

Selectmen's Meeting

Monday, November 5, 2018

At the Selectmen's Meeting held on Monday, November 5, 2018 at 6:30 p.m. the following people were in attendance: Peter Corey and Stanley Holz. John Tholl was not in attendance.

A motion was made by Stanley Holz to enter non-public session at 6:15 p.m. pursuant to RSA 91-A:3, II(I) Consideration of legal advice provided by legal counsel either in writing or orally, to one or more members of the public body. The motion was seconded by Peter Corey. Roll call to enter non-public session: Corey-Yes; Holz-Yes.

The Board adjourned from non-public session at 6:35 p.m.

The library trustees and librarian were in attendance to review their 2019 budget request. Those in attendance: Kathy Dunlap, Valerie Fitchett, and Courtney Vashaw. They are looking at requesting a 6.18% increase overall, \$2,725. The 2018 request was \$44,100. The proposed 2019 request is \$46,825. There is a proposed increase in payroll, \$1,875, and it is for increased programming. There is also an increase in program/supplies, \$900 to \$1550 and that is for the other piece of increased programming. They added a small amount, \$250 to the miscellaneous for dues and fees for the Board and Courtney to be able to go to workshops offered by the Library Association and trustee training. Peter asked about fees collected and Kathy said she will get us this. They do collect fees for fines, etc—it is not a huge income. They said fines have to be set aside for books. Courtney is looking to do some grant funding whenever possible.

Wright-Pierce: Doug Hankins, Mike Curry, and Tim Vadney of Wright-Pierce Engineering attended the meeting to review the Wastewater Treatment Plant Upgrade.

Tim said that we got a letter from EPA approving the time extension. The only outstanding item is for the Town to sign it. The dates have been changed as follows: Complete design of improvements: Original date was 5/26/2018, revised date is 5/31/2019. Original date to initiate construction was 5/26/2019 and the extension date is 9/1/19.

Conceptual Engineering Project Costs:

They are recommending proceeding forward with Recommended Upgrade because it is less expensive than the baseline upgrade due to on-going operating costs.

They have a budget of \$8.5 million for estimated project costs. This includes Brown Street Pump Station upgrades and Sludge Dewatering system, and does not include lagoon demolition.

Project Multiplier Factor – they adjust costs based on project multiplier factor. It is site specific based on local economy, available labor force, construction difficulties, current bidding market, design phase, etc. They used a 1.10 factor. When they bid these projects, there can be a 10% spread. We are at preliminary design phase so we are high.

Capital vs Operational Costs

For the dewatering system, there is approximately \$1 million in capital expenses, but we will reduce our operating costs by \$80,000 a year. The annual debt retirement of \$60,000 a year is less than the annual

operating costs of \$80,000. Including the dewatering system results in lower total project costs: debt retirement + annual O&M.

Currently we have \$6,899,200 available in funding sources. (\$6,500,000 from USDA loan and grant and \$399,200 from the Northern Borders septage receiving grant). There is a funding difference of \$1.6 million.

Septage is still being treated. Debt service on the dewatering is less than the cost to haul sludge. This is where we would start cutting. We need additional funding of \$1.6 million. Total project cost is \$8.5 million. Brown Street pump station is about \$200,000. Covers an electrical and pump upgrade and building upgrades and transferring the generator.

Site Plan Components – Preliminary Design:

Process Building, Sludge Dewatering, Effluent Filtration, Process Tankage, Standby Generator, Headworks Building, Influent Pump Station, Septage Receiving Station.

Design Components – Preliminary Design:

Process Building, Sequencing Batch Reactors, sludge holding tanks, Effluent Equalization Tank.

Tim mentioned that it is a tricky site with those hills.

Main process building equipment/Process Building:

SBR and sludge holding tank blowers, effluent and sludge pumps, effluent filtration (cloth disc filtration), new UV disinfection units.

Main Process Building Equipment: sludge dewatering system (centrifuge, sludge conveyor), sludge container bay, chemical storage (coagulant), electrical room, mechanical room. All the new power will be coming into the main process building.

Main Tank Components – Sequencing Batch Reactors – mixers, air diffusers, decanters, sludge pumps; sludge holding tank – air diffusers; effluent equalization tank; elevated walkway platforms. They don't have true or equal manufacturers on the market for the SBR. We can do those as pre-selection and we will get actual prices from the manufacturers. There are probably manufacturers of the SBR. We are not carrying the low price on the SBRs. One of the first steps is to get going on the pre-section process for the SBR's.

Headworks building equipment: new headworks building, automatic influent fine screen, influent composite sampler, electrical room. It will be a small, easy to maintain building.

