



### **Vegetation Management Report**

- i. An Informational copy of NHEC's current Vegetation Management Plan

Please see attached document "NHEC 2023 Line Clearing Specifications"

*\*Note – For additional Vegetation Management Program information, please refer to our website [www.nhec.com](http://www.nhec.com) under "Quick Links" and then "Vegetation Management".*

- ii. Annual total Miles of Line Trimmed or Treated

#### **2022**

Miles of line treated – 190.42

Miles of line trimmed – 498.57

#### **2023 Projections**

Miles of line to be treated – 200

Miles of line to be trimmed – 400

- iii. Annual Total Vegetation Management Expenditures

2022 Total expenditures - \$8,331,869.40

2022 Danger Trees removed – 9221

- iv. Map or other description of areas trimmed

Please see attached files;

- a. 2022 Vegetation Management Areas Trimmed
- b. 2023 Vegetation Management Proposed Clearing

- v. A copy of NHEC's Vegetation Management Specifications


Please see "i." above

## 2022 Vegetation Management Areas Cleared

District	Description
Andover	Cass Mill Rd
Andover	AX 12 Circuit PT 1 Main line and taps Rt 104, Cass Mill
Alton	Belmont circuit including trailer park on Pleasant Valley Drive, cut around sub and to metering point
Alton	314 Depot Rd, 31308 Old Bay Rd and 31307 Birch Hill Rd and taps
Colebrook	6 Line from Recloser at Bishop Brook to EOL. 145, Creampoke
Colebrook	6/31 North to EOL, Old County, Clarksville Pond
Conway	JS 11 circuit out of Jackson, 16 North to Notch
Conway	JS12 PT 1 Black Mtn, Dundee, Thorn Hill
Lisbon	LS12 circuit except Walker Hill, cut around sub to 2X/2
Meredith	MB 13 Redding Ln tap to EOL
Meredith	MB13 Rt 25 and Moultonborough Neck and all taps except Redding Ln
Meredith	ME12, Downtown Meredith Rt 3
Meredith	Birch and Jolly Islands
Ossipee	Not starting at sub, TF13 circuit first stage
Ossipee	MV 13 circuit 7 and 2 line
Plymouth	TN23 taps
Plymouth	Lake Tarleton Rd
Plymouth	Bog Rd
Plymouth	Abel Rd out
Plymouth	Perch Pond Rd
Plymouth	North Dorchester Rd
Raymond	DY11 circuit Route 28 bypass, cut around sub and to 28/1
Raymond	LE 11 circuit Deerfield Rd portion
Raymond	LE11 circuit except Deerfield Rd out
Raymond	Brentwood DP to Wymans Landing
Raymond	12 B tap off Lee Hook Road
Sunapee	CT11 taps Black North Rd out
Sunapee	CT11 taps Luther Hill Rd out

