TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to the requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: August 10, 2016

Date of Meeting: August 18, 2016

Submitted by: Dawn Tuomala

Time Required: 10 Minutes

Department: Public Works

Background Info. Supplied: Yes ☒ No ☐

Speakers: Dawn Tuomala, Kyle Fox

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	☐	Recognition/Resignation/Retirement:	☐
Public Hearing:	☐	Old Business:	☐
New Business:	☒	Consent Agenda:	☐
Nonpublic:	☐	Other:	☐

TITLE OF ITEM

Request for Letter of Support for Transportation Alternatives Program (TAP) Project

DESCRIPTION OF ITEM

Following the Town Center Pedestrian and Trail Master Plan the Public Works, in conjunction with Merrimack's Town Center Committee, are planning to apply for funding through the FHWA/NH DOT Transportation Alternatives Program (TAP).

The Project proposes is to extend the existing sidewalks on Daniel Webster Highway from Church Street to Twin Bridge Road (priorities 2 and 3 on the plan); And to construct a sidewalk on Woodbury Street that would begin at the intersection of Daniel Webster Highway and head west to the existing sidewalk on McElwain Street near the Merrimack High School (priority 6 on the plan).

The TAP application requires a letter of support from the Town's governing body. The application is due by 4 PM on September 2, 2016 at the NHDOT.

REFERENCE (IF KNOWN)

RSA:

Warrant Article:

Charter Article:

Town Meeting:

Other:

N/A:

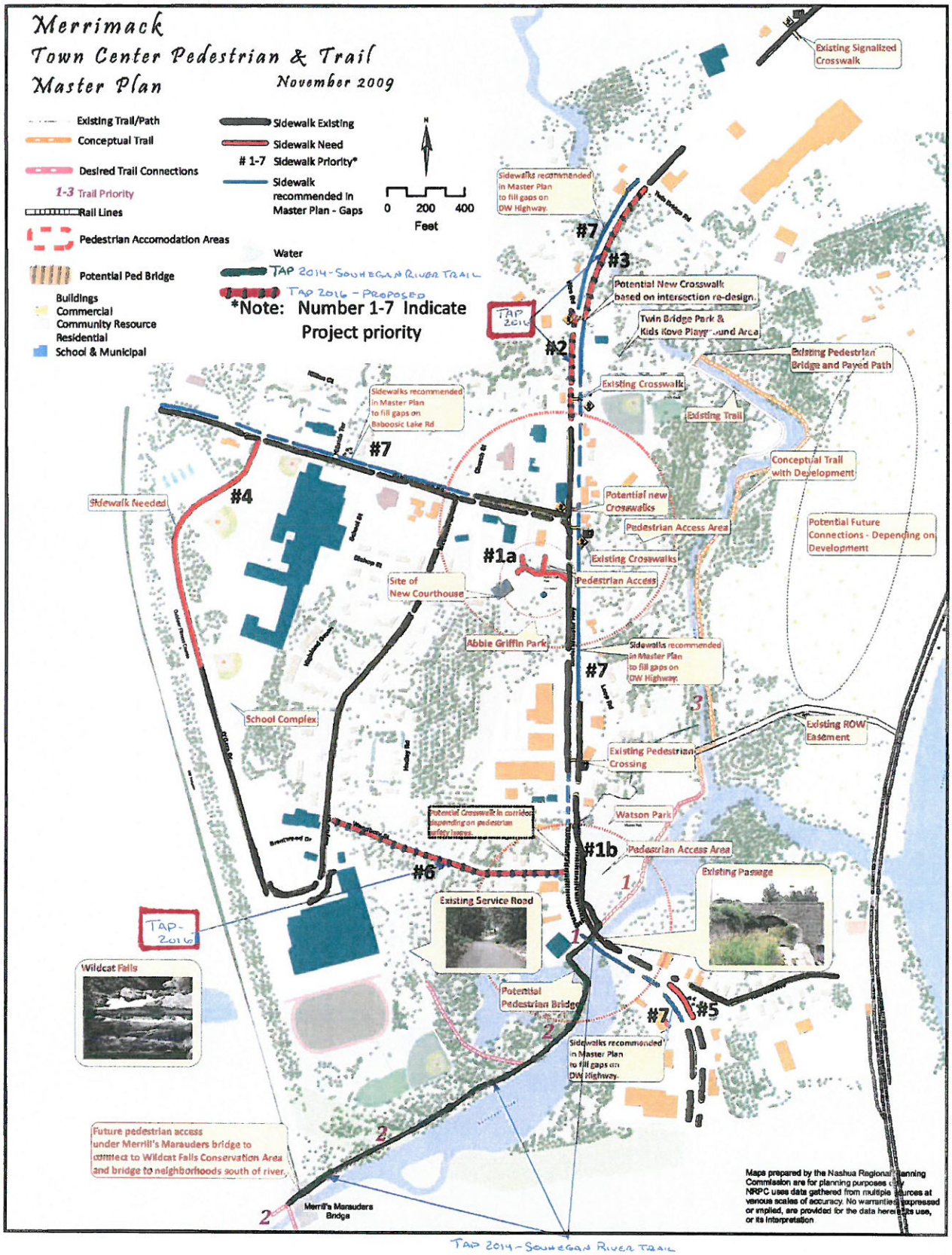
EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	☐	Grant Requirements:	☐
Easel:	☐	Joint Meeting:	☐
Special Seating:	☐	Other:	☐
Laptop:	☐	None:	☒

