

BOSTON AND MAINE CORPORATION

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

Boston, Mass. January 14, 1977

SUBJECT: PROJECT G-305-Manchester, N. H.
Widening by the State of New Hampshire of Railroad Bridges No. 37.03 and
No. 37.04 carrying Int. 93 over the Trustees' Portsmouth Branch.
Federal Aid Project I-93-1 (110) 21 State No. P-1050-K

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, Department 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 (Const. Dept.)
- (2) Office Engineering (Const. Dept.)
- (3) Field Engineering & Const. Inspection (Const. Dept.)
- (4) Maintenance of track during and after construction (Const. Dept.)
- (10) Accounting
- (11) Preliminary Engineering (C&S)
- (12) Office Engineering (C&S)
- (13) Field Supervision (C&S)
- (14) Field Work (C&S)

SPECIAL INSTRUCTION:

The State and U. S. Bureau of Public Roads require the Railroad's Engineer Inspector to coordinate Railroad force account work with the State Resident Engineer on a daily basis.

No Railroad force account work will be performed on a Saturday, Sunday or Holiday unless programmed and approved three (3) days in advance by the State.

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 Vice President Engineering, 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 State and Federal Auditors.

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



P. E. Chadbourne