## 2023 Vegetation Management Proposed Clearing

District	Description/Circuit
Alton	Single phase Range Road
	AL13 circuit from sub out excluding Stage Rd. Cut and trim around substation.
	AL11 circuit single phase portion beyond East Side Dr and 3 phase
	Sawtooth Road
Andover	12B/68 to EOL
	AX11 circuit From DP east to EOL
	Murray Hill, Taylor Hill, Ward Hill to EOL
	NF13 From sub to 9/162 including taps
	9/161 Tap & 9/162 to EOL Including Taps
Colebrook	7 & 8 Line from RT3 to EOL
Conway	Tin Mine and Switchback plus all taps
	Moody Farm to EOL
	PC Circuits 12/13/14
Lisbon	METER POINT TO 670/137 INCLUDING TAPS
Meredith	Pine Island
	Six Mile Island
	MV14 From Sub to Regulators including Taps
	109 Regulators to EOL including taps
	Pitchwood Island
	Cow Island from riser to 155/34
	CL12 Line 104 Rt3 To traffic circle
	RT 3 from 121/33 to EOL including taps
	CL13 to 124/47
	ME 13 Circuit to end of line
Ossipee	Windsock Village
	Taps off Mountain Rd, Route 25 and Bearcamp Pond Rd
	Tuftonboro Neck portion of TF11 circuit
	End of Mountain Road portion of TF13 circuit
Plymouth	RU13 Main line to pole 72/319
	71/114 STINSON LAKE
	POLE 72/319 PINE HILL RD TO EOL
	POLE 7/20 TO EOL
	RU14A SUB TO 71/114 INCLUDING TAPS
	ALL CIRCUITS OUT LINCOLN OF SUB
Raymond	2314-CS12B (14/70 3/4 riser pole on South Rd. to 14/109 3/4 Switch on back rd.)
	Chester 537 Sub T Line, cut 15' around substation
	Deerfield Sub T line, with added tap
	2314-DF12A 6/107DNR Recloser to 6/64 3/4 Switch on Range Rd.
	2314-CS12A (Chester S/S to Riser pole 16/67 on Rockingham rec trail)
	2314-RA12T (Pine Acres Campground)
Sunapee	SP 13 up to recloser SP12R12 near pole 5/30.
	2313-SP13B Recloser 5/30 to Recloser 5/87
	2313-SP13D starting at device 5/134 to end of circuit.

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### **Scope**

The purpose of these specifications is to set forth in clear terms the methods, procedures, and other information necessary to guide those engaged in vegetation management work on the New Hampshire Electric Cooperative's (NHEC) distribution system and corresponding substations. The work shall be completed in conformance with these specifications and all other provisions of the contract documents.

### **Program Objective**

The objective of the Distribution Line Clearance Program is to provide safe, reliable electric service through a cost effective, integrated vegetation management program. These specifications are designed to address:

- optimum clearance requirements necessary to sustain and support safe and reliable electric service
- sound arboricultural practices

NHEC has adopted American National Standards Institute (ANSI) A-300 and Z-133 standards for arboricultural practices used to attain clearances.

### **Definitions**

**ANSI A-300** - American National Standard for Tree Care Operations (Part 1) Tree, Shrub and Other Woody Plant Management (Pruning), ANSI 2017.

**ANSI Z133.1** - American National Standards for Arboricultural Operations - Safety Requirements, ANSI 2017.

**Best Management Practices** - "Best Management Practices - Utility Pruning of Trees" - International Society of Arboriculture 2004.

**Hazardous Tree:** A tree that may be in or outside the right-of-way that has any of the following defects: deadwood, cracks, weak branch unions, decay, cankers, root problems, excessive lean or poor tree architecture. Hazardous trees show indications of imminent failure and will damage the distribution system upon such failure.

**Deadwood:** Dead limbs located around or above the primary, regardless of height.

**Desirable Species:** Those plant species that at maturity will not attain a height higher than 10'-12' that would inhibit the safe and reliable maintenance of the line or prevent access to the right-of-way. Some examples of desirable species not to be cut are herbaceous plants, lilacs, blueberries, dogwoods, hawthorns, and maintained/ornamental apples (at Arborist discretion).


**Diameter at Breast Height (DBH):** Diameter of a tree measured at a point 4½' above the ground.

**Directional Pruning:** Pruning a leader back to a suitable lateral which will direct future growth away from the conductors (formerly drop crotch pruning).

**Maintenance Corridor:** The area physically located under and alongside the overhead distribution circuit bounded by the mature tree line when one exists.

**MSC Section 218** - National Electric Safety Code, Part 2 Safety Rules for Overhead Lines, Section 218 Vegetation Management.

**Non-Desirable Species:** Non-desirable species that grow less than 10' shall be removed while doing regular maintenance and/or work orders are vines (Briars, Bittersweet, Poison Ivy, Grape), as well as other invasive species such as Alder, Autumn Olive, Buckthorn, Honeysuckle, and Multiflora Rose. Caution: Do not spread with mechanical equipment.

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**Off Road Right-of-Way (ROW):** Section of line that has an existing mature tree line in-between the road and the power line.

