

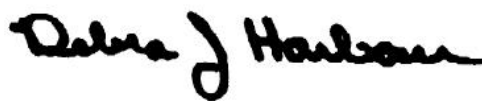
BOSCAWEN PLANNING BOARD

ROAD CONSTRUCTION PROCEDURES MANUAL



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(Town Clerk)

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SECTION 1. DEFINITIONS

The following definitions shall apply throughout this document:

Approved Plans: Complete set of drawings demonstrating the overall design intent and layout of the proposed improvements prepared by the Design Engineer and approved and signed by the Planning Board or appropriate Town Official(s).

Bond: A guarantee extended by a third party that the Owner/Developer will complete construction obligations in accordance with the approved plans at no additional cost to the Town in the event that the Owner/Developer fails to perform according to the approved plans.

Contractor: The person or company representing the Owner/Developer who is responsible for the construction of the proposed development in accordance with the approved plans.

Construction Inspections: Frequent detailed inspections conducted by the Design Engineer, at the cost of the Owner/Developer, to certify compliance with the approved plans, recommend field changes, produce interim and final plan, report and security adjustment documents.

Construction Layout: Establishment and maintenance of all horizontal and vertical layout control, bench marks and structure locations to assure that all improvements will conform to the locations, lines, levels and grades as indicated on the approved plans.

Construction Procedures Manual: Boscawen Planning Board Construction Procedures Manual, also referred to as the Manual.

Construction Observations: Independent milestone observations conducted by the Board or its Agent, at the cost of the Owner/Developer, for the purpose of evaluating Inspection Reports, confirming construction compliance with the approved plans, recommend field changes, and Security Adjustment needs.

Construction Observation Escrow: Monies placed in escrow with the Board to cover all costs related to independent construction observations.

Construction Observer: Planning Board or its appointed Agent to perform construction observations, also referred to as the Observer.

Design Engineer: The person or company representing the Owner/Developer who is responsible for the engineering of the proposed development in accordance with the approved plans.

Escrows and Construction Securities: A written agreement among the Town and Owner/Developer, requiring that certain funds be placed into third party escrow account(s) (or other form of security). The secured funds are released to the Owner/Developer upon successful completion of the approved construction activities.

Final Certificate of Performance – Certification that the project has been successfully completed in accordance with approved plans, project closeout, and final walkthrough and there is no further obligation of the Owner/Developer to perform on construction of the project.

Independent Consultant: Private individual or firm contracted by the Town to provide independent plan or other technical review and/or on-site construction observation under the direction of the Project Administrator, also referred to as Consultant. In certain cases, the Independent Consultant may also be the Construction Observer.

Owner/Developer: Person or company financially responsible for the proposed development.

Planning Board: Town of Boscawen Planning Board, also referred to as the Board.

Project Administrator(s): Town representative(s) consisting of the Land Use Coordinator and Public Works Director who are responsible for the overall project administration (also referred to as the Administrator).

Project Phasing: Phasing shall be considered intentional segmented construction of development infrastructure (roadways, utilities, etc.) of not less than 1,000 LF per phase (for subdivision roads) where each phase is completed in a continuous effort according to the approved schedule as approved by the Planning Board and/or as presented at the preconstruction meeting. The beginning of a phase will be considered when earth moving activities have commenced and a phase will be considered complete when the Final Certificate of Performance is issued (typically 2 years).

Record Surveyor: The person or company representing the Owner/Developer who is responsible for the surveying of the proposed development in accordance with the approved plans.

Temporary Certificate of Performance – Certification that the construction of the proposed development has progressed to the point where it is sufficiently complete in accordance with the approved plans so that the improvements can be beneficially used for the purposes for which they were intended.

Town: Town of Boscawen, New Hampshire

SECTION 2. INTRODUCTION

The purpose of this Manual is to present the overall intent and procedures related to design review, construction activities, security provisions and project administration for private land development in the Town of Boscawen. The procedures are based upon the Town of Boscawen Zoning Ordinance, Subdivision Regulations, Site Plan Regulations, Driveway Regulations, Road Acceptance/Layout Policies, Federal & State regulations and specific conditions applied to all permits and approvals.

Plan reviews and/or construction observations will be performed on various types of projects including, but not limited to:

1. Regulated Site Development
2. Subdivisions
3. Roadway and Utility Improvements
4. Gravel Pits

The Board will assign a Project Administrator(s) (Administrator) to the project. As necessary, the Administrator will assign an Independent Consultant (Consultant), Construction Observer (Observer) and/or other staff to act as the Board's representative(s) on the project including, but not limited to plan review and construction observation services. Selection of the professional staff to act as the Board's representative(s) will be at the sole discretion of the Administrator and/or Town officials to ensure the services provided are in the best interest of the Town.

This Manual briefly outlines the organization, communication and relationships involved in, and the funding mechanism(s) for the plan review and construction monitoring process including but not limited to the Planning Board, Board of Selectmen, Town Departments, Observer, Consultant, Owner/Developer, Design Engineer, Record Surveyor and Contractor.

After this Manual has been presented, reviewed and discussed at the project preconstruction meeting, all interested parties will sign and date the Project Signatures page located at the end of this document, acknowledging receipt and understanding of the document.

If specific project questions, concerns or comments arise from this document, the Owner/Developer is responsible to notify the Administrator in writing of each specific question, concern or comment prior to the start of construction. If necessary, an additional meeting of all interested parties will be held to address each specific question, concern or comment.

SECTION 3. ESCROWS AND CONSTRUCTION SECURITIES

The primary purposes for requiring security are to protect the Town from costs incurred by the proposed private development, to protect the safety and interests of future owners/users of the improvements, and to assure the integrity of the completed project as approved. All costs to establish, administer, amend and close security accounts shall be borne by the Owner/Developer.

The Board shall establish the total required security value based on estimates provided by the Design Engineer, current industry unit pricing (as noted herein) and other available information.

A. PLAN/TECHNICAL REVIEW ESCROW

The Consultant shall estimate the cost of the review, the Board shall set the amount of the required escrow, the Owner/Developer shall deposit the necessary funds with the Board and the Administrator shall oversee the payment of the independent plan review. Upon receipt of the funds the Administrator shall authorize the reviewer to commence. Funds paid for the purpose of Independent Reviews are required in the form of a cash or check escrow.

B. CONSTRUCTION OBSERVATION ESCROW

Based on the approved plans, the appointed Observer shall estimate the cost of the observation services, the Board shall set the amount of the required escrow, the Owner/Developer shall deposit the necessary funds with the Board and the Administrator shall oversee the payment of all construction observations. Escrow shall be in place prior to the Preconstruction Meeting. Funds paid for the purpose of Construction Observations are required in the form of a cash or check escrow.

C. CLOSURE/ABANDONMENT SECURITY

The Design Engineer shall submit the estimated cost to secure and close the project site in the instance that the Owner/Developer disturbs the site but is then unwilling or unable to complete the project. The estimate shall be based on having the largest approved area disturbed and the cost for re-grading, vegetating, and providing appropriate closure drainage for the site. No credit shall be given for onsite materials or Owner/Developer participation in the work. Estimate shall detail all components by unit/cost based on current NH DOT unit costs when available (subject to approval by the Board). The Board shall set the amount of the required security and the Owner/Developer shall secure the necessary funds with the Board prior to the Preconstruction Meeting. Acceptable security instruments include bond, letter of credit, passbook savings deposit, cash escrow or other substantive collateral approved by the Planning Board.

