

*Manchester*  
*W/H*

BOSTON AND MAINE CORPORATION

Mr. H. B. Berkshire	(24)	Mr. F. A. Hyland	Mr. J. E. Tempia	(6)
Mr. S. B. Culliford	( 1)	Mr. J. Kersanske	Mr. R. H. Lawrence	
Mr. G. F. Gallagher	( 6)	Mr. E. T. Levay	Mr. J. F. Hill	

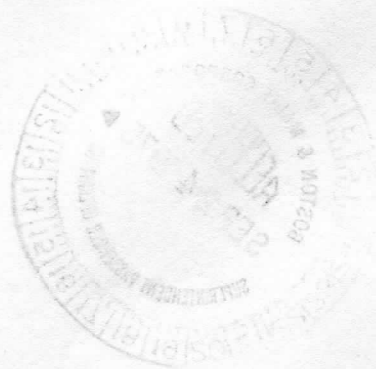
Boston, Mass. September 23, 1975

SUBJECT: PROJECT G-228 - Manchester, New Hampshire  
Construction by the Manchester Housing Authority of Bouchard Street Extension, at grade, over the Manchester and Lawrence Branch of the Boston and Maine Corporation about 0.23 mile south of former Willey Station.  
Federal Aid.

All expense incurred in connection with this project should be reported currently on Time Return Classification Reports Form AD 360-E and ED-102, Material on Form ED-105 Material Report, Expense Accounts, Miscellaneous Invoices, Work Train Reports, Company Freight Bills, Departmental Bills, Retirement Reports, etc. and approved by the Vice President Engineering. All concerned will classify all expense in accordance with the following enumerated items:

- 1 Preliminary Engineering.
- 2 Office Engineering, review of plans and preparation of estimates.
- 3 Field Engineering and Inspection of construction by the Authority.
- 4 Accounting.
- 5 Construction of 3-Track grade crossing, excluding paving.
- 6 Installation of Automatic Flashers.
- 7 Install standard signs.

*F. E. Chubbins*  
*9.23.75*



SPECIAL INSTRUCTIONS:

The Trustee hereby agrees to coordinate his force account work with the Authority's Engineer on a daily basis, by requiring his authorized representative to notify the said Engineer each day the Trustee's Employees work on the project.

The Trustee hereby agrees that his authorized representative shall furnish to the Authority's Engineer, in triplicate, a substantially accurate written daily report of labor performed, materials incorporated in the work, a description of the work performed equipment used and salvage obtained (regardless of condition) exclusive of price within fifteen (15) calendar days from the close of working day.

The Trustee hereby agrees that any work to be done on a Saturday, Sunday or Legal Holiday, shall be done only after the work has been so scheduled and the Authority's Engineer notified three (3) days in advance, except in a case which is an actual threat to the public safety and/or safe operation of the Trustee's Railroad.

The Authority's Engineer will notify the authorized representative of the Trustee three (3) days in advance of any work to be performed in the vicinity of the Trustee's Railroad on a Saturday, Sunday, or Legal Holiday, except when a condition occurs which is an actual threat to the public safety and/or safe operation of the Trustee's Railroad. In the latter case, the Trustee will be notified as soon as possible. Verbal advice is acceptable in all cases, such notification shall be confirmed in writing within 3 working days thereafter.

In order to comply with the above it will be necessary for all Engineering Department Supervisors to notify the Railroad's Engineer Inspector on this project, or the Office of Chief Engineer, of any work to be performed.

Please instruct all concerned regarding the necessity of proper reports for correct billing, which are subject to audit by the City and Housing Authority.

Any question regarding these instructions should be referred to the Assistant Comptroller, Boston, Mass.

P. E. Chadbourne

*P. E. Chadbourne @*