**Primary:** Voltage out of substation that has not been stepped down through a voltage transformer.

**Pruning:** The selective removal of plant parts to meet specific goals and objectives, as defined in the ANSI A300.

**Right-of-Way Easement:** A strip of land legally granted for installation of and access to maintain and operate an electrical distribution line, including the right to cut and trim trees to keep the right-of-way clear.

**Roadside Right-of-Way:** Section of line that does not have an existing mature tree line in-between the road and the power line.

**Scenic Road:** Any road designated by city/town in accordance with NH RSA 231:157/231:158.

**Secondary:** The conductor, either triplex or open wire, which extends from the transformer to the service drop. Secondary spans may run under primary spans or separately.

**Service Drop or Service Line:** The last span of triplex or open three wire extending to the building or meter pole, or a multi-span run of either triplex or open three wire that serves a single customer.

**Street Light Secondary:** The conductor, either triplex or open wire, which leaves the primary pole to pole configuration and extends out to service a streetlight or lights.


**Shrub:** A planted ornamental that normally matures at a height of less than 10' with a generally bushy appearance and several erect, spreading, or prostrate stems.

**Slash:** Any debris left from the maintenance process.

**Specified Clearance Zones:** The specific distances above, below and to the sides within which pruning shall be performed, as per the requirements, which follow (pages 5 and 6).

**Tree:** A woody plant normally maturing at 20' or more in height and achieving a diameter at breast height of at least 4".

**Windrow:** The diced piles of slash along the right-of-way edge are not to exceed 3' in height and 4' in width. Windrows will not restrict access to or across right-of-ways and cannot be within 100' of any structure or within 50' of a water body or road. Any brush or limbs trimmed or cut within 100' of a structure or within 50' of a water body, wetland, driveway, or road will be removed and cleaned up at no cost to NHEC.

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### **Safety**

Safety is the foremost concern in line clearance operations. Responsibility for the safety of line clearance personnel and the public during line clearance operations rests with the Contractors.

Any Contractor performing vegetation clearing work on NHEC'S property shall have an active employee safety program conforming to the requirements of all applicable regulatory agencies. The equipment, training and safety programs shall comply with the American National Standards Institute Z133.1 for Tree Pruning Activities and the requirements of OSHA CFR 1910.269 for Line Clearance Tree Pruning Operations. Applicable federal, state, and local safety, health and environmental standards shall be followed.

**All near miss incidents, accidents, serious injuries, or Contractor-caused outages must be reported immediately to the Vegetation Management Supervisor and applicable Arborist. An Incident, Injury, Outage and Property Damage form must be furnished the same day of the occurrence.**

NHEC reserves the right to perform safety inspections. NHEC reserves the right to request the removal of any Contractor employee from a project in order to protect the interests of NHEC. NHEC also reserves the right to request the removal of any equipment and/or tools in which NHEC deems unsafe or inadequate for the work required.

### **Contractor Compliance**


All work shall be completed to NHEC specifications, regardless of the type of work awarded or assigned.

The Contractor shall be knowledgeable and comply with all federal, state, county, town and municipal laws, ordinances, agreements, and regulations pertaining to the work. This includes but is not limited to law pertaining to scenic roads, traffic control, endangered species, wetlands, public trees, parks, and debris disposal. The Contractor shall be responsible for obtaining all permits necessary to perform the work unless otherwise provided by NHEC. Copies of permits must be submitted to the NHEC Vegetation Management Supervisor and the applicable Arborist. This specification is not intended to replace or interfere with the implementation of any NHEC, national or state safety standards or OSHA regulations. We are not implying that these are the only such laws, rules, codes, or regulations that Contractors and their employees need to comply with. Each Contractor is individually responsible to ensure that they are in compliance with all laws, rules, codes and regulations that apply to the nature of their daily business.

