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
|         | Reallocation to other tasks                                 |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$-523.92   |
| 3.14.1  | Data Collection/Update Existing Conditions                  |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.14.2  | Update Impact Assessment                                    |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.14.3  | Update Mitigation                                           |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.14.4  | Coordination with EISRT                                     |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.14.5  | Coordination with Other Agencies                            |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.14.6  | Deliverables                                                |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15    | <b>Petroleum, Hazardous Material, and Solid Waste Sites</b> |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
|         | Additional scope Tsienneto Road Gaps                        |                  |                                    | 4                   |                                      |                | 4                         |                                              |                                               |    |  |                    | 8                | \$831.48    |
|         | Reallocation from other tasks                               |                  |                                    |                     |                                      |                |                           |                                              |                                               | 20 |  |                    | 24               | \$2,061.72  |
| 3.15.1  | Data Collection                                             |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15.2  | Update Existing Conditions                                  |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15.3  | Update Impact Assessment                                    |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15.4  | Update Mitigation                                           |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15.5  | Coordination with EISRT                                     |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15.6  | Coordination with Other Agencies                            |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |
| 3.15.7  | Deliverables                                                |                  |                                    |                     |                                      |                |                           |                                              |                                               |    |  |                    |                  | \$0.00      |



**Preservation Company**

DATE: AUGUST 9, 2018

Original Scope - Remaining effort (calculated at difference between original rates and new rates)  
 New Scope (at new rates)  
 Additional Effort (at original rates)

| I-93 Exit 4A Amendment 8: Fee Estimate<br>Supplemental Draft EIS and Final EIS/ROD |                                           | Preservation Company    |           |                    |                  |
|------------------------------------------------------------------------------------|-------------------------------------------|-------------------------|-----------|--------------------|------------------|
| Task 3                                                                             | Principal                                 | Architectural Historian | Historian | Task Total (Hours) | Task Total (Fee) |
| <b>Technical Studies</b>                                                           |                                           |                         |           |                    |                  |
| <b>Cultural Resources</b>                                                          |                                           |                         |           |                    |                  |
| 3.13.1                                                                             | Historic Architectural Resources          |                         |           | 0                  | \$0.00           |
| 3.13.1.1                                                                           | Data Collection                           |                         |           | 0                  | \$0.00           |
| 3.13.1.2                                                                           | Update Existing Conditions                |                         |           | 0                  | \$0.00           |
| 3.13.1.3                                                                           | Update Impact Assessment                  |                         |           | 0                  | \$0.00           |
| 3.13.1.4                                                                           | Update Mitigation                         |                         |           | 0                  | \$0.00           |
| 3.13.1.5                                                                           | Coordination with EISRT                   |                         |           | 0                  | \$0.00           |
| 3.13.1.6                                                                           | Coordination with Other Agencies          |                         |           | 0                  | \$0.00           |
| 3.13.1.7                                                                           | Deliverables                              |                         |           | 0                  | \$0.00           |
| 3.13.2                                                                             | Archeological Resources                   |                         |           | 0                  | \$0.00           |
| 3.13.2.1                                                                           | Data Collection                           |                         |           | 0                  | \$0.00           |
| 3.13.2.2                                                                           | Update Existing Conditions                |                         |           | 0                  | \$0.00           |
| 3.13.2.3                                                                           | Update Impact Assessment                  |                         |           | 0                  | \$0.00           |
| 3.13.2.4                                                                           | Update Mitigation                         |                         |           | 0                  | \$0.00           |
| 3.13.2.5                                                                           | Coordination with EISRT                   |                         |           | 0                  | \$0.00           |
| 3.13.2.6                                                                           | Coordination with Other Agencies          |                         |           | 0                  | \$0.00           |
| 3.13.2.7                                                                           | Deliverables                              |                         |           | 0                  | \$0.00           |
| 3.13.3                                                                             | Tribal Consultation                       |                         |           | 0                  | \$0.00           |
| 3.14                                                                               | Update Findings and Reports               | 80                      | 20        | 90                 | \$13,695.60      |
| 3.15                                                                               | Update due to Tsienneto Road Gap Sections | 20                      | 10        | 25                 | \$3,919.40       |
| Subtotal Hours:                                                                    |                                           |                         |           |                    | 245              |
| Principal                                                                          |                                           |                         |           |                    | \$87.12          |
| Architectural Historian                                                            |                                           |                         |           |                    | \$69.20          |
| Historian                                                                          |                                           |                         |           |                    | \$59.40          |

