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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

Executive Office
December 19, 2019

REQUESTED ACTION

Authorize the Department of Transportation (NHDOT) and the Department of Business and Economic Affairs (NHBEA) to enter into a Memorandum of Understanding for \$2,269,040.00, for the management of Highway and Turnpike supported Safety Rest Areas/Welcome and information Centers, effective upon Governor and Executive Council approval through June 30, 2025. 100% Turnpike Funds.

Funds to support this request are available in the following account in Fiscal Years 2020 and 2021, and anticipated to be available in Fiscal Years 2022, 2023, 2024 and 2025, upon the availability and continued appropriation of funds in future operating budgets, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

Funding is available as follows:	<u>FY 2020</u>	<u>FY 2021</u>
03-22-22-221017-2026		
Safety Rest Areas Turnpikes		
Turnpike Funds	\$1,123,023.00	\$1,146,017.00

EXPLANATION

In accordance with RSA 12-O:18 and RSA 236:86 regarding Safety Rest Areas/Welcome and Information Centers (SRA/WICs), this Memorandum of Understanding (MOU) is entered into between the N.H. Department of Transportation (NHDOT) and the N.H. Department of Business & Economic Affairs (BEA) to set forth the parties' responsibilities with respect to the staffing, daily operation and routine maintenance of the SRA/WICs.

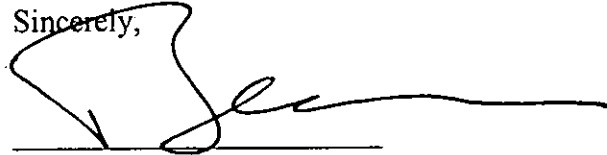
Management and operation of Safety Rest Areas/Welcome and Information Centers located on the Turnpike System are direct funded with Turnpike funds to NHBEA's budget. All other Safety Rest Areas/Welcome and Information Centers have been appropriated with General Funds within the Fiscal Year 2020-2021 budget.


This agreement has been approved by the Attorney General's Office as to form, substance and execution and the Department has certified that the necessary funds are available. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Service's

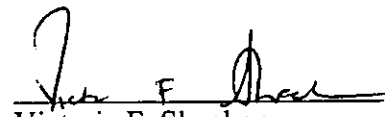
Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

We respectfully request your approval.

Sincerely,



Taylor Caswell 
NHBEA Commissioner



Victoria F. Sheehan
NHDOT Commissioner

Attachments

MEMORANDUM OF UNDERSTANDING
between
N.H. DEPARTMENT OF TRANSPORTATION
and
N.H. DEPARTMENT BUSINESS & ECONOMIC AFFAIRS
for
**The Management of Highway and Turnpike Fund Supported
Safety Rest Areas /Welcome and Information Centers**

1. PURPOSE

In accordance with RSA 12-O:18 and RSA 236:86 regarding Safety Rest Areas/Welcome and Information Centers (SRA/WICs), this Memorandum of Understanding (MOU) is entered into between the N.H. Department of Transportation (NHDOT) and the N.H. Department of Business & Economic Affairs (BEA) to set forth the parties' responsibilities with respect to the staffing, daily operation and routine maintenance of the SRA/WICs.

2. GENERAL

- a. NHDOT shall retain ownership of the WIC facilities, and shall approve all policy and all services provided. See Appendix A for a name and location listing of WICs included in this agreement. Pursuant to this MOU and funding as passed biennially, NHDOT is contracting with BEA for the staffing, daily operations and routine maintenance of the SRA/WICs with the intention of enhancing the travel and tourism focus of these facilities while also enhancing where possible current services.
- b. NHDOT and BEA will work together to ensure that operation of the SRA/WICs are conducted to maximize the public health, safety, and seek to provide a positive customer experience for travelers. In addition, NHDOT and BEA will seek to fully utilize the SRA/WICs in the promotion and representation of the State of New Hampshire, including the promotion of state tourism, workforce, and business recruitment.
- c. NHDOT, in collaboration with BEA, shall review, prioritize, and seek to complete recommendations contained in the comprehensive independent study of the SRA/WICs conducted by AECOM and dated June 30, 2016, based on agreement by both agencies and funding availability.
- d. BEA and NHDOT will participate fully in efforts to execute private-public partnership contracts at identified SRA/WICs.
- e. BEA shall recommend the budget appropriations for each biennium. BEA and NHDOT shall collaborate through the agency, executive and legislative budget process. Appropriations shall be direct funded in BEA's budget utilizing the funds approved by the Legislature and Governor each biennium.
- f. NHDOT shall assist BEA with any Federal Highway Administration interactions.
- g. NHDOT and BEA agree to explore and pursue implementing sustainable management practices and energy efficiencies where it makes economic sense and to the degree the budget can support such efforts.

