



**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION



*Victoria F. Sheehan*  
Commissioner

*William Cass, P.E.*  
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Bureau of Highway Maintenance  
May 1, 2019

**REQUESTED ACTION**

1. Authorize the New Hampshire Department of Transportation and New Hampshire Bureau of Economic Affairs (NHBEA) to enter into a Memorandum of Agreement for \$34,637.00 to cover the costs of Administrative, Historic and Archeological Services for rest areas. The funds are intended to support the historic review of the Welcome Information Center/Rest Area system, effective upon Governor and Council approval through September 30, 2020. 100% Other Funds. Private Local – New Hampshire Bureau of Economic Affairs (NHBEA).

Funding for this MOA is available in SFY 2019, with the ability to adjust encumbrances through the Budget Office, if needed and justified, as follows:

**SFY 2019**

03-022-022-221010-20250000 - Safety Rest Areas Highway  
046-500464 General Consultant Non-Benefit

\$34,637.00

2. Pursuant to RSA 14:30-a, VI, authorize the Department of Transportation to Accept and Expend funds in the amount of \$34,637 for administering the Historic Services and Archeological Services for the Statewide Rest Area System, effective upon Governor and Council approval through June 30, 2019.

In SFY 2019, funds shall be accepted and expended within 04-096-096-960515-3031 – Reimbursable Maintenance & Repairs, as follows:

04-096-096-960515-3031	Current Budget FY2019	Requested Change	Revised Budget FY2019
<b>Reimbursable Maintenance &amp; Repairs</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$200,000	\$0	\$200,000
019 500105 Holiday Pay	20,000	0	20,000
020 500200 Current Expense	950,000	0	950,000
022 500255 Rents-Leases Other than State	910,000	0	910,000
024 500225 Maint. Other than Bldg-Grounds	20,000	0	20,000
030 500311 Equipment New Replacement	51,000	0	51,000
033 500150 Land Acquisition and Easement	50,000	0	50,000
046 500464 Consultants	40,000	34,637	74,637
050 500109 Personal Services – Temporary	10,000	0	10,000
060 500601 Benefits	44,923	0	44,923
070 500704 In-State Travel	50,000	0	50,000
400 500870 Construction Repair Materials	2,102,973	0	2,102,973
<b>Total</b>	<b>\$4,448,896</b>	<b>\$34,637</b>	<b>\$4,483,533</b>
<b>Source of Funds</b>			

<b>Revenue:</b>			
005 402596 Private Local Funds	\$4,448,896	\$34,637	\$4,483,533
Total	\$4,448,896	\$34,637	\$4,483,533

**EXPLANATION**

This request is for funds relative to NHDOT Project 41238 to be accepted and expended for 100% of the costs for historical and archeological services to rest areas and welcome information centers in the state of New Hampshire. Included in this cost is \$5,000.00 for administrative oversight of the historic and archeological services outlined in the agreement. These services are needed to resolve the disposition of a number of these sites.

Historic Services:

- The NHDOT will pay all costs for all work performed by the NHDOT, consultants, and contractors in the historic services review of the rest areas. NHBEA shall reimburse the NHDOT for work completed totaling \$16,600. The consultants are already approved and contracted under statewide contracts.
- Overhead costs at a rate of 10% \$1,660.00.

Archeological Services:

- The NHDOT will pay all costs for all work performed by the NHDOT, consultants, and contractors in the archeological services review of the rest areas. NHBEA shall reimburse the NHDOT for work completed totaling \$9,887.85.
- Overhead costs at a rate of 10% \$988.79.

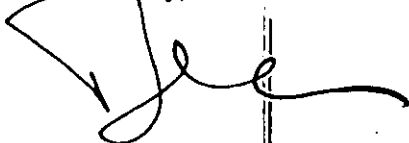
Administration Costs:

- The NHDOT will pay all costs for all work performed by the NHDOT for administrative oversight of the historic and archeological services listed above. NHBEA shall reimburse the NHDOT for work completed totaling \$5,000.
- Overhead costs at a rate of 10% \$500.00.