D. INFRASTRUCTURE DEVELOPMENT SECURITY

The Owner/Developer shall secure the full cost of all required improvements. Based on the approved plans, the Design Engineer shall submit the estimated cost of all required improvements. No credit shall be given for onsite materials or Owner/Developer participation in the work. Estimate shall detail all components by unit/cost based on current NH DOT unit costs when available (subject to approval by Board). The Board shall set the amount of the required security and the Owner/Developer shall deposit the necessary funds with the Board prior to the Preconstruction Meeting. Acceptable security instruments include bond, letter of credit, passbook savings deposit, cash escrow or other substantive collateral approved by the Planning Board.

E. ESCROWS AND FORMS OF SECURITY

Acceptable forms of escrow and security are as follows:

1. **Escrow** cash or check made payable to “Town of Boscawen” will be held in accordance with RSA 673:16. A positive balance shall be maintained by the Owner/Developer in the required escrow account(s) at all times. Funds remaining in the escrow account(s) upon successful completion shall be returned to the Owner/Developer.
2. **Letter of Credit or Passbook Savings Deposit** from a local bank with corporate offices (administering collections) within a 60 mile radius of the Town of Boscawen, requires pre-approval of the Board. Letters shall include a self-call clause.
3. **Bond Certificate** issued by a reputable surety company as documented by circular 570 with provisions for automatic renewal.

F. SECURITY INCREASES, RELEASES AND REDUCTIONS

The Design Engineer shall use at a minimum the Board’s security spreadsheet format to submit estimates and requests for adjustments. Estimates shall include a 10% project contingency.

1. Increases:

The Board may require the Design Engineer to submit an updated estimate and increase the total required security for projects not completed within one year of the date of the original security estimate or where substantial construction or material unit cost changes occur which exceed 10% of the original estimate.

2. Releases/Reductions:

The process for releases or reduction of project securities is as follows:

- a. Design Engineer shall certify in writing (copy to Observer and Administrator):
 1. Work to be released is completed in accordance with approved plans
 2. Value of work to be released based on original project estimate including confirmation of quantities installed
 3. Value of remaining security is sufficient to complete project including retainage
- b. Design Engineer shall obtain successful report of work to be released by Observer.
- c. Request shall use at a minimum the Board’s spreadsheet format and include narrative description of work completed/to be completed. All applicable test results (e.g. compactions, material composition, pressure tests, etc.) shall be included.
- d. Release requests will only be considered for work completed and shall not include stockpiled materials that have not been incorporated into the project.
- e. Short-term retainage (25%) will be held on all releases until one year after the Temporary Certificate of Performance (completion of all required conditions/improvements) is issued by Project Administrator (requires Planning Board and Board of Selectmen signatures)

- f.** Long-term retainage (2%) will be held on all releases after the Temporary Certificate of Performance until 13 months after the final walkthrough.
- g.** The Board is not required to accept release requests more frequently than every 60 days and the Board will make every effort to process requests within 30 days of receipt of a completed request. Security reduction calculations do not take into consideration any amount due the Contractor. That is a contractual matter between the Owner/Developer and the Contractor.
- h.** Record drawings are required for the entire scope of the improvements prior to final release.
- i.** Additional Record Documentation may include paving slips and other invoices for materials installed.

G. SECURITY LAPSE

Should for any reason the Owner/Developer allow required security to lapse, either through his/her own action or fault, through action of a court because of bankruptcy, or for any other reason, the Town shall act to revoke the project approval, issue a cease and desist order, cancel all building permits that have been issued (but upon which work has not started), refuse to issue additional building permits, and/or pursue all other remedies allowed by law.

SECTION 4. INDEPENDENT PLAN REVIEW

In the instance that an independent review of plans or other project information is required as determined by the Planning Board under authority granted by RSA 674:44V, the Administrator will assign an Independent Consultant and the Owner/Developer shall submit one copy of all applicable information and plans to the reviewer. Selection of the professional staff to perform the independent review will be at the sole discretion of the Administrator and/or Town officials to ensure the services provided are in the best interest of the Town. Upon successful completion of the review, the Owner/Developer shall submit the resulting plans to the Town for approval/action. Independent reviews may be required prior to, or as a condition of approval. However, all reviews of the initial plans shall be completed prior to the Preconstruction Meeting. In the instance that field changes are requested during construction, additional independent plan reviews may be required. The costs for independent reviews are borne by the Owner/Developer.

SECTION 5. PRE-CONSTRUCTION MEETING

- A.** No preconstruction meeting will take place until the following minimum requirements have been established:
- 1.** Project plans have been approved by all applicable Town Departments and signed by the Planning Board or appropriate Town Official(s).
 - 2.** All applicable project permits have been obtained from all local, state and federal agencies and are on file with the Town.
 - 3.** All applicable project security has been accepted and is on file with the Town.
 - 4.** All application, plan review and permit fees have been paid to the appropriate Town Departments.
 - 5.** Construction Observation Security has been paid to the Town.
- B.** A preconstruction meeting is mandatory. The Owner/Developer shall make a request for a preconstruction meeting to the Administrator prior to the start of any cutting, clearing or construction. The Administrator will coordinate and schedule the preconstruction meeting date, time and meeting location. The following interested parties shall be invited to attend the meeting:
- 1.** Land Use Department Representative and all Other Town Departments affected by the proposed project
 - 2.** Administrator
 - 3.** Town Selectmen Representative
 - 4.** Planning Board Duly Authorized Representative
 - 5.** Construction Observation Representative
 - 6.** Owner/Developer
 - 7.** Design Engineer and Record Surveyor
 - 8.** Contractor
 - 9.** All Utility Companies affected by the proposed project
 - Water (Penacook-Boscawen Water Precinct)
 - Electrical
 - Gas
 - Telecommunications
- At least seven (7) working days prior to start of site activity, the Owner/Developer shall notify the Administrator in writing of the date and time when the proposed work will start. Notification will be addressed to:
- Town of Boscawen Land Use Department
116 North Main Street
Boscawen, NH 03303
- C.** All preconstruction meetings will take place at the Boscawen Town Offices. The Project Administrator and/or Construction Observer will facilitate the meeting. The overall purpose and intent of the preconstruction meeting will include but not be limited to the following:
- 1.** Introductions
 - 2.** Design, concept, scope and objectives
 - 3.** Approved plans and Town Construction Standards
 - 4.** Owner/Developer to provide project contact list & emergency numbers

5. Town to provide project contact list & emergency numbers
6. Project organization, responsibilities & communications
7. Construction sequence and schedule
8. Contractor representative named & assigned to be on site throughout the course of construction
9. Project permitting & special interest groups
10. Coordination & notification of all affected Utility Companies
11. Access to Work
12. Layout of Work
13. Construction Observations
14. Field Changes
15. Testing
16. Submittals/shop drawings/certificates of compliance
17. Construction Inspection Checklist Worksheet
18. Requirements of Project Acceptance (Final Inspection, Record Drawings, etc.)
19. Record Drawings

SECTION 6. NOTIFICATION, ACCESS & LAYOUT

A. NOTIFICATION

The Owner/Developer is responsible to provide the Observer with a complete project schedule at the preconstruction meeting. During the course of the work, if the Contractor requires a schedule change, the Contractor must provide a revised schedule for review and comment to the Observer prior to the proposed change.

