

## Selectmen's Meeting Minutes

April 9, 2018

At the Selectmen's Meeting held on Monday, April 9, 2018 at 6:30 p.m. the following people were in attendance: Stanley Holz, Peter Corey, and John Tholl, Selectmen.

Others in attendance: Shawn White, John Ross, Jr., Roger Croteau, Fred Ingerson, Sondra Brekke, Mina Adamovage, Steve Lafrance, Tom Ladd, John Ogle, and Lyn Tober.

Shawn White attended the meeting to discuss the purchase of the Skid Steer for the Transfer Station. He thought that Bobcat was the one to go with, but after speaking with Milton Cat, he was able to get a better machine from them. The Bobcat has a 1,300 lb. weight where the CAT has 1950 lbs. We are actually getting two sizes bigger than the Bobcat and we will be able to do more with the new one than the one we currently have. This will have the capacity to lift it high. It will be able to be used by the PW Department as well. Shawn said because we are going to the transfer station with the Skid Steer where there is metal and glass, we will need to get the foam-filled tires. Shawn said we are also getting a 7 Year/3000 Hour Premier Warranty. A motion was made by John Tholl to approve the purchase of the Milton Cat for \$39,750. The motion was seconded by Stanley Holz. All in favor 3-0. Motion passed. Shawn said they are only offering us \$1,000 to \$2,000 to trade in the current machine. We may be better to put it out to bid and see what we get for bids. Peter said he has had a couple of people approach him about it so it may be worth to bid it out with a minimum bid price.

John Tholl made a motion to approve the March 26, 2018 Selectmen's Meeting Minutes. The motion was seconded by Stanley Holz. All in favor 3-0. Motion passed.

The board discussed the Northern Borders Grant for the Airport for a new fuel farm with Lyn Tober and John Ogle. Lyn said they are going to meet next week with Lancaster and see about applying for the grant through the Town of Lancaster. They can't apply through the Town of Whitefield until the current grant the Town has for the septage receiving facility is 75% complete, which Tim Vadney said would be somewhere between 5/25/2019 and 11/22/2020.

Peter said that Jason Call gave us a recommended list of airport road names. The 9-1-1 wants us to re-name some of these roads at the airport. Lyn said the Airport Commission has recommended some names for some of the roads at the airport. The 9-1-1 agency is recommending that some of these be changed because they are confusing with roads with similar road names. Shirley Mann Drive is one they listed was not a good one. The Board thought Aviation Way instead of Aviation Access Way. Dodge Lane and Spaulding Way are ok. Stearman Lane was suggested by John Ogle instead of Shirley Mann Drive. Apron Way is o.k. A motion was made by John Tholl to approve the following road names: for the airport: Apron Way, Stearman Lane instead of Shirley Mann Drive, Spalding Way, Dodge Lane, and Aviation Way instead of Aviation Access Way. The motion was seconded by Stanley Holz. All in favor 3-0. Motion passed.

Steve Lafrance attended the meeting to give the Board a project update on the Whitefield Water System Improvements.

