

ATTACHMENT “A” WORK PLAN

Sewerage Program to Upgrade and Extend Services Associated with I-93 Reconstruction

TOWNS OF SALEM AND WINDHAM, NEW HAMPSHIRE

Project Understanding

The Towns of Salem and Windham have mutually agreed to pursue a joint sewerage program to service the following areas:

- Route 111 Gateway and Wall Street Areas – Windham
- Cobbetts Pond – Windham
- Shadow and Canobie Lakes – Salem and Windham
- I-93 Westside – Salem
- Sewage service to the GLSD (Salem and Windham)

The purpose of this study is to establish the formal steps, in sufficient detail, to present the technical, financial and administrative basis for a joint sewerage program to be mutually implemented in conjunction with the I-93 realignment initiative by the New Hampshire Department of Transportation (NHDOT).

Scope of Services

The following services will be provided by the Engineer:

Task 1 – Technical Overview

- Verify services areas, and the corresponding flows and loads for the service areas identified within Salem and Windham.
- Establish NHDOT concerns relating to utility corridors, and construction standards including jackings, sleeves, valving, excavation and backfill, etc. Meet with NHDOT.
- Confirm that components of the joint sewerage program complies with planning documents for the Town of Salem (201 Facilities Plan), Town of Windham (Sewerage Interconnection Feasibility Study) and GLSD Rules and Regulations and Agreements per methodologies previously implemented by the GLSD.
- Establish preferred sewerage routing and identify needs for wetlands permits, easements, agency approvals and associated construction permits.
- Establish conveyance system capacities and locations for metering flows to support allocation of capital and O&M costs.
- Meetings with staff in Salem, Windham and GLSD to perform this Task (one meeting with each).

Task 2 – Administrative Overview

- Review existing agreements between the GLSD and other municipal users (i.e., Salem, NH, Dracut Massachusetts) to identify methodologies for amended and/or new agreements involving the joint Salem-Windham Sewerage Program.
- Identify the need, based on engineering data, for amended and/or new agreements that will be required by the GLSD for sewage treatment services.
- Draft concepts for "Memorandum of Understanding" for review by Salem, Windham and the GLSD.
- Meetings with Staff in Salem, Windham, and GLSD to perform this task (meeting with each).

Task 3– Financial Overview

- Review concepts of "Buy-in costs" as previously enacted by the GLSD.
- Propose a "budget" allocation methodology consistent with GLSD practices.
- Propose a "budget allocation" methodology for Salem and Windham consistent with New Hampshire Statutes Chapter 53-A: Agreements Between Government Units.
- Meeting with Salem, Windham, and GLSD to perform this task (one meeting with each).

Task 4– Coordination and Meetings

- Joint meetings with designated representatives of Salem and Windham representatives. Anticipate one meeting per month. (Budget four (4) meetings.)
- Formal presentation of study to joint meeting at the Salem and Windham Boards of Selectmen.
- Respond to comments received at meeting and revise final letter report.
- Facilitate continued discussions with NHDOT and NHDES for future cooperative opportunities.

Task 5– Deliverable

- Working draft of "Memorandum of Understanding" that incorporates the technical, administrative and financial concepts into an outline of formal steps necessary for the upgrading and expansion of the joint sewerage program for Salem and Windham.

Schedule

It is anticipated that the study efforts can be performed over a 120 day time frame from approval of the engineering agreement and is dependent on meeting availability. Target date for formal presentation for the joint Boards of Selectmen is Fall, 2010.

Work Not Included

- Legal review
- Design of sewer systems.
- All permits including wetlands, trench, etc.
- Easement procurement
- Engineering topographical surveys or property boundary surveys.
- Work not identified in Scope of Services above.
- This work is not expected to include all study needs but, if supported at the local levels, is a step in completing the mutual undertaking.