The Owner/Developer will be provided with a list of milestone observations and is responsible for all construction observation requests. The Owner/Developer will request construction observations at least 48 hours in advance. Failure to properly communicate the construction schedule and observation requests with the Observer will decrease the likelihood of timely construction observations and may impact acceptance of work.

Construction observation cancellations must be received by the Observer at least 24 hours prior to the scheduled observation or will be subject to minimum charges. Failure to notify the Observer that construction observations are not required is also subject to a minimum charge.

B. ACCESS TO WORK

The Owner/Developer shall provide the Town and the Observer safe and full access to all project construction operations at all times.

C. CONSTRUCTION LAYOUT

The Owner/Developer is responsible to provide construction layout for the project. The Design Engineer or Record Land Surveyor shall perform initial project layout in accordance with the approved plans. A competent skilled foreman employed by the Contractor shall perform any subsequent project layout. The Owner/Developer may be required to enlist the Design Engineer or Record Land Surveyor to reestablish project centerline/layout as construction continues to ensure compliance with approved plans.

Line, grade and location of roadways, treatment swales, utility easements, sidewalks, guardrail, curbing, drainage, utilities and no cut zones shall be provided with staked offsets. Project layout shall be maintained throughout the duration of the project. The Administrator has the right to stop construction if the Observer reports the layout is either missing or incorrectly staked. Layout and grade stakes shall be clearly marked and identified.

SECTION 7. DESIGN ENGINEER - CONSTRUCTION INSPECTIONS & RECORD DRAWINGS

It is the Owner/Developer's responsibility to make certain that both the Design Engineer and Record Surveyor remain intimately involved in the day-to-day construction activities to perform all required construction inspections, participate in all field change requests, certify all construction installations (periodically as may be requested and at Final Certificate of Performance), and to produce all required security reduction requests and record drawings. All work is to be inspected by the Design Engineer/Record Surveyor as applicable. All improvement certifications are to be made under the stamp of the Design Engineer and/or Record Surveyor as applicable. Certifications shall be based on timely on-site observations. After-the-fact methods of certifying work are not an accepted method of certification.

The inspections are intended to provide the evidence upon which the Design Engineer shall certify to the Board that construction complies with all applicable plans, approvals, standards and laws. Such inspections shall also be the basis for the Design Engineer to evaluate change-orders, recommendations on security adjustments and to complete project end reports and plans.

The following section briefly describes the construction inspection checklist. This checklist is intended as a tool to aid the Owner/Developer in monitoring construction progress and does not replace conditions of approval or the applicable Town Regulation or State law.

The Design Engineer shall monitor and observe the following using his/her judgment to establish the schedule of inspections necessary to be able to certify compliance.

- A. **Soil Erosion & Sediment Control Methods** - Implementation of all project Soil Erosion & Sediment Control Methods prior to the start of clearing & grubbing construction and maintenance of same throughout the project.
- B. **Noise and Dust Control** - Activities of noise and dust control throughout the duration of the project to ensure that all reasonable and/or required measures are taken.
- C. **Wetland Delineation** – Confirm delineation is clearly marked initially and throughout the project.
 - 1. All wetlands on and adjacent to the project shall be delineated by a NH Licensed Wetlands Scientist prior to any construction activity on site. Wetland flagging shall remain in place for the duration of construction. The Town may order re-flagging if necessary.
- D. **Clearing & Grubbing** – Clearing & grubbing prior to the start of subgrade construction.
 - 1. All topsoil shall be removed from roadway limits and stockpiled for reuse on the project or removed from the site. Topsoil shall be reused on the project when practical to ensure minimum topsoil depths as shown on the approved plans.
 - 2. All local, State and Federal Regulations shall be followed when disposing of stumps and other debris. No stumps or other debris shall be disposed of adjacent to wetlands, roadways, or building foundations. The Observer may require submittal of a materials disposal plan.

- E. Subgrade Construction** - Existing ground has been grubbed, stripped and removal of unsuitable material has been completed.
1. Subgrade construction (fill operations) shall not begin until existing ground has been grubbed, stripped and removal of unsuitable material has been completed
- F. Blasting** – Blasting plan and pre-blast survey & meeting.
1. The Owner/Developer shall prepare and submit to the Design Engineer a blasting plan and pre-blast survey. A pre-blast meeting shall be conducted prior to the start of any blasting activities. The Contractor is responsible for making all required notifications, including the Boscawen Fire and Police Department of the proposed blasting area and blasting times and complying with all applicable State and Federal Rules.
- G. Utility Construction** - Utility construction including but not limited to drainage, water and sanitary sewer construction; utility main and utility service connections.
1. The Design Engineer, with the assistance of the Contractor shall document ties to key utility components. The Design Engineer shall submit the documentation to the Observer for review and approval and to the Board as requested or upon final completion of the project.
 2. No work shall be permanently back-filled until construction inspections have been performed including but not limited to the excavation, material placement, compaction and back-filling operations related to utility construction.
 3. Construction of private utility infrastructure for compliance with approved plans and Town construction standards. The Owner/Developer will be responsible to see that as-built plans of all private utility construction are maintained for inclusion into final project record plan.
 4. In general, all utility construction shall conform to the requirements and specifications of the appropriate utility company and Town standards. All public and private utility construction shall be included in the record plan as required by the Board. Only authorized personnel (Town/Precinct) shall operate water and sewer valves and shutoffs. Individuals operating valves, shutoffs and connecting temporary water lines to hydrants without permission are subject to fines in accordance with the rules and regulations promulgated by the Boscawen Department of Public Works and Penacook-Boscawen Water Precinct.
- H. Subgrade Preparation**
1. Subgrade preparation may not commence until all underground utility construction has been completed within the project right of way. Phased construction is only permitted if/when approved by the Board.
 2. Subgrade preparation for material, line, grade, crown, compaction and conformance with the approved plans prior to the start of gravel placement.
 3. Compaction testing shall be performed as required by the Design Engineer and/or as requested by the Observer and the cost shall be borne by the Owner/Developer.
- I. Bank Run Gravel Base Placement** - Bank Run gravel base placement for material, shape, grade, crown, compaction and conformance with the approved plans prior to the start of crushed gravel placement.
1. No select materials shall be placed until all underground utility work has been constructed and has passed all required testing (video, pressure, deflection, etc).