Total additional Fee: \$17,619.00  
 Fixed Fee: \$1,761.90  
 Total: \$19,380.90

# RESOLUTION 2018-09

## *A Resolution Establishing a Town Pool Study Committee*

---

First Reading: 08/13/2018  
Adopted: 08/13/2018

***WHEREAS***

The Town of Londonderry recognizes a growing interest among its residents in the establishment of a Town Pool Recreational area; and

***WHEREAS***

A number of surrounding communities in New Hampshire and elsewhere have established town pool recreational areas; and

***WHEREAS***

The Town Council wishes to gain a better understanding of the feasibility and costs associated with the potential establishment of a Town Pool for the betterment of the community;

***NOW THEREFORE BE IT RESOLVED*** by the Londonderry Town Council the establishment of a Town Pool Study Committee with a purpose to study the financial and logistical feasibility, as well as community needs regarding such, and to make recommendations to the Town Council for its further consideration. Procedures governing this committee are attached hereto.

---

John Farrell, Chairman  
Town Council

(TOWN SEAL)

---

Sherry Farrell  
Town Clerk

***A TRUE COPY ATTEST:  
08/13/2018***



# LONDONDERRY TOWN COUNCIL MEETING MINUTES

July 16, 2018

The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH.

Present: Chairman John Farrell; Vice-Chairman Joe Green; Councilors Tom Dolan, Ted Combes & Jim Butler; Town Manager Kevin Smith; Assistant Town Manager Lisa Drabik; Executive Assistant Kirby Brown

## CALL TO ORDER

Chairman Farrell called the Town Council special meeting to order and led the Pledge of Allegiance. This was followed by a moment of silence for those who serve us both here and abroad and our Police Department.

## PUBLIC COMMENT

Chairman Farrell invited up from Liberty Utilities to give a presentation on energy infrastructure. See attached PowerPoint for presentation details. Michael Licata, 96 Elizabeth Lane, Hopkinton, NH gave the presentation. Licata is the Director of Government Relations for Liberty Utilities. They serve around 91,000 customers and 31 communities with natural gas. Licata stated that they have all the information up on their website. The Council thanked Licata for his presentation.

Pollyann Winslow, 4 Hearthstone Dr, reminded the public about the Leadership Londonderry program that the Council has brought back and share information on how to apply.

Bob Slater, 1 Stonehenge Rd, gave the Council an update since last months meeting on the idea of building a new SAU building. Slater stated that he met with the Budget Committee and got some good impute. Slater stated that he is hoping the school will sit down with the town. The wheels are rolling and he is hoping everyone can get a meeting together in the next month or two.

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

---

## PUBLIC HEARING

37

38

39 Motion to enter public hearing made by Vice Chairman Green and second by Councilor  
40 Combes. Chair votes 5-0-0.

41

42 Chairman Farrell introduced Resolution #2018-07, a Resolution relative to the acceptance  
43 of unanticipated revenue under RSA 31:95-b. Finance Director Doug Smith presented. It  
44 seeks the Councils approval to accept grant funds on behalf of the Fire Department.

45

46 No public comment.

47

48 Motion to approve Resolution #2018-07 made by Vice Chairman Green and second by  
49 Councilor Butler. Chair votes 5-0-0.

50

51 Motion to close public hearing made by Vice Chairman Green and second by Councilor  
52 Butler. Chair votes 5-0-0.

53

## OLD BUSINESS

54

56 Finance Director Doug Smith gave an update regarding the proposed changes to the  
57 Financial Management Policy. The Council is going to go through it and be presented a  
58 formal Ordinance at the next meeting in August with the proposed changes. Chairman  
59 Farrell suggested that we rotate Councilors on three year terms. So a Councilor doesn't sit  
60 around for three years without hearing about it. The Council agreed to two years.

61

62

## NEW BUSINESS

63

64 Chairman Farrell introduced Order #2018-13, the licensing of a junkyard pursuant to RSA  
65 236, Londonderry Salvage. Richard Canuel, Building Inspector stated that there is not much  
66 to report and he recommends that the Council approve the Order. Motion to approve Order  
67 #2018-13 made by Councilor Dolan and second by Vice Chairman Green. Chair votes 5-0-  
68 0.

