



MEETING AGENDA
TOWN OF PITTSFIELD
BOARD OF SELECTMEN
TOWN OFFICE, 85 MAIN STREET
PITTSFIELD, NEW HAMPSHIRE 03263

TUESDAY, DECEMBER 13, 2016

5:00 p.m. – Call to order

PUBLIC INPUT – regarding agenda items only

AGENDA REVIEW

NEW BUSINESS

ACTION ITEMS

1. Reconsideration of mower purchase from 2016 town budget
2. Mortgagee search contract – Jane Sanders Searches LLC

COMMITTEE REPORTS

INFORMATION ITEMS

1. No Board of Selectmen meeting on Tuesday, December 20, 2016
2. Transportation Advisory Committee update

OLD BUSINESS

1. Town hall basement code issues (4/5/16)
2. Sale of town owned tax-deeded property (7/26/16)
 - a. 81 Main Street – (under agreement 8/23/16)
 - b. 114 Main Street – (under agreement 8/2/16)
 - c. 31 Berry Avenue – (under agreement 8/10/16)
3. Joy Street Pump Station concern (8/16/16, building/health to follow up)
4. Town equipment policy changes (tabled 9/20/16)
5. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)

CHECK MANIFESTS

1. Accounts Payable
2. Payroll

MINUTES

1. December 6, 2016 – Public Meeting Minutes
2. December 6, 2016 – Non-Public Meeting Minutes

PUBLIC INPUT

Cara,

I got three estimates for a new mower. The price for the Hustler in Belmont is firm for 2017. Also, the X-Mark at Greenlands which is the same mower that I wanted in 2016 with the mulching kit included. I asked them why the price came down over \$2,000 and he said because of discounts for municipalities. I thought he was clear on that last year.

For the John Deere at North Country Tractor, he gave me prices on two different mowers. These two are not firm prices. John Deere changes their prices two or three times per year. He will call me after Jan. 1 with the new price. I don't believe it will change much, but I would probably rather have the higher priced mower because it has more H.P. and the Town will receive a larger discount. It is well worth the additional price.

Any of the three mowers would be fine, but I would prefer to stay with X-Mark.

Thank you,

Don

GREENLANDS OUTDOOR POWER EQUIP CORP
 105 MANCHESTER ST
 CONCORD NH 03301
 (603) 225-3387 FAX (603) 225-7273

SOLD TO:
 PITTSFIELD HIGHWAY DEPARTMENT
 36 CLARK ST
 PITTSFIELD, NH 03263

SHIP TO:
 PITTSFIELD HIGHWAY DEPARTMENT
 36 CLARK ST
 PITTSFIELD, NH 03263

4356151

TERMINAL: 14

No returns or service warranties without receipt.
 No returns on special order or electrical parts.
 There is a 15% restocking fee on returns.

SHIPPED VIA: CUSTOMER PICKUP
 8:15:52 PAGE: 1 OF 1

ACCT. NO.	DATE	INVOICE NO.	SALESMAN	STORE	P/O NUMBER	SPECIAL INFORMATION				
4356151	10/10/16	233757	0087008	1						
ORD.	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT		
1	1			EXWLZX940EKCE06T0	ECV940 60 RED TECH EF		10779.00	10779.00		
				SN-	1.					
1	1			MNSMK606	60 MULCH KIT		268.00	268.00		
PRICE REFLECTS MAXIMUM ALLOWABLE DISCOUNTS FROM EXMARK. THIS QUOTE IS FOR CEMETARY DEPT.										
QUOTE ONLY: 1						SUB TOTAL ---->	11047.00			
						MISC. ----->	0.00			
						LABOR ----->	0.00			
						TAX ----->	0.00			
REC'D BY _____						INVOICE TOTAL->	11047.00			

IMPORTANT NOTICE

It is agreed as part of the consideration for this sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the sale price not paid within said time period shall thereafter bear interest at the HIGHEST PREVAILING RATE. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts. The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The seller hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund or Acct Group

Account = 01-4311-1-110 thru 01-4319-4-394; Mask = ##-####-##-###

Level of Detail = Object; Level = 9

Fund: GENERAL FUND

Period: January 2016 to December 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
GENERAL FUND							
OPERATING BUDGET							
HIGHWAYS AND STREETS							
HIGHWAYS ADMINISTRATION							
01-4311-1-110	SUPT OF PUBLIC WORKS	63215.00	59668.98	59668.98	0.00	3546.02	5.61
01-4311-1-195	STIPEND FOR VEHICLE USE	3900.00	3196.87	3196.87	0.00	703.13	18.03
01-4311-1-210	HEALTH INSURANCE	18200.00	18199.08	18199.08	0.00	0.92	0.01
01-4311-1-215	LIFE INSURANCE	27.00	27.00	27.00	0.00	0.00	0.00
01-4311-1-220	FICA	4162.00	3774.26	3774.26	0.00	387.74	9.32
01-4311-1-225	MEDICARE	974.00	882.68	882.68	0.00	91.32	9.38
01-4311-1-230	RETIREMENT	7062.00	6400.94	6400.94	0.00	661.06	9.36
01-4311-1-245	EMPLOYEE SAFETY TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01-4311-1-250	UNEMPLOYMENT COMPENSATION	202.00	112.00	112.00	0.00	90.00	44.55
01-4311-1-260	WORKERS COMPENSATION	1918.00	2074.94	2074.94	0.00	(156.94)	(8.18)
01-4311-1-280	HEALTH REIMBURSEMENT ACCOUNT	1100.00	1027.39	1027.39	0.00	72.61	6.60
01-4311-1-350	DRUG & ALCOHOL TESTING	100.00	0.00	0.00	0.00	100.00	100.00
01-4311-1-480	INSURANCE PROPERTY/LIABILITY	541.00	538.28	538.28	0.00	2.72	0.50
01-4311-1-560	DUES & SUBSCRIPTIONS	25.00	25.00	25.00	0.00	0.00	0.00
01-4311-4-245	EMPLOYEE SAFETY TRAINING	400.00	220.00	220.00	0.00	180.00	45.00
01-4311-4-290	UNIFORMS	3358.00	3332.87	3332.87	0.00	25.13	0.75
01-4311-5-341	ELECTRONIC COMMUNICATIONS	1469.00	1312.95	1312.95	0.00	156.05	10.62
01-4311-5-393	FIRE ALARM/EXTINGUISHERS MAINT	600.00	680.00	680.00	0.00	(80.00)	(13.33)
01-4311-5-410	ELECTRICITY	3000.00	2431.45	2431.45	0.00	568.55	18.95
01-4311-5-411	HEATING FUEL	8000.00	4353.16	4353.16	0.00	3646.84	45.59
01-4311-5-412	WATER CHARGES	600.00	460.54	460.54	0.00	139.46	23.24
01-4311-5-415	TRASH REMOVAL	600.00	550.00	550.00	0.00	50.00	8.33
01-4311-5-430	HIGHWAY GARAGE REP & MAINT	1000.00	89.94	89.94	0.00	910.06	91.01
01-4311-5-480	INSURANCE PROPERTY/LIABILITY	620.00	660.25	660.25	0.00	(40.25)	(6.49)
01-4311-5-740	OFFICE EQUIPMENT	400.00	125.47	125.47	0.00	274.53	68.63
TOTAL	HIGHWAYS ADMINISTRATION	121473.00	110144.05	110144.05	0.00	11328.95	9.33
HIGHWAYS, STREETS, & BRIDGES							
01-4312-1-730	HIGHWAY BLOCK GRANT	107251.00	0.00	0.00	0.00	107251.00	100.00
01-4312-1-731	PAVING & RECONSTRUCTION	196208.00	108058.07	108058.07	0.00	88149.93	44.93

ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund or Acct Group

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Level of Detail = Object; Level = 9

Fund: GENERAL FUND

Period: January 2016 to December 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-4312-1-732	ASPHALT ROAD SEALING	10800.00	10800.00	10800.00	0.00	0.00	0.00
01-4312-2-110	ASST SUPT PUBLIC WORKS	50880.00	44425.00	44425.00	0.00	6455.00	12.69
01-4312-2-111	LIGHT EQUIPMENT OPERATOR	44327.00	41579.74	41579.74	0.00	2747.26	6.20
01-4312-2-112	LIGHT EQUIPMENT OPERATOR	40355.00	38224.88	38224.88	0.00	2130.12	5.28
01-4312-2-113	LIGHT EQUIPMENT OPERATOR	24435.00	24072.69	24072.69	0.00	362.31	1.48
01-4312-2-120	SEASONAL LABOR	3000.00	0.00	0.00	0.00	3000.00	100.00
01-4312-2-140	OVERTIME	25000.00	9597.40	9597.40	0.00	15402.60	61.61
01-4312-2-195	STIPEND FOR VEHICLE USE	0.00	0.00	0.00	0.00	0.00	0.00
01-4312-2-210	HEALTH INSURANCE	72116.00	60919.31	60919.31	0.00	11196.69	15.53
01-4312-2-211	RETIREE MEDICOMP	3251.00	1083.44	1083.44	0.00	2167.56	66.67
01-4312-2-215	LIFE INSURANCE	102.00	101.81	101.81	0.00	0.19	0.19
01-4312-2-220	FICA	11955.00	9905.17	9905.17	0.00	2049.83	17.15
01-4312-2-225	MEDICARE	2798.00	2337.92	2337.92	0.00	460.08	16.44
01-4312-2-230	RETIREMENT	20667.00	15418.57	15418.57	0.00	5248.43	25.40
01-4312-2-250	UNEMPLOYMENT COMPENSATION	810.00	511.00	511.00	0.00	299.00	36.91
01-4312-2-260	WORKERS COMPENSATION	6100.00	5519.15	5519.15	0.00	580.85	9.52
01-4312-2-280	HEALTH REIMBURSEMENT ACCOUNT	3375.00	4434.18	4434.18	0.00	(1059.18)	(31.38)
01-4312-2-350	DRUG & ALCOHOL TESTING	180.00	0.00	0.00	0.00	180.00	100.00
01-4312-2-360	OUTSIDE SERVICES	3000.00	6296.25	6296.25	0.00	(3296.25)	(109.88)
01-4312-2-390	LINE STRIPING	12000.00	12132.39	12132.39	0.00	(132.39)	(1.10)
01-4312-2-391	EMERGENCY LANES	750.00	0.00	0.00	0.00	750.00	100.00
01-4312-2-480	INSURANCE PROPERTY/LIABILITY	4603.00	4580.25	4580.25	0.00	22.75	0.49
01-4312-2-635	GASOLINE	3000.00	1501.17	1501.17	0.00	1498.83	49.96
01-4312-2-636	DIESEL FUEL	29000.00	11341.18	11341.18	0.00	17658.82	60.89
01-4312-2-637	KEROSENE/LUBRICANTS	2000.00	1043.70	1043.70	0.00	956.30	47.82
01-4312-2-659	2014 INTERNATIONAL 7400	1000.00	598.59	598.59	0.00	401.41	40.14
01-4312-2-660	ONE-TON TRUCK	0.00	0.00	0.00	0.00	0.00	0.00
01-4312-2-661	2011 INTERNATIONAL 4400	1500.00	2454.13	2454.13	0.00	(954.13)	(63.61)
01-4312-2-662	1999 STERLING L7501	0.00	0.00	0.00	0.00	0.00	0.00
01-4312-2-663	2006 INTERNATIONAL 7400	2000.00	5273.40	5273.40	0.00	(3273.40)	(163.67)
01-4312-2-664	2008 INTERNATIONAL 7400	2000.00	6430.70	6430.70	0.00	(4430.70)	(221.54)
01-4312-2-665	2002 LOADER	3000.00	1727.77	1727.77	0.00	1272.23	42.41
01-4312-2-666	2007 GRADER	1500.00	1522.70	1522.70	0.00	(22.70)	(1.51)
01-4312-2-667	2003 BACKHOE	1500.00	199.62	199.62	0.00	1300.38	86.69
01-4312-2-668	2006 SIDEWALK PLOW	1000.00	1219.49	1219.49	0.00	(219.49)	(21.95)
01-4312-2-669	ROADSIDE MOWER	1500.00	1539.94	1539.94	0.00	(39.94)	(2.66)
01-4312-2-670	SANDERS	1000.00	130.50	130.50	0.00	869.50	86.95
01-4312-2-671	SNOW PLOWS	7000.00	6901.59	6901.59	0.00	98.41	1.41
01-4312-2-672	CHIPPER	250.00	439.16	439.16	0.00	(189.16)	(75.66)
01-4312-2-673	POWER SAWS	250.00	99.00	99.00	0.00	151.00	60.40
01-4312-2-674	YORK RAKE	1.00	0.00	0.00	0.00	1.00	100.00
01-4312-2-676	FLEET PARTS & SUPPLIES	2500.00	2168.34	2168.34	0.00	331.66	13.27
01-4312-2-680	DEPARTMENT SUPPLIES	4000.00	4396.50	4396.50	0.00	(396.50)	(9.91)
01-4312-2-681	SAND & GRAVEL	40000.00	32479.87	32479.87	0.00	7520.13	18.80