2. The Design Engineer is responsible to provide the Observer with a sieve and proctor analysis report of the proposed gravel base material at least 48 hours prior to the start of Bank Run gravel base placement. If the Design Engineer does not adhere to the 48 hour submission, the Observer has the authority to delay placement of the material.
 3. Additional sieve analysis of the gravel base material shall be performed during placement operations at the discretion of the Observer.
 4. Compaction testing shall be performed as required by the Design Engineer and/or as requested by the Observer, and the cost will be borne by the Owner/Developer.
- J. Crushed Gravel Placement** - Crushed gravel placement for material, shape, grade, crown, compaction and conformance with the approved plans prior to the start of paving operations.
1. The Design Engineer is responsible to provide the Observer with a sieve and proctor analysis report of the proposed crushed gravel material at least 48 hours prior to the start of crushed gravel placement. If the Design Engineer does not adhere to the 48 hour submission, the Observer has the authority to delay placement of the material.
 2. Additional sieve analysis of the crushed gravel material may be performed during placement operations at the discretion of the Design Engineer and/or Observer.
 3. Compaction testing shall be performed prior to paving operations and at the discretion of the Observer, and the cost will be borne by the Owner/Developer.
- K. Paving Operations** - The paving operation process for conformance with the approved plans and Town construction standards.
1. Prior to placing of any mix, a pre-paving conference shall be held to discuss and approve the paving schedule, source of mix, type and amount of equipment to be used, sequence of paving pattern, rate of mix supply, traffic control and general conformity of the operation.
 2. Special attention shall be made to the paving pattern sequence to minimize cold joints.
 3. The Owner/Developer is responsible to provide the Design Engineer with pavement batch slips as paving progresses.
- L. Curbing and Sidewalk** - Construction and installation of required curbing and sidewalks for compliance with approved plans, ADA requirements and Town Standards.
- M. Driveways** - Construction and installation of all curb cuts and driveways for compliance with approved plans, Driveway Permits and Town Regulations.
- N. Traffic Control Devices** - Construction of traffic control devices for compliance with the approved plans including but not limited to the following: pavement markings, street signs, signalization, traffic calming devices, curbing and sidewalks.
1. If the proposed project involves construction within a public traveled way, the Contractor is responsible for preparing a Traffic Control Plan (TCP). The plan must be in accordance with the latest edition of the MUTCD and must be prepared by a qualified traffic control designer. The Contractor cannot design the TCP. The TCP must be submitted to the Town at least two (2) weeks prior to the work being performed.
- O. Turf Establishment** - Turf establishment for compliance with approved plans and Town Standards.

- P. Street Trees and Landscaping** - Installation and planting of the required street trees and all landscape plantings for compliance with the approved plans, Town Standards and Regulations.
- Q. Monumentation** - Material & placement of monumentation for compliance with the approved plans.
1. The Record Surveyor shall provide certification of the material and placement of monuments to the Town as indicated on the approved plans. All monumentation shall be clearly staked after placement.
 2. If field monumentation differs from the approved subdivision plan, a record monumentation plan showing any changes shall be provided as part of the certification.
- R. Miscellaneous Site Features** - Construction and installation of streetlights, site lighting, electrical conduit, guardrails, retaining walls, dumpster pads and screens, traffic signage, traffic striping, fencing and any other features required for compliance with approved plans, Town construction standards and all applicable State and local Regulations.
- S. Record Drawings**
1. The Design Engineer shall be responsible for the preparation of a record construction drawing for all improvements throughout construction by updating annotations on an approved set of construction drawings during active construction.
 2. The Owner/Developer shall submit a draft record drawing set to the Administrator for review before petitioning the Planning Board for a Temporary Certificate of Performance.
 3. Record Drawings are required at least two (2) weeks prior to the Final Walkthrough.
 4. Record Drawings are required for the entire scope of the improvements and shall meet the following requirements:
 - a. Plans shall be sealed and signed by a professional surveyor or engineer licensed by the State of NH.
 - b. Sheet size shall be 22" x 34" for hard copies. Electronic copies shall be submitted in PDF format as well.
 - c. Plan scale shall not exceed 1 inch = 100 feet. Profile horizontal scale shall match plan scale with a horizontal to vertical scale ratio of 5:1.
 - d. Two paper original record drawings shall be submitted. Plans shall be reproducible in black/white, e.g. through the use of differentiating graphics (pre/post contours dashed/solid), identifying notes, etc
 - e. Plans for highways shall be submitted in electronic form tied to state plane coordinates. A minimum of two points with state plane coordinates, located within the project, shall be shown on the plan.
 - f. Proposed elevations for road centerline at fifty foot stations shall be shown on the profile. As-built elevations shall appear in parentheses next to the proposed elevations. As-built vertical curve information shall appear on the profile.
 - g. Horizontal alignment of the street centerline with tie in to intersecting streets, edges of pavement, width of shoulders, sidewalks, shoulder breaks, centerline of ditches and bottom and top of slopes (all with spot elevations), shall be shown on the plan.
 - h. The location of the right of way and all monuments delineating the right of way shall be shown on the plan. The location of all utility, slope, drainage and sight distance easements shall appear on the plan.

- i.** The location of fire cisterns including exposed fill and vent pipes, bollards and turnout areas shall appear on the plan.
- j.** All storm and sanitary sewer structures and piping shall appear on the plan and profile. As-built elevations shall appear in parentheses next to the proposed elevations for pipe inverts, structure rims and pipe outlets at headwalls and ditch lines. Indicate size and type of material for all piping and structures.
- k.** The location of water mains, water services, bends, valves, hydrants, and blow offs.
- l.** The location of all water and sewer service laterals shall be shown to the limit of the street right of way. Indicate the size and type of material.
- m.** The location of surface runoff retention/detention ponds, water quality swales, water quality facilities, erosion stone, etc. shall be shown on the plan. Elevation information in the form of spot elevations and/or contours indicating the as-built grading shall appear on the plan.
- n.** A statement that sight distance requirements at all affected intersections have been determined post construction, meet the Town requirements for sight distance and have been observed in the field by a Town representative or the Consultant/Observer.
- o.** Location of all visible roadway components including but not limited to utility poles, guardrail, curbing, drive aprons and drive culverts, lighting and landscaping.
- p.** Location of all private utilities such as gas, electric, telephone and cable conduit, transformer pads, junction boxes and services stubs.