69

70 Chairman Farrell stated that there has been a request that the Council take the curfew at  
71 the LAFA fields now from 11 PM to midnight at the basketball courts. The Council needs

## LONDONDERRY TOWN COUNCIL MEETING MINUTES

72 to give permission to try it and if it gets out of hand we don't need to continue with it. The  
73 Council stated that they will try it until the next Council meeting.

74

75 Assistant Town Manger Lisa Drabik gave an update on the drought conditions in  
76 Londonderry. Drabik stated that it is being monitor. Some of the state is in the drought  
77 situation but Londonderry is not yet. Drabik stated that if we do end up there the Council  
78 will have to recognize the existence of the drought and put in restrictions based on the  
79 Ordinance the Council passed last year.

80

81

### APPROVAL OF MINUTES

82

83 Motion to Approve Town Council minutes from June 18, 2018 made by Vice Chairman  
84 green and second by Councilor Dolan. Chair votes 4-0-1. Councilor Combes abstained  
85 due to his absence last meeting.

86

87

### APPOINTMENTS/RE-APPOINTMENTS

88

89

NONE

90

91

### ADJOURNMENT

92

93 Motion to adjourn made by Vice Chairman Green and second by Councilor Combes. Chair  
94 votes 5-0-0.

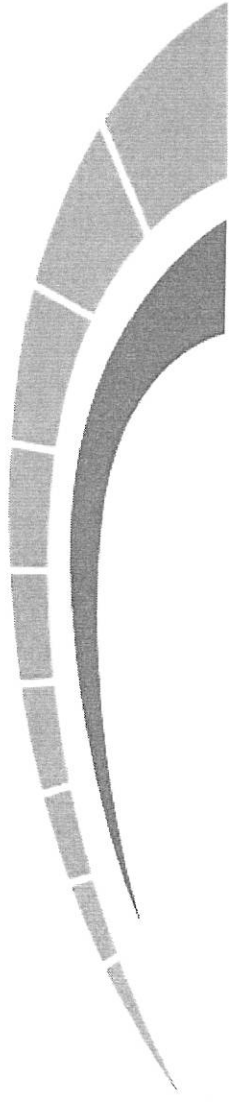
95

96

97 Notes and Tapes by: Kirby Brown Date: 07/16/2018

98 Minutes Typed by: Kirby Brown Date: 07/19/2018

99 Approved by: Town Council Date: 08/13/2018



# GRANITE BRIDGE

By New Hampshire. For New Hampshire.

