



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 requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: March 26, 2021
Submitted by: Public Works Director Kyle Fox
Department: Public Works
Speakers: Kyle Fox

Date of Meeting: April 22, 2021
Time Required: 25 minutes
Background Info. Supplied: Yes: No:

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

Appointment:	<input type="checkbox"/>	Recognition/Resignation/ Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input checked="" type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Building Resilient Infrastructure and Communities (BRIC) Funds Application Discussion [Tabled from the March 25, 2021 Town Council meeting]

DESCRIPTION OF ITEM

The Town Council to consider a request to expend up to \$60,000 from the Highway Infrastructure Capital Reserve Fund to support a FEMA Benefit Cost Analysis submittal with respect to the replacement of the US 3 bridge over Baboosic Brook.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	
Charter Article:	Town Meeting:	
Other:	N/A	

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

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Kyle Fox</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number	<u>424-5137</u>	Email Address	<u>kfox@merrimacknh.gov</u>

APPROVAL



TOWN OF MERRIMACK INTER-DEPARTMENT COMMUNICATION

DATE: March 16, 2021

AT (OFFICE): Department of Public Works

FROM: Kyle Fox *KF*
Public Works Director

SUBJECT: FEMA BRIC Funding Opportunity – US 3 over Baboosic Brook Bridge

TO: Eileen Cabanel
Town Manager

The Public Works Department (MPW), through our Consultant (Quantum Construction Consultants, QCC), submitted the Feasibility Study for the US 3 over Baboosic Brook Bridge to NHDOT in August, 2020 with hopes of moving forward to final design and right of way acquisition. To date, NHDOT has not allowed us to proceed on final design due to a difference in the funding allotted to the project in the Ten Year Plan and the projected project costs illustrated in the Feasibility Study. At this point, we do not have a viable solution to fund the delta in cost that would allow NHDOT to give us the notice to proceed to final design and with NHDOT funding shortfalls in the State Bridge Aid program (SBA), there is no timeframe for when a solution might be available.

In an effort to bridge the gap in funding, QCC reached out to the New Hampshire Homeland Security and Emergency Management group (HSEM) to inquire about the Building Resilient Infrastructure and Communities (BRIC) program through FEMA. On March 3, MPW and QCC participated in a virtual meeting with HSEM to discuss our project and the potential fit within the BRIC program. HSEM indicated that the project was a viable candidate for the program and that, though competitive nationwide, other NH communities have been successful in acquiring funds through the BRIC program. HSEM stressed the importance of a detailed Benefit Cost Analysis (BCA) as the project is considered for the program.

The BCA requires significant effort and analysis to complete and would require consultant assistance. I asked QCC to provide us with a proposal on a time and material basis for such assistance which they did and is included as an attachment to this memo. The estimated cost for their assistance is \$60,000 which I would request be funded through the Highway Infrastructure Capital Reserve fund. I will note that there is risk in this venture as the BRIC program is a nationwide competitive grant that we may or may not be selected for. The reward to the Town, should we be accepted into the program, is a reduction in our overall project costs of more than \$800,000. The savings results from the BRIC programs funding structure which is 75% federal,

25% local match – Merrimack would be responsible for 20% of the 25% match per the agreement with NHDOT for the SBA (NHDOT would be responsible for the remaining 80% of the 5% match). A breakdown of the comparative costs of the two programs is also attached to this memo, along with a detailed project cost matrix.

I look forward to discussing this proposal with you. Please let me know if you have any questions.