CONTACT INFORMATION

Name: **Dawn Tuomala**

Address: **Public Works**


Merrimack
Town Center Pedestrian & Trail
Master Plan
November 2009
Existing Trail/Path
Conceptual Trail
Desired Trail Connections
1-3 Trail Priority
Rail Lines
Pedestrian Accomodation Areas
Potential Ped Bridge
Buildings
Commercial
Community Resource
Residential
School & Municipal
Sidewalk Existing
Sidewalk Need
1-7 Sidewalk Priority*
Sidewalk recommended in Master Plan - Gaps
Water
TAP 2014 - Souhegan River Trail
TAP 2016 - Proposed
*Note: Number 1-7 Indicate Project priority
0 200 400
Feet
Existing Signalized Crosswalk
Sidewalks recommended in Master Plan to fill gaps on DW Highway.
#7
#3
Potential New Crosswalk based on intersection re-design.
TAP 2016
Twin Bridge Park & Kids Kove Playground Area
#2
Existing Pedestrian Bridge and Paved Path
Existing Crosswalk
Existing Trail
Sidewalks recommended in Master Plan to fill gaps on Baboosic Lake Rd
#7
Conceptual Trail with Development
Sidewalk Needed
#4
Potential new Crosswalks
Pedestrian Access Area
Potential Future Connections - Depending on Development
#1a
Existing Crosswalks
Site of New Courthouse
Pedestrian Access
Abbie Griffin Park
Sidewalks recommended in Master Plan to fill gaps on DW Highway.
#7
3
School Complex
Existing ROW Easement
Existing Pedestrian Crossing
Potential Crosswalk in corridor depending on pedestrian safety issues
Watson Park
#1b
Pedestrian Access Area
#6
1
Existing Passage
Existing Service Road
TAP-2016
Wildcat Falls
1
Potential Pedestrian Bridge
#7
#5
2
Sidewalks recommended in Master Plan to fill gaps on DW Highway.
Future pedestrian access under Merrill's Marauders bridge to connect to Wildcat Falls Conservation Area and bridge to neighborhoods south of river.
2
2
Merrill's Marauders Bridge
Maps prepared by the Nashua Regional Planning Commission are for planning purposes only. NRPC uses data gathered from multiple sources at various scales of accuracy. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation
TAP 2014 - Souhegan River Trail

	Souhegan River Trail (TAP 2014)	DW and Woodbury Sidewalks (TAP 2016)
Task Name	Start Date	Start Date
Program announced	Jun-16	May-16
Letter of Intrest Submittal	Aug-14	Jul-16
Mandatory Attendees Meeting	Sep-14	Aug-16
TAP Application Due	Sep-14	Sep-16
Feasibility Study	Mar-16	May-17
Preliminary Design	Oct-16	Dec-17
Final Design	Jun-17	Aug-18
Project Bid	Nov-17	Jan-19
Construction	Apr-18	Apr-19

Town of Merrimack, New Hampshire

Public Works Department
6 Baboosic Lake Road
Merrimack, New Hampshire 03054

TEL: (603) 424-5137
FAX: (603) 424-1408

July 1, 2016

Mr. Thomas Jameson, P.E. TAP Program Manager
NHDOT Bureau of Planning and Community Assistance
John O. Morton Building
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

RE: Transportation Alternatives Program (LOI)

Dear Mr. Jameson,

Please accept this correspondence on behalf of the Town of Merrimack signaling our interest in applying for Transportation Alternative Program funds in the recently announced application cycle.