- h. Hours of operation changes, and seasonal closure periods will be mutually agreed upon by both parties prior to implementation. Excepting in the instance that there is an emergency at a center, BEA will have the authority to close the facility. BEA will inform NHDOT of the closure and the expected time line until the center is re-opened.

3. NHDOT'S RESPONSIBILITIES

Under this MOU, NHDOT shall be responsible for the obligations set forth below. NHDOT and BEA will work collaboratively to identify and address problems, opportunities and budgetary challenges as they develop.

- a. NHDOT shall work collaboratively in the sponsorship/dedication of SRA/WICs. All associated revenue from any sponsorship/dedication shall be used to operate existing SRA/WICs and shall be budgeted in a non-lapsing revolving account.
- b. NHDOT shall be responsible for the signage on the mainline of the highway and entrance/exit ramps and parking lots as necessary. BEA will be responsible for building interior and exterior signage.
- c. NHDOT shall work collaboratively in the planning and design processes for any new construction or renovation projects for any of the existing SRA/WICs. NHDOT will also include BEA in the planning and implementation processes for any new and/or pilot projects that will impact SRA/WICs services or operations.
- d. NHDOT shall approve any building structural modifications and any new SRA/WIC facilities and shall co-lead on media communications pertaining to any structural enhancements.
- e. If any SRA/WICs are closed permanently, the management reverts to NHDOT's responsibility. These include SRA/WICs already closed (Antrim, Epsom, Rumney, Shelburne) and any SRA/WICs closed in the future. These do not include current or future SRA/WICs operating on a seasonal basis. NHDOT and BEA shall co-lead on media communications pertaining to any closures.

4. BEA'S RESPONSIBILITIES

BEA's obligations as set forth in this section are dependent upon BEA's continued statutory requirements. BEA will have responsibility for:

- a. BEA shall work collaboratively in the sponsorship/dedication of SRA/WICs. All associated revenue from any sponsorship/dedication shall be used to operate existing SRA/WICs and shall be budgeted in a non-lapsing revolving account.
- b. The administration of staffing, daily operation, routine maintenance, dissemination of travel information in support of the daily services provided at the facilities, as well as staff customer service training and communications.
- c. BEA shall work collaboratively in the planning and design processes for any new construction or renovation projects for any of the existing SRA/WICs.

- d. BEA shall not be responsible for maintenance items at the Hooksett Welcome Centers except as outlined in the ground lease agreement with Granite State Hospitality.
- e. Processing all periodic billings for utility services including, but not limited to, gas, fuel oil, firewood, electric, water, and water treatment/testing.
- f. Management and administration of the SRA/WICs and travel-related functions in compliance with all applicable federal, state, and local regulations. Copies of any regulatory approvals and/or waivers sought and obtained by BEA for operation of the SRA/WICs shall be pre-approved and provided to NHDOT. Where appropriate, NHDOT will assist BEA in obtaining such approvals/waivers.
- g. Operation and routine maintenance of the SRA/WICs in a manner to maximize positive customer experience, minimize potential liability, and avoid employee and/or public injury.
- h. Maintenance of all equipment assigned as part of this agreement and listed in Appendix B. Future equipment needed by BEA for operation of the SRA/WICs is to be purchased by BEA with funds from the SRA/WIC budgets.
- i. Purchase of all supplies for the operation of the facilities and grounds functions, including, but not limited to, maintenance, cleaning and office supplies.
- j. Managing all types and quantities of information distributed at SRA/WICs, as well as other activities or initiatives, including but not limited to, displays, demonstrations, etc.
- k. Advance initiatives and strategies to reduce state operational responsibility and cost, to provide an improved user experience for visitors, and to seek to focus BEA resources on customer service. This may include establishing relationships, agreements and partnerships with local Chambers of Commerce or other appropriate, qualified regional entities on behalf of BEA.
- l. Coordinate with NHDOT for the installation, removal, or modification of any permanent or semi-permanent structure at a SRA/WIC facility.
- m. Participate in NHDOT's efforts in the planning and design process for new construction or renovation projects for any existing SRA/WICs to ensure they reflect elements of the NH State Brand.
- n. Include NHDOT in the planning and implementation process for any new and/or pilot process that will impact SRA/WIC services, operations, or access.
- o. Manage and administer all water testing in accordance with New Hampshire Department of Environmental Services requirements where applicable.
- p. Coordinate chimney cleaning and provide wood for those facilities with existing fireplaces and/or small wood stoves.
- q. Act as NHDOT's agent in communications and agreements with Vendor Services performed by the Blind and Visually Impaired. BEA will track all vending machine revenue received from the agreement with the New Hampshire Department of Education, Office of Services for the Blind and