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund or Acct Group

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Fund: GENERAL FUND

Period: January 2016 to December 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
01-4312-2-682	COLD/HOT TOP	4000.00	11040.65	11040.65	0.00	(7040.65)	(176.02)
01-4312-2-683	CULVERTS	1500.00	1076.94	1076.94	0.00	423.06	28.20
01-4312-2-684	STREET/TRAFFIC CONTROL SIGNS	1000.00	925.57	925.57	0.00	74.43	7.44
01-4312-2-685	MAGNESIUM CHLORIDE	20000.00	18968.50	18968.50	0.00	1031.50	5.16
01-4312-3-430	STORM SEWER MAINTENANCE	2000.00	1170.00	1170.00	0.00	830.00	41.50
01-4312-4-430	SIDEWALK MAINTENANCE	0.00	200.00	200.00	0.00	(200.00)	0.00
01-4312-4-730	SIDEWALK RECONSTRUCTION	30000.00	0.00	0.00	0.00	30000.00	100.00
01-4312-5-390	SNOW REMOVAL	9000.00	765.00	765.00	0.00	8235.00	91.50
01-4312-5-391	MUNICIPAL LOT PLOWING	2500.00	0.00	0.00	0.00	2500.00	100.00
01-4312-5-686	SALT	48983.00	30587.89	30587.89	0.00	18395.11	37.55
01-4312-7-390	CARE OF TREES	1500.00	1675.00	1675.00	0.00	(175.00)	(11.67)
01-4313-1-430	BRIDGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
01-4313-1-480	BRIDGE INSURANCE PROP/LIABILTY	2100.00	0.00	0.00	0.00	2100.00	100.00
TOTAL	HIGHWAYS, STREETS, & BRIDGES	870547.00	547874.12	547874.12	0.00	322672.88	37.07
STREET LIGHTING							
01-4316-3-410	STREET LIGHTING ELECTRICITY	22000.00	18599.40	18599.40	0.00	3400.60	15.46
TOTAL	STREET LIGHTING	22000.00	18599.40	18599.40	0.00	3400.60	15.46
TOTAL	HIGHWAYS AND STREETS	1014020.00	676617.57	676617.57	0.00	337402.43	33.27
TOTAL	OPERATING BUDGET	1014020.00	676617.57	676617.57	0.00	337402.43	33.27
TOTAL	GENERAL FUND	1014020.00	676617.57	676617.57	0.00	337402.43	33.27
TOTAL	GENERAL FUND	1014020.00	676617.57	676617.57	0.00	337402.43	33.27

Contract with Independent Contractor with Confidentiality Agreement

Independent Contractor agreement made on _____ (date), between **Sanders Searches, LLC** of P. O. Box 373, Newmarket, NH 03857, referred to herein as **Contractor**, and **Town of Pittsfield (Municipality)**, an incorporated city, town or unincorporated location organized and existing under the laws of the State of New Hampshire, with its principal office located at **85 Main St., Pittsfield, Merrimack County, NH 03263** (street address, city, county, state, zip code), referred to herein as **Municipality**.

Whereas, **Municipality** operates at the address set forth above, and **Municipality** desires to have the following services performed in order to comply with New Hampshire Chapter 80 laws relative to identifying mortgagees for the purpose of notification of liens and or impending deeding to said **Municipality** and

Whereas, **Contractor** agrees to perform these services for **Municipality** under the terms and conditions set forth in this Contract.

Now, therefore, for and in consideration of the mutual covenants contained in this agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Description of Work

The work to be performed by **Contractor** includes all services generally performed by **Contractor** in **Contractor's** usual line of business, including, but not limited to, the following: searches, by property owner, of indices of the County Registry of Deeds. **Municipality** shall provide the list of properties to be searched **within seven (7) days** of the execution of new liens or **ninety (90) days prior to the impending deed date** (at least 60 days prior to notice mailing date) regarding any properties eligible for tax deeding. **Contractor** shall provide a written report to **Municipality** as soon as possible so that the deadlines for notification can be met.

2. Payment

Municipality will pay **Contractor** for the work to be performed under this contract as specified below. Payment is expected to be made to the **Contractor** at the completion of the work described in item 1 above. **Municipality** will be billed for actual searches conducted up to the projected number listed below. In the event of a significant overage **Contractor** will contact **Municipality** to discuss an amendment to the Contract Cap to reach a mutually agreeable compensation. A significant overage would be defined as an increase of 5% or more in the number of searches as listed below.

Per Parcel Search Rate:	\$11.75
Projected Number of Searches:	128
Contract Cap:	\$1504.00
Level of Service:	Notices Included
Updates of searches more than 30 days old are billed at \$5.00 per parcel.	

3. Relationship of Parties

The parties intend that an independent contractor-Municipality relationship will be created by this Contract. **Municipality** is interested only in the results to be achieved, and the conduct and control of the work will lie solely with **Contractor**. **Contractor** is not to be considered an agent or employee of **Municipality** for any purpose. **Municipality** is not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any payments which it owes **Contractor**, and the employees of **Contractor** are not entitled to any of the benefits that **Municipality** provides for

Municipality's employees. It is understood that *Contractor* is free to contract for similar services to be performed for other *Municipalities* while under contract with *Municipality*.

4. Employees of Contractor

Contractor shall be solely responsible for paying all FICA and other taxes, workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pension, profit sharing and other benefits for the *Contractor* and his employees, servants and agents, if any.

5. Liability

Contractor will carry, for the duration of this Contract, errors and omissions insurance and proof of same shall be provided to the *Municipality* upon request. *Contractor* agrees to indemnify, defend and hold harmless *Municipality* for any and all liability or loss arising in any way out of the performance of this Contract.

6. Duration

Either party may cancel this Contract on 14 days' written notice; otherwise, the Contract shall remain in force for a term of 1 year from date of signing from the date hereof. Said notice shall be delivered in-person or by certified, return-receipt mail through the United States Postal Service. Provided, however, that if the *Municipality* has provided *Contractor* with a list of property searched to be performed in accordance with this Contract prior to the issuance of any notice of cancellation, the *Contractor* shall complete the searches and provide to the *Municipality* the report thereon and the *Municipality* shall pay *Contractor* therefore.

7. Confidentiality

Contractor agrees that: (a) all knowledge and information that *Contractor* may receive from *Municipality* or from its employees or other *Contractors* of *Municipality*, or by virtue of the performance of services under and pursuant to this Agreement, relating to the identification of mortgagees related to lien properties such as property owner information belong to *Municipality* or to those with whom *Municipality* has contracted regarding such information; and (b) all information provided by *Contractor* to *Municipality* in reports of work done, together with any other information acquired by or as direct result of employment as a *Contractor* by *Municipality* and during the term of such employment, shall be regarded by *Contractor* as strictly confidential and held by *Contractor* in confidence, and solely for *Municipality's* benefit and use, and shall not be used by *Contractor* or directly or indirectly disclosed by *Contractor* to any person whatsoever except to *Municipality* or with *Municipality's* prior written permission. Any information considered to be public, such as the recording of executed liens at the County Registry of Deeds, shall be exempt from this clause.

8. No Waiver

The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as subsequently waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

9. Governing Law

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of New Hampshire.

10. Notices

Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

11. Mandatory Arbitration

Any dispute under this Agreement shall be required to be resolved by binding arbitration of the parties hereto. If the parties cannot agree on an arbitrator, each party shall select one arbitrator and both arbitrators shall then select a third. The third arbitrator so selected shall arbitrate said

dispute. The arbitration shall be governed by the rules of the American Arbitration Association then in force and effect.

12. Entire Agreement

This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

13. Modification of Agreement

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

14. Assignment of Rights

The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

In this contract, any reference to a party includes that party's heirs, executors, administrators, successors and assigns, singular includes plural and masculine includes feminine.

WITNESS our signatures as of the _____ of _____, 20__.

Pittsfield
(Name of Municipality)

Sanders Searches, LLC

Jane Sanders
Jane Sanders, Member//Manager

*By: _____
(Printed name & Office in Municipality)

(Signature of Officer)

By: _____
(Signature of Officer & Office)

*Town/City Manager, Chair of Select Board, or other authorized officer

Cara Marston

From: Erica Anthony
Sent: Friday, December 09, 2016 10:41 AM
To: Cara Marston
Subject: FW: 2017 Renewal Contract

FYI

From: Jane Sanders [mailto:jane@jssearches.com]
Sent: Friday, December 09, 2016 10:35 AM
To: Erica Anthony <eanthony@pittsfieldnh.gov>
Subject: RE: 2017 Renewal Contract

Hi Erica,

Most towns have outside vendors do this work because of insurance issues – I have my own Errors and Omissions policy specifically to do current owner searches for NH cities and towns. Many towns are not insured for their staff to do the work, so you could use that approach as a good reason to have a professional abstracting service. On average, it takes an hour to do four searches using an efficient system in a database I have developed. So, for the 116 searches I did for you last year it probably took roughly 29 hours.

Then there are the letters...Aside from the time spent setting them up for printing (could be an hour or 2) it takes 2 minutes per letter to assemble the certified forms (labels applied), fold, stuff and keep in order – probably another 4 or 5 hours. To give a guesstimate of the actual time I spend on your job, not including delivery, I would say it is at least 35 - 40 hours of my time, or one week of full-time work.

Jane Sanders
Sanders Searches LLC
PO Box 373
Newmarket, NH 03857
603-292-6169 – office
603-292-5369 – fax
www.jssearches.com



MEETING CANCELLATION
TOWN OF PITTSFIELD
BOARD OF SELECTMEN
TOWN OFFICE, 85 MAIN STREET
PITTSFIELD, NEW HAMPSHIRE 03263

The Pittsfield Board of Selectmen will NOT be holding a meeting
on Tuesday, December 20, 2016

this is a cancellation of a regular meeting time

MEMORANDUM

November 7, 2016

From: Transportation Advisory Committee (TAC) Representative

To: Board of Selectmen

Subject: TAC Meeting: Summary

- Attachments:
- A. Agenda TAC Meeting November 4, 2016
 - B. Approved TAC Minutes June 3, 2016 & October 7, 2016
Note: I didn't report on October 7th meeting since nothing got voted on. It was a brief meeting that provided cursory information on the topics in the attached minutes.
 - C. Transportation Alternatives Program Regional Applications with Application Criteria
 - D. Regional Trails Special Project Proposal
 - E. Volunteer Driver Program Ridership Chart

The TAC met Friday, November 4, 2016 and discussed the following:

1. Transportation Alternative Program (TAP):
 - A. The TAC Voted on the Submitted Projects from: (Listed in Order of Scoring - Highest to Lowest)
 - (1) Concord
 - (2) Bradford
 - (3) Pembroke
 - (4) Hillsborough
 - (5) Henniker
 - B. Note: The Following (1) through (6) and Note was Discussed at the June 3rd Meeting but is Placed Here for Added Information.
 - (1) 80% Grant/20% Matching (100% Up Front with 80% Pay Back)
 - (2) \$2.5 - \$3 Million Annually, however NHDOT Plans to Award Up To \$5 Million In the Next FY.
 - (3) Smallest Qualifying Project is \$400,000.00. Largest Project is \$1,000,000.00 (Engineering Cost on a Project is Roughly \$150,000 on the Largest Projects)
 - (4) Once Engineering Design Begins the Project Must be Completed Within 10 Years (10 Years More for Total of 20 Years if Acquisitioning of Properties

has Begun). If Timeframe Not Met the Town Must Pay Back the Federal Monies Spent.