The Contractor is at all times an Independent Contractor, not an employee of NHEC. The Contractor agrees that it will utilize only capable, experienced, qualified and reliable workers in the performance of work under this contract as per OSHA and ANSI standards for line clearance. The Contractor also agrees that it will utilize experienced, capable, qualified and reliable Supervisors of their crews performing work under this contract. Said Supervisors will be able to read, write and communicate in fluent English.

### **NHEC Discretion**

NHEC may, without cause, order the Contractor to suspend, delay or interrupt the project in whole or in part for such period as NHEC may determine. NHEC may also, at any time, terminate the project at NHEC's sole discretion. In the event of such termination, and in the event that the work has been performed to NHEC's satisfaction in accordance with the specifications and policies in

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this document and in the applicable bid document, NHEC will pay the Contractor the appropriate portion of the Contract Price.

Contractors may work on Saturdays at the discretion of the Arborist. No overtime will be paid by NHEC. The Contractor must notify the District Office and the Control Center by email or text to [contractorcallin@nhec.com](mailto:contractorcallin@nhec.com) by 7:00 AM.

### **Contractor Requirements / Responsibilities**

The Contractor shall do all work and furnish all labor including supervision, tools, equipment, machinery, traffic control and transportation necessary for the pruning and removal of trees to provide acceptable vegetation clearance for overhead lines of NHEC.

Each contractor doing roadside work must have an operable chipper onsite for any given area. Each crew leader/foreman shall have one (1) cell phone capable of sending/receiving calls and text messages.

The Contractor shall employ a competent field Supervisor in addition to the crew Foreman. The Supervisor shall be available to NHEC's Arborist at all reasonable times during the extent of the project and/or contract. Every Supervisor and every truck shall keep a current copy of the NHEC Line Clearing Specifications readily available for reference.


The Contractor shall pay all applicable taxes and fees. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules, permits, regulations, and lawful orders of public authorities applicable to the performance of each project. The Contractor shall bear the costs of correction of any work performed in violation of the applicable legal provisions and orders set forth above.

Per NH RSA we are required to provide our members with written notification at least 45 days prior to the start of a reclearing project. During this process non-Member property owners must also be notified. This process is completed by NHEC. **Two weeks in advance** to starting a new project the Contractor must notify the NHEC Arborist and/or the Vegetation Management Supervisor by email for automated Member notification calls to be made. **These notifications must take place prior to cutting.** The project must commence within 2 weeks of the automated Member notifications being completed. An NHEC Arborist will meet with the Contractor prior to the work starting to communicate the extent of the work, review any special circumstances and sign paperwork.

Each project will be cut from the starting pole to the finish with no skipping around, unless otherwise approved or directed by the Arborist. Go-backs should be re-trimmed and tree removals must be completed within 2 weeks of the finished project. Maintenance projects are not fill in work. Once started must be continuously worked until completion.

The Contractor shall notify Members where equipment must cross a maintained area and/or where the land is properly posted. The Contractor shall make agreements with Members to access maintained areas with equipment. In the event the Contractor cannot locate the Member after using all reasonable measures, or upon locating them is aware of an objection to the work to be performed, the Contractor shall document the Member's concern(s) and notify the NHEC Arborist and/or Vegetation Management Supervisor immediately in order to obtain specific instructions and/or permission prior to commencing work on that property.



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The Vegetation Management Supervisor, applicable Arborist as well as the Member must be notified of any property damage on the day of the occurrence. This may include, but is not limited to ruts, disturbance to driveway or flowerbed, or hydraulic spill. The Member **must be notified** by using the Property Damage Notification form. NHEC **must be notified** by using the Incident, Injury, Outage and Property Damage form. This form must be complete with Contractor information, contact name and number to be reached. Both forms are to be submitted to the NHEC Supervisor and applicable Arborist.

Replacement work will be done at no expense to NHEC in the event the Contractor is called upon for defective workmanship.

The Contractor shall at all times be responsible for the acts and omissions of the Contractor's employees, subcontractors, agents, employees and any other person or entity performing a portion of the project on behalf of the Contractor.

