

Selectmen's Meeting Minutes

May 22, 2017

At the Selectmen's Meeting held on Monday, May 22, 2017 at 6:30 p.m. the following people were in attendance: John Tholl, Peter Corey, and Wendy Hersom – Board of Selectmen

The following members of the public were also in attendance: Shawn White, Fred Ingerson, John Ross, Jr., Bob Stiles. Lewis Gooden, Dick Harris, Bob Herman, Claire Houghton, Rick Wright, Sondra Brekke, Tom Ladd, Dick Harris, Jr. Stan and Sandy Holz attended the presentation by SNS.

A Public Hearing to review the proposed changes to the Whitefield Water Department Town Ordinance was called to order at 6:30 p.m. by Chairperson Hersom.

Wendy reviewed the Summary of Proposed Changes to the current Water Ordinance.

--Updates contact information to reflect new Town Hall location and Office Hours.

--Clarifies costs related to meter & backflow installation for services large than one (1) inch

Bob Stiles asked if the backflow preventer had to be checked each year. Fred said if they are bigger than one inch the homeowner has to test them. They come with a tester. Fred said regular household meters would not be required to do it because their service is not usually larger than one inch.

--Provides instructions to discontinue billing for inactive services

Bob said what is going to happen there? Fred said if you want to deactivate your line you have to disconnect it back at the main. Lewis asked what harm does it do to just leave it. If a customer doesn't want to pay for it, they need to contact the Water Department to have it disconnected. John said if you don't want the water, you contact the water department so you are not billed for it, and the service is not removed.

--Adds a section on allotments to allow for pre-purchase of water connections

Bob Stiles asked if it is a good idea to pre-sell hook-ups? Wendy said it is good for only 18 months. This clarifies this. Bob said at one time they weren't going to allow anymore hook-ups on water and sewer. Wendy said this puts in a time frame. Lewis asked about across the road at The Morrison Summit project, and Fred said they originally said they would have separate meters for each single-family home. They are not going to have a master meter. Every building up there will have a separate meter is what they have said. Wendy said we need to keep the hearing to the ordinance changes and not individual developments.

--Adds service line charges for Duplex, Multi-Unit, Retail, Commercial & Industrial

This explains the connection fees to be as follows:

Single Family Residence/Residential Service: \$1,000

Duplex - \$2,000

Multi-Unit Apartment Building: \$1,000 plus \$400 per unit

Retail/Commercial/Industrial: \$2,500

--Clarifies specifications and cost responsibilities for backfill and paving repairs

--Establishes June 1st as the policy change date for municipal ownership of service line from main to curb stop

The Town is going to own from the main to the curb stop – The homeowner currently owns from the house to the main, and now it will be to the curb stop. This is for all new installations. Peter said it is not like we are going to go back and change all the current service lines. Lewis said all other towns do it from the house to the main.

--Establishes approved materials for use in service lines

The materials are spelled out on Page 16.

--Specifies location for municipally owned curb stops

This is on Page 15. Lewis said it shouldn't have any plastic pipe.

--Specifies only one service line per parcel

Bob asked how we are doing this? Bob said he has 15 lines that go off all over town. Wendy said this addresses new service lines.

--Requires installation of trace line or tracing wire with non-metallic pipe

The homeowner owns from the curb stop to their house so if they don't want to put in a tracer wire or certain type of pipe, Josh doesn't think it should be the town's concern. It could be recommended. Peter said we looked at a lot of surrounding communities and what they require. They are designed to maintain the security of the system. They don't get covered up until the Department inspects for proper materials, etc. You prevent all of the leakage we are currently experience by ensuring it is proper materials for conveyance of water, it is installed properly and conveyable. Shawn said we want to run a water line, a blue plastic water line. John said the ordinance doesn't rule it out, if you put it in from the curb stops you can put in the plastic line, but it has to have a tracer line.

--Redefines Department and customer responsibilities for thawing activities

--Clarifies Cross Connection Control Program

--Establishes \$25.00 service fee for requests to turn water on and off

Currently there has been no fee. This is if the water department has to physically go turn the water on and off.

A motion was made by John Tholl to adopt these proposed changes to the water ordinance. The motion was seconded by Peter Corey. All in favor 3-0. Motion passed.

Chairperson Hersom said that David Scalley wrote a letter re: the bidding process for the engineering for the water improvement project. David asked that the letter be read at the meeting. Wendy read Dave's letter, which is attached. Wendy said in QBS, the one thing that is not considered in that process is costs so with all due respect to Mr. Scalley's concern with costs it is not a factor in Qualification Based

Selection. The QBS does not include any discussion of fees. This is not part of it. We also checked with USDA and they said it is up to us. They do not require a bidding process.

Mr. Wright said his understanding is that is just for the design process of it. Wendy said that this is just for the engineering services, the engineering services is not bid. They do the design work. In terms of the actual construction work that will all be bid out services. The Town has to select an engineer. The Board has met with Horizons and they are the ones who have worked on the system and have put together the applications, etc. Steve Lafrance is back and he still works for Horizons. The Board met with Mr. Lafrance and Mr. Warzocha and Mr. Lafrance will be the primary engineer on the project. Because our water system is so convoluted and such a quagmire, we have decided to go with Horizons for the water project only rather than going the QBS. We thought it was more prudent to go with Horizons, who knows the system already. It would be costly for another engineering firm to get up to speed on our system.

Josh Welch asked if we are going to do the QBS process for the sewer treatment plant, and the Board said that is what we are going to use the QBS process for the selection of an engineer for the sewer treatment plant.

A motion was made by Peter Corey to approve the minutes of the May 8 2017 Selectmen's Meeting. The motion was seconded by John Tholl. All in favor 3-0. Motion passed.

Heather Porter, Director of Client Services of Secured Network Services, attended the meeting. They are an I.T. company in Littleton in the Industrial Park. They have a data center along with their offices. Their facilities provide redundant fibre transport from two separate carriers with public internet and private WAN services available from any national or regional service provider at 1MBS to multiple 10 GBS.

They mainly do support services for towns and businesses. Currently the towns they support are: Colebrook, Berlin, Lisbon, St. Johnsbury, Littleton. They are talking with Groveton as well. They have a lot of experience with municipalities. They are familiar with the software for Police Departments as well.

Heather said what they put together may seem overwhelming. It is a laundry list of what we can do. They realize working with towns it takes them some time to