Visually Impaired. All net revenue generated shall offset maintenance expenses or to help defray cost of physical improvements for vending buildings and shall be budgeted in a non-lapsing revolving account.

- r. Act as the State's agent in negotiations with such SRA/WIC contracted service providers from leases. All net revenue generated from vending at SRA/WICs shall be provided to BEA and shall be used to operate existing SRA/WICs.
- s. Perform grounds maintenance including fertilizing, spraying, pruning, planting, string trimming and mowing where Turnpikes' maintenance staff periodically provides mowing services.
- t. Recording pedestrian counts that assist in evaluating optimum hours of operation and viability of each SRA/WIC.
- u. BEA will notify NHDOT in the event of regulated substance or hazardous waste spills, criminal acts, property damage, news worthy events, or other significant incidents.

5. MAINTENANCE

- a. BEA in cooperation with NHDOT will be responsible for SRA/WIC Capital Improvements funded by the Capital Budget as approved by the Legislature, and the Bureau of Turnpikes R&R Program. NHDOT and BEA will work collaboratively to identify issues and opportunities for the SRA/WIC system. If necessary, the continued inclusion of the SRA/WICs in the NHDOT's Federal Aid Ten Year Plan for short-term Capital improvements shall be the responsibility of NHDOT.
- b. BEA and NHDOT shall be jointly responsible for maintenance and repairs per Appendices C & D. NHDOT will invoice the BEA for any work provided by NHDOT on the SRA/WICs. BEA agrees to make payments within 30 days based upon date invoice is received.
- c. NHDOT shall assist BEA with maintenance outside of BEA's capabilities and budget where safety and/or providing essential services are affected, provided that NHDOT has the capabilities and budget available.
- d. NHDOT shall provide access to the DOT Property Management contract for maintenance services that are managed by the Bureau of Right of Way. BEA shall coordinate services needed and be responsible for the payment of services rendered.
- e. Vending building maintenance (cleaning not included) shall be the responsibility of BEA. Vending Contractor is responsible for cleaning vending buildings.
- f. Request for NHDOT assisted maintenance shall be forwarded to the appropriate designated contact within each Highway Maintenance District and the Bureau of Turnpikes using a NHDOT Work Order if applicable (Appendix E).

6. TERM

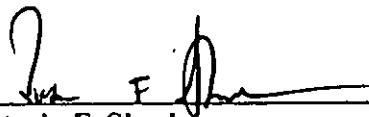
This MOU shall be in effect July 1, 2019 through June 30, 2025. BEA shall schedule a semi-annual review of the MOU and discuss capital needs, operations, maintenance and budget. The MOU may be re-negotiated by NHDOT and BEA. Should the re-negotiated MOU not be approved before July 1 of a new biennium, NHDOT and BEA agree to allow the current MOU previously agreed upon to remain in effect until a re-negotiated MOU is approved.

7. MODIFICATION

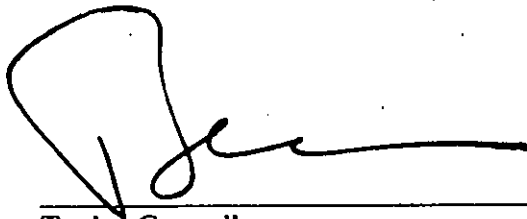
This MOU may be modified, in writing, at any time upon the mutual agreement of the parties. The representative of each party or his/her respective designee(s) must sign any modification of agreement.

8. SIGNATURE

This MOU is entered into upon signing by the following representatives of the parties.