The Contractor is responsible for reporting crew locations on our system by **7:00 AM, daily and accurately**. Email or text to [contractorcallin@nhec.com](mailto:contractorcallin@nhec.com). Please provide Company name, crew name, town, road, pole # and cell phone number.

At appropriate intervals throughout the project, the Contractor shall report and review the work completed to-date with the NHEC Utility Arborist. Near completion of the work, the Contractor shall notify NHEC's Arborist that **the entire project has been reviewed by the Contractor** and is now ready for inspection. Upon review and acceptance of all required work (including the resolution of any and all required corrective actions as well as any outstanding damage claims) the NHEC Arborist will give the Contractor permission to submit a final invoice for payment and sign the completed project's Work Authorization and Tracking form.

The Contractor shall indemnify and hold harmless NHEC and NHEC's officers and employees from and against any and all claims and demands, actions and causes of action, damages, losses, expenses and attorney's fees, including, but not limited to, any and all claims for personal injury and/or death and property damage which may in any way arise from or relate to the work on the project by the Contractor or by any person or entity which the Contractor has directly or indirectly employed or contracted in connection to each project.


### **Ground Cutting and Pruning Specifications**

All overhead primary lines shall be ground cut and pruned to provide 15' clearance either side of the pole; this includes dead limbs/vegetation. Pruning overhead clearance from highest conductor on the pole will be a minimum of 20' overhead clearance. Winter pruning is to meet or exceed the 20' overhead clearance with leaves and/or nuts attached at full growth. Any limbs or leaders over 8" in diameter may be removed at the Arborist discretion. These shall be considered a hazard tree removal and are outside the fixed bid price.

Limb's underneath wires shall not be left without permission of the Arborist.

The main trunk of the tree or major leads which are structurally sound and healthy may be left growing within these distances as long as none of the smaller diameter end branches are within the clearance dimensions.



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For acceptable plant species, minimum underwire pruning clearance shall be 2' below the communication wires (10' below the neutral where there are no communication wires). Topping and hedging will be done only at the discretion of the NHEC Arborist.

**Brush shall not be left overnight without prior approval from the applicable Arborist or Supervisor.**

No brush, slash or windrows shall be left within 100' of any structure or within 50' of a water body, driveway, or road. Any brush or limbs trimmed or cut within 100' of a structure or within 50' of a water body, wetland, driveway, or road will be removed and cleaned up at no cost to NHEC.

In unmaintained areas, the Contractor shall ground cut all trees and shrubs which have the ability to interfere with the conductor or access to the right-of-way out to the limits of the maintenance corridor. Where a maintenance corridor does not already exist, ground cutting shall be performed for a distance of 15' either side of centerline. Ground cutting shall include stems of 8" DBH or less, all as part of the fixed price bid.

Along off-road sections, the Contractor shall completely remove all side branches that extend into the maintenance corridor from below and beside the lines in order to "box out" the maintenance corridor. This practice will minimize future pruning efforts as well as improve storm restoration and line inspection efficiencies.

Where trees beyond the limits of the maintenance corridor are extending into the corridor, the Contractor shall either prune those limbs back or have the option to remove the tree (with landowner's and Arborist's permission). For trees 8" DBH or less, where the top of the tree is leaning out into the corridor so that topping would be the only possible correction, the Contractor shall ground cut that tree as part of the fixed price bid (with landowner's and permission).

Stumps shall be cut flat and as close to grade as possible not to exceed 2". Large diameter stumps will be cut as close to grade as possible.


Non-desirable species that are impeding access to the right of way and that grow less than 10' high shall be removed while doing regular maintenance and/or work orders. Examples are vines (Briars, Bittersweet, Poison Ivy, Grape), as well as other invasive species such as Honeysuckle Buckthorn and Multiflora Rose.

All off road equipment (mowers, skidders, and mechanical trimmers) are to be cleaned prior to moving to prevent the spread of invasive or noxious plant material. Equipment is to be inspected by the NHEC Arborist before the start of next project.