#### Route 142

The contract signing is scheduled for this Thursday at 1 p.m. Stanley & John, Steve Lafrance and Mike Duffy, Paul Crane and someone from District 1 NHDOT. Steve said a question he has is they typically provide services during construction which includes Contract Administration, Shop Drawing Review, Record Drawing Preparation, and Part-Time Resident Observation. Does the Town want a resident observer on site? Steve said we will be required to have one on those larger grant funded projects. You don't need to have anybody for this project. There is no requirement. The advantage is to ensure it is installed properly and it is a bid quantity project. It is not a particularly complicated project and you don't need anybody on-site full time, but you may want somebody there part-time. The cost is \$90-\$95 an hour. Steve would suggest it may be advantageous to have someone on-site part-time. The Board can give it some thought. Stanley said years ago a sewer project was done and a lot of the work that was supposed to be done was not done. Steve said that there is always a desire to have someone on site. Steve said we don't want it to spin out of control in costs to have someone on site. Peter asked how do we do it properly and stay in budget? Steve said we have a good contractor and they understand the expectations. Steve said it is good to have someone there the first couple of days to be sure we got off to a good start. Steve thought that Fred should be there as well. Steve said someone from his office is always available if we need anything. Peter asked what the duration of the project would be, and Steve said it is a 60 calendar day contract period. Steve is thinking they are going to put in a couple of weeks to have it pretty much done. Once the pipeline is in, there is not a lot for the resident observer to do. DOT will be keeping an eye on the project as well. Peter asked what happened to that DOT request that we pay for an engineer for the state to be on site? Steve asked for clarification on responsibilities and an estimated budget and that invoices be submitted on a timely basis. Jim McMahon didn't really answer the questions. We still don't really know, but it didn't sound like a significant burden to the town—they understand the town has limited resources and don't need to have a lot of people standing around out there. It needs to be resolved before we start construction. We will sign a contract and notice to proceed on Thursday and they won't be able to start until after April 15<sup>th</sup>. Stanley asked when significant points will occur to get the observer on site? Steve said the first day they mobilize and start digging and when they cross 142. Shawn said he would recommend that the town hire their services and require Fred to be there for the process so he will know what needs to be done in the future. It was suggested that they be present during the first two weeks of construction, 3 hours a day for 10 days. Stanley said historically we have had issues with projects not being done how they should be done. John Tholl made a motion we contract with Horizons Engineering to have a part-time resident observation for the Route 142 project for a maximum budget of \$3,000. Steve said he will manage the budget so we get the most out of it. Stanley seconded the motion. All in favor 3-0. Motion passed.

#### Contract #1 – Water Main Replacement

Steve prepared a recommendation of award today. He did check references on Alvin J. Coleman. Spoke with Groveton, Laconia and all were good. Steve said that they take the bids, check the math, check references then make a recommendation. We just received the authorization from USDA to go to bid, with securing the necessary easements we got the sign-off from the attorney. Next step is permission to

award the contract. Bid amount was about 6% over Steve's estimate. Steve said we need to preserve our contingency. Steve asked Coleman if they would be willing to take Water Street and Brown Street out of the contract and they agreed to do that so that drops their price to \$3.3 million. Steve said he is recommending that the Board awards a contract for \$3.3 million except for the Water and Brown Streets. If the rest of the contracts come in at below or at budget we can do it then or we can do it with the Trust Fund money. Coleman is on board with it. Hopefully we will get concurrence from RD this week. We will know within two months where we are at when we bid Contract #2. He told Coleman not to count on it so they are o.k. with it either way. They will be here for two years, this year and next year. The work in front of the hotel won't happen this year. We have to speak with them about the schedule. They will probably start at the end of Mountain View road and work Route 116 then they will be on Route 3. Shawn said the Brown Street is a priority that this gets done. The Brown Street drainage needs to be repaired and can't be done until the water project is done. Steve said the drainage is included in this water project. Peter said it is probably going to get done but it will be done in 2019. If they aren't done with the USDA money, it will be done under the Trust Fund money.

Steve said that we are only missing five permission forms. The Attorney has said these aren't show stoppers, and we still have time between the time we bid and construction starts and if we still don't have permission we will put a tap in and a curb stop and we won't make the connection and sooner or later they will come to see us.

#### Contract #2 – Pump Stations

Comeau & McIntyre all set. The easement for Camm was sent out for their signatures. Attorney Frizzell sent the Town an Access Easement from Town of Whitefield to Camm/Vashaw, which the Selectmen signed.

Dodge Wells – Peter has been in contact with Jonathan Dodge a few times. Steve said he is recommending we bid the project with the Dodge wells pump station as an Additive Alternate. We will keep trying to get an answer from Jonathan Dodge.