Victoria F. Sheehan Date 10/7/19
Commissioner
New Hampshire Department of Transportation



Taylor Caswell Date 10/9/19
Commissioner
New Hampshire Department of Business and Economic Affairs

New Hampshire
Department of Transportation

Allison B Greenstein 1/2/20
Signature

Allison B Greenstein
Name

Assistant Attorney General
Title

NH Attorney General

Governor and Council
Approval

Secretary of State

Dated

NHDOT/BEA MEMORANDUM OF UNDERSTANDING
Appendix A – Welcome and Information Center Location List

Lebanon

I-89 Southbound, (603) 448-2409

Season: All Year

Hours: 8am-8pm, 7 days

Sutton

I-89 Southbound, (603) 927-4907

Season: All year

Hours: 8am to 8pm, 7 days. (8am to 8pm as of May 25)

Springfield

I-89 Northbound, (603) 763-9684

Season: All year

Hours: 8am to 8pm, 7 days. (8am to 8pm as of May 25)

Colebrook

Rt. 3 North, (603) 237-5390

Season: All year

Hours: 8am-8pm, 7 days.

Canterbury

I-93 Northbound, (603) 783-4194

Season: All year

Hours: 8am to 8pm, 7 days. (8am to 8pm as of May 25)

Hooksett - North

Everett Turnpike Northbound, (603) 485-3019

Season: All year

Hours: Visitors Service desk open 6am to 10pm, 7 days. Restrooms, fuel and convenient store open 24 hours, 7 days.

Hooksett - South

Everett Turnpike Southbound, (603) 485-3542

Season: All year

Hours: Visitors Service desk open 6am to 10pm, 7 days. Restrooms, fuel and convenient store open 24 hours, 7 days.

Salem

I-93 Northbound, (603) 893-4351

Season: All year

Hours: 24 hours/day until 11/1/19 when reduced to 8am to 10pm daily

NHDOT/BEA MEMORANDUM OF UNDERSTANDING
Appendix A – Welcome and Information Center Location List

Seabrook

I-95 Northbound, (603) 474-5211

Season: All year

Hours: 24 hours/day.

Littleton

Rt. 18 (off I-93 Northbound, exit 44), (603) 444-0125

Season: All year

Hours: 8am-8pm, 7 days.

North Conway

Route 16, (603) 356-2769

Season: All year

Hours: 8am-8pm, 7 days.

Sanbornton

I-93 Southbound, (603) 286-4650

Season: All year

Hours: 8am to 8pm, 7 days.

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Sutton Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 9/2014
Husquvarna rider mower	005C00	Good	DOT	
Snapper snowblower	31007307	Poor	DOT	
Ariens snowblower	Ser#083036	New	DRED	
Snapper push mower		Poor	DOT	
Shindaiwa Weed trimmer	7A69/Ser# 2swxs025422	Poor	DOT	
Portable air tank		Poor	DOT	
Garden wheel cart	Ser#17505	Good	DOT	
Dayton dehumidifier	49C1	Good	DOT	
Wall mount eye wash station	00748F	Good	DOT	
50' hose on portable reel		Good	DOT	
Magic Chef refrigerator	0607mcbr360504722	Good	DOT	
Brother fax machine	4-003255	Good	DRED	
Dell Computer	5-001043	New	DRED	
HP Officejet Pro 6830		New	DRED	
New people counter	L13-01281	New	DRED	
RWIS Radio (Base Radio)	05-4F5C	Good	DOT*	
Microwave		Good		
Minifridge				
Volt Task Chair Stool		New	DRED	
Trimmer, String, Stihl	4-003272		DRED	
Mower, Toro Hand Push	4-003275		DRED	

*DOT - Managed by NH DOT Bureau of Traffic, Transportation Management Center, Radio Maintenance, Attention Dave Chase

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Springfield Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/14
John Deere snowblower	02-0290	Good	DOT	
AgriFab Spreader	02-1219	Fair	DOT	
Cub Cadet Rider mower	0070FB	Good	DOT	
Wheel barrow		Fair	DOT	
Sears portable compressor		Fair	DOT	
Step ladder 6'	007-a24	Good	DOT	
Step ladder 10'	02-0799	Good	DOT	
Step ladder 14'	02-800	Good	DOT	
Dayton portable blower		Good	DOT	
Werner extension ladder		Good	DOT	
People Counter	4-3259	Good	DRED	
New foot counter	A14-01300	New	DRED	
Vacuum Cleaner	UU331251020877	Good	DRED	
Fax Machine	4-3248	Good	DRED	
Salo push mower	02-0114	Good	DOT	
New Computer		New	DRED	
HP Officejet Pro 6830		New	DRED	
Chair	3EE5WD	Good	DRED	