In the event that any equipment becomes stuck and creates ruts, repairs must be made to return site to original condition before moving forward. The proper forms must be filed.

The use of mechanical equipment on NHEC's system is approved but sensitivity needs to be considered in residential areas.

NHEC may specify or approve the use of appropriate mowing equipment on some right-of-way sections. Where mowing equipment is used, the Contractor is responsible for safe use of such equipment. The Contractor is also responsible for avoiding damage to desirable low growing vegetation species, which might be present in the ROW. The Contractor will hand-cut undesirable vegetation not reachable by mowing equipment. Contractor is responsible for removal, chipping or

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windrowing of any brush and debris not processed properly by the mower. Stumps from mowing operations need to comply with specifications stated above.

Mechanical trimmers are approved for use on NHEC's system. NHEC's full reclearing line specifications must be met. If scheduling a mechanical trimmer, the cleanup/mowers must be present on site directly following the cutting. When using mechanical trimmers in residential areas clean up must be done same day.

The Contractor shall recognize that the use of ANSI A300 standards and techniques may result in clearances beyond the dimensions noted above.

It is an objective of NHEC's program to strive to reduce the number of underwire trees that will continually require pruning by removing as many stems as possible on each cycle. Exceptions to this (which may only be made by the NHEC Arborist) are planted shade/ornamental trees and hedges which provide an important screening value to properties.

#### Clean-up

All slash from pruning in maintained areas shall be disposed of through chipping. Large diameter wood may remain on site provided it is cut into manageable lengths and organized neatly. Smaller debris shall be raked/swept up and removed so as to leave the property/roadway in a condition equal to the start of work. Off-road wood must be left to the side of the right-of-way.

All slash from pruning and tree removal within 50' of the roadway/driveway in unmaintained areas shall be disposed of by chipping or mowing/mulching. Where practical, chips may be blown back onto the site without creating large chip piles at the bases of trees or stone walls.

In unmaintained off-road areas, slash shall be mowed/mulched or neatly windrowed to the edge of the maintenance corridor. Brush shall be cut to lie close to the ground and moved away from sensitive locations. No debris shall be left anywhere that will potentially block access, significantly alter any drainage, or water resource or create any unsafe condition for the public. Alternatives to these practices must be approved by NHEC's Arborist and by the current Member/landowner.

Any brush left within 100' of a structure or within 50' of a water body, wetland, driveway, or road will be removed at no cost to NHEC.

#### Winter Clean-up


**All crews will be on winter clean-up until completed.**

All winter clean-up (such as stump cutting, brush and debris clean-up) shall take place (weather permitting) in a timely manner prior to May 1<sup>st</sup>. Clean-up after May 1<sup>st</sup> without prior approval, will need to be completed without payment. **Current open projects shall not progress until this work is complete. Any deviation from this is at the discretion of the Arborist or Vegetation Management Supervisor.**

#### Secondary and Service Lines

All Service Lines: Remove only those branches that are in direct contact with NHEC service lines and are causing chafing or mechanical strain.

All vines growing on poles, guy wires and stub poles shall be cut and removed from the pole(s) where safe to do so. Vines attaching to poles from trees above the ground line shall also be cut

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as appropriate, providing a 4' separation from the ground. Contractors should not attempt to remove vines from any structure if it may result in an outage.

### **Hazardous Tree Inspection and Removal**

Other than work required, the removal of any tree over 8" DBH within the maintenance corridor or outside the maintenance corridor (with landowner's permission) shall be considered a hazard tree removal and is outside the fixed bid price.

While pruning the circuit, the Contractor's personnel shall perform a visual inspection of each tree along the circuit in order to identify potential defects and determine the potential risk for the tree to cause an interruption over the length of the pruning cycle. The crew shall work closely with NHEC's Arborist to determine potential hazard trees. Potential hazard trees shall be regularly identified to the Arborist for review and approval prior to removing any of those specific trees. Exceptions to this procedure include removal of trees that have been pre-identified by NHEC's Arborist, verbal confirmation for removal of trees or to authorize hazard tree removals in off-road areas where a skidder bucket is already on site.