(5) \$2 Million Available Each Year

(6) Sidewalks and Trails Qualify

-- Send Letter of Intent w/Project Ideas and General Information
(Sample of Letter on DOT Website)

-- Actual Application Must be Submitted Between July 1st and September 1st.

** NOTE: A Town Can Bundle a Project With Projects From Other Towns in Order to Get to the \$ Threshold to Qualify. This Means Towns With Projects to Small to Qualify Can Submit a Joint Application With One or More Town(s) That Have the Same Problem. This Application Will be Treated as One Project Not Each One Separate.

2. Transportation Improvement Program (TIP):

A. The State Regional Planning Commissions (RPC) & NHDOT are Looking at What the Criteria Will Be for the Next 10 Year Plan

B. The State Transportation Improvement Plan (STIP) is the 4 Year Plan

3. Community Technical Assistance Program (CTAP):

A. Planning Money for Communities Negatively Effected by the I93 Expansion

(1) To Reduce Impact of I93 Expansion

(2) Ride Sharing, Transit Working with Local Businesses

4. CNHRPC Special Projects:

A. Concord Pedestrian Master Plan - Draft of Project is Done

B. Bow RSMS & Culvert Inventory Project

(1) The State Road Surface Management System (RSMS) has Been Updated

(2) RPCs & NHDOT Soon to Have Rap-Up Meeting

(3) Will be Rolled Out Shortly After

(4) CNHRPC Will Do the Data Collection on Roads (on site with Public Works Director/Road Agent) and Manage the Data Base

(5) The Program Prioritizes Roads Based on:

- Condition

- Importance

- Traffic

C. Concord-Franklin Transit Feasibility Study

(1) CNHRPC & NHDOT Met November 3rd After TAC Meeting

(2) This Study Will be Funded by the Congestion Mitigation and Air Quality (CMAQ) program

(3) Special Project Requests

- Regional Trails Special Project Proposal was Approved by TAC
Note: Approval is Only for the Project to Move Forward but Does NOT Affect Towns and Individuals to Approve it or Not Approve it at Their Local Level
- Will Connect with Rail-Trails to the North and South

5. Regional Updates:

A. Regional Traffic Counting Program

- (1) Working on Spread Sheets for Completed Traffic Counts
- (2) Will be on CNHRPC Website by Year's End
- (3) January or February New Requests for Traffic Counts from Towns will be Accepted. Towns will be Notified.

B. Commute Smart Central NH

- (1) Statewide Challenge has Ended (Individuals Logged Their Trip Saving) Bikes Most Increase vs. Carpooling
- (2) Awards of Gift Cards will be Given for:
 - Most Commutes
 - Most Round Trips
- (3) Making Improvements in Program for Easier Use

C. Mid State Regional Coordinating Council

(1) Volunteer Drivers Program

- Drivers Still Needed
- Donations from Towns Where Individuals Used Program Needed
- 39 Towns Participate
- Number of Ride Down Due in Part to Program Manager(s) Consolidating Ride Request so More than One Person is Taken to Destinations and CAP's Senior Bus Routes have Increased
- A \$2.00 Donation from Riders is Being Requested, to Help with Cost
- Brochures on How to Utilize the Program or Become a Driver are at Town Halls

3. Next meeting: January 6, 2017 (Snow Date: January 13th)

Sincerely,



Ted Mitchell

Pittsfield TAC Representative

Central NH Regional Planning Commission

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CNHRPC Transportation Advisory Committee (TAC) Meeting

Friday, November 4 2016

Bow Municipal Building (Room B), 10 Grandview Road, Bow

9:00 A.M.

AGENDA:

1. **Call to Order and Introductions**
2. **Review and approve minutes of the June 3rd, 2016 TAC Meeting and October Meeting Notes**
3. **Transportation Alternatives Program Regional Ranking**
4. **Transportation Improvement Program**
5. **Community Technical Assistance Program (CTAP)**
6. **CNHRPC Special Projects**
 - Concord Pedestrian Master Plan
 - Bow RSMS & Culvert Inventory Project
 - Concord – Franklin Transit Feasibility Study
 - Special project Requests
7. **Regional Updates/Other Business**
 - Regional Traffic Counting Program
 - Commute Smart Central New Hampshire
 - Mid State Regional Coordinating Council
8. **Next meeting date**

Central NH Regional Planning Commission

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Transportation Advisory Committee

June 3, 2016

DRAFT Minutes

Bow Municipal Building, Bow, 10 Grandview Road, Bow

9:00 A.M.

Attendees	
Barbara Annis, Town of Warner	Larry Anderson, Town of Allenstown
Emilio Cancio-Bello, Town of Sutton	Bob Cole, Town of Loudon
Adam Hlasny, SNHPC	Steve Laurin, Town of Dunbarton
Dick Lemieux, Concord TPAC/FMRGT	Rob Mack, City of Concord
Ted Mitchell, Town of Pittsfield	Richard Moore, Town of Chichester
Robyn Payson, Town of Hillsborough	Stan Prescott, Town of Loudon
Jim Pritchard, Town of Pittsfield	Christine Trovato, Town of Henniker
Bill Watson, NHDOT	Harry Wright, Town of Bradford

Commission Staff: Sam Durfee, Steve Henninger, Jennifer Mock, Dean Williams

The meeting began at 9:01 A.M, called to order by Chair, Barbara Annis.

Introductions

All TAC members and guests present introduced themselves.

Review and Approve Minutes of the May 6, 2016 TAC Meeting

A motion was made to accept the minutes of the May 6, 2016 TAC meeting as written.

M/S/Passed Larry Anderson/Emilio Cancio-Bello

NHDOT Update

Bill Watson from NHDOT provided an update on the Congestion Mitigation and Air Quality (CMAQ) program and the Transportation Alternatives Program (TAP). CMAQ funding is available for air quality and congestion improvement projects. Previously, funds could only be used for projects located in nonattainment areas in NH, typically south and east of Manchester, where air pollution levels consistently exceeded the national standards. Types of CMAQ projects can include transit, bus service, including start-up

ATTACHMENT B

of new transit routes, park and rides and sidewalks. The last round of CMAQ projects was in 2009. There are currently projects from this round on the books or ones which have been removed, such as the Capital Corridor project. If CMAQ funding is not spent, in the near future then the State will lose the funding. Therefore, it is important to find projects in order to utilize the funding available. Transit projects typically are the best type of process and funding can be used for both capital or operating expenses. There is a three-year limit on operating costs for transit providers once the new service begins. After three years FTA funds may be available on a 50 federal/50 local match ratio. A sustainability plan also needs to be in place for after the three-year period ends. Additionally, funding can be used statewide and no longer in strictly non-attainment areas, however the project still needs to show improvement in congestion and/or air quality. The state is awarded approximately 10 million dollars per year in CMAQ funding.

Transportation Alternatives Program (TAP), which used to be Transportation Enhancement (TE) funding, provides choices for non-motorized users that are safe, convenient and reliable. TAP projects typically consist of sidewalks and trail type projects for pedestrian and bicyclists. TAP reimburses local communities up to 80 percent of the costs of the project. The program requires local communities to pay 100 percent of the upfront cost and then will be reimbursed by NHDOT up to 80 percent. A letter of interest is required to be submitted to NHDOT including their ideas, location, estimated costs and other considerations and those interested are required to attend a pre-application meeting. After municipalities have submitted a letter of interest and attended the pre-application meeting, they are then eligible to submit a TAP application. There is a minimum award of \$400,000 and a maximum of \$1 million. NHDOT plans to award approximately \$5 million under the Transportation Alternatives Program.

Public Involvement Plan

CNHRPC staff provided an update on the draft CNHRPC Public Involvement Plan (PIP). A Draft copy of the updated PIP was provided to TAC members present. Dean Williams mentioned that CNHRPC wants to strive to do better when notifying the public about transportation planning and projects within the region, ensuring that all residents have an opportunity to be involved. The public comment period had ended and staff took those comments into careful consideration when updating the PIP. Harry Wright, of Bradford, had recommended adding school boards to the list of public officials who were contacted. Steve Laurin, from the Town of Dunbarton, added that the Table of Contents should be updated to reflect actual headings per page.

A motion was made to accept the Public Involvement Plan with the minor changes.

M/S/Passed Larry Anderson/Stephen Laurin

CNHRPC Unified Planning Work Program Performance Measures

Performance measures are now being required by the FHWA for any programs that receive federal funding. Steve Henninger has been working on tracking specific performance measures that CNHRPC has completed as part of the Unified Planning Work Program (UPWP). These regional measures include but are not limited to tracking red-listed bridges, TAC meetings held, traffic counts completed and town specific measures such as sidewalk improvements. Performance tracking includes what CNHRPC informed NHDOT they would

complete versus what was actually completed. Steve hopes to have a draft of the report available at the next TAC meeting.

Special Projects

- **Concord Pedestrian Master Plan**

Dean Williams indicated that the draft Concord Master Plan has been submitted to the Public Transportation Sub-committee (TPAC). It is currently in the review process and TPAC will respond with any changes or comments they may have.

- **Bow RSMS & Culvert Inventory Project Request**

Dean Williams noted that CNHRPC is continuing to work with NH DOT and UNH on the RSMS project. CNHRPC staff has entered three to four years of road repairs for the Town of Bow. The software provided an importance or priority rating. This was then compared to the town's current plan and feedback was provided to NHDOT. UNH will have changes to the program based upon this feedback. Staff is hopeful that the pilot program will be completed in Fall 2016. Culvert inspections and stream crossings still need to be completed.

- **Concord – Franklin Transit Feasibility Study**

Sam Durfee provided an update on the Concord- Franklin Transit Study. He stated that the Committee is currently working on a Request for Proposal (RFP) for consultant assistance on the project. The previous Concord – Manchester Transit Study is being used as a guide. Committee members are looking to see what can be done in house before seeking assistance from the Consultant. The survey still needs to be developed along with the RFP. The Committee hopes to have them completed in July.

- **Regional Freight Study**

Staff hopes to submit a special projects request for a regional freight study to NHDOT and work with communities affected by freight on this study. Data collections, vehicle class counts, survey development including infrastructure improvements, goods being transported, SWAT analysis of freight and infrastructure in the region, developing a stakeholder group are all tasks that would need to be completed. Currently the towns of Bow, Henniker, and Hopkinton have steady freight traffic. Bill Watson mentioned that NHDOT is currently working to have Governor and Council approve their State Freight Plan contract. It will take approximately a year and half to complete. Dean Williams mentioned that it would be ideal to dovetail the regional freight study with NHDOT's freight plan.

Regional Updates/Other Business

- **Regional Traffic Counting Program**

Dean Williams noted that traffic count requests were received from fifteen towns in the region. Staff is working on completing both local and state traffic counts each week.

- Commute Smart Central NH

Dean Williams provided the Commute Smart Central NH update mentioning that the kickoff was held at the beginning of May. Commuters were continuing to log their trips and have shown an increase in activity.

- Mid State Regional Coordinating Council

Dean Williams provided the Mid State Regional Coordinating Council (Mid State RCC) update for May, noting that he was unable to provide the number of VDP rides given. The RCC hoped to kick off the Taxi Voucher Program sometime in June. The program will provide rides to inmates with disabilities or 60 years of age and older in hopes to assist with job searching and getting individuals released from jail. There is an 80/20 funding eligible for this program. 80 percent will come from federal dollars and 20 percent will be paid by Merrimack County Department of Corrections. The press release will go out shortly and be visible on the CNHPRC's website.

- Other Business

Rob Mack, from the City of Concord stated the new roundabout at Exit 16, of I-93 is still in the design phase with construction hoping to begin later this fall. The Sewalls Fall bridge should be open to traffic by early November.

Next Meeting Date

The next TAC meeting was scheduled for August 5, 2016 at 9:00 A.M., at the Bow Town Hall.