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Salem Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
Vacuum cleaner	SU111146018045	Good	DRED	
yard tractor / mower (John Deere 325)	05-2641/092629	Poor	DOT	
Yard trailer (Poly Dump Cart)	05-3423/05-3423/007-FF5	Fair	DOT	
String trimmer (Echo SRM2400)	05-2899/589314	Fair	DOT	
Ariens snow blower	428187/1076	Fair	DOT	
Snow Tek snow blower	078908	Good	DRED	
Refrigerator	777832	Fair	DOT	
Dell Computer	5-001049	Good	DRED	
Monitor	5-001050	Good	DRED	
HP Officejet 6700 Premium e-all-in-one		New	DRED	
Brother fax machine	2820	Good	DRED	
People counters	EBP-460C	Good	DRED	
New foot counter(front door)	A14-01297	New	DRED	
New foot counter(back door)	A14-01292	New	DRED	
Cannon Printer	CN3C7DSGH8	New	DRED	
Chair	8YTMM0	Good	DRED	
Display Shelving Period/Pamp LIB	4-000723	Good	DRED	
Display Shelving Period/Pamp LIB	4-000724	Good	DRED	
Display Shelving Period/Pamp LIB	4-000725	Good	DRED	
Trimmer, String, Stihl Commerc. Grade	4-003274			
Mower, Toro Hand Push Recycler	4-003277		DRED	
Blowers, Backpack Stihl Commerc. Grade	2-006660			

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Hooksett North Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory
Vacuum cleaner	1043003858	Good	BEA	
4 box fans		Good	BEA	
iPad Air	5-001472	New	BEA	
iPad Air	5-001473	New	BEA	
iPad Air	5-001474	New	BEA	
Bouncepad iPad case		New	BEA	
Lenovo 10AX Computer	5-001486	New	BEA	
Lenovo 10AX Computer	5-001483	New	BEA	
19" Lenovo Monitor		New	BEA	
19" Lenovo Monitor		New	BEA	
Thinkpad L540 15.6" Laptop		New	BEA	
Thinkpad Pro Docking Station		New	BEA	
19" Dell Monitor		New	BEA	
Red Filing Cabinet		Good	BEA	
Metal Desk		OK	BEA	
Black Office Chair - Mesh Back		New	BEA	
Black Office Chair - Mesh Back		New	BEA	
Black Office Chair w/o arms		Good	BEA	
Mobile Scanner Duplex		New	BEA	
UPS Battery Back up		New	BEA	
Ortronics Mighty Wall Cabinet		New	BEA	
HP LJ P3015X Printer		New	BEA	
Cisco Router	5-001461	New	BEA	

Salvaged or Disposed of by DOT during construction

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Hooksett South Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory
Vacuum cleaner	104-300-3823	Good	BEA	
4 Box Fans		Good	BEA	
Wood Desk		Good	BEA	
Black office chair - Mesh Back		New	BEA	
Black office chair - Mesh Back		New	BEA	
Black office chair w/o arms		Good	BEA	
Small Filing Cabinet		Good	BEA	
iPad Air	5-001475	New	BEA	
iPad Air	5-001476	New	BEA	
iPad Air	5-001477	New	BEA	
Bouncepad iPad case	5-001257	New	BEA	
Lenovo 10AX computer	5-01485	New	BEA	
Lenovo 10AX computer	5-001486	New	BEA	
19" Lenovo Monitor		New	BEA	
19" Lenovo Monitor		New	BEA	
HP LJ P3015X Printer		New	BEA	
Ortronics Mighty Wall Cabinet		New	BEA	
UPS Battery Back Up		New	BEA	
Mobile Scanner Duplex		New	BEA	
White Storage Cabinet		Good	BEA	
Cisco Router	5-001462	New	BEA	

Salvaged or Disposed of by DOT during construction

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Seabrook Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory
Vacuum cleaner	1218005572	Good	BEA	
Yard tractor / John Deere X300	007B88	Fair	DOT	Still at SWC - BAE will replace in future
Yard trailer			BEA	
Refrigerator	0083D7	Good	DOT	Still at SWC - BAE will replace in future
Carpet blowers	0080A6	Good	DOT	Still at SWC - BAE will replace in future
Carpet blowers	00817D	Good	DOT	Still at SWC - BAE will replace in future
14 ft. step ladder	006CBF	Good	DOT	Still at SWC - BAE will replace in future
Brother fax machine	4-3257	Good	BEA	
Dell computer	5-001047	Fair	BEA	
HP Officejet 6700 Premium e-all-in-one		New	BEA	