CC: Paul Micali, Finance Director/Assistant Town Manager
Dawn Tuomala, Town Engineer



QUANTUM CONSTRUCTION CONSULTANTS, LLC

27 LOCKE ROAD, CONCORD, NH 03301 WWW.QUANTUM-CC.COM TEL: (603) 224-0859

US Rte. 3 over Baboosic Brook NHDOT Project # 29174, Br # 116/135 Bridge Replacement Project

PROJECT FUNDING COMPARISON

NHDOT STATE AID BRIDGE ONLY – 12.23.2020 Project Funding Matrix

• Total Project Costs	\$5,969,000
• Less NHDOT 80% Project Costs	<u>(\$4,775,200)</u>
• Town Match (20%)	\$1,193,800

FEMA BRIC with NHDOT SAB Funding

• Total Project Costs (12.23.2020)	\$5,969,000
• BRIC & COVID Escalation (20%)	<u>\$1,193,800</u>
• REVISED Total Project Costs	\$7,162,800
• Less FEMA BRIC (75%)	<u>(\$5,372,100)</u>
• BRIC Match	\$1,790,700
• Less NHDOT SAB Funding (80%)	<u>(\$1,432,560)</u>
• Town Match (20%)	\$ 358,140



QUANTUM CONSTRUCTION CONSULTANTS, LLC

27 LOCKE ROAD, CONCORD, NH 03301 WWW.QUANTUM-CC.COM TEL: 603-224-0859

**TOWN OF MERRIMACK, NH
US RTE 3 OVER BABOOSIC BROOK
BRIDGE NO. 118/135, NHDOT Project No. 29174
BRIDGE REPLACEMENT PROJECT**

**Project Cash Flow Matrix
September 28, 2020
REVISED 12.23.2020**

Description	Recommended Alternative		Notes
	Bridge Replacement with Integral Abutment and Cast-in-Place Concrete Deck		
	Costs/Fees		
Participating Work			
Engineering Study	\$136,402		Cash outlay in 2018-2020
Final Design and Permitting (Upfront Cost to Town)	\$335,037		Cash outlay in 2020-2021
Estimated Municipal Expenses, Permit Fees, etc. (Upfront Cost to Town)	\$7,000		Cash outlay in 2020-2021
Estimated ROW Expenses (<i>*Property Ease./ROW costs are unknown</i>)	\$52,500 *		Cash outlay in 2020-2021
Subtotal Design & Town Upfront Costs	\$530,939		2020 Dollars (NHDOT Prelim Eng Budget)
<i>Estimated Construction Costs per Revised Estimate 11.17.2020</i>	<i>\$ 4,198,071</i>		2020 Dollars (NHDOT Construction Budget)
Construction Engineering & Testing	\$392,518		2020 Dollars (NHDOT Construction Eng Budget)
Total Opinion of Construction Phase Costs w/o Contingency	\$ 4,590,589		
<i>Project Cost Escalation 2020 to 2021 (3%/year)</i>	<i>\$138,000</i>		CES & Construction
Subtotal Construction Cost in 2023	\$4,728,589		
Construction Phase Contingency (15%)	\$709,288		CES & Construction
Total Opinion of Construction Phase Costs w/Escalation & Contingency	\$5,437,877		
FUNDING INFORMATION			
Total Opinion of Project Cost w/Contingency& Escalation	\$5,969,000		(rounded to nearest \$1000)
2021 Warrant Article	\$0	\$0	2020 General Taxation
		\$0	Total Town Funds
Total Opinion of Project Cost w/Contingency& Escalation less NHDOT Reimbursement	\$5,969,000		
	(\$4,775,200)		
Total Town Funds	\$1,193,800		
CASH FLOW ESTIMATION FOR PLANNING PURPOSES			
Total Estimated Cash Outlay for Design & Municipal Costs	\$530,939		Total Cash outlay in 2018-2021
Municipal Reimbursement at Completion of Bid Plans			
Eng. Study, Design & Permitting @ 80% reimbursement	\$377,151		
Archeologic & Historic Survey Contingency Budget	\$0		No Adverse Effect MOE from NHDHR
Municipal Administrative & Legal Costs @ 80% reimbursement	\$5,600		
Municipal Cost - ROW@ 80% reimbursement	\$42,000		
Initial NHDOT Municipal Reimbursement		\$424,751	Reimbursement @ completion of bid plans
Municipal Reimbursement at Construction Contract Signing			
50% of Construction Costs @ 80% reimbursement	\$1,679,228		
NHDOT Municipal Reimbursement		\$1,679,228	Reimbursement 2021 or at construction contract signing (based on 2018 dollars)
Municipal Expenses for Construction			
Construction Costs	\$4,198,071		
Construction Engineering & Testing	\$392,518		
Construction Phase Contingency	\$709,288		
	\$5,299,877		Expended in 2021 or construction year
Municipal Disbursement for Const.		\$5,299,877	
Less NHDOT Reimbursements		(\$2,103,979)	
Municipal Construction Cash Outlay		\$3,195,898	Cash outlay in 2021 or construction year
Municipal Reimbursement at Construction Completion			
Total Participating Project Costs w/Contingency & Escalation	\$5,969,000		
Total Project Reimbursement @ 80%		\$4,775,200	
Less initial NHDOT reimbursements		(\$2,103,979)	
Final NHDOT Project Reimbursement		\$2,671,221	Final Reimbursement in 2022 or at completion of construction
Final Cost of Project to Town		\$1,193,800	2020 dollars w/project contingency & escalation