Brown Street Pump station – not a required piece of the AOC – does need an upgrade, may be a bid alternate or separate project – something the town can decide later. They highly recommend not eliminating it from the project.

Upgrade recommendations: remain submersible type station (low runtimes); upgrade pumps; instrumentation/electrical distribution; standby generator relocation from WWTF, building rehabilitation, siding, roofing, trim, etc.

Sludge Removal & Disposal/Lagoon Decommissioning:

It does not make sense to include this in the project. Install a dewatering system and use that over the

next 5 to 10 years and pick away at the sludge removal. We don't know how much sludge is actually in there. Right now we are on a hook to keep one of those tanks as a future E.Q. If we have 3,000 wet tons of sludge at \$100 a ton to get rid of would be \$300,000++. The PDR recommendation is to utilize the new sludge dewatering system to remove accumulated sludge and decommission lagoons as part of a future project.

Some cost savings opportunities they have identified are:

Brown Street Pump Station Scope (\$200,000) Bid Alternate or Separate Project

Sludge Dewatering System – Equipment Only (\$600,000) – remove dewatering equipment from the project but then the Town will pay to haul liquid sludge; future phase for dewatering upgrade within Process Building; results in higher annual cost to the Town due to liquid sludge disposal.

Reduce Size of Process Building to Exclude Sludge Dewatering: Downsize process building, future dewatering upgrade would require building addition or new building to house dewatering equipment.

The next steps to take are:

Finalize AOC extension, Address Preliminary Design comments from Whitefield, Decide on Funding Approach, Submit PDR to funding agencies for review, Finalize PDR, begin Final Design Phase.

Tim said that they will reach out to DES and Rural Development again on funding. They will proceed with the design of the \$8.5 and get the draft language for warrant articles. If that goes through, great. Stanley said either way we pay for it, either short-term or long-term. We will need a good presentation, explain what is being constructed and why are we at \$8.5 when we were at \$6.5 two years ago. There are good reasons for that. We have more information, construction costs have increased and we are now at this number. We need to explain why this number makes sense. We need a good presentation to explain the facts and the voters will decide. The Town needs to identify with the current sewer rates, number of users, just how much we can afford. That is something we need to do very quickly. Peter reached out to Horizons to assist with this. It is important for people to know we were rushed into that \$6.5 million figure.

Lagoon decommissioning is put off. It is a good think to pick away at this when you have the staff there and the equipment there. The current liners are in very poor shape. We are at 185,000 gallons a day for peak flow. Wright-Pierce will work with Horizons to come up with figures to carry additional debt load.

The Board met with Cabot Ronish & Shawn White to review the public works department budgets. Cabot said for pay increases he did 2%. Cabot said under Equipment Rental/lease he added \$26,000 for leasing a loader. The current loader is very old and not safe to be on the road. Brakes don't work very well. The current loader is a 1987 loader. Shawn said he put it off because we needed other equipment more. The cost of these each year jump up. We are at the point where we have to buy a bucket for \$7,200, the brakes need to be replace and there is hydraulic problems—you are going to spend \$22,000 to fix those things—not worth putting it into a 1987 loader. It works into the budget and solves Cabot's issues. At the end of the seven-year lease it belongs to the town. The lease has the escape clause in it. The highway budget is \$726,677, an increase of \$7,898 a 1% increase. The transfer station budget has a \$7,305 increase or 4.6%, overall the DPW budget is increased by \$15,203 or .0166%. Cabot has four capital reserve accounts he would like appropriate money to again in 2019: Equipment Capital Reserve: \$47,500; Road Maintenance Capital Reserve: \$60,000; Sidewalk Repair Capital Reserve: \$20,000The

Board reviewed the Water Department and Sewer Treatment Plant budgets. The Water Department has an increase of \$84,806, but \$91,000 of that is for the first bond payment on the water improvement upgrade project.

The Board reviewed the four bids received for the demolition and removal of the building at 38 Brown Street:

\$7,650 – A.B. Excavating
\$10,400 - DS Contractors
\$13,000 - C&S Logging
\$22,500 - Dodge Contracting

A motion was made by Stanley Holz to award the bid to: A.B. Excavating for \$7,650. The motion was seconded by Peter Corey. All in favor, 2-0. Motion passed.

The Board reviewed the information for the 2019 tax rate.

The Board decided to meet on November 19th instead of November 26th.

Stanley Holz made a motion to approve the minutes of the October 22, 2018 Selectmen's Meeting Minutes, the motion was seconded by Peter Corey, all in favor, 2-0. Motion passed.

The meeting adjourned at 8:40 p.m.