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Sanbornton Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
Ariens snowblower	8F51	Good	DOT	
Eye wash station		Good	DOT	
Blower fan	BF24TF2N1	New	DOT	
Brother Fax Machine	4-3253	New	DRED	
Dell Computer	5-001045	Good	DRED	X
HP Laserjet Pro 6830		New	DRED	
New foot counter	A14-01293	New	DRED	
Full size refridgerator		Poor	DOT	
Pipe Snake		Fair	DOT	
Black and Decker Cordless Trimmer		Good	DOT	
Yard Machine Push Mower		Good	DOT	
Honda Push Mower	08B0	Fair	DOT	
Garden Cart		Fair	DOT	
Rider Mower Trailer		Good	DOT	
Dayton Speed Air Compressor (2)		Poor	DOT	
Sarlo Push Mower	30C3	Poor	DOT	
Husqvarna Blower	64CE	Poor	DOT	
Vacuum	EUK4711BZ	Good	DRED	
Stihl Trimmer	6AD5	Good	DOT	
Air Conditioner, Window LG 14000 BTU	4-003284			X
People Counter	4-003264	Good	DRED	X

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Canterbury Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
John Deere Riding Mower	05-3279/A093707	Poor	DOT	
Trimmer		Fair	DOT	
DAYTON Dehumidifier	0049F3	Good	DOT	
Microwave		Good	DOT	
Computer	5-001028	Good	DRED	X
HP Officejet 6700 Premium e-all-in-one		New	DRED	
Fax Machine	U61325E1N828701	Good	DRED	
Vacuum	EUK4711BZ	Good	DRED	
People Counter	E83475-3774	Good	DOT	
Cannon Printer	CN3C7DSH8Y	New	DRED	
New foot counter	L13-01285	New	DRED	
Mower, Toro Hand Push	4-003278		DRED	X
Blowers, Backpack Stihl	2-006661		DRED	X
Chair	3EU77L	Good	DRED	

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Colebrook Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
Zero Turn Mower	007BD7	Good	DOT	
Microwave	AD810802804	Good	DOT	
Vacuum	EUK4711BZ	Good	DRED	
Fax Machine	4-3252	Good	DRED	
New Computer		New	DRED	
HP Laserjet Pro 6830		New	DRED	
Air Conditioner, Window LG Electronics 14000 BTU	4-003281			
New foot counter	A14-01298	New	DRED	

NHDOT/DRED Memorandum of Understanding
Appendix B--Equipment Inventory

Littleton Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
Rider Mower	006460	Fair	DOT	
Trimmer	0075DB	GOOD	DOT	
Push Mower		Fair	DOT	
Microwave		Good	DOT	
Fax Machine	4-3250	Good	DRED	
RWIS Radio		Good	DOT	
Vacuum	EUK4711BZ	Good	DRED	
People Counter	4-3267	Good	DRED	
Vacuum	000180	Good	DOT	
Fax Machine	0066F7	Good	DOT	
New foot counter	A14-01299	New	DRED	
Step Ladder	007EE0	Good	DOT	
Base Radio	002F39	Good	DOT	
Antenna	007CB6	Good	DOT	
Snow Blower	007B8F	Good	DOT	
New Computer		New	DRED	
HP Officejet Pro 6830				
Air Conditioner, Window LG Electronics 14000 BTU	4-003282	GOOD	DRED	
Generator	0000CD	Poor	DOT	

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

North Conway Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
Husqvarna Rider Mower (Came from Sanbornton)		Good	DOT	
Trimmer		Good	DOT	
Push Mower		Good	DOT	
Fax Machine		Good	DRED	
Tracked Snowblower		Good	DOT	
Dell Computer and Monitor	5-001022	Good	DRED	
HP Officejet Pro 6830		New	DRED	
Volt Task Chair Stool		New	DRED	
New foot counter(door #1)	L13-01283	New	DRED	
New foot counter(door #2)	L13-01282	New	DRED	
People Counter		Good	DRED	
People Counter		Good	DRED	
People Counter		Good	DRED	