Meeting Adjournment

The Meeting was adjourned at 10:34 A.M.

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Transportation Advisory Committee

October 7, 2016

Meeting Notes

Bow Municipal Building, Bow, 10 Grandview Road, Bow

9:00 A.M.

Attendees	
Barbara Annis, Town of Warner	Rob Mack, City of Concord
Ted Mitchell, Town of Pittsfield	Christine Trovato, Town of Henniker
Harry Wright, Town of Bradford	

Commission Staff: Steve Henninger, Jennifer Mock, Michael Tardiff, Dean Williams

The meeting began at 9:12 A.M, called to order by Chair, Barbara Annis.

Review and Approve Minutes of the May 6, 2016 TAC Meeting

Due to the lack of quorum minutes of the May 6, 2016 TAC meeting could not be approved.

Transportation Alternatives Program Regional Ranking

Five applications throughout the Central NH region were submitted for Transportation Alternatives Program (TAP) projects. The applications need to be ranked to prioritize the projects in the region. An application in Bradford was submitted for sidewalk improvements along West Main Street, in Concord a trails project connecting Manchester Street to Loudon Road was proposed, extending Western Avenue sidewalks in Henniker, in Hillsborough sidewalks connecting downtown to the Shaw's/Sylvania area and lastly in Pembroke improved sidewalks and a proposed recreational path near the Three Rivers School. As of October 7th, eleven individuals had complete the scoring – five staff members and six CNHRPC TAC members. Dean William encouraged all TAC members present to complete the scoring if they hadn't already. The current ranking based upon the scoring placed Concord in first, Bradford in second, Pembroke in third, Hillsborough in fourth and Henniker in last.

Dean reviewed the DOT weight criteria and discussed changes to this TAP rounds weighting compared to previous TAP rounds. He added that it is NHDOT's goal to fund ten projects statewide. Michael Tardiff noted how well the applications were completed and that a number of these projects have been around for a while and were not new projects. He added that they were solid projects and fit in with other projects and studies including previous Safe Routes to School Projects. Since there was low attendance, official scoring of the

applications for submittal to NHDOT would take place at the November TAC meeting to allow additional TAC members to complete the scoring over the next month.

CNHRPC Unified Planning Work Program Performance Measures

Steve Henninger has continued work on developing CNHRPC's performance measures as part of the Unified Planning Work Program (UPWP). This includes measuring the value of the planning process and how it impacts items such as traffic counts, road conditions, bridge conditions, TAC meetings held, etc. Performance measures are required by the FHWA at the state level. Metropolitan Planning Organizations (MPO) are also required to complete these measures. Although CNHRPC is not required at this time, we plan to complete tracking anyways as a means of best practices, in order for the State to prove there is value in the planning process at the regional level.

Community Technical Assistance Program (CTAP) and CommuteSmart NH

Michael Tardiff provided an update on CTAP and CommuteSmart NH since they are tied together. The CTAP, and existing program has been providing funding for the Salem to Manchester 1-93 project in order to lessen the environmental impacts. In the CNHRPC region, there are only a few communities in which this funding would be eligible to be spent because they need to be within the buffer of the 1-93 corridor. In the last few months, funding has been opened up for proposals for certain types of projects with a minimum project amount of \$125,000 federal funding with a 20% local match such as transit orientated design projects and additional rideshare. CNHRPC has taken the lead on statewide rideshare and CommuteSmart NH, in hopes to encourage more individuals to use the NH Rideshare software and alternative transportation options. CNHRPC will be taking the lead on submitting this proposal which will include funding for more of a statewide coordination for alternative transportation options in hopes to get more regional planning commissions involved, building the CommuteSmart NH program and website updates, and linking in with MassRides. This proposal will be submitted to NHDOT in October and CNHRPC will hopefully hear back in December. If the proposal is accepted staff would begin work next summer.

Special Projects

- **Concord Pedestrian Master Plan**
Michael Tardiff indicated that Craig continues to work on the Concord Pedestrian Master Plan in Concord as part of a Special Project within our UPWP program.
- **Bow RSMS & Culvert Inventory Project Request**
Dean Williams mentioned that the Bow RSMS pilot project continues and will hopefully come to a close this fall. Staff looks forward to beginning RSMS work in some of our local communities with Deering and Dunbarton already expressing an interest.
- **Concord – Franklin Transit Feasibility Study**
Michael Tardiff mentioned that they Request for Proposal is ready to go and the group will be gearing up this fall to continue work on the feasibility study.

- **Special Projects Request**

A special projects request was developed by Craig Tufts in hopes to investigate with the potential for creating a continuous trail system tying Concord to the Lake Sunapee Rail Trail and trails from Contoocook to Deering. This project would also help communities advance local trail projects with an eye towards it becoming part of a longer multi-town trail. The special project request was unable to be voted on due to the lack of quorum however will be brought back at the November meeting. Michael Tardiff also mentioned to members present that if there was a transportation related project within communities and an idea has been developed there is room within the CNHRPC UPWP program for an additional special project this year.

Regional Updates/Other Business

- **Regional Traffic Counting Program**

Dean Williams noted that 120 traffic count have been completed with one radar count to still be completed in Pembroke. This year NHDOT changed the format in the way that traffic counts were submitted. As of October 7th, only 17 counts had been approved by NHDOT, due to the formatting change and delay in processing. The traffic count data still needs to be sent out to all towns and updated on the CNHRPC website which will be completed by the end of the year.

- **Mid State Regional Coordinating Council**

Dean Williams mentioned that the State Coordinating Council has held a number of public hearings and are currently looking at ways to better coordinate transit throughout the state and provide rides for senior citizens and those with disabilities. Steve Henninger asked about the Taxi Voucher Program and how it was functioning. Dean noted that there had been no issues to report however only four rides had been provided so far and were in the month of August.

- **Other Business**

Barbara Annis, from Warner mentioned that installation had begun on the new roundabout near Market Basket in Warner and vehicles are following the new traffic pattern in time for the Fall Foliage Festival. Discussion continued regarding the Hopkinton/Henniker intersection at 202/9 and it was agreed that the intersection needs to be addressed.

Next Meeting Date

The next TAC meeting was scheduled for November 4, 2016 at 9:00 A.M., at the Bow Town Hall.

Meeting Adjournment

The Meeting was adjourned at 10:13 A.M.

CNHRPC 2016 TAP Application

Scoring Criteria

Project Readiness and Support

Bradford – Project Readiness

The Select Board, Planning Board, Conservation Commission, Rural Heritage Connection (501c3) of Bradford, Highway department and numerous local businesses and residents have expressed their enthusiastic support for this project. See attached letters of support, which include:

Letters of Support from Town Groups & Organizations: Letter from Select Board, Letter from Rural Heritage Connection of Bradford, Bradford Police Department

Letters of Support from Local Businesses, all with a presence on West Main St: Kearsarge Food Hub, Children's Center for Creative Learning, Bauer Construction, Thistle and Shamrock Inn

Ten Letters of Support from West Main St. and other Residents: Oona Tropeano, Theresa Bryant, Ellen & Burton Hirsh, Ian Wadlington, Andrew Spiegel, Audrey Sylvester, Neil Manning, Marcia Keller, Kathleen McCandless

The sidewalk construction project also addresses a recommendation within the town's 2006 Master Plan, as well as the current Master Plan, which is the process of being reviewed and updated. Additionally, and per the "Safe Routes to School" travel plan, West Main St. was listed as a priority to be addressed. (See attached copy of "Safe Routes to School" plan).

Bradford voters have given overwhelming support to the town's investment in sidewalks for many years, including supporting the required matching funds that allowed for construction of Phase One of the plan, completed in 2008. This portion of the project was completed by Kleinfelder, winner of The American Council of Engineering Companies of New Hampshire (ACEC-NH) in 2013. We are confident about addressing the second phase of the project and have a good idea of what to expect, having already successfully completed Phase 1.

Concord – Project Readiness

The Merrimack River Greenway Trail has been endorsed by the community and City Council (Most recently on August 8, 2016. See the Council minutes p7-11) as can be seen in multiple planning documents and official bodies over the course of many years. In addition, the non-profit organization "Friends of the Merrimack River Greenway Trail" has been able to raise approximately \$200,000 of private funds and \$100,000 of public funds towards the endeavor. This shows the considerable support that this unique, community-based public-private partnership project has from residents and local businesses even before the first piece of trail has been completed. Through funding provided by LWCF and private donations, design is underway for 150' of paved path and 100' of boardwalk originating from the northern limits of Terrill Park. Construction of this segment is anticipated in late 2016 or 2017.

The MRGT was supported in the following planning documents:

1990s: "Merrimack River and Greenway Trail System" A greenway trail system along the Merrimack River has been a dream of conservation minded residents since at least 1990, when the Concord Conservation Trust released this report.

2008: The "Central NH Regional Planning Commission Regional Transportation Plan" identifies a need for improved bicycle and pedestrian facilities, including trails.

2010: The "Concord Bicycle Master Plan" was accepted by Concord City Council and adopted by the Concord Planning Board. This plan, based on input from residents at three public meetings, identifies a need for shared use paths in Concord, providing a safe place for bicycling and walking separated from motor vehicles. A pathway along the Merrimack River, connecting the Northern Rail trail to the Salem-Concord Bikeway was identified as a project that would connect villages and open spaces.

2010: The "Feasibility Study for the Merrimack River Greenway Path – Concord, NH" was added as an addendum to the Bicycle Master Plan. The study confirmed the feasibility of the Merrimack River Greenway Trail, and identified optional and preferred routes through Concord. The study recommended the first phase to be from Manchester Street to Loudon Rd. It also further refined the purpose and need of the trail. As an addendum to the Bicycle Master Plan, it was also accepted by the Concord City Council and adopted by the Concord Planning Board.

2012: The "Regional Trails Plan 2012, Salem-Manchester-Concord" identified a regional trails network for transportation and recreation in the Salem to Concord Corridor, and featured the MRGT as part of the main north to south trails. It officially identified the "Granite State Rail Trail" concept of an off-street path from Lebanon through Concord to Salem, including a planned Merrimack River Greenway Trail. This document was adopted by the SNHRPC TAC and the CNHRPC TAC.

2013: "Central NH Regional Planning Commission Transportation Improvement Program 2013-2022" the MRGT was a new project added to the TIP and listed the Manchester Street to Loudon Road section as Phase 1.

2014: The Concord Capital Improvement Program (CIP): CIP item #543 is for the Merrimack River

Greenway Trail project. Currently listed for year 2022, receipt of this grant will push it up to the immediate future. The City is actively pursuing funds for this project.

2014: "Comprehensive Economic Development Strategy Central/Southern Region of New Hampshire" The MRGT was nominated into the regional CEDS, and was identified and scored as part of the regional economic development strategy. This document is pending approval by the CNHRPC full Commission.

2015: "Central NH Regional Planning Commission Transportation Improvement Program 2017-2026" the Manchester Street to Loudon Rd phase of the MRGT is in the regional TIP as a Ten Year Plan eligible Regionally Significant Project. It is the only TAP eligible project currently in the TIP.

2016: The Concord Capital Improvement Program (CIP) 2017-2026: CIP #543 the Merrimack River Greenway Trail project had been listed for year 2022 with funding for additional phases in 2025. On August 8, 2016, Concord City Council voted to modify the capital plans to move the project to 2018 to align with the current TAP round timeline.

The following official bodies have endorsed the Merrimack River Greenway Trail:

Concord City Council: City council has shown support for the MRGT on several occasions, most recently on August 8, 2016. On this date, council voted to permit the City Manager to apply for the TAP funds, to consider in the future to fund a portion of the match, and to work on advancing plans for future phases of the trail beyond the Manchester Street to Loudon Rd phase. Refer to the August 8 2016 Concord City Council Minutes (p7-11) for details and statements of support from multiple councilors.

Concord Planning Board: Adopted the Bicycle Master Plan and Feasibility Study for the Trail into the 2030 Master Plan.

Concord Conservation Commission: The Conservation Commission has been supportive of the MRGT at several meetings, and two of the CCC members are also on the Board of the MRGT.