1 **MOTION** made by and seconded by to accept and expend a donation in the amount of \$5,000 from
2 **Digital Federal Credit Union to Merrimack Fire Rescue, to be used towards the purchase of a**
3 **BlowHard positive-pressure ventilation (PPV) fan and Streamlight box-style flashlights with**
4 **accessories, pursuant to RSA 31:95-b and Charter Article 8-15. A letter of thanks to be sent to DCU.**
5 **MOTION CARRIES 6-0-0**

6
7 **6. Building Resilient Infrastructure and Communities (BRIC) Funds Application Discussion**

8 *Submitted by Public Works Director Kyle Fox*

9 The Town Council considered a request to expend up to \$60,000 from the Highway Infrastructure Capital
10 Reserve Fund to support a FEMA Benefit Cost Analysis submittal with respect to the replacement of the US
11 3 bridge over Baboosic Brook. Mr. Kyle Fox explained that the Town requested this bridge be considered
12 for the State Aid Bridge (SAB) program in 2013 at a cost of \$2.52 million dollars. He stated that in 2015 the
13 bridge was placed on the NHDOT Red List. Kyle Fox stated that in October 2020 the feasibility study was
14 completed. The study recognized the need for an alternative bridge an significant construction
15 improvements. He informed the Town Council that the price jumped drastically from the original estimate in
16 2013. He stated that the preferred alternative carries an estimate of \$5.69 million. Mr. Fox stated that the
17 NHDOT does not available funding in SAB for the increased amount.

18
19 Mr. Fox stated that he is not able to move forward into the final design of the project until he can advise the
20 NHDOT that the project is fully funded. Mr. Fox spoke about a FEMA grant that could help close the
21 funding gap. He advised that the Building Resilient Infrastructure and Communities (BRIC) grant is a 75%
22 Federal and 25% State funding. He stated the grant would be managed by the NH Department of Safety,
23 Homeland Security and Emergency Management Division (HSEM). Mr. Fox informed the Town Council
24 that during his meeting with HSEM the project was received favorably but they cautioned that it is a
25 competitive nationwide program. He explained that the primary factor in the determination by FEMA is the
26 benefit cost analysis being the cost of the project versus the repair cost post flood events for not doing the
27 project. Mr. Fox utilized flood maps depicting the flooding after a 100 year flood. He believes the maps will
28 have a major impact in the application process.