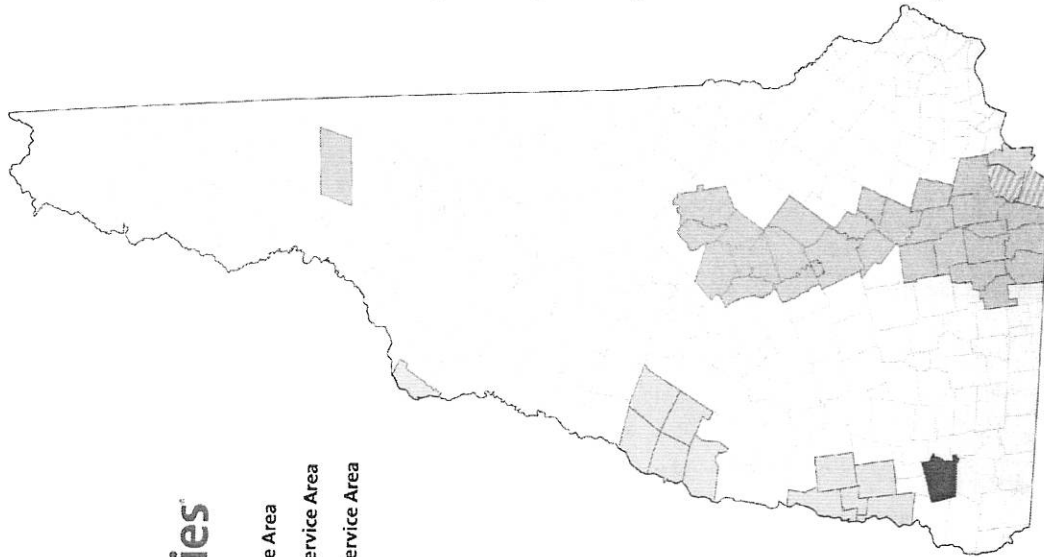
Project Overview

# About Liberty Utilities



**Liberty  
Utilities**

- Electric Service Area
- Natural Gas Service Area
- Propane/Air Service Area



- 91,000 gas customers in 31 communities (I-93 Corridor)
- 43,000 electric customers in 21 communities (Salem area and Upper Valley / CT River)
- Headquartered in Londonderry
- 340 employees
- Natural gas customers served via interstate pipelines, 3 liquefied natural gas (LNG) and 4 propane storage facilities
- 5 customer walk-in centers (Concord, Lebanon, Salem, Londonderry & Keene)



# Granite Bridge Overview

**Granite Bridge is a \$340 million natural gas pipeline and storage project designed to serve the residents and businesses of New Hampshire.**

## Pipeline

- 27 mile pipeline between Stratham and Manchester
- Located completely within NHDOT right-of-way along Route 101
- Use an “Energy Infrastructure Corridor”

## Storage Facility

- 2 BCF liquefied natural gas (LNG) tank
- Located on 140 acre site in Epping (adjacent to Route 101)
- Full containment facility with on-site safety systems

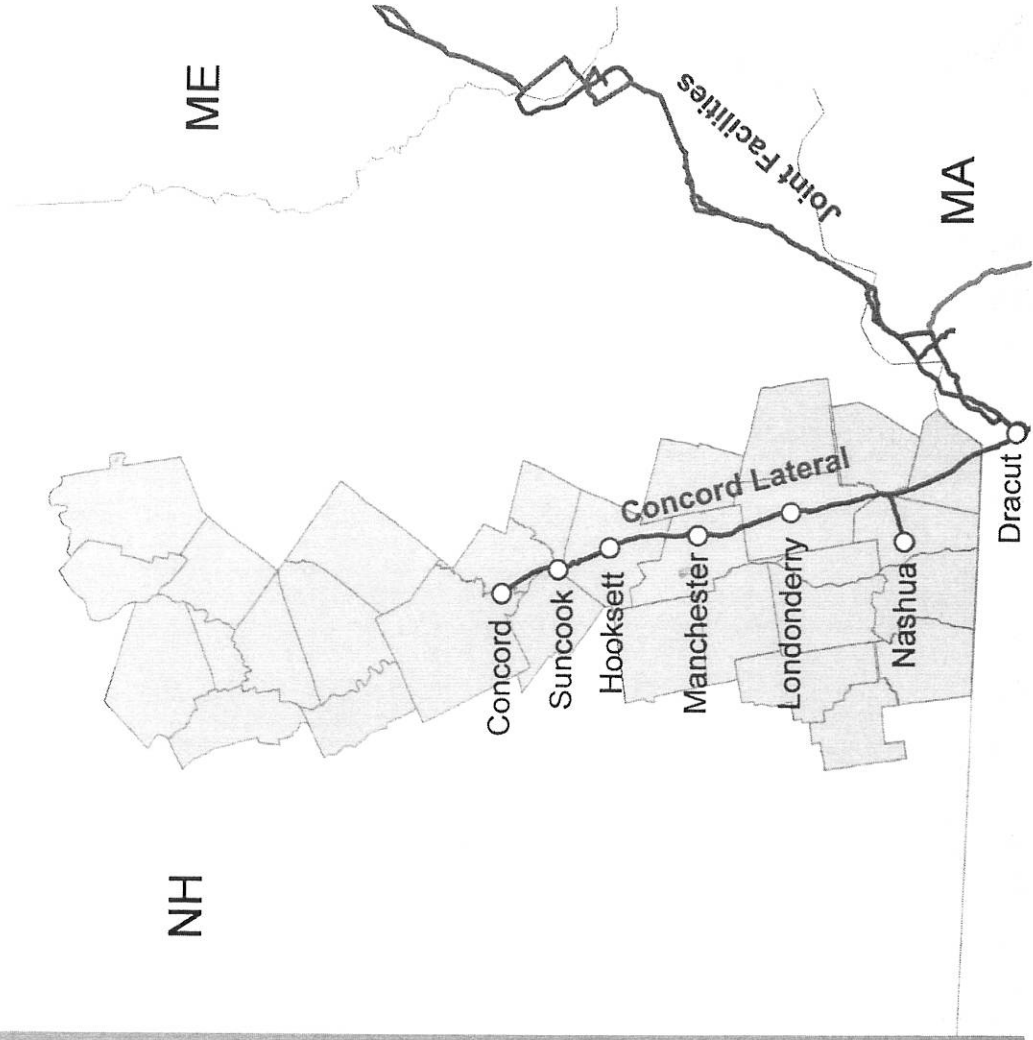
# Needed Infrastructure Investment

Concord Lateral provides natural gas to southern and central New Hampshire

Concord Lateral has reached capacity

Without additional infrastructure:

- Limited natural gas supply
- Restricted economic growth
- Increased reliance on other heating fuels



# Granite Bridge Pipeline

New 16" pipeline linking existing infrastructure

Located in NHDOT right-of-way along Route 101

Utilize an Energy Infrastructure Corridor

27 mile route between Manchester and Stratham

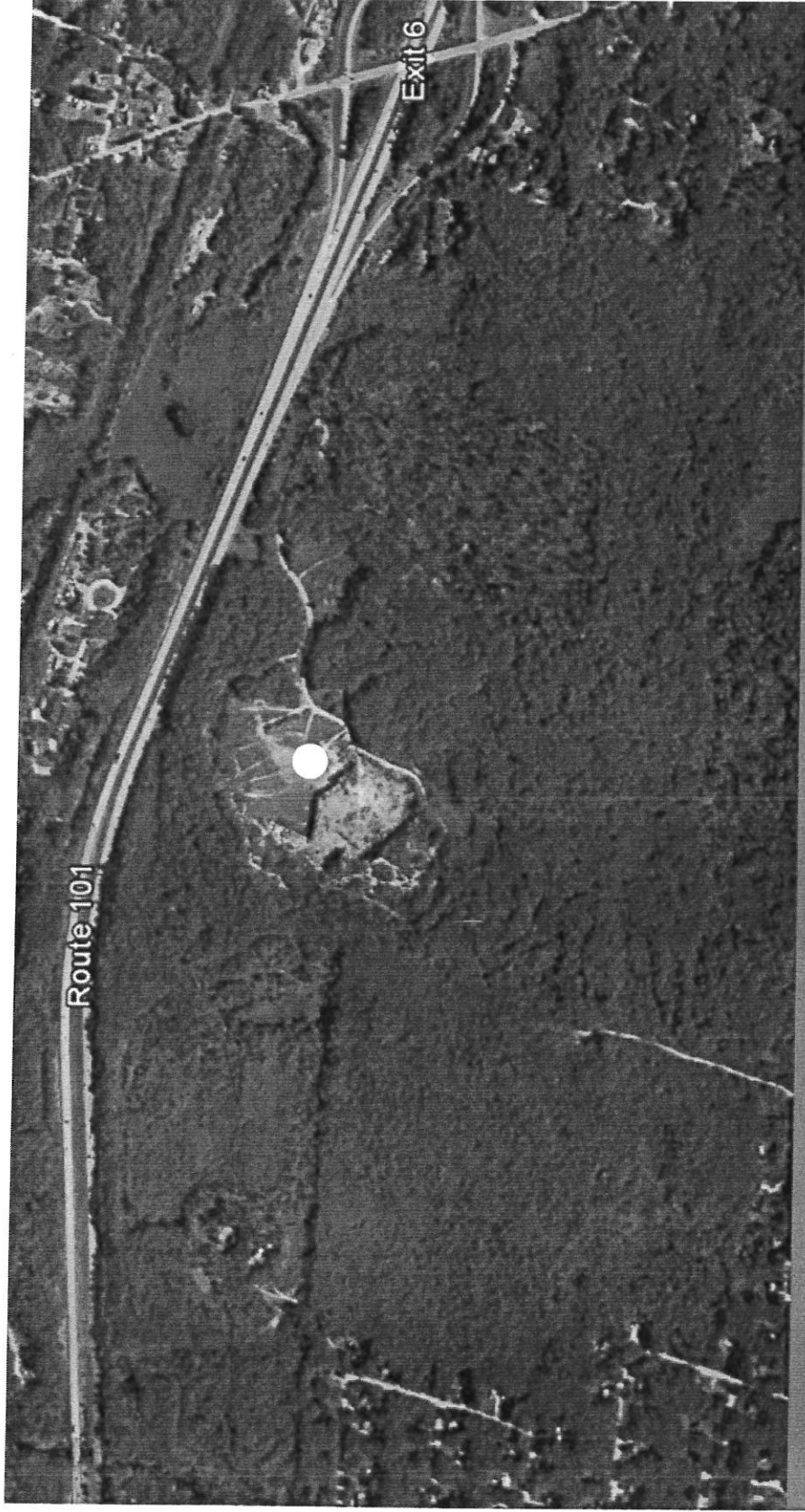
No eminent domain or FERC preemption

Lowest cost option to meet customers' needs





# Granite Bridge Storage Facility - Epping



- 140 acre lot adjacent to Energy Infrastructure Corridor – Route 101
- Total facility footprint – 15 acres
- Site is an abandoned quarry, reducing visual impact

# Commitment to Safety

## The safety of our customers, employees and the public is our highest priority and a core value of Liberty Utilities

- LNG storage has been safely used for over 70 years to serve customers
- Granite Bridge has been designed to achieve the highest level of safety:

- Full x-ray of all pipeline welds, inspections at fabrication mill
- Pipeline buried 48" underground, within NHDOT right-of-way
- Tested to 150% of maximum allowed operating pressure before being placed into service
- Pipeline inspections would exceed federal requirements
- Full containment LNG storage tank (tank within a tank)
- Impoundment areas to contain liquid, in unlikely event of a release
- On-site automatic fire protection and safety systems
- 24/7 on-site and remote (Londonderry) monitoring & control of storage facility and pipeline
- Coordination and training with first responders

# Savings to Customers

Granite Bridge compared to available alternatives, over 20 years:

**\$240 million**

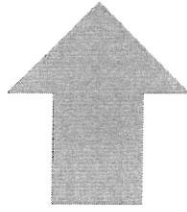
Savings from LNG Storage Facility compared to alternative supply contracts

**\$710 million**

Savings from new pipeline compared to alternative capacity options

**\$950 million**

Total project savings



LNG facility would have saved customers:

**\$40 million** in 2013-14

**\$24 million** in 2014-15

**\$12 million** in 2015-16

**\$ 9 million** in 2016-17

**\$20 million** in 2017-18

**\$105 million**

Last 5 winters

# Granite Bridge Project Team

Pipeline Engineering



Environmental Permitting



Facility Engineering



Field Survey



Geotechnical Engineering



## Project Labor

- Agreement with New Hampshire Building Trade Council
- Maximize use of local, New Hampshire workers