Central NH Regional Planning Commission TAC: Included the first phase of the MRGT in the most recent Regional TIP, and adopted the 2012 Regional Trails Plan.

The 501(c)3 non-profit organization the Friends of the Merrimack River Greenway Trail is dedicated to building a paved trail through Concord, roughly following the Merrimack River and connecting residences, businesses, villages, and open spaces. www.merrimackrivergreenwaytrail.org

Henniker – Project Readiness

The proposed project is consistent with Goals and Objectives of Henniker's Master Plan as outlined below in the Henniker Master Plan Excerpt:

Goal: To create a pedestrian infrastructure that would allow and facilitate safe, efficient, reliable, and continuous travel throughout Town.

Recommendations: Identify and prioritize areas with existing pedestrian facilities for regular maintenance and propose new areas for facilities that will extend and connect the existing infrastructure, if needed.

The project was also listed in the Safe Routes to School Travel Plan completed in 2012 as follows:

14. Western Avenue Safety Improvements

a. Design and reconstruct approximately 550 linear feet of granite curbing and sidewalk from the SAU building (#258 Western Avenue) to Fairview Avenue to ensure sidewalk is ADA compliant and curb is extended into SAU parking lot.

Hillsborough – Project Readiness

The project being proposed by the Town of Hillsborough is the repair and construction of sidewalks solidifies a link between the most densely developed commercial and residential areas in town. Existing sidewalks either intermittent, nonexistent and also in poor condition

There are approximately 47 parcels (commercial and residential) within the area of the proposed project. This area has great opportunity for in-fill or new development which will enable the town to continue to develop a solid commercial/ residential area that allows for safe access to jobs and every day necessities.

According to the New Hampshire Employment Security Economic and Labor Market Information Bureau, 4 of nine the largest employers in the town of Hillsborough are located in this area either nearby or included in the scope of this project:

Shaw's Supermarket-140 employees, McDonalds - 40 employees, Tooky Mills Restaurant-30 employees, Rite Aid Pharmacy-18 employees

In the Hillsborough's population as per the Economic & Labor Market Information Bureau, NH Employment Security, January 2016 Community Response Received 06/26/15 states the town's population is 5994 people with 11.8% living below the poverty level (707 people) We also learn that 4% of the population walk to work (240 people). I think it is fair to assume that many of these folks use West Main St./RTE 149 to walk to work and to obtain the goods and services that they require. The proposed project will connect to sidewalks in the down town area.

West Main Street/RTE 149 currently lacks many of the qualities that would make it a safe, attractive destination for pedestrians.

The need for an improved safe sidewalk system has been a high priority for the citizens of Hillsborough

for many years. According to NHDOT data, in the last 5 years there have been 13 accidents reported along the segment of road where the sidewalk would be constructed. Six accidents resulted in injuries. Two accidents involved pedestrians.

The 1999 Master Plan it was stated that “Most sidewalks in the center of the Town are in fair to poor condition, especially along West Main Street. Some places they are absent, making pedestrian traffic difficult. A sidewalk improvement program for the Town, particularly for West Main Street is badly needed.”

A recommendation included in the 1999 Master Plan was for “Hillsborough to create a sidewalk improvement program which when carried out will lead to safe pedestrian traffic in the center of town.

Sidewalk improvement was also a hot topic of discussion in the 2015 Master Plan Survey and Visioning Session. Of the three streets listed as locations for needing sidewalks; West Main Street ranked at the top of the list. Discussion about the need for safe sidewalks was discussed extensively in the in Natural Resources, Community Facilities, Transportation and Housing, Land Use and Economics breakout sessions of the Visioning Session

The Town of Hillsborough submitted "Sidewalk Project" application to the Comprehensive Economic Development Strategy (CEDS) for the Central region. The Sidewalk Project ranked in the top five "Municipal" projects included in the CEDS

The Transportation Chapter of the current update of the Master Plan also includes the need for Sidewalks being extended along West Main Street to provide a continuous sidewalk which is safe and maintained in the winter.

The town’s people have recently demonstrated support for sidewalk improvements by voting in a capital reserve for that purpose at Town Meeting 2016.

Lastly, in the summer of 2016 the Town's Public Work Department reconstructed approximately 500 linear feet of sidewalk on West Main Street. The TAP project would take off where that project ended and construct new sidewalks along West Main Street to Shaw's Supermarket sidewalks.

Pembroke – Project Readiness

These projects were identified in the Travel Plan completed in 2013 which was adopted by the Town and School Department. The Travel Plan was completed by the CNHRPC and the committee included a broad base of members including local Town officials, school department personnel and parents.

The 2004 Master Plan for the Town of Pembroke, one of the goals in the Transportation Chapter was "To sustain and enhance the opportunities for safe pedestrian access throughout Pembroke". This goal includes: identifying locations for additional crosswalks and maintaining existing sidewalks and their right-of-ways to enhance pedestrian safety. Both of these projects meet those goals of the Master Plan.

These projects have the support from the Pembroke Board of Selectmen and the Pembroke School Board.

Financial Readiness

Bradford – Financial Readiness

The town of Bradford has been appropriating funds on an ongoing basis to help fund the completion of this project. These appropriations are based on recommendations from the town's own Capital Improvements Plan (CIP), which is updated annually. Funds raised exclusively for this purpose are held in a capital reserve account titled, "Main Street Improvement Plan".

Currently the town has a total balance of \$72,356.09 in this capital reserve account, which represents just over 60% of the town's required 20% contribution towards the total cost of the project. The most recent appropriation to this account was made in 2015 for \$10,000.

The remaining \$47,644 needed to meet the town's responsibility for 20% of the total project cost would be raised via a Warrant Article, to be voted on by the town at the next town meeting in March of 2017. The Select Board has put forth a written commitment to bring this project forward for approval in 2017, should our project application be selected by TAP. If it is not selected, the town will continue to appropriate funds to the "Main Street Improvement Plan" capital reserve account, as it has been, until such time as the town is able to bring the project to further fruition.

Concord – Financial Readiness

This TAP project would require a \$200,000 local match. The not-for profit Friends of the Merrimack River Greenway trail (FMRGT) have to-date an unobligated balance \$25,000 which it intends to apply toward match for the TAP award. FMRGT expects to raise substantially more towards this effort in the coming months. See the attached letter from the FMRGT indicating their support. Amanda Grappone, a local business person, has stated she will help raise \$50-100,000 in funds for the MRGT in memory of her late brother, Greg Grappone, who was confined to a wheelchair near the end of his life. This, in addition to the \$200,000+ of private funds raised by the FMRGT to date suggest that it is likely the FMRGT could raise all or most of the required match. Should this project be awarded TAP funding,

FMRGT will transfer the funds it has raised towards match to the City of Concord.

The MRGT project is in the current Concord City budget under CIP 543, Merrimack River Greenway Trail Project. Concord City Council on August 8, 2016 voted to modify the capital plans to advance the project to 2018 to align with the current TAP round timeline. Based on public support, past and recent statements of support from Council, and the current CIP, it is anticipated that Council will approve funds to cover any remaining match that is not raised privately through the FMRGT. Refer to the August 8 2016 Concord City Council Minutes (p7-11) for details and statements of support from multiple councilors.

Henniker – Financial Readiness

The Town of Henniker as well as the citizens and downtown businesses, as noted in the SRTS Travel Plan, are very committed to completing this project as proven by the acceptance of the TAP Round 1 matching funds at the 2015 Town Meeting. The Town Match of 20% or \$97,216 will be placed on the Warrant for 2017 Town Meeting making the funds available by mid March 2017.

Hillsborough – Financial Readiness

The residents of the Town of Hillsborough voted at Town Meeting, 2016 to establish a Capital Reserve Fund (CRF) for the purpose of building and maintaining sidewalks. At that time \$40,000 was placed in the fund. The Board of Selectmen will be allocating money to the CRF at the 2017 Town Meeting and years after to both to fund this project and continue to work on others throughout town.

Pembroke – Financial Readiness

As mentioned in the attached letter of support from the school, the School Board is prepared to provide funding, either in a warrant article at 2017 Town Meeting or include the funds in the 2017 operating budget, for matching funds for the multi-use pathway from Broadway to the Three Rivers School and for the sidewalk along Academy Road and along the school driveway.

This will guarantee that the matching funds will be available well in advance of the start of the project.

Feasibility

Bradford – Feasibility

At present, we are not aware of nor do we anticipate historic, cultural, environmental or other issues along this phase of the project proposal.

We conducted an on-site review of the West Main St. sidewalk with Kleinfelder, a civil engineering firm, in order to identify any likely issues that would impact the project's feasibility and to assist in obtaining accurate project cost estimates. As referenced elsewhere in this application, Kleinfelder is the firm responsible for successful completion of the first portion of this project on East Main St.

We were advised that right-of-way issues were not expected to be a major problem for the town, as the sidewalks are likely within the established rights-of-way of the town and state and therefore easement costs should be minimal.

During Phase 1, no easements were required based on the ROW width and matching the roadway profile. We expect that this will also be the case for most of Phase 2a. of the project, but have included \$30,000 for any anticipated ROW costs in our estimates nonetheless. Our cost estimates are based on our most recent Transportation Alternatives Program application (in 2014) for which Kleinfelder conducted an on-site review and are therefore expected to be reliable.

Regarding maintenance, the town recognizes that new sidewalks will need to be properly maintained and has recently purchased a new skid steer, which is used on the newly constructed East Main St. sidewalks to keep it free of snow and ice during the winter months. Unfortunately, given the current width of the sidewalks on West Main St. - which are 3 ft., as opposed to 5 ft. as required by current ADA code – the skid steer cannot be properly used there, as it cannot properly fit over the sidewalk (it is too wide). This results in the build up of snow and ice during the winter, which makes for very unsafe conditions and pedestrian use. Installation of a new sidewalk would remedy this problem, allowing for proper maintenance. As for impacts to timeline, the first phase of this project took approximately 8 months to complete. As this portion of the proposed project is lesser in length, we can reasonably expect that it will take less time to complete.

Overall, we do not have any major concerns with respect to feasibility. The town enjoys strong support for this project and having already accomplished the first phase successfully, are confident that we can successfully manage the second.

Concord – Feasibility

Historic, archaeological and natural resources, and hazardous materials are discussed in the "Resources within Project" section of this application. The following paragraphs describe how these items should have little impact on project cost and timeline.

Historic and Archaeological Resources: The planned archaeological survey will likely clear the project site for construction of the proposed trail. In the event the survey discovers significant resources the

design will be adjusted to avoid or minimize impacts to the resources.

Natural Resources: The Friends of the Merrimack River Greenway Trail trustees and City staff met with NH Department of Environmental Services (NHDES) staff on three occasions to discuss potential resource agency concerns. The group conducted a site walk of the proposed alignment with members of NHDES and the feedback was that the trail should be feasible as conceived so long as it does not follow close to the riverbank where it would be subject to scour and damage during flood events. The proposed alignment was subsequently adjusted inland to avoid the river forces and to protect the tree lined bank. Wetland and shoreland protection permits will be required, but we do not believe the current design jeopardizes the project feasibility, cost or timeline.

Hazardous Materials: If hazardous materials are encountered, the amount of excavated soils should be minimal since the boardwalk piles are proposed to be driven. The associated costs to collect and dispose of any spoils should also be low. Creative design solutions, such as helical piles, will also be considered to minimize or even eliminate the amount of spoils.

Right-of-Way: This project will be constructed entirely within City-owned right-of-way, therefore the costs and delays that are frequently associated with the right-of-way acquisition process will be avoided.

Utilities: This project will not impact above or below ground public or private utilities, therefore the costs and delays that are frequently associated with utility relocations will be avoided.

Henniker – Feasibility

There are two culvert crossings within the project limits. Each crossing will require work that may result in the need for a wetlands application (Minor or Minimum Impact). There are also a number of buildings within the project area that appear to be over 100 years old. However, there are no properties listed on the National Register of Historic Places. Any impacts to these properties will be minor and most limited to the public right-of-way (50' wide right of way on Western Avenue). There are no known areas of contamination within the project area.