SECTION 8. CONSTRUCTION OBSERVATIONS

At a minimum, Construction Observations by a third party acting on behalf of the Town is anticipated when the following conditions are present:

- When Town ownership/acceptance of improvements and/or infrastructure is anticipated
- When State environmental permitting is involved
- Large site development projects with significant and/or complex infrastructure
- Projects proposing community water or wastewater systems

Construction Observations are milestone observations conducted by the Town or its Observer, at the cost of the Owner/Developer as an independent review of the project development and solely for the purpose of evaluating the reasonableness of documents and certifications submitted by the Owner/Developer and the design/construction team and to review general conformance with the plans. Such Observations shall not take the place of required Construction Inspections to be completed by the Design Engineer. The Construction Observer is not responsible for measuring or documenting installed quantities, preparing record drawings, or final construction certifications. Construction Observations shall be conducted at intervals appropriate to the stage of construction in order to observe the progress and quality of the work completed by the Contractor. Such Observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Observer to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the approved plans. Such Observations shall assist the Board in evaluating Construction Inspection reports, proposed field changes and security adjustment requests made by the Design Engineer. They are not inspections for the Owner/Developer in place of the Design Engineer or Record Surveyor. Timely notice shall be provided for all construction observation required by the Observer. Responsibilities of the Observer may include, but are not limited to the following tasks:

A. Construction Administration Services

- Review Owner/Developer's security estimate
- Attend a Pre-Construction Conference and prepare meeting notes for distribution
- Review construction materials and project submittals for conformance upon request
- Review security release requests and provide recommendations based on completed work
- Communications with Town, Contractor, Design Engineer, Owner/Developer and Record Surveyor concerning execution of the work
- Prepare a project punch list once the Temporary Certificate of Performance is granted
- Review record drawings to be submitted by the Design Engineer
- Provide Project Closeout letter
- Coordination with other agencies having jurisdiction

B. Construction Observation Services

- Perform periodic site visits to observe and document construction activities of site improvements. A field report will be provided for each site visit.
- Confirm compliance with applicable permit conditions.
- It is anticipated that the project will be visited at the following milestones:
 - Erosion control measures
 - Drainage system (including pipes, structures and culverts)
 - Water and Sewer distribution systems

- Fire Protection measures
- Fill material and placement
- Roadway and/or parking subgrade materials
- Roadway and/or parking gravel materials
- Compaction efforts
- Pavement installations
- Coordination of site visits and reviews with other agencies having jurisdiction
- Complete final site visit and walk through prior to project close out and one-year evaluation

C. Responsibilities Not Included (unless separately contracted)

- Building construction services
- Topographic or boundary services
- Design Services
- Design Review Services
- Geotechnical or subsurface services
- Review of traffic improvements or other offsite improvements
- Review of electrical system (building or site)
- Review for code compliance
- Review of building or other related components

Construction observation SHALL NOT imply partial or final acceptance of the project in part or as a whole. The Owner/Developer, Design Engineer and Contractor are responsible for complete, accurate and timely project completion in accordance with the approved plans. The Observer shall review project submittals and make recommendations to the Administrator for approval or rejection. Project submittals may include product data, material test results, certificates of compliance, and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the approved plans.

SECTION 9. TESTING & FIELD CHANGES

A. TESTING

The Design Engineer is responsible for monitoring all independent testing with respect to material, compaction and utilities to determine compliance with all applicable Town and State regulations including but not limited to the following: materials, drainage, sanitary sewer and water. The Owner/Developer is responsible for all testing costs associated with the project construction. The Observer or Administrator may require additional testing as deemed necessary including but not limited to the following: gradations, compaction, vibration, noise, and pavement/concrete testing.

B. FIELD CHANGES

The Design Engineer may suggest/discuss minor project changes in the field with the Observer which **do not** alter the design intent, compromise public safety or costs and comply with all applicable Town regulations. Minor changes are to be documented in the field by the Observer and included on the Record plans prepared by the Record Surveyor.

The Design Engineer may also suggest/discuss major project changes in the field with the Observer which will alter the basic design intent or affect public safety or costs and comply with all applicable Town regulations. However, any such proposed major field changes must be submitted in writing before the work starts to the Administrator for review and comment and may require Board approval.

SECTION 10. PROJECT CLOSE-OUT & ACCEPTANCE OF IMPROVEMENTS

A. CLOSEOUT PROCESS

The project Owner/Developer is responsible to schedule an on-site project closeout meeting after receiving a Temporary Certificate of Performance. The purpose of the meeting will be to prepare a punch list of remaining work items. The Observer will prepare the punch list from outstanding work items discussed and field confirmed. The Design Engineer is responsible for ensuring that the punch list items are completed in accordance with the approved design drawings and the Town Standards. The project close out meeting should include but not be limited to the following interested parties:

1. Owner/Developer
2. Design Engineer
3. Record Surveyor
4. Contractor
5. Town Selectmen Representative
6. Project Administrator
7. Planning Board Representative
8. Applicable Town Department representatives
9. Observer

B. CLOSEOUT DOCUMENTATION

1. Certification that all punch list items have been completed
2. Final survey monumentation
3. Easements
4. Record Drawings
5. Complete 1-year warranty walkthrough

C. FINAL WALKTHROUGH (PROJECT COMPLETION & ONE-YEAR REVIEW)

The Owner/Developer shall be responsible for scheduling a final walkthrough to review the completed project and resolution of any punch list items. The Observer is responsible for reviewing and commenting on completion status of punch list items for verification. A written summary shall be distributed to all involved parties. The Final Walkthrough should include but not be limited to the following interested parties:

1. Owner/Developer
2. Design Engineer
3. Record Surveyor
4. Contractor
5. Town Selectmen Representative
6. Project Administrator
7. Planning Board Representative
8. Applicable Town Department representatives
9. Observer

D. ACCEPTANCE OF IMPROVEMENTS

Upon successful project completion and the required waiting period, the Owner/Developer may request in writing the Town's acceptance of public improvements (see Acceptance Sequence attached). Written requests for acceptance of public improvements, including all required forms, documents and fees shall be made to:

Boscawen Board of Selectmen
116 North Main Street
Boscawen, NH 03303

Once accepted, a Final Certificate of Performance is issued to the Owner/Developer and the project is considered complete.

APPENDIX. FORMS AND DOCUMENTS

- A-1 Design Engineer's Construction Inspection Checklist Worksheet
- A-2 Subdivision, Roadway Construction & Non-Residential Development Worksheet
- A-3 Security Reduction Request Form
- A-4 Temporary Certificate of Performance
- A-5 Final Certificate of Performance
- A-6 Improvement Acceptance Sequence Flowchart
- A-7 Road Acceptance Policy
- A-8 Construction & Security Manual Signature Page

DESIGN ENGINEER'S CONSTRUCTION INSPECTION CHECKLIST WORKSHEET

PROJECT INFORMATION

Project: _____ Location: _____

Owner/Developer: _____ Contractor: _____

Construction Item	Date	Signatures		Comments
		Contractor	Design Engineer	
Stormwater & Erosion Control Facilities				
Clear & Grub				
Subgrade Construction				
Blasting				
Utility Construction:				
Sewer				
Drainage				
Water				
Private Utilities				
Subgrade Prep				
Gravel Base				
Crushed Gravel				
Paving:				
Base Paving				
Top Paving				
Traffic Control:				
Pvmt Markings				
Signage				
Traffic Signals				
Street Lights				
Curbing				
Sidewalks				
Driveways				
Turf Establishment				
Landscaping				
Monumentation				
Record Drawings				
Other:				

TOWN OF BOSCAWEN SECURITY ESTIMATE WORKSHEET
SUBDIVISION, ROADWAY CONSTRUCTION & NON- RESIDENTIAL DEVELOPMENT
 (Last Revised April 2012)

PROJECT NAME: _____	Tax Map _____
OWNER/DEVELOPER: _____	Lot No.: _____
PREPARED BY: _____	Release No. _____
DATE: _____	Date: _____