### **Work Orders**

Cutting instructions on a staking sheet are to be followed with no deviation or additions. If cutting is beyond what is on the staking sheet, the contractor is liable. If the contractor is asked to cut beyond what is on the staking sheet, the contractor must decline, as the staking sheet must reflect what is to be done in the field. The reasoning behind this is: The LDT is responsible for the cutting comments on the work order. Those ROW comments let NHEC know that the LDT has had a conversation with the Member, so they are aware of what is being done on their property or a neighboring property (in the event that property is also affected). If there are no comments and the crew is asked to cut more, understand that the Member(s) have not been notified, potentially causing an issue.


### **Storm**

All crews that work maintenance/bid work on the NHEC system are also designated to NHEC for storm work. This means that in the event of a storm, the crews may not perform work for any other utility, person or entity unless released by your applicable NHEC Arborist or the Vegetation Management Supervisor. Crews that perform miscellaneous work and are not working maintenance/bid work may be asked to work storm but are not obligated.

If NHEC is working storm rotation (16 on 8 off) and tree crews are included, they must sign in upon arrival at the assigned district and sign out when released. Payment will be based upon these times. If rooms are provided and not utilized, travel time to and from will not be paid. It is necessary to be at the reporting location at the start of the rotation time, and AGAIN, travel time will not be paid.

Rate of pay during storm rotation:

- the first 8 hours of work will be paid at straight pay (your regular work day M-F)
- following the 8 hours at regular pay, all hours (including Saturday) will be paid at time and a half
- holidays and Sundays will be paid at double time

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**Rate of pay if called in for other than storm rotation:** Hours worked prior to or after the regular workday (M-F) are at time and a half or double time on Sundays and holidays.

If the Contractor makes the decision to keep crews off our system due to inclement weather, NHEC must be notified. Please email the Vegetation Management Supervisor and the respective Arborist.

NHEC will not pay overtime for equipment. Equipment used during storm must be listed on the invoice with hours used and rates.

All invoicing for work asked to be performed during storm, storm clean-up or storm stand-by must have the storm work sheet filled out entirely and a time sheet that includes employees, job function, rates of pay and hours worked. Do not invoice multiple counties or districts on the same invoice, these must be separated out.

Any property damage done by the Contractor during storm shall be repaired at no expense to NHEC.

Gear for routine work and storm is mandatory. Crews must be equipped for storm work with an overnight bag which includes, but is not limited to, the following items (depending on the season): map book/GPS, DBH tape, tire chains, rain gear, gloves, snow shoes, spot lights, head lamps, portable radios/cell phones, hand saw and scabbard, climbing gear, throwing ropes, rigging ropes, climbing ropes, climbing hooks, rake, blower, push broom, scoop shovel, pitch fork, warning road signs, pole saw with saw head and lopper head, safety gas can, safety belt/lanyard for bucket operator, hydraulic tool, grease gun, road cones, limbing and felling saws, saw files, hard hats, water cooler, first aid kit, fire extinguisher, tool set to fully maintain saws, bar and chain oil, 2 stroke gas and oil to mix, bucket cover, cold weather personal protective equipment, personal identification, work contact numbers, credit card or cash.

#### **Invoicing / Payment Terms**

Invoices are to be emailed to Denise Kelly and Beth Stewart for payment.


All district offices and project numbers must be on the face of the invoice.

Invoices must be separated by district / by category (do not invoice tree removals with lump sum bids).

**For bid awards**, payment terms will be noted on the Work Authorization and Tracking Form. Invoicing will be submitted based on increments of work completed. Incremental invoices for the bid projects must have the pole listing provided in the bid package. Hand-written footage sheets must be attached for pole spans that are omitted from printed pole listing and transmission projects.