- Access to highly-skilled labor pool
- Help keep project on schedule and on budget

# Regulatory Review Process

- **New Hampshire Public Utilities Commission (NHPUC) reviews the project economics and need**
  - Evaluate projected customer needs
  - Determine if project is least-cost option
- **Site Evaluation Committee (NHSEC) reviews project siting**
  - Determine if Liberty Utilities has the financial, technical, and managerial capability to construct and operate the facilities
  - Determine if the project will adversely impact:
    - aesthetics
    - historic sites
    - air and water quality
    - the natural environment
    - public health and safety

# Next Steps / Timeline

|      |                                                                                                                                                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2017 | <p>Initial outreach to communities and key stakeholders (Early-to-Late November)</p> <p>Public announcement of the project (December 4)</p> <p>Filing for NHPUC approval of project economics (December 22)</p> |
| 2018 | <p>Continued Public Outreach</p> <p>File Application with NHSEC (4<sup>th</sup> Quarter)</p>                                                                                                                    |
| 2019 | <p>Continued Public Outreach</p> <p>NHPUC Decision</p> <p>NHSEC Decision</p>                                                                                                                                    |
|      | <p>Continued Public Outreach</p> <p>Construction</p>                                                                                                                                                            |
| 2021 | <p>Continued Public Outreach</p> <p>Pipeline Construction Concludes</p> <p>Pipeline In-Service</p>                                                                                                              |
| 2022 | <p>Continued Public Outreach</p> <p>LNG Storage Facility Construction Concludes</p> <p>LNG Storage Facility In-Service</p>                                                                                      |

# Thank You

For more information:

- [www.granitebridgenh.com](http://www.granitebridgenh.com)
- [info@granitebridgenh.com](mailto:info@granitebridgenh.com)
- 603-216-3653