<i>Items</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Price</i>	<i>% Complete (to date)</i>	<i>Total Release</i>	<i>Previous Release Amount</i>	<i>Release (This Est.)</i>	<i>Value Remaining</i>
CONSTRUCTION									
EARTH WORK			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Clearing & Grubbing			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Ledge Excavation (Bulk)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Ledge Excavation (Trench)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Common Excavation			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Common Borrow			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Bank Run Gravel			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Crushed Gravel			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Road Base Material			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Fine Grading			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
PAVING (MACHINE METHOD)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<i>Less than 1,000 Tons</i>			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<i>Greater than 1,000 Tons</i>			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<i>Greater than 2,000 Tons</i>			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
PAVING (HAND METHOD)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<i>All amounts</i>			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
CURBING			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Pavement Markings			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Bituminous			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Granite			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
LOAM & SEED			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
LANDSCAPING			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Trees (2-1/2" cal.)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Shrubs (3' high)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
LIGHTING (ESTIMATE REQD.)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
UG Conduit System			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
O/H Utilities			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
STORM DRAINAGE			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
15" CPE			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Catch Basins			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
6" underdrain			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Outlet Structures			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Rip Rap			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -

<i>Items</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Price</i>	<i>% Complete (to date)</i>	<i>Total Release</i>	<i>Previous Release Amount</i>	<i>Release (This Est.)</i>	<i>Value Remaining</i>
EROSION CONTROL			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Silt Fence			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Other Temp Controls			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Stabilized Construct. Entrance			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
SURVEY MARKERS			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Granite Monuments			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Pins			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TRAFFIC (striping)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
GUARDRAIL			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
SANITARY SEWER			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
8" PVC (8' or less)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
10" PVC (8' or less)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
12" PVC (8' or less)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Sewer Manholes			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Sewer Services			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
WATER SYSTEM			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
4" and 6" DIP			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
8" DIP			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
10" DIP			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
12" DIP			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Hydrant Assembly's			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Gates/Valves			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Water Services			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Miscellaneous (see attached)			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
1. Record Drawings			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
2. Mobilization			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
3. Legal/Engineering/Admin			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
SUBTOTAL:			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
CONTINGENCY 15%									
TOTAL:			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Notes:									

Security Reduction Request No. _____

Application Period: _____
 From Contractor: _____
 Contract: _____

Application Date: _____
 Via Design Engineer: _____

Town's Project No.
 Contractor's Project No.
 Owner/Developer's Project No.
 Design Engineer's Project No.
 Consultant/Observer Project No.

Application for Payment

Change Order Summary			Payment Summary	
Approved Change Orders			1. Original Contract Price	
Number	Additions	Deductions	2. Net Change by Change Order	\$0.00
			3. Current Contract Price (Line 1 ± 2)	\$0.00
			3a. Total Completed	\$0.00
			3b. Total Stored	\$0.00
			4. Total completed and Stored (Line 3a + 3b)	\$0.00
			4a. 10% x Work Completed	\$0.00
			4b. 10% x Stored Materials	\$0.00
			5. Total Retainage (Line 4a + 4b)	\$0.00
			6. Amount Eligible for Payment (Line 4 - 5)	\$0.00
			7. Less Previous Payments	\$0.00
Totals	\$0.00	\$0.00	8. Amount Due this Application	\$0.00
Net Change by Change Order		\$0.00	9. Balance to Finish plus Retainage	\$0.00

Release of: **\$0.00**
 (Line 8 or other - attach explanation of other amount)

is requested by: _____
 (Design Engineer on behalf of Owner/Developer) (Date)

Payment of **\$0.00**

 (Line 8 or other - attach explanation of other amount)

is recommended by: _____
 (Consultant/Observer) (Date)

Approved by: _____
 (Town's Project Administrator) (Date)

TEMPORARY CERTIFICATE OF PERFORMANCE

Owner/Developer Project No. _____ Design Engineer's Project No. _____

Owner/Developer: _____
Contractor: _____
Design Engineer: _____
Consultant/Observer: _____

Owner/Developer Petitioned Planning Board for Temporary Certificate of Performance on:
Date: _____ 20 _____

The Work to which this Certificate applies has been reviewed by authorized representatives of Owner/Developer, Contractor, Observer and Administrator and the Work of the Approved Plans is hereby declared to be Sufficiently Complete in general accordance with the Approved Plans on:

Date

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of Owner/Developer to complete all the Work in accordance with the Approved Plans. The items in the tentative list shall be completed or corrected by the Owner/Developer 30 calendar days of the above date of the Temporary Certificate of Performance unless noted otherwise.

This Certificate does not release the Owner/Developer of his obligation to perform any Work not in accordance with the Approved Plans nor is it a release of the Owner/Developer's obligation to complete the Work in accordance with the Approved Plans. The Warranty for all Work completed subsequent to the date of Final Certificate of Performance issuance expires one year from the date of this Temporary Certificate of Performance.

Consultant/Observer Recommends this Temporary Certificate of Performance on: _____

By: _____

Owner/Developer accepts this Temporary Certificate of Performance on: _____

By: _____

Executed by Town on: _____

By: _____

FINAL CERTIFICATE OF PERFORMANCE

Owner/Developer Project No. _____ Design Engineer's Project No. _____

Owner/Developer: _____
Contractor: _____
Design Engineer: _____
Consultant/Observer: _____

Date of Planning Board Approval:
Pre-Construction Meeting Date:
Temporary Certificate of Performance Date:
Project Closeout Meeting Date:
Final Walkthrough Date:

The Work to which this Certificate applies has been reviewed by authorized representatives of Owner/Developer, Contractor, Observer and Administrator, the punch list has been completed and the Work of the Approved Plans is hereby declared to be Finally Complete in accordance with the Approved Plans on:

Date

This Certificate does not constitute an acceptance of any Work not in accordance with the Approved Plans nor is it a release of Owner/Developer's obligation to complete the Work in accordance with the Approved Plans.