The Town of Merrimack in conjunction with Merrimack's Town Center Committee is planning a project that would extend existing sidewalks on Daniel Webster Highway and construct new sidewalks on Woodbury Street in accordance with the attached *Town Center Pedestrian and Trail Master Plan*.

The Daniel Webster Highway sidewalk extension project would begin at existing sidewalk at the Church Street intersection and extend north to Twin Bridge Road (priorities 2 and 3 on the plan). The Woodbury Street sidewalk would begin at the intersection of Daniel Webster Highway and head west to existing sidewalk on McElwain Street near the Merrimack High School (priority 6 on the plan). In total, we would construct approximately 2,700 feet of sidewalk.

We estimate that the project will cost $600,000. The Town will be requesting 80% federal TAP funds in the amount of $480,000.

The contact person for this application process will be:
Kyle Fox, P.E.
6 Baboosic Lake Road
Merrimack, NH 03054
Telephone: 424-5137
Email: kfox@merrimacknh.gov

Thank you for your time and consideration.
Sincerely,

Kyle Fox

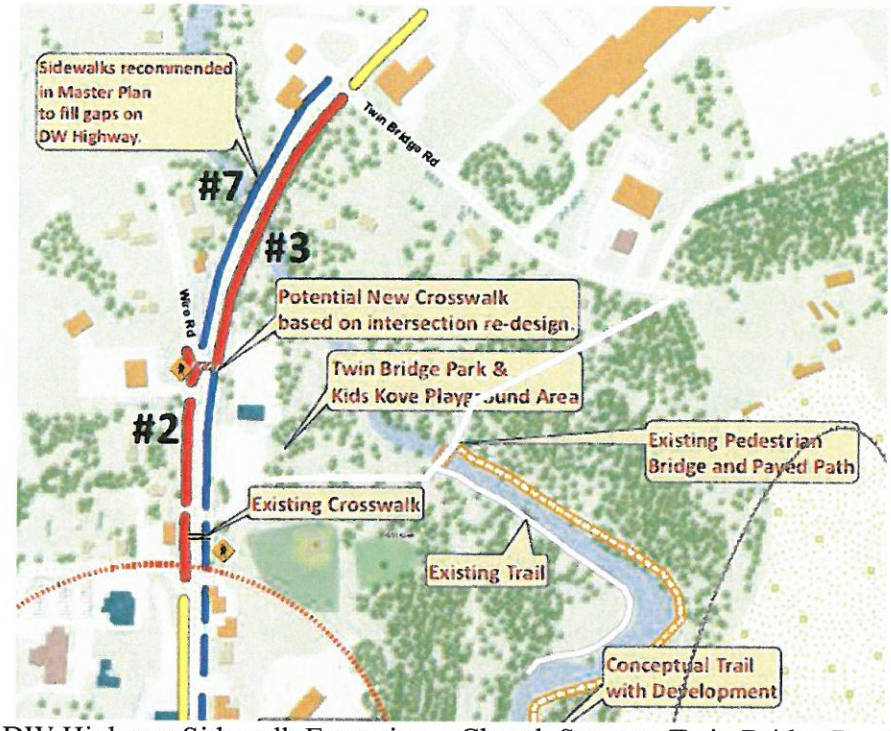
Kyle Fox
Public Works Director

EC: Eileen Cabanel, Town Manager
Paul Micali, Finance Director/Assistant Town Manager
File

Town of Merrimack, New Hampshire

Public Works Department
6 Baboosic Lake Road
Merrimack, New Hampshire 03054

TEL: (603) 424-5137
FAX: (603) 424-1408



DW Highway Sidewalk Extension – Church Street to Twin Bridge Road
(Orange lines, Priority #2 and #3)

Woodbury Street Sidewalk (Orange line, Priority #6)

EC: Eileen Cabanel, Town Manager
Paul Micali, Finance Director/Assistant Town Manager
File

For NHDOT use only:	
Application #:	
LOI Received on:	
MMW Attendee:	
MMW Date:	
Application Received on:	

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Round 2 - 2016 APPLICATION FOR FUNDING