Hillsborough – Feasibility

One section of NH Route 149 is about 30 feet from the Contoocook River. At that location there is a culvert which will likely need improvements to the head wall. It is anticipated that a shoreline permit will be needed and the head wall cost is built into the estimated budget. Those issues should not however affect the projects ability to succeed. Besides that there are no, historic, cultural, environmental, maintenance or possible areas of contamination that could impact the project.

Pembroke – Feasibility

There are no significant obstacles to implementing this project. As noted previously, we have reviewed

existing records (File review at NHDHR and One Stop site research at NHDES) and have found no evidence any National Register or State Listed historic sites, archaeological sites or hazardous material sites in the project area. In addition, the proposed work will be completed on school property where significant disturbances have previously occurred so the chances that historic properties (previously not identified) would be impacted is minimal. There are no wetland systems or Shoreland areas within the project limits.

Stress Analysis

Bradford – Stress Analysis

According to the criteria outlined in the “Safe Routes to School” plan, the score for West Main St. analysis falls within Stress Level Classification “D”. At present, the sidewalk on West Main St. is in very poor condition. (See attached photographs).

There are a considerable number of uneven, cracked portions of the walk, which become even higher risk areas during the winter months as they cannot be properly plowed by the town.

There are also no crosswalks, to provide safe access to children and others crossing the street. The Children’s Center for Creative Learning (located on West Main St.) is an area of particular concern with respect to this, as well as the Brown Memorial Library and the children’s Sunday School and youth group located at the First Baptist Church on West Main St. Our proposed improvements would eliminate these problems, thereby alleviating current stress and making the road safe for users of all skill level and knowledge. The addition of crosswalks to both the Library and the Church would also encourage drivers to maintain lower speeds in these particular areas, further enhancing safety.

The lack of bike lanes is a stressor to both cyclists and vehicular traffic, which is forced to swerve around cyclists on the roadway.

At present, West Main St. only has one point of access for disabled residents, located across from West Main St. at the intersection of Rt. 103. This access point is too narrow for wheelchair use. This would be corrected. Dimpled metal plates at crosswalks, which serve to assist the blind and/or visually impaired, are also lacking on West Main St. These will be provided with the proposed sidewalk construction. A crosswalk button at West Main St. will be provided for those crossing over Rt. 103 to East Main St. (which presently does not have a crosswalk button.) Our proposed improvements will lower the current stress level for disabled residents considerably.

Installation of new sidewalks, cross walks and bike lanes would result in both having an “A” rating and would be safe for all children, disabled and elderly residents.

Concord – Stress Analysis

Currently, people traveling by bicycle or walking who wish to travel from the southerly end of this project to the northerly end have the choice of either using the Old Turnpike, Airport and Loudon Road route; or the high-traffic and unfriendly Manchester, Water, North and South Main Streets, and Loudon Rd at I-93 Exit 14 interchange. Both routes contain high stress intersections people riding bicycles or walking.

At its connection at the southerly end of the project, Manchester Street (US Route 3) is a high traffic volume, 5-lane (2 lanes each way with center left turn lane) highway with paved shoulders and sidewalks with a traffic signal at Old Turnpike Road. For Pedestrians, the stress of Manchester St can be rated at level B: (Facility can accommodate users with basic skills and knowledge of traffic) as crossing Manchester Street at the signalized intersection requires basic skills and knowledge. Although it can be traversed on foot with basic skills and knowledge, the experience is likely to be somewhat unpleasant due to the relatively high traffic volumes and speeds in the area. For bicyclists it is a level D: (Facility requires an advanced level of skill and knowledge of traffic to use.) Bicyclists have a higher stress due to the volume and speed of traffic and the difficulty crossing multiple lanes if a left turn to Old Turnpike Road is desired.

Old Turnpike Road is a high volume 2-lane (one lane each way) collector road with shoulders and a sidewalk on one side. Prevailing speeds (80th percentile) are near 40 miles per hour, with over 10,000 vehicles per day. The stress level for pedestrians would be level B due to an existing sidewalk. For bicyclists it is a level D due to the complications of traversing the Manchester Street signalized intersection, and having to fit into a narrow shoulder space or share a lane with traffic traveling over 40 miles per hour. In addition, there is a relatively high percentage of truck traffic in the area.

Loudon Road (NH 9) is a high traffic volume, 5-lane (2 lanes each way with center left turn lane) roadway with paved shoulders and sidewalks in the vicinity of the project. Traffic volumes are near 28,000 vehicles per day. Loudon Rd in the vicinity of I-93 exit 14 is considered the least bicycle and pedestrian friendly location in Concord. Signalized intersections exist at the Shopping Center (Post Office)/ Everett Arena drives. The stress level for pedestrians would be level B due to existing sidewalks and crossing signals. Despite the “B” rating, walking conditions are relatively unpleasant due to high traffic volumes and overall auto-oriented environment. For bicyclists the area is a level D due to the volume of traffic, the number of lanes, and complications that arise from attempting to traverse large multi-lane signalized intersections. For bicycling, the level of stress at all of these neighboring roadways and intersections can also be categorized as accessible to the approximately 1% of the population identified as “Strong and Fearless” bicycle riders.

The proposed design combined with the planned LWCF construction in this area, (10 to 12 foot paved multiuse path, 12 foot wide boardwalk, and gravel farm road/path) would provide a significant improvement in safety as bicyclists and pedestrians would be removed from the vehicular traffic corridors. In addition to the safety enhancements, the walking/bicycling environment is also much more

pleasant, which may entice people to walk or bicycle rather than drive. For these reasons, the stress level would be A (Facility is reasonably safe for all children) for both bicycles and pedestrians.

Henniker – Stress Analysis

Existing Stress Level C - Current sidewalks contain the following unsafe conditions; 1. There are no curbs or the curbs do not conform to current standards thereby resulting in poor vehicle and pedestrian separation. 2. The widths of many of the current sidewalks are 4 feet or less. 3. The paved surface is badly cracked and countless tripping hazards exist.

Proposed Condition Stress Level will be A - This project will correct all of these problems by doing the following; 1. New granite curbs with 6 inches of reveal will be installed where none currently exist. 2. All sidewalks will be 5 feet wide and will replace those that are 4 feet wide and less. 4. All tripping hazards will be removed and replaced with new asphalt placed on an adequate base to prevent abnormal and premature cracking.

Hillsborough – Stress Analysis

The Stress Analysis scale above indicates West Main Street/RTE 149 falls within classification E.

West Main Street/RTE149 is neither bicycle or pedestrian friendly due to the fact it lacks shoulders and sidewalks in most places. The latest traffic volumes for the area show over 9,500 vehicles per day.

At present there is no safe way for adults and children to walk or bike to the commercial portion of the town without a sidewalk. In winter time, it is especially dangerous for pedestrians to walk to work or shopping since the only place they can walk is on the edge of a plowed road.

In the vicinity of Shaw's Supermarket, Osram Sylvania, Riverside Precision Sheet Metal, McDonald's, Rite Aide, Abuchon Hardware, Dunkin Donuts, Dollar General and many other retailers and restaurants located in the Commercial District. This is basically the hub of employment in Hillsborough. In the winter, pedestrians have no option other than to walk on the road which may be more narrow due to snow plowing. This project will go a long way in providing a safe way for people to get to work and shop year around.

Pembroke – Stress Analysis

Based on this scale, the project areas would currently rate an "E". The current conditions in these areas are not suitable for students, pedestrians, and bicyclists because the sidewalk and multi-use pathway do not exist and are not defined. This discourages students from walking and riding their bicycles to school, as well as pedestrians from the area utilizing the school grounds and trail system. Due to the lack of the sidewalks there is an increase in short trip, vehicle traffic to the Three Rivers School.

Without a sidewalk at the entrance to Three Rivers School, students and pedestrians are forced to walk in the driveway (the road) which is dangerous and creates a high level of stress for parents, car drivers,

school bus drivers, and students and pedestrians themselves. Without the multi-use path at the south end of the property, students and pedestrians have limited and less than safe access to the school and its grounds. While there is proof students get to school throughout the year by accessing the "short cut" across the athletic fields, which could be avoided with the installation of the proposed improvements to the multi-use path and route; the stress levels are high year-round with the lack of lighting and a safe, maintained access way to the school and the grounds.

The construction of new sidewalks, crosswalks, and multi-use pathway in the project area would bring the Stress Analysis rating to an "A". The new sidewalks and multi-use path would provide reasonable accommodations and necessary, safe access for students, pedestrians, and visitors alike. Also, the proposals will connect and complete the existing sidewalk networks between the Three Rivers School, Pembroke Academy, and the Village School, including their recreation and athletic fields. It will also connect businesses, town facilities, the Town's public park, and residential neighborhoods throughout town. These new sidewalks and multi-use pathway would provide healthy, safe, avenues to numerous households and businesses that are under-served for access to public recreation facilities, schools, businesses, residential neighborhoods, and Town Offices. It would provide for residents and visitors to participate in a safe, livable, walkable community.

Improve Safety Conditions

Bradford – Safety Conditions

This project proposal includes the following safety improvements:

- 1) Installation of new sidewalk, increasing the width from 3 ft. to 5 ft., to match the existing sidewalk on East Main St. and in keeping with current code. (Total length approximately 1,160 ft.)

- 2) The addition of 5 inch granite curbing, along both the north and south sides of West Main St.

- 3) Crosswalks to be added between Town Hall and St. Peter's Masonic Lodge on the south side of West Main St. to the First Baptist Church and the Brown Memorial Library on the north side of West Main St.

- 4) The addition of 5 ft. bicycle lanes on both sides of West Main St., which will indicate to drivers that there are cyclists in the area and will provide cyclists in the area with a safe, designated area for travel.

- 5) Elimination of the need for vehicular traffic to swerve around pedestrians and cyclists, resulting in increased safety for drivers.

- 6) Replacement of pedestrian safety rail above Fire Station pond at West Main St. and the intersection

of Rt. 103.

A traffic report for West Main St. is included in this review as an attachment to this application. An eight day average in 2013 was 1,292 cars per day, with the highest concentration occurring around 8:00am-4:00pm, coinciding with the times that children are typically leaving for school in the morning and returning from extracurricular activities or day care in the afternoon. West Main St. is a high traffic area in Bradford. The improvements listed above would greatly enhance safety conditions for children and young adults, indeed all generations of pedestrians and bicyclists in town who traverse it.

Additionally, this phase of the project would serve approximately 20 residential and business lots, allowing residents along and visitors to West Main St. to travel safely, where they cannot today.

Concord – Safety Conditions

Safety for those traveling in the area will be much improved over the existing condition. Roadways that are alternative routes to the proposed trail have high levels of traffic stress along the roadways and at intersections. Prevailing speeds of up to 40 miles per hour and traffic volumes ranging from 10,000 to 28,000 vehicles per day create potentially unsafe conditions, especially for bicycles in mixed traffic. The proposed off-street pathway and boardwalk will provide a separate facility for bicycling and walking that will be suitable for children, people who require personal mobility devices such as wheelchairs, and those without experience bicycling in traffic.

It is likely that the high stress level and perception of safety reduces the number of trips that would be made by bicycling and walking.

The area of Loudon Rd near exit 14 saw 16 bicycle and 4 pedestrian crashes since 2002 (according to NHDOT Data), nearly all of which reported injuries. This trail would provide a viable alternative route for at least a portion of bicycles and pedestrians who traverse this area. Two bicycle crashes have been reported along Airport Road which parallels the planned trail and boardwalk.

This project is a first phase of a longer trail that is envisioned to connect various parts of Concord and neighboring communities and be entirely separated from motor vehicle traffic. It will provide a safe alternative to busy commuting routes as well as non-motorized access to recreation opportunities.

Henniker – Safety Conditions

Current sidewalks contain the following unsafe conditions; 1. There are no curbs or the curbs do not conform to current standards thereby resulting in poor vehicle and pedestrian separation. 2. The widths of many of the current sidewalks are 4 feet or less. 3. The paved surface is badly cracked and countless tripping hazards exist.

This project will correct all of these problems by doing the following; 1. New granite curbs with 6 inches of reveal will be installed where none currently exist. 2. All sidewalks will be 5'-6" wide and will replace

those that are 4 feet wide and less. 3. All tripping hazards will be removed and replaced with new asphalt placed on an adequate base to prevent abnormal and premature cracking.