Consultant/Observer Recommends this Final Certificate of Performance on: _____

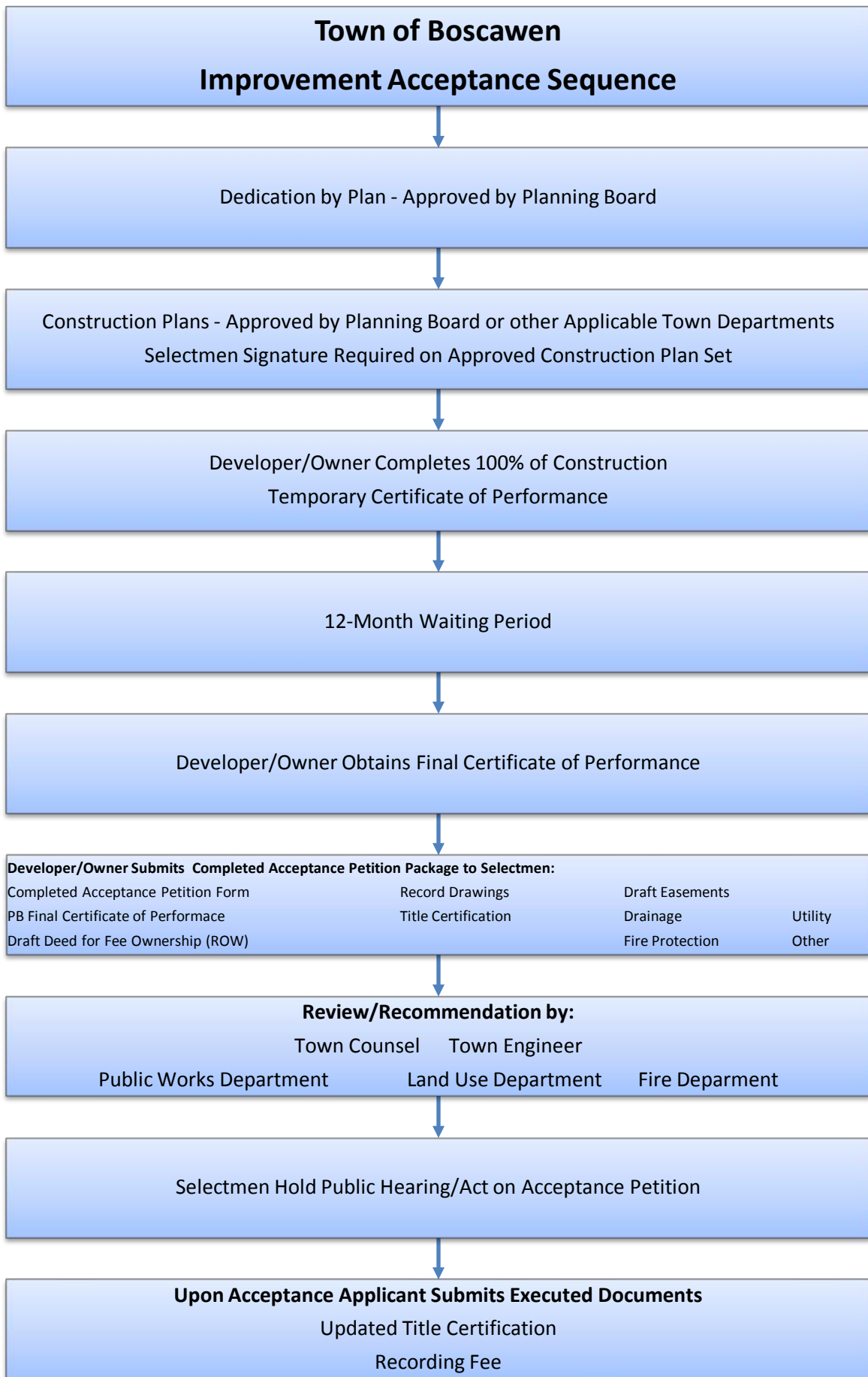
By: _____

Owner/Developer accepts this Final Certificate of Performance on: _____

By: _____

Executed by Town on: _____

By: _____



TOWN OF BOSCAWEN, NEW HAMPSHIRE
Policy for Acceptance of Roads
July 2012

WHEREAS, WE, the Board of Selectmen hereby determine that in order to protect the public health, safety and general welfare, it will be necessary and in the public interest to adopt the following Policy for Acceptance of Roads for the Town of Boscawen; and

WHEREAS, the Board of Selectmen did, in accordance with R.S.A. 31:39 I., on the 22nd day of June, 2012, cause a notice to be issued including the proposed Policy for Acceptance of Roads, and giving the location of draft copies of the proposed Policy for Acceptance of Roads, and the time and place of a public hearing thereon, which notice was published in the Concord Monitor on the 28th of June, 2012, and did on the 11th day of June, 2012 officially held a public hearing on the proposed Policy for Acceptance of Roads for the purpose of giving all persons interested and citizens of the Town of Boscawen, New Hampshire an opportunity to be heard on such proposal; and

NOW, THEREFORE, having considered the testimony presented at the aforesaid public hearing, we, the Board of Selectmen of the Town of Boscawen, do hereby ordain the following to the Town of Boscawen Policy for Acceptance of Roads be adopted, Vis:

TOWN OF BOSCAWEN
POLICY FOR ACCEPTANCE OF ROADS

Under authority given under RSA 674:40-a to the Board of Selectmen

All roads or streets proposed for acceptance by the Town of Boscawen will have first addressed the following items:

- 1) A *complete* Application must be received (*copy attached*) Final acceptance of the application will take place by the Board of Selectmen after Step 3 and Step 6 has been completed. The public hearing to accept the road shall take place after a 12 month period has lapsed from the date of application acceptance and after a final inspection by the Town.

Intent: Complete applications may be submitted during the year at any time. Upon review of Step 3 & Step 6 and the approval of the Land Use Coordinator, Public Works Director and Town Engineer, the Selectmen may accept the application. At this time, the clock begins. The developer must carry a bond for a minimum of thirteen months which cannot be released until after final road acceptance. Owner/Developer must take care of the road during this period.

- 2) Certificates of occupancy must be issued for buildings on at least 50% of the platted lots.
- 3) At least one set of the project's construction drawings updated with the following as built record information must be provided:
 - a. Center line profile, vertically & horizontally;
 - b. Representative cross sections at 500' intervals or less and at drainage crossings;
 - c. Drainage locations and inverts;
 - d. NH Professional Engineer (PE) or land surveyor stamp on drawings;
 - e. Certificate of monumentation that all ROW bounds have been installed.
- 4) The land being offered for dedication will be the same as described in the approved subdivision and/or site plans and the road(s) or street(s) shall correspond in location and lines with those road(s) and/or street(s) shown on the previously approved subdivision plat or site plan, being the same subdivision and/or site plan that has been recorded with the Merrimack County Registry of Deeds, or on the official map, or a street plat, adopted by the Boscawen Planning Board. (Approval of the plat or site plan by the Boscawen Planning Board shall not constitute the acceptance by the Town of the dedication of any street, highway, park, or other public open space.)
- 5) Any road or street which has not received prior Planning Board approval, as set forth above, shall not be accepted by the Selectmen without an affirmative Town Meeting vote pursuant to RSA 674:40, III.
- 6) Design Engineer will provide a report with an opinion as to conformance of the construction to the approval drawings. A punchlist and recommendations should be provided. Review and approval is required by the Land Use Coordinator, Public Works Director and Town Engineer. The Town Engineer review will be at Owner/Developer's expense.

- 7) The deeded property will be in the form of a Warranty Deed including any and all easements attached to the property and all abutting property.
- 8) The Warranty Deed must be accompanied by certification from an attorney or qualified Title Search Company that the property to be dedicated is free of liens or other encumbrances which would interfere with its use as a public way, and the deed and title certification shall require approval from the Town's Attorney, at Owner/Developer's expense.
- 9) The fee for recording the deed, if any, after and along with the Selectmen's acceptance, will also be attached and made out for the appropriate amount to the Merrimack County Registry of Deeds.
- 10) The Owner/Developer, for the required public hearing pursuant to RSA 674:40-a, will provide a list of abutters along with the fee for certified notification of each plus the fee for a public notice. The public hearing will be posted in two public places and in at least one local newspaper.
- 11) Prior to final acceptance of the application the Owner/Developer will provide proof of an acceptable bond or irrevocable letter of credit in an amount no less than 25% of the total installed improvements as required by the Planning Board. Release of the Bond is subject to the Public Hearing and final acceptance of the road by the Board of Selectmen. At no time will the Town of Boscawen release the bond or relieve the Owner/Developer of its financial responsibilities during the one-year period following acceptance of the application.