The final payment on the project will not be paid until both parties have signed the Work Authorization and Tracking Form. Payment terms will be net 30 days unless otherwise agreed upon.

**Tree Removals (593.09):** A Reclearing and Tree Removal Form is required for all tree removals. For tree removals on a "Bid" the project number must be included on invoice. If the tree removal is for a service order, the service order must be attached to the invoice.

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**Brushing/Tree Trimming Service Orders (593.06):** The service order and a Reclearing and Tree Removal Form must accompany the invoice. Provide list of the pole numbers, the length of the back span and width cut.

**System Improvement (107.20 / work order number):** The staking sheet and a Reclearing and Tree Removal Form must accompany the invoice. Provide list of the pole numbers, the length of the back span and width cut, showing the completion of work in the field.

**Winter Clean-up:** Winter clean-up will be paid at \$.15/foot only on the spans and lengths of the span(s) needing the clean-up. **ONE invoice per project** with the pole listing spreadsheet attached. Submit invoices immediately upon completion of work.

**Invoicing for traffic control:** Must have the original documentation from the originator attached, along with NHEC's Traffic Control Form (ex: if directly invoiced from the PD, attach the PD's original invoice to your invoice with a copy of the detail form).

If NHEC is being directly invoiced for a detail, invoice must include a copy of the detail slip so it can be matched up when detail invoice arrives. Filled out in full (ex: danger tree needs detail, send invoice for danger tree with a copy of the detail slip that will be invoiced from the PD).

DO not use our traffic detail slips for maintenance details, this is included in your bid.

**Invoices requiring correction:** Any invoices that are required/requested by NHEC to be corrected, adjusted, or have missing supporting documentation must be returned to NHEC within 3 business days after notification by NHEC.


**Year-end invoicing:** Invoices submitted after the forthcoming date for year end and unpaid 2022 invoices will not be paid if submitted after that date. Please check your outstanding accounts receivable.

### **Penalty for Cancellation / Incompletion of Awarded Project**

In addition to any other penalties which may be incurred in law or equity, or in any agreement between the Contractor and NHEC:

1. The Contractor shall pay NHEC a \$5,000 penalty if the Contractor cancels a bid project after NHEC awards the bid project to the Contractor.
2. The Contractor shall pay NHEC a penalty in the amount of 50% of the cost of the remaining lump sum work of the bid project that the Contractor does not complete by the date entered on the award contract/RFP.

This penalty is based on the discretion of the Vegetation Management Supervisor. Overall circumstances, situations, conflicts, and work ethics will be considered.

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NHEC Vegetation Management Phone Directory, do not give out cell numbers

Vegetation Management Supervisor	John Geronaitis <a href="mailto:geronaitisj@nhec.com">geronaitisj@nhec.com</a>	603.536.8809 (O) 603.254.9371 (C)
Utility Arborist for Alton, Ossipee & Conway	Joel Cook <a href="mailto:cookj@nhec.com">cookj@nhec.com</a>	603.536.8712 (O) 603.254.7557 (C)
Utility Arborist for Plymouth & Lisbon	Brad Arnesen <a href="mailto:arnesenr@nhec.com">arnesenr@nhec.com</a>	603.536.8688 (O) 603.520.5335 (C)
Utility Arborist for Raymond & Sunapee	Cory Keeffe <a href="mailto:keeffec@nhec.com">keeffec@nhec.com</a>	603.536.8460 (O) 603.409.2150 (C)
Vegetation / ROW Specialist	Denise Kelly <a href="mailto:kellyd@nhec.com">kellyd@nhec.com</a>	603.536.8629
Vegetation / ROW Specialist	Christine Biller <a href="mailto:billerch@nhec.com">billerch@nhec.com</a>	603.536.8305
Director of Operations	Joshua Mazzei	603.536.8406
Contractor Daily Crew Update	Locations by 7:00 AM	<a href="mailto:contractorcallin@nhec.com">contractorcallin@nhec.com</a>
Emergency Dispatch	Control Center	800.867.6369 or 603.536.8713