

**Letter of Agreement between the Town of Allenstown, New Hampshire
and the Central New Hampshire Regional Planning Commission**

Capital Improvements Program Preparation

General Description: The Central New Hampshire Regional Planning Commission (CNHRPC) will provide assistance to the Town of Allenstown, New Hampshire in the development of the Allenstown 2021-2026 Capital Improvements Program (CIP).

Specific Provisions: Beginning upon notice to proceed from the Town, CNHRPC staff will provide planning assistance to the Planning Board to prepare the 2021-2026 CIP. CNHRPC staff will prepare working materials and the final document and will attend/facilitate meetings. Proposed CNHRPC staff and Planning Board/Town responsibilities are outlined in Exhibit A, Proposed Scope of Work.

Compensation: General planning support for the development of the CIP will cost \$3,000. The Town of Allenstown agrees to pay the CNHRPC for services rendered under this agreement according to the following schedule:

- a. \$1,500 payable upon execution of this agreement.
- b. \$1,500 payable upon the delivery of a final print-ready copy of the CIP and the associated digital files to the Town.

This agreement may be terminated upon written notice by either party.

Selectmen, Town of Allenstown

Ryan Carter, Chair date

Sandra McKenney date

Maureen D. Higham date

Allenstown Planning Board

Michael O'Meara, Chair date

Central New Hampshire Regional Planning Commission

Michael Tardiff, Executive Director date

Exhibit A
Proposed Scope of Work
Allenstown Capital Improvements Program 2021-2026 Preparation

CNHRPC Responsibilities

- Staff will attend and facilitate all necessary meetings to support the development of the CIP, and can attend the Planning Board CIP adoption public hearing to support the Committee if requested. At least one of these meetings will be held during the day for the interview of Department heads during appointments. At this meeting, Staff will attempt to obtain the necessary data from Departments for the purpose of assisting in the completion of project application forms during the interview to facilitate the CIP development process.
- Staff will prepare meeting materials for the Committee, including Agendas, draft Project Applications, the Project Solicitation Memo to Departments, application tracking forms, draft Chapters and Improvement Schedules, etc. These materials will be emailed to the Town Staff Coordinator and/or Committee members in advance of the meetings. Staff will provide materials to the Town for photocopying for meetings. Staff will develop a public hearing notice for the Planning Board hearing.
- Staff will work with the Town Staff Coordinator when support activities or Town data for the CIP are needed.
- Staff will collect data available from the State, use the data supplied by the Town, develop the tables and analyses, and develop the CIP document with input from the Committee.
- Staff will update the existing chapters of the previously prepared Allentown CIP 2013-2018: *Introduction*, with the history, process, project criteria, and scope; *Demographics*, with population and housing growth, density, new residential building permits issued, and any growth-related ordinances; *Capital Improvements Project Prioritization*, with ranking method and final prioritization; *Summary of Projects*, with projects overview, updated existing and long-term facility and staff needs as provided by Departments, Municipal Improvements Schedule, and School Improvements Schedule; *Financial Analysis*, with bonded indebtedness, annual assessments, capital reserve funds, tax rate trends, and anticipated financial impacts; *Road Management Plan* from recent inventories of roads and anticipated improvements, and annual highway department budget comparisons; and *Appendix*, with methods of financing capital improvements, state statutes, and the Project Application. An updated cover, table of contents, acknowledgements page, and Planning Board adoption signature page will be included.
- Staff will provide digital deliverables for the project as preferred: the Word file of the CIP, Project Application, and Project Solicitation Memo; the Excel file containing spreadsheets of the tables, charts, and Municipal and School Improvement Schedules; and the same files in .pdf format. Deliverables can include one color-printed paper original copy for the Town's printing if requested.

Town Responsibilities

- The Planning Board will appoint a CIP Committee and the Town will designate a Town staff Coordinator to serve as the point of contact with CNHRPC and to provide Town administrative assistance for the project. The proposed CIP Committee roster includes representatives from the following:

Planning Board (2)
Budget Committee
Town Administration
Town Department Heads
School Board

- The CIP Committee will hold a series of meetings with CNHRPC at mutually agreed upon times to develop project criteria, interview applicants, prioritize projects, provide input into the document and spreadsheets, revise Improvement Schedules, prepare for the public hearing, etc.
- The Town Staff Coordinator will be responsible for making photocopies of materials as needed for the CIP Committee meetings and Planning Board.
- In coordination with CNHRPC staff, the Town Staff Coordinator will organize the meeting location/logistics and will develop and post public notices of the Committee meetings. The Town Staff Coordinator or a Committee designee will develop meeting summaries or minutes for the Town's recordkeeping in accordance with the Right to Know law.
- The CIP Committee or its Town Staff Coordinator will distribute the Project Solicitation Memo and Project Application forms to persons identified as recipients, collect any completed Applications, and schedule the Department interviews with CNHRPC.
- The Town Staff Coordinator will supply financial information to CNHRPC staff such as bond schedules, Town tax rates, assessments, money raised, capital reserve fund balances, etc.; detailed project information when available, such as costs, years to expend, and purpose of expenditures; data such as residential building permits; facilities, staffing, and long term needs information (collected from Town Departments); and roads information (collected from the Highway Department), as needed to support the development of the CIP.
- The Town Staff Coordinator is responsible for acquiring financial and project information from the School District, as needed, to provide to CNHRPC.
- The Town is responsible for any printing costs and tasks associated with reproducing the final adopted CIP.
- The Town will register a copy of the final adopted CIP with the Town Clerk, provide a copy to the NH Office of Energy and Planning as required by statute, and will distribute copies within the Town as necessary.