Attachments: Application
 Sequence of events for road acceptance

It is ordered that the above **Policy for Acceptance of Roads** for the Town of Boscawen be filed and recorded in the office of the Town Clerk, and that these regulations become effective on the 12th day of July, 2012.

Sincerely,



Craig Saltmarsh, Chairman



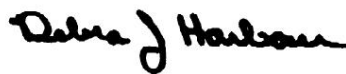
Roger W. Sanborn, Selectman



Bernard O. Davis, Jr., Selectman

BOSCAWEN BOARD OF SELECTMEN

Boscawen, New Hampshire
July 11, 2012



Adoption Certification: _____ Date: July 12, 2012
Debra J. Harbour, Town Clerk

**TOWN OF BOSCAWEN
APPLICATION TO ACCEPT ROAD**

Owner/Developer Name: _____ Date: _____

Address: _____

Home Phone: _____ Business Phone: _____

E-Mail Address: _____

Name of Road: _____

Date of Subdivision/Site Plan: _____

Date of Planning Board Approval: _____

Date Recorded at Registry: _____

The following items must be presented with the application:

- ☐ One set of project's construction drawings updated as specified in Step 3 of policy;
- ☐ Certification of 50% occupancy;
- ☐ Design Engineer's report with an opinion as to conformance of the construction to the approval drawings including a punchlist and recommendations review and approval is required by the Land Use Coordinator, Public Works Director and Town Engineer. (Town Engineer's review is at Owner/Developer's expense);
- ☐ Warranty Deed including any and all easements attached to the property and all abutting property;
- ☐ Certification from an attorney or qualified Title Search Company that property to be dedicated is free of liens or other encumbrances which would interfere with its use as a public way (must be approved by Town Attorney at Owner/Developer's expense);
- ☐ Abutters list with fee for certified notification and fee for public notice;
- ☐ Bond or Irrevocable Letter of Credit dated for one year as specified in Step 11 of policy;
- ☐ Fee for recording deed.

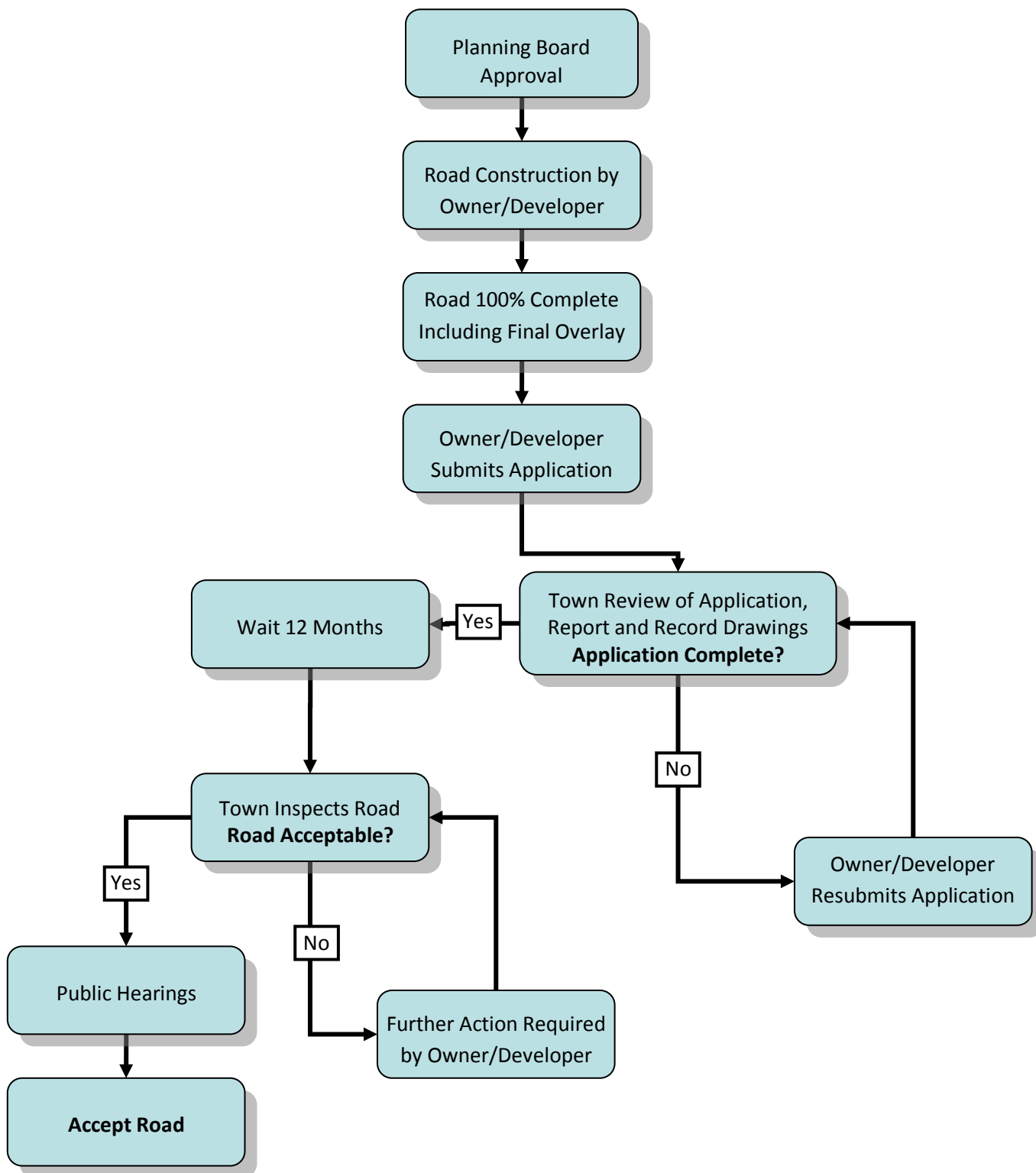
Complete applications may be submitted to the Town Administrator at the Boscawen Town Hall, 116 North Main Street, Boscawen, NH.

For Office Use Only:

Complete Application Received: _____

Application Received By: _____

**Road Acceptance Policy
Sequence of Events
Boscawen, New Hampshire**



CONSTRUCTION & SECURITY MANUAL SIGNATURES

PROJECT INFORMATION

Project: _____ Location: _____

Owner/Developer: _____ Contractor: _____

The following interested parties have received this document at a preconstruction meeting for the above referenced project and hereby acknowledge receipt, review and acceptance of all requirements herein this document, not in part but in whole, by signing below:

Construction Observer

Date

Owner/Developer	Date
-----------------	------

Design Engineer

Date

Record Surveyor _____ Date _____

Contractor	Date
------------	------

 Administrator Date

Selectmen's Representative

Date

Utilities _____ Date _____

Utilities _____ Date _____