29
30 Mr. Fox outline his proposal which is hire a consultant to assist with the BRIC grant application that would
31 be due in November of 2021. He stated that FEMA would make their selection by June 2022 and funding
32 would be received in 2023. Mr. Fox outlined the funding scenario of risk vs reward:

33
NHDOT STATE AID BRIDGE ONLY – 12.23.2020 Project Funding Matrix

• Total Project Costs	\$5,969,000
• Less NHDOT 80% Project Costs	(\$4,775,200)
• Town Match (20%)	\$1,193,800

FEMA BRIC with NHDOT SAB Funding

• Total Project Costs (12.23.2020)	\$5,969,000
• BRIC & COVID Escalation (20%)	<u>\$1,193,800</u>
• REVISED Total Project Costs	\$7,162,800
• Less FEMA BRIC (75%)	(\$5,372,100)
• BRIC Match	\$1,790,700
• Less NHDOT SAB Funding (80%)	(\$1,432,560)
• Town Match (20%)	\$ 358,140

1
2 He asked the Town council to approve spending \$60,000 on the cost benefit analysis. Council Rothhaus
3 stated that he is in support of this request. Assistant Town Manager Paul Micali spoke from previous
4 experience that having a consultant to help streamline the process would be beneficial. Town Manager
5 Eileen Cabanel suggested waiting a month in light of the proposed infrastructure bill that is proposed by the
6 President. Mr. Fox indicated that he could wait a month but given the amount of work that goes into
7 applying for a Federal grant he cautioned not to wait longer. Town Manager Eileen Cabanel clarified that
8 she would not have an issue if the Town Council wanted to move forward now. Chairman Koenig suggested
9 bringing this back at the April 22nd meeting and suggested that Mr. Fox and staff begin the preliminary work.
10

11 **7. 2nd Quarter Financial Update**

12 *Submitted by Deputy Finance Director Thomas Boland*

13 Deputy Finance Director Thomas Boland reviewed the key financial information of the quarter ending
14 December 31, 2020. Mr. Thomas Boland informed the Town Council that the second quarter cover from
15 July 1, 2020 to December 31, 2020. He stated that the second half of the year looks good despite everything
16 going on in the world. He stated that the financial position is very solid. Mr. Boland reviewed the
17 appropriation side of the budget focusing on the larger expenditures such as health insurance. He stated that
18 compared this time last year health insurance is running approximately \$55,000 higher. He reviewed the
19 cost for New Hampshire Retirement System (NHRS). He stated the Town's contribution is running
20 \$141,000 higher than last year. Mr. Boland explained the increase in both the health insurance and the
21 NHRS is due to an increase in staff. Mr. Boland stated that the increase to overtime wages is a result of staff
22 increases. Assistant Town Manager Paul Micali attributed the overtime increase to Covid issues. He
23 explained that he has requested a reimbursement of \$200,000 for overtime. Town Manager Eileen Cabanel
24 advised the Town Council that early in the pandemic the Fire Department was working overtime on Covid
25 related events. Town Manager Eileen Cabanel stated that the Town will be reimbursed for much of the
26 overtime. Mr. Boland advised the Town Council that the Police Department overtime has decreased by
27 approximately \$36,000 while the Fire Department has increased by \$280,00 compared to last year.
28

29 Mr. Boland reviewed revenues. He spoke about the auto registrations, building permits and interest on the
30 Town's pooled cash reserves. He stated that auto registrations continue to increase. Mr. Boland stated that
31 the interest on cash reserves remains the same, it has not improved. He stated that they will be significantly
32 under what was projected. Mr. Boland explained that the Town has received over \$600,000 unbudgeted
33 Covid funds. He stated that the Town has received reimbursement for insurance premiums for workers
34 compensation, health insurance and dental insurance in the amount of \$240,000. Mr. Boland stated that
35 Building Permit revenue is down. He will keep an eye on that. He reiterated that the Town's financial
36 position is strong.
37

38 **Minutes**

39 Approve the minutes from the following Town Council meetings:
40

41
42 **MOTION was made by Vice Chair Boyd and seconded by Councilor Healey to approve the January**
43 **28, 2021 meeting minutes as amended. MOTION CARRIES 6-0-0**

44 Page 1 lines 21, 24, 32 strike NI-IDES insert NH DES
45

46 **MOTION made by Vice Chair Boyd and seconded by Councilor Healey to approve the February 11,**
47 **2021 meeting minutes as presented. MOTION CARRIES 6-0-0**
48
49
50