#### Contract #3 - Water Meter Replacement

The meter presentations have been made and we will be looking at a drive-by radio system. Zenner was making a presentation on a high-end system above what this town needs or can afford. They also sell a drive-by system. Steve is leaning toward a drive by radio read which will turn two weeks worth of work reading meters into 4 hours worth of work. Peter's question is with the Zenner system you can notice when somebody has a leak in short order as opposed to these other systems you don't know until you read them. Fred said they all can do what Zenner does. Peter is wondering if it would be wrong to request two proposals, ask them to submit bids for a drive-by and static mesh system. Steve said it is part of his job to remind the owner/client what we have to spend. You have x amount of dollars to spend and you can't really afford it. It is over \$100,000 price difference. The meter market is a very competitive market. They always try to come up with the most state of the art system. The mesh system will give you a notification without reading, but it is \$90,000 for just the software and two or three repeaters and other things are on top of that. It is going to be a lot of money.

#### Trust Fund Project

Funding and grant agreement have been approved. DES is looking for an engineering services agreement to review. Work must be completed and all funds disbursed by September 21, 2021. Steve is looking at 2019 and 2020 for the work to be done.

Shawn White discussed the Eversource transformer move. There is some conflicting information, and he indicated it is going to be unloaded in the center of town. The transformer is sitting at the airport. Shawn said he is done with his involvement with the transformer move. Peter said he was assured there is no prohibition to moving the transformer into town. Peter said he made it clear we were looking at a bond and engineering fees reimbursed. Shawn got a call from Eversource a couple of days ago asking for bond amounts. Shawn said he will give the trucking company Peter's contact information so they can discuss the matter with Peter.

Peter said that New Hampshire Municipal Association offers on-site training. It is not just for selectmen, and it is a \$475 cost. The Board asked Judy to reach out to Lancaster and Littleton to see if they would be interested. Topics the Whitefield Board feel would be worthwhile are: Municipal Authority to Act & Preemption; Trusts and Trustees (cemetery and trustees of trust funds), Welfare Basics, and Road Law.

The Board decided to discuss the Procurement Policy and the Water/Sewer rates at the next meeting.

A motion was made by John Tholl to enter in to non-public session at 7:40 p.m. pursuant to RSA 91-A:3, II(b) the hiring of any person as a public employee. The motion was seconded by Stanley Holz. Roll call to enter non-public session: Corey-Yes; Tholl-Yes; Holz-Yes.

The Board adjourned from non-public session at 8:15 p.m.

A motion was made by John Tholl to enter in to non-public session at 8:15 p.m. pursuant to RSA 91-A:3, II(d) consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. The motion was seconded by Stanley Holz. Roll call to enter into non-public session: Corey-Yes; Tholl-Yes; Holz-Yes.

The Board adjourned from non-public session at 8:30 p.m.

A motion was made by John Tholl to enter in to non-public session at 8:30 p.m. pursuant to RSA 91-A:3, II(e) consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was seconded by Stanley Holz. Roll call to enter into non-public session: Corey-Yes; Tholl-Yes; Holz-Yes.

The Board adjourned from non-public session at 9:00 p.m.

A motion was made by John Tholl to enter in to non-public session at 9:00 p.m. pursuant to RSA 91-A:3, II(c) matters which if discussed in public would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. The motion was seconded by Stanley Holz. Roll call to enter into non-public session: Corey-Yes; Tholl-Yes; Holz-Yes.

The Board adjourned from non-public session at 9:55 p.m.

A motion was made by Peter Corey, seconded by John Tholl, to seal the minutes of the non-public session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Roll call to seal minutes: Tholl-Yes; Corey-Yes; Holz-Yes.

The Board decided to meet next Monday night, April 16<sup>th</sup> to have a conference call with Tim Vadney of Wright Pierce to discuss the sewer treatment plant project and the temporary funding sources for same.

The meeting adjourned at 10:00 p.m.