The New Hampshire Department of Transportation (NHDOT) Bureau of Highway Maintenance has partnered with the New Hampshire Bureau of Business and Economic Affairs (NHBEA) to secure the attached Memorandum of Agreement.

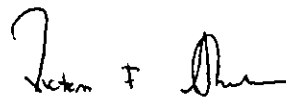
Your acceptance of this agreement and approval to expend the funds to complete the project outlined above is respectfully requested.

Sincerely,



Taylor Caswell  
Commissioner - NHBEA

Sincerely,



Victoria F. Sheehan  
Commissioner - NHDOT

Attachments

## MEMORANDUM OF AGREEMENT

### NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS AND NH DEPARTMENT OF TRANSPORTATION

#### REST AREA ADMINISTRATION

#### NH STATE PROJECT NO. 41238

THIS AGREEMENT is made this 7<sup>th</sup> day of November, 2018 by and between the State of New Hampshire Department of Business and Economic Affairs, hereinafter referred to as the NHBEA, and State of New Hampshire Department of Transportation, hereinafter referred to as the NHDOT, as follows:

1. The NHDOT will administer the Historic Services and Archeological Services, as well as administration costs for the Statewide Rest Area System including the following closed rest areas – Rumney, Antrim, Epsom and Shelburne.
2. The estimated costs for this project will be as follows:
  - a. Historic Services:
    - The NHDOT will pay all costs for all work performed by the NHDOT, consultants, and contractors in the historic services review of the rest areas. NHBEA shall reimburse the NHDOT for work completed totaling \$16,600.
    - Overhead costs at a rate of 10% (\$1,660.00).
  - b. Archeological Services:
    - The NHDOT will pay all costs for all work performed by the NHDOT, consultants, and contractors in the archeological services review of the rest areas. NHBEA shall reimburse the NHDOT for work completed totaling \$9887.85.
    - Overhead costs at a rate of 10% (\$988.79).
  - c. Administration Costs:
    - The NHDOT will pay all costs for all work performed by the NHDOT for administrative oversight of the historic and archeological services listed above. NHBEA shall reimburse the NHDOT for work completed totaling \$5,000.
    - Overhead costs at a rate of 10% (\$500.00).
3. Following completion of the project, NHDOT will submit an invoice to NHBEA for actual costs incurred by NHDOT. NHBEA will submit payment via the IGP process within 30 days of the invoice date.
4. NHBEA shall have the right at all reasonable times to inspect and review all plans, documents, vouchers and records pertaining to the rest area project contemplated by this Agreement, including, but not limited to, accounting and auditing records upon which the costs to NHBEA are to be based.

**MEMORANDUM OF AGREEMENT  
NH BEA – NH DOT  
NH State Project No. 41238**

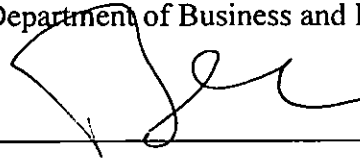
5. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Executive Council of the State of New Hampshire.

**This AGREEMENT executed on the day and date first above written.**

**STATE OF NEW HAMPSHIRE**  
Department of Transportation

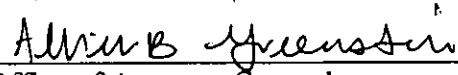
**STATE OF NEW HAMPSHIRE**  
Department of Business and Economic Affairs

By: 

By: 

**This AGREEMENT has been reviewed and is approved as to form and execution.**

Date: 12/5/18

  
Office of Attorney General  
State of New Hampshire

**This is to certify that the GOVERNOR AND COUNCIL of the State of New Hampshire on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ approved this AGREEMENT as Item # \_\_\_\_\_.**

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Secretary of State of New Hampshire