Hillsborough – Safety Conditions

ADA Compliant asphalt sidewalks with curbing off the roadway will greatly enhance safety by creating a buffer between pedestrians and vehicles. The improvement and expansion of Sidewalks was mentioned in the 1999 Master Plan as well as in the recent Master Plan Survey Visioning Session and was submitted by Hillsborough to the Comprehensive Economic Development Strategy where it ranked among the top six municipal projects in the region.

According to NHDOT data, in the last 5 years there have been 13 accidents reported along the segment of road (less than one mile) where the sidewalk would be constructed. Six accidents resulted in injuries. Two accidents involved pedestrians.

Pembroke – Safety Conditions

The proposed multi-use pathway at Three Rivers School will create an off road walking and bicycling path that will complete the connection from the Broadway area schools, neighborhoods, and businesses to the Three Rivers School and Pembroke Academy, as well as connect to Town Hall, Town Library, Churches, Day Care Facilities, additional residential neighborhoods, and businesses. This connection will serve a large student population in the Broadway area and encourage student walking and bicycling to school. There will be more of a need for safe student and pedestrian access to the schools via sidewalks and the multi-use pathway due to the pending 110-lot subdivision that will appear in front of the Planning Board in October of 2016. This proposed subdivision has two access points, one located near the Broadway/Route 3 intersection and the other is by the Academy Road and Route 3 intersection. By providing this multi-use pathway and sidewalks, other routes (along Route 3 and through private properties) will no longer be necessary thereby improving safety for students going to and coming from school. The addition of lighting and fencing along the multi-use path will ensure safe access year-round for the students and pedestrians.

Project Connectivity

Bradford – Connectivity

The completion of this project would greatly enhance connectivity across key locations in Bradford.

Business and Residential Connections: The sidewalk construction and additional bike lanes would serve as a physical point of connection, linking East and West Main St., and by extension would serve to connect the more residential area on West Main St. with the business center on East Main St., including Lake Sunapee Bank, Pizza Chef, Dunkin Donuts, an antiques shop, the recently purchased and renovated Bradford Village Inn, and other businesses. On West Main St., an old, historic inn was recently purchased and is currently undergoing renovations. When complete, the new business would benefit greatly from an improved sidewalk, as it would allow all those visiting the inn to safely connect to other key points in town.

Community Based Connections: Connections to community based locations along both East and West Main St. would include (on East Main St.): the Bradford Area Community Center, Brown Shattuck Baseball Field, the Bradford Historical Society Village and a recently installed community garden. On West Main St., crosswalks will serve to directly connect the Town Hall to the Brown Memorial Library and the First Baptist Church to the Masonic Lodge. A new crosswalk would also provide safe crossing for children at the Children's Center for Creative Learning to these two destination points (the church and town library) as well as all other residents living near and along West Main St. to these points of interest. The proposed sidewalk and bike lanes would serve to also directly connect the Fire Department, Masonic Lodge, Town Hall and the Children's Center for Creative Learning, all located on the same side of West Main St.

Recreational Connections: The West Main St. sidewalk and bike lanes would intersect at Rt. 103 with a rail trail that is currently being planned by the Rural Heritage Connection of Bradford, a 501(c)(3) organization. (The Rt. 103 bypass follows the railroad bed of the Concord to Claremont railroad). With the completion of this project, the Rail Trail would connect in 2 places: 1) At the corner of West Main St. and 2) At the junction of Rt. 103 & 114.

At the end of the West Main St. sidewalk, along Rt. 103, is a short walk through a wide, grassy area to the entrance of the Bradford Tall Pines State Park. Improvements made to the sidewalk and bike lanes along West Main St. would provide safer access to the park's hiking trails, which are enjoyed by both in-town residents and out-of-town visitors of all ages. Other hiking trail connections include the Tilley Wheeler trail on Gillingham Dr., which is just off of West Main St.

Users of the Brown Shattuck Baseball field on East Main St. would also be better served by a safer route via reconstructed sidewalks and bike lanes.

Concord – Connectivity

This project is the first phase of a north to south trail through Concord that will connect densely developed areas of Concord and neighboring communities, and also provide non-motorized access to

highly valued open space along the Merrimack River. The Manchester Street to Loudon Rd section of trail provides connections to recreation, employment, services, residences, and public transportation.

Facilities at the north (Loudon Rd) terminus: The northerly end of this project connects to an area with three major grocery stores, several retail establishments, several restaurants, a medical facility, the post office, Everett Arena and park, various work places including offices, multiple small businesses, and connections to nearby residential areas. There is also public transportation service (two Concord Area Transit bus stops) within feet of the trail terminus, and the Bus Station/Park and Ride facility 0.6 miles away.

Facilities at the south (Manchester St) terminus: The southerly terminus of the trail is near a large mobile home park facility that currently has poor non-motorized access to Loudon Rd. This trail will also serve residents of the South End of Concord who seek to travel to the destinations listed at the north end of the trail. The trail will provide an alternative route to the facilities along Loudon Rd that avoids the busy Exit 14 area of Loudon Rd, known locally as the most unfriendly location in the City for people riding their bicycles or walking.

Facilities along the route: This project will provide a non-motorized connection to Terrill Park. Plans for improvements to the park and a new recreation area are in the works here and at the adjacent large empty lot that have recently been used as a snow dump. The first of the new recreational fields is scheduled for 2018 with a larger facility planned further out.

The Heights neighborhood in which the project is located has been identified as a neighborhood that is under-served in terms of parks and open space. The trail will provide non-motorized transportation to the recreational facilities and will double as a healthy recreational amenity itself.

Henniker – Connectivity

The project will complete the safe connection between the residential areas on the west end of the village with the Community School, New England College and businesses downtown. The existing sidewalks are inadequate to provide safe travel for area residents and students at the schools and noted above. Construction of these sidewalks will create a safe pedestrian travel way thereby creating connectivity between these areas. This project is a continuation of the work completed as part of the SRTS program and the first TAP application and will complete this final phase of sidewalks in the western side of the downtown area.

This project is also described in the Henniker Safe Routes to School Travel Plan.

Hillsborough – Connectivity

This project will bridge the significant gap between the existing sidewalks in the downtown area which end just past Church Street, to the Shaws Supermarket Plaza and Osram Sylvania area are located. This is an area of town utilized extensively by young parents, seniors and others wishing to walk or bike to our main commercial area. The sidewalk will connect residents, many of whom struggle with transportation issues; to grocery shopping and employment as well as other retail and services along the corridor.

Pembroke – Connectivity

Multi-use pathway to Three Rivers School - The east end of the pathway ends at the school and the west end of the pathway ends at the sidewalk on Route 3 near the Broadway intersection. Sidewalks from this location extend north and south on Route 3 and along Broadway to the south. These sidewalks service a large, densely populated residential area with a significant number of children that attend the three Rivers School. There is a traffic signal at the Broadway intersection with a pedestrian crosswalk and signal phase that allows pedestrians to safely cross Route 3. The Route 3 also has wide (6' average) shoulders that can accommodate bicycle travel so this project will extend the bicycle accommodations to the school. There are no sidewalks between US Route 3 and the school and students find their way across fields and woodlands to reach the school. This project will complete an existing sidewalk network the town created through its "Broadway Project". The Broadway Project consisted of building and installing new sidewalks and crosswalks as well as safety improvements and the reconstruction of existing sidewalks from the intersection of Route 3 and Broadway all the way in Suncook Village including the Village School.

Sidewalk along school driveway - The new sidewalk along the school driveway will provide a safe access to the school from Academy Road and the Cross Road neighborhoods. There are currently no sidewalks in this area and children are forced to walk on the driveway or along the edge of the roadway (which is not possible in winter months).

Application - Criteria

Criteria Name		Description	Weight
Potential for Success		What are the factors that will indicate a project application's likeliness to succeed?	37%
Sub-Criteria	Project Readiness and Support	Is the project part of and local and regional plans and efforts, and has it been endorsed by local and regional bodies and advocacy groups? That is, did you build your case about the importance of this project to many constituents?eg - master plan, conservation commission, planning boards, other local groups, regional plans, RPC/TAC support	
	Financial Readiness	Is there a written commitment to bring this project forward for approval of funds at town meeting, through capital reserve funds, through inclusion in the capital improvement plan, etc. or are there funds already raised/appropriated and dedicated to this project?	
	Feasibility	The project application should address historic, cultural, environmental, maintenance and other related issues that may make impact the project's ability to succeed.	
	Safety	The extent to which the project will improve safety conditions and/or reduce the perception of user stress as a result of the project being implemented.	27%
Sub-Criteria	Stress Analysis	Current stress level versus expected outcome based on straightforward format used by all applicants. Stress level will be based on a Scale for the applicant to document as part of the application process.	
	Improve Safety Conditions	Improvement over existing safety conditions - are there very specific actions that are being taken to improve safety. What specific safety improvements will be made and if there is objective information (road safety audit, corridor study, etc) to support it, please provide it. No subjective information is to be created for this criteria.	
Project Connectivity - enable movement from origins to destinations		Does the project fill a vital gap in an existing phased plan, provide a standalone new facility that did not exist previously, and/or link different destinations together. Please quantify	18%
Socioeconomic Benefits - providing access to and within community		The degree to which the project provides opportunities to enhance the quality of life and provide transportation options for under served communities. Will be based on economic need.	12%
RPC/MPO Ranking		Prioritization results from RPC prioritization process - to be entered as a number score	5%

Regional Trails Special Project Proposal

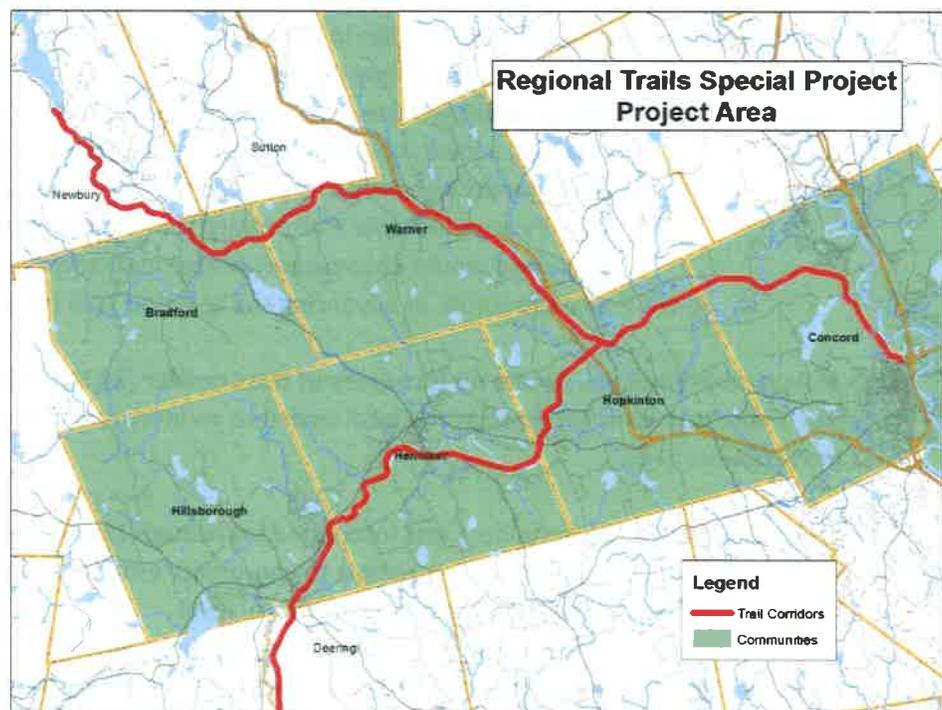
Purpose and Need

Over the past several years, communities in the CNHRPC region have expressed interest in trails that connect people to the places they want to go, and also interest in shared-use path type trails that can offer a wider range of use than common hiking trails. In some cases, concepts for trail projects have been discussed as part of the local municipal master planning process, and have been viewed as potential economic development drivers. In another instance, advocates spanning several communities have organized a grassroots effort to create a continuous rail trail that connects their communities. All of this indicates a need for planning assistance at the local level and coordination across multiple communities.