---

1. Sponsor Information ***(Sponsor is the municipality or school district / SAU that is applying. Contact is the person who will be in responsible charge of the project).***

Sponsor Name:

Mailing Address:

Telephone:

Email:

Contact Name:

Title:

Mailing Address:

Telephone:

Email:

Governing Regional Planning Commission:

2. Project Information

Map: *(A map is required as part of the application. Map must be scanned as a pdf file. Map should include street names, State route numbers, project details, identification of resources, north arrow, and a scale)*

☐ **MAP SUBMITTED**

Eligible TAP Activities: *Check the eligible TAP activity(s) that your project is proposing.*

☐ *Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic-calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq).*

☐ *Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.*

☐ *Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.*

☐ *The Safe Routes to School Program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU: Infrastructure-related projects only.*

Description of work being proposed:
(Clearly describe purpose and need for project as well as project goals and objectives)

Resources within project limits:
(List all cultural, archeological, and natural resources, as well as any known hazardous materials in project limits)

Project Details

Road Name(s) *(List all roads in project limits)*

State Route Number: *(List all State route numbers or N/A if on a municipal road)*

Railroad: *(List name of railroad corridor if rail trail or rail with trail project)*

Other: *(If off-road path, describe beginning and ending termination locations)*

Length of Project: *(If more than one location, provide total length of proposed improvement)*

Width of proposed improvement: *(If width isn't consistent, provide an average width for majority of improvements)*

Surface Type: *(List Paved, Concrete, Gravel, Stone Dust, etc. for all proposed improvements)*

Ownership: *(List the entity that owns the land in the limits of your proposed improvements)*

3. Project Cost Estimate

Identify the estimated project costs under each of the phases below.

Note: to avoid divide by zero error on the calculated fields $0.01 has been inserted into the first box

A) Design/Engineering: $ $0

(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services)

B) Right–Of–Way: $

(Cost of easement acquisition and/or land acquisition)

C) Construction: $

(Cost of constructing project, materials, and labor)

D) Construction Engineering: $

(Cost of engineering oversight for the project. Oversight needs to be almost fulltime.

Calculated Field

Project Total: $ $0

(Min. $400,000 Max $1,000,000)

Identify the amount of federal funding you are applying for.

If you are overmatching your project to get your total up to $400,000 or over $1,000,000 you add the additional funds to your required match and put that in the Match$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the TAP program but you want the work done under the overall contract.

Federal $

($800,000 Max. $320,000 Min. for federal amount requested)

Calculated Field

0% %

(80% Max. for TAP reimbursement)

Match $

(Enter amount of local match and additional funds if applicable)

Calculated Field

0% %

Non-Participating $

Reason for non-participating funds

Calculated Field

Funding Total $ $0

(Min. $400,000 Max.$1,000,000)

4. Evaluation Criteria (*Applications will be scored on criteria developed by the Department's Transportation Alternatives Program Advisory Committee (TAPAC). The TAPAC developed these criteria to select the best applications for funding.)*

There are five main criteria and five sub-criteria that will be used to evaluate projects and are listed below:

- **The Socioeconomic Benefits criteria Section D will be based on areas where improved mobility and access can be provided to underserved populations. This information will be collected by the Department for scoring based on your project location.**
- **RPC/MPO Ranking criteria Section E will be done by the governing regional planning commission using the information provided in the application. Application will be submitted to the Department and the Department will forward copies to the Regional Planning Commissions**

MAIN CRITERIA	SUB-CRITERIA
Potential for Success	Project Readiness and Support Financial Readiness Feasibility
Safety	Stress Analysis Improve Safety Conditions
Project Connectivity	
Socioeconomic Benefits	Note: This criterion will be based on the location of the project and if it will benefit an underserved population.
RPC/MPO Rankings	Note: Information for this criterion will be provided by your governing Regional Planning Commission.

A) Potential for Success: Sponsor will need to demonstrate the factors that will indicate a project's likeliness to succeed.

<u>MANDATORY REQUIREMENT:</u> All applications must include a letter of support from the Sponsor's governing body committing to actively engaging and leading the project. Application will not be accepted without this letter.

