Southwest Region Planning Commission
37 Ashuelot Street Keene, NH 03431 603-357-0557 Fax 357-7440

Town of Westmoreland
Culvert Inventory and Assessment Project

Kick-Off Meeting

June 4, 2024
1:00 p.m.

Town Hall
780 Route 63
Westmoreland, NH 03467

AGENDA

I. Welcome & Introductions

II. Project Overview and Schedule

III. Review of Data Collection Methods

IV. Local Knowledge Exercise
   a. Review of Class V Road Network
   b. Collect Location Information

V. Questions

VI. Next Steps

VII. Next Meeting

Handouts:

- Scope of Services
- Map Poster
- New Hampshire Stream Crossing Initiative Field Manual
- Culverts and Closed Drainage Systems Data Collection Specifications Guide

Town of Westmoreland

Culvert Inventory and Assessment Project

Scope of Services

BACKGROUND

Riverine flooding is a common occurrence in New Hampshire and extreme natural events have recently resulted in widespread and costly infrastructure damage. Both statewide events and more localized flooding highlight the susceptibility of our landscapes to erosion, bank failure, culvert and road washouts, and other hazards. To date, Southwest Region Planning Commission (SWRPC) has completed hundreds of stream crossing assessments in over a dozen communities throughout Southwest NH. In addition to the benefits culvert inventories and assessments have for hazard mitigation planning, municipalities can use project deliverables to inform stream and habitat restoration activities, capital improvement planning, asset management, and routine maintenance.

PROJECT OVERVIEW

Like many communities, Westmoreland currently lacks a complete inventory of culverts in a digital and mappable format. The goal of the Town of Westmoreland Culvert Inventory and Assessment Project is to map, photograph and assess culverts and stream crossings along the Town's approximately 42-mile Class V road network (Appendix A). During the project, SWRPC staff will locate and document all clearly evident stream crossings, culverts and related structures in these areas according to standardized assessments developed and endorsed by the University of New Hampshire Technology Transfer Center (UNH T2), New Hampshire Department of Transportation and other agencies.

SWRPC's final deliverables will include both printed and electronic versions of collected information, including: a pdf/printed map poster, Excel table(s) and Geographic Information System-compatible files.

This project will take approximately 12 months to complete.

SCOPE OF SERVICES

1. Kick-off Meeting (Month 1)

   SWRPC will meet with Town representatives to:
   - Provide a project overview and approximate schedule
   - Review data collection methods
   - Verify the Town's Class V road network
   - Collect any local records pertaining to the number and location of structures

   Deliverables:
   - Road network map
   - Documentation of data collection methods

2. Field Data Collection (Months 1-9)

SWRPC will locate and assess structures on all town-maintained roads using protocols developed by the UNH T2. The results of the assessments will be stored in a database that will be incorporated into a package of final project deliverables. This phase of the project is also expected to entail coordination with Town staff to ensure completeness of the inventory as well as quality assurance checks.

Deliverables:

- Populated Statewide Asset Data Exchange System database of stream crossings, culverts and related structures
- Draft map poster
- Draft Geographic Information System-compatible files
- Draft database workbook(s) in Excel-compatible format
- Draft map book(s)
- Draft stream crossing scoring maps (geomorphic compatibility, hydraulic vulnerability, aquatic organism passage)

3. Final Results (Month 12)

After completing the road assessment and addressing feedback on draft deliverables, SWRPC will meet with the Town to present final versions of the inventory maps and data.

Deliverables:

- Final map poster
- Final Geographic Information System-compatible files
- Final database workbook(s) in Excel-compatible format
- Final map book(s)
- Final stream crossing scoring maps (geomorphic compatibility, hydraulic vulnerability, aquatic organism passage)

COST ESTIMATE (approximate)

SWRPC has estimated the project based on recent similar work in the region. The following cost information includes up to 30 days of fieldwork. The definition of a day is equal to 2 field workers working 7.5 hours each. Field work beyond these estimates would be the responsibility of the Town of Westmoreland.

Total project cost	=	**$25,567**
Stream Crossing Assessments	=	$17,210
Culvert and Closed Drainage System Assessments	=	$8,357
Town contribution (Total project)	=	**$8,956**
SWRPC contribution (Total project)	=	$16,611