The envisioned Concord to Lake Sunapee Rail Trail already underway by a grassroots volunteer effort is a major project that would take millions of dollars and many years to complete. The strategy for completion is for each community to advance individual pieces of the trail that have independent utility, and over time link the pieces together to create a continuous trail. This strategy is being implemented in other parts of the State with some success. <http://concordlakesunapeerailtrail.com>

This work proposal intends to investigate the potential for creating the continuous trail system described as the Concord to Lake Sunapee Trail, and also to investigate the potential for an additional branch following an abandoned railroad bed from Contoocook to Hillsborough, connecting to an existing rail trail in Deering. It will also help communities advance local trail projects with independent utility with an eye towards it becoming part of the longer multi-town trail. Finally, it intends to develop a vision and a planning document describing a vision for multi-use trails spanning the participating communities.

The CNHRPC recognizes the potential benefits of such a trail system, and also recognizes how they will help implement the goals identified in local master plans as well as the Regional Transportation Plan. CNHRPC will coordinate and provide support for these efforts, help the communities articulate a vision, and develop an officially sanctioned planning document.



The project would be broken into three components:

1. Assist and/or Help Form Local Trail Groups, Identify and Advance Local Trail Projects
2. Coordinate Local Trail Groups and other stakeholders for a Multi-Use Trail vision
 - a. Concord to Lake Sunapee Rail Trail (former Concord and Claremont)
 - b. Contoocook to Hillsborough Rail Trail
3. Develop a Vision and a Plan Document
 - a. Goals, Objectives, Opportunities, Challenges at the Town Level
 - b. Regional Goals for Multi-Town Trails

Project Tasks

Step 1: Identify Stakeholders and Interested Individuals (10 Hours)

Identify local trail groups, individuals who may want to be part of a trail group, advocates, local officials, and other interested people.

Step 2: Organize and Facilitate a Meeting of Stakeholders and Interested Parties (20 Hours)

Organize and facilitate a meeting with all interested parties to share experiences and lay out the groundwork for a vision and a plan. Set the stage for local community meetings.

Meeting Prep and Develop Meeting Materials (15)

Hold Meeting (5)

Step 3: Assist Local Trail Groups in Each of Six Communities (50 Hours)

Meet with trail groups at each of the six communities to discuss opportunities in their town and to gather local data. Where trail groups do not already assist, convene interested individuals to potentially become a trail group. Assist 2-3 communities in advancing a local project. (May include preparing for an RTP application, TAP application, or Municipal Project, etc.)

- 8-10 meetings (Meet with people in each of the 5 towns at least once) (30)
 - Establish a local trail committee if needed/desired
 - Review existing conditions (trails, property owners, railroad bed condition, etc)
 - Identify an achievable trail project(s) in their community that has independent utility and would become part of the multi-town trail,
- Assist 2-3 communities in advancing the selected Trail project(s) in their community (20)

Step 4: Assemble Findings, Create an Inventory of the Corridor (20 Hours)

Combine the information gathered at the local level into an inventory of the entire corridor, enter into GIS, and produce maps.

Step 5: Reconvene the Stakeholders and Interested Individuals (25 Hours)

Re-convene all the local trail groups in an effort to coordinate efforts (1-2 meetings)

Share findings and progress at the local level

Share and Display inventory and maps produced in Step 4

Share any project priorities/ short term projects at the local level

Develop a vision for a continuous trail across the communities

- Consider giving the coalition of local trail groups a name (Regional Trails Coalition, etc)
- Meeting Prep (15)
Hold Meeting (10)

Step 6: Draft a Plan Document (30 Hours)

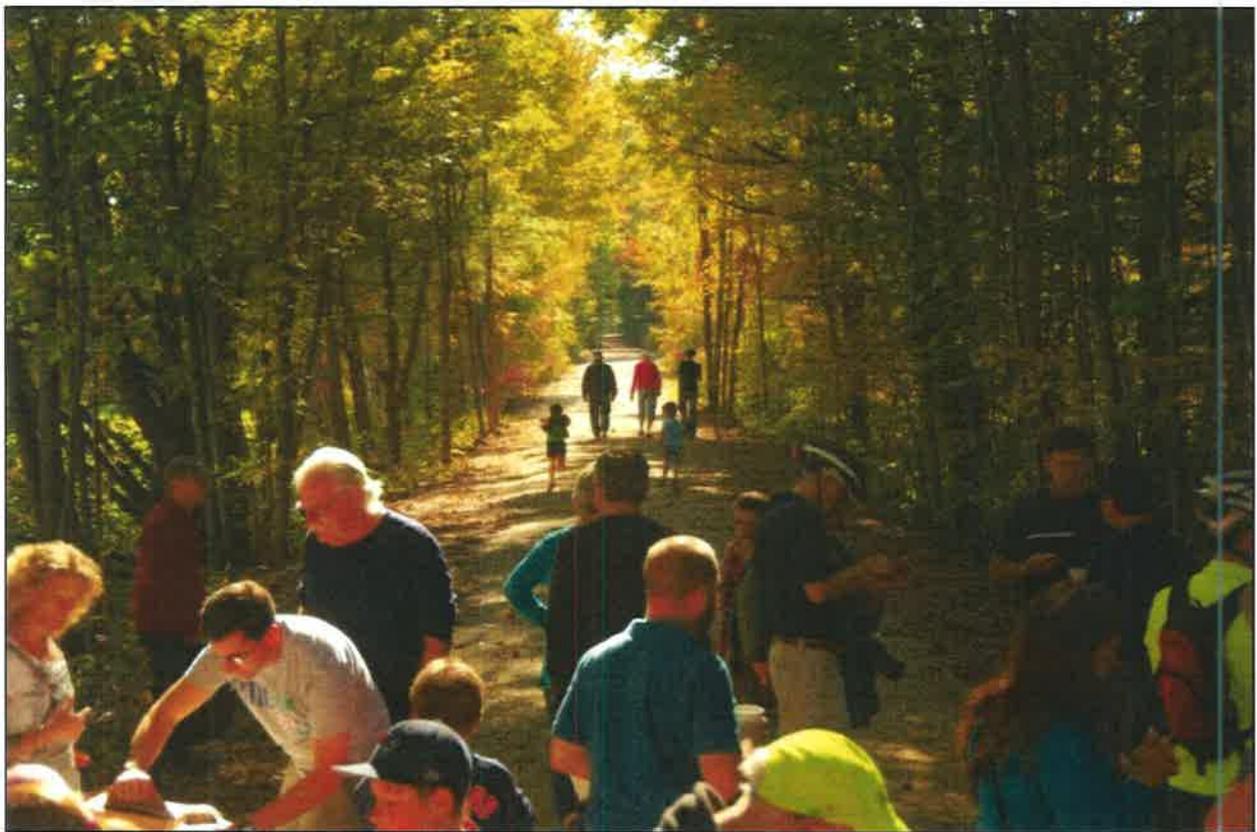
Develop a planning document for adoption by the Regional Trails group. Seek approval of this plan from municipalities, regional TAC, and others.

Develop Plan

- Community Profiles
- Maps of Existing Conditions
- Maps of Planned or Aspirational Trails
- Potential Funding Sources
- Vision Statement and/or Goals
- Recommendations

155 Hours Total

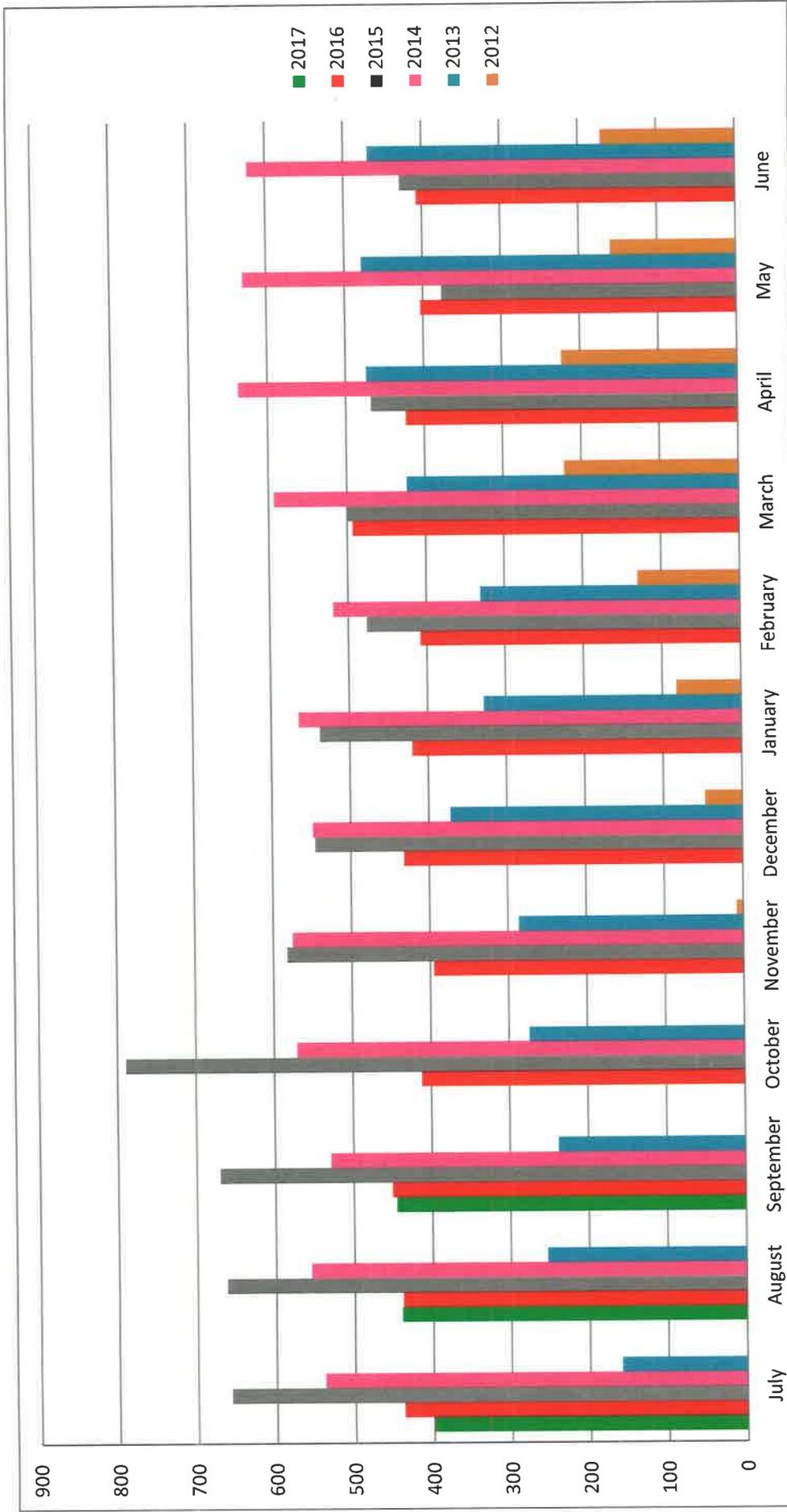
Projected Project Completion in June 2016



1 This photo shows the ribbon cutting event for the Warner Rail Trail, envisioned as part of the Concord to Lake Sunapee Rail Trail. Photo Credit www.concordlakesunapeerailtrail.com

Volunteer Driver Program (VDP) Ridership by Fiscal Year

ATTACHMENT F



FY	July	August	September	October	November	December	January	February	March	April	May	June
2017	399	439	445	412	395	432	420	408	493	423	403	407
2016	437	438	451	789	582	545	538	476	499	468	376	428
2015	657	662	670	571	575	548	565	519	593	637	630	623
2014	538	555	529	274	286	372	328	331	423	473	478	469
2013	159	253	238	0	8	47	82	130	222	224	160	171
2012	0	0	0	0	0	0	0	0	0	0	0	0
Total	1283	1831	1793	1774	1633	1697	1615	1633	1811	1724	1677	1044

Includes wheelchair accessible rides

CAPBMCI/Mid-State RCC

11/3/16