Letter of support attached: ☐

- **Project Readiness and Support:** *Is the project part of a local and/or regional plan and effort, 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 like conservation commission, planning board, other local group? Is it part of a regional plan or have RPC/TAC support? Is it part of a master plan or other planning document? (Number of constituents and/or planning documents will be used for scoring)*

- **Financial Readiness:** *(TAP is a reimbursement program. Sponsor will have to gross appropriate funds for entire project. Department reimburses a maximum of 80% of each reimbursement request.) Explain how the project will be funded and the timeline for funding. 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:** *Address historic, cultural, environmental, maintenance, possible areas of contamination, and other related issues that may impact the project's ability to succeed. Applicant should discuss issue and how it will be addressed. Discuss impacts to project timeline and possible financial impacts.*

B) Safety: Projects will need to demonstrate 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. This criterion will be rated on the difference between the stress level of the existing condition versus the anticipated stress level of the proposed project.

- **Stress Analysis:**
  - *Describe the existing stress level of your project area as it exists today without the proposed project and based on the scale below, assign it a letter. You must justify why you chose the letter.*
  - *Describe the anticipated stress level for the project area after the proposed project is completed and based on the scale below, assign it a letter. You must justify why you chose the letter.*

A - Facility is reasonably safe for all children.

B - Facility can accommodate users with basic skills and knowledge of traffic.

C - Facility requires an intermediate level of skill and knowledge of traffic to use.

D - Facility requires an advanced level of skill and knowledge of traffic to use.

E - Facility is generally not suitable for pedestrians or bicyclists.

- **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? If there is information, (road safety audit, corridor study, etc.) to support it, please provide it in pdf format with your application. Only specific actions and improvements will be used for scoring - anecdotal information will not be used.*

C) Project Connectivity: Project will need to demonstrate how it enables movement from origins to destinations, how it fits in with the larger transportation network and identify any other modes it will serve.

- *Does the project fill a vital gap in an existing transportation network or phased plan? Does it provide a standalone new facility that did not exist previously? Is it part of a larger phased plan? List the different modes and destinations it link together? Please describe in detail all connections, and if part of a phased plan what will the proposed improvement accomplish? Is it the first phase, middle phase or final phase of the plan.*

D) Socioeconomic Benefits: Is the project located in an area where improved mobility and access can be provided to underserved populations?

- *The Department will determine if your project falls in an area that will benefit an underserved population based on free and reduced school lunch programs.*

NO ACTION NEEDED FROM APPLICANT FOR SECTION D

E) RPC/MPO Rankings: This section will be completed by the local Regional Planning Commission for your project.

- *The Department will send applications to the local Regional Planning Commissions to score and develop a regional ranking. This information will then be incorporated into the final score of projects.*
-

NO ACTION NEEDED FROM APPLICANT FOR SECTION E

5) IF YOU ARE PUTTING IN MORE THAN ONE APPLICATION FOR YOUR MUNICIPALITY - SCHOOL DISTRICT/SAU PLEASE PRIORITIZE THEM IN THE ORDER OF IMPORTANCE.

- *The TAP program has approximately $5.5 million available for potential projects. If the municipality – school district/SAU is putting in multiple applications please prioritize them in order of importance from 1 to X with 1 being the most important project.*

Priority number: _____

6) Application Submission Information: The application is an adobe .pdf form and it must be saved and submitted in electronic format on either a CD or a USB thumb drive. Any supporting documents like the Map, Letter of support and other supporting documentation need to be submitted with the application in pdf format and saved to the CD or USB thumb drive.

APPLICATIONS ARE DUE FRIDAY SEPTEMBER 2, 2016 BY 4:00PM!

Failure to meet this deadline will result in your project being removed from the scoring process.

Submission Guidelines

Format: *Application form must be saved electronically as a pdf and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form.*

Applications and supporting documents must be either:

- *burned to a CD or DVD*
- *saved to a USB thumb drive.*

Submission: *CD, DVD, or thumb drive must be received on or before 4:00pm September 2, 2016. Delivery can be either:*

- *Hand-delivered to:* Thomas Jameson, TAP Program Manager
  NHDOT Headquarters
  Bureau of Planning & Community Assistance
  7 Hazen Drive, Concord NH

- *Mailed to:* **Thomas Jameson, P.E.**
  TAP Program Manager
  NHDOT, Bureau of Planning & Community Assistance
  7 Hazen Drive, P.O. Box 483
  Concord, NH 03302-0483

Warning: If you mail the Application it must be received by the Department on or before 4:00pm on September 2, 2016

Direct any questions to: Tom Jameson, email: tjameson@dot.state.nh.us , phone: 271-3462