NHDOT/DRED Memorandum of Understanding
Appendix B - Equipment Inventory

Lebanon Welcome and Information Center				
ITEM	INVENTORY OR SERIAL #	CONDITION	OWNER	Inventory 11/2014
John Deere Rider Mower	02-0842	Good	DOT	
Stihl Trimmer	007-41F	Good	DOT	
Toro Push Mower	008-B1B	Good	DOT	
Fax Machine	4-3249	Good	DRED	
Toro Snowblower	02-0857	Good	DOT	
People Counter	4-3261	Good	DRED	
New foot counter	A14-01294	New	DRED	
Toro Electric Snow Thrower		Poor	DOT	
Full Size Refridgerator		Poor	DOT	
New Computer		New	DRED	
HP Officejet Pro 6830		New	DRED	
Vacuum	EUK4211BZ	Good	DRED	
Air Condition, Window LG Electronics 14000 BTU	4-003283	Good	DRED	
Stihl Power Broom	006-ECF	Good	DOT	

NHDOT Bureau of Turnpikes (NHTPKS) /BEA Memorandum of Understanding

Appendix C - Maintenance Detail Responsibility List

Seabrook Welcome Information Center

ITEM	NHTPKS	BEA	Comment
ADMIN/CUSTODIAL			
Daily cleaning of bathrooms and public areas		X	
Payment and management of all bills		X	Electric, telephone, heat, sewer, water, contract services etc. *NOTE: Includes Hooksett NB/SB requires utilities
Ordering of heating fuels		X	
Supplying wood	X		Wood for fireplaces, woodstoves
Lowering and raising Flags		X	Also includes new flag purchases
Flag Poles	X		Repair/replace
BATHROOMS			
Stall handles, hinges, locks doors, etc.	X		Repair/replace
Stalls	X		Repair/replace
BUILDING			
Art & Displays		X	
Roof	X		Repair/replace
Foundation	X		Repair/replace
Door locks-interior and exterior	X		Repair/replace
Floors	X		Repair/replace
Doors	X		Repair/replace
Windows	X		Repair/replace
Interior Painting		X	
Exterior Painting	X		
Ceiling		X	T-Bar/drop ceiling
Outside Trim	X		
Chimney Rebuild	X		
Electrical	X		Preventative maintenance and emergency service
Sewer Repairs	X		Preventative maintenance and emergency service
Generator Maintenance	X		Preventative maintenance and emergency service
Chimney Cleaning		X	Inspection and cleaning - send copy of inspection to DOT
Elevators		X	Inspection - send copy of inspection to DOT
HVAC	X		
Alarm System		X	Service

Fire Alarm System	X		
Fire Extinguishers	X		Yearly inspections
Carpet Cleaning		X	Service
Trash disposal		X	Includes trash barrel replacment and winter storage
ELECTRICAL			
Interior Lighting		X	Includes bulb/ballast replacement, outlets, fixtures and exterior walkway lighting
Exterior lighting	X		Ramps and parking lot
Control/Breaker Panels	X		
EQUIPMENT			
Computers		X	*NOTE: Includes Hooksett NB/SB
Fax Machines		X	*NOTE: Includes Hooksett NB/SB
Vacuums		X	*NOTE: Includes Hooksett NB/SB
Interior Furniture		X	
People Counters		X	
Fire Extinguishers		X	
Landscape Maintenance		X	
Radio Maintenance	X		
RWIS Stations	X		
Pay Phones		X	
HVAC/HEATING			
Filters	X		
Furnace	X		Maintain/repair, annual cleaning
Furnace	X		Replace
UST/AST	X		
LANDSCAPING			
Plantings (additions and Removal)		X	
Picnic Tables	X		
Mowing	X		Includes septic areas
Trimming	X		
Mulching	X		
Walkways	X		Repair/replace
Parking Areas	X		Repair/replace
Patios	X		Repair/replace
Curbing	X		
Drainage	X		Exterior drainage to include ditches, pipes & catch basins
WINTER MAINTENANCE			

Plowing, treating the entrance/exit ramps and parking areas and any other winter maintenance activities within the ramps and parking areas.	X		
Clearing patios, sidewalks, walkways including salting and sanding, roof raking		X	
PLUMBING			
Fixtures	X		Repair/replace toilets, sinks, and any plumbing not enclosed in a wall or floor, hand dryers, etc., and all associated parts
Pipe system	X		Replace piping enclosed in floors, walls, ceilings and exterior piping systems
Portable toilets		X	
Septic/Sewer System	X		Repair/replace
Sewer System Service bills		X	
Sump pump		X	
Water Heaters	X		
Water Testing		X	BEA responsible for compliance with DES public water system rules
Water Treatment System Repairs	X		
Water Service Bills		X	
Water Service Repairs	X		
Inspection Backflow prevention System	X		
Water fountain	X		
OTHER MISC			
Paving	X		
Striping	X		
VENDING BUILDING		X	Maintenance responsibilities for vending buildings consistent with Welcome Information Center responsibilities

NHDOT/BEA Memorandum of Understanding
Appendix D - Maintenance Detail Responsibility List
Highway Funded WICs

ITEM	NHDOT	BEA	Comment
ADMIN/CUSTODIAL			
Daily cleaning of bathrooms and public areas		X	
Payment and management of all bills		X	Electric, telephone, heat, sewer, water, contract services etc.
Ordering of heating fuels		X	
Supplying wood		X	Wood for fireplaces, woodstoves and wood boilers
Lowering and raising Flags		X	Also includes new flag purchases
Flag poles		X	Also includes broken rope replacement
BATHROOMS			
Stall handles, hinges, locks doors etc.		X	Repair/replace
Stalls		X	Replace
BUILDING			
Art & Displays		X	
Roof Repair		X	
Roof Replace	X		
Foundation Repair		X	
Door locks-interior and exterior		X	Repair/replace
Floors		X	Repair/replace
Doors		X	Repair/replace
Windows		X	Repair/replace
Interior Painting		X	
Exterior Painting		X	
Ceiling		X	
Outside Trim		X	
Chimney Rebuild		X	
Electrical		X	Preventative maintenance and emergency service
Septic Pumping		X	Preventative maintenance and emergency service
Septic Pump repair Service		X	Preventative maintenance and emergency service
Generator Maintenance		X	Preventative maintenance and emergency service
Chimney Cleaning		X	Inspection and cleaning
Elevators		X	Inspection
HVAC		X	Preventative maintenance and emergency service

Alarm System		X	Service
Carpet/Floor Cleaning		X	Service
Trash disposal		X	
ELECTRICAL			
Interior lighting to include Bulb/Ballast Replacement, outlets, fixtures and exterior walkway lighting		X	
Exterior lighting for Ramps and Parking Lot	X		
Control/Breaker Panels		X	
EQUIPMENT			Replacements funded via WIC budget
Computers		X	
Fax Machines		X	
Vacuums		X	
Interior Furniture		X	
People Counters		X	
Fire Extinguishers		X	
Landscape Maintenance		X	
Radio Maintenance	X		
RWIS Stations	X		
Pay Phones		X	
HVAC/HEATING			
Filters		X	
Furnace		X	Repair/replace
Above ground storage tank		X	
Under ground storage tank	X		
LANDSCAPING			
Plantings (additions and Removal)		X	
Picnic Tables		X	
Mowing		X	Includes septic areas
Trimming		X	
Mulching		X	
Walkways	X		Repair/replace
Parking Areas	X		Repair/replace
Parking Areas - Striping		X	
Lawn		X	
Patios	X		Repair/replace/remove
Curbing	X		
Drainage	X		Exterior drainage to include ditches, pipes & catch basins
WINTER MAINTENANCE			

Plowing, treating the entrance/exit ramps and parking areas and any other winter maintenance activities within the ramps and parking areas	X		
Clearing patios, sidewalks, walkways including snow/ice removal, salting/sanding, roof raking		X	
PLUMBING			
Fixtures/Pipe System		X	
Portable toilets		X	
Septic/Sewer System Maintenance/Repair		X	
Septic/Sewer System	X		Replace (if capital project)
Sump pump		X	
Water Heaters		X	
Water Testing		X	BEA responsible for compliance with DES public water system rules
Water Filtration		X	
Well Replacement	X		Replace (if capital project)
Well pumps & system		X	
VENDING BUILDINGS		X	Maintenance responsibilities for vending buildings consistent with Welcome Information Center responsibilities

**NHDOT/DRED Memorandum of Understanding
Appendix E - Maintenance Request Form - Bureau of Turnpikes**

**MECHANIC'S MAINTENANCE REQUEST FORM
FOR BUILDING & TOLL PLAZA MAINTENANCE NEEDS**

Facility: _____

Facility Supervisor: _____

Maintenance/Operations Supervisor: _____

Date of Request: _____

Description of Repairs Requested (List by Priority)	Initials & Date Repaired
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Repairs Request Approved: _____ Date Approved: _____
Civil Engineer III

The Maintenance Mechanic Foreman shall return the Maintenance Request Form on Monday of each week to the Civil Engineer III. Repairs completed shall be initialed and dated by the facility supervisor.

Maintenance Mechanic Foreman: _____

Date Request Form Received: _____

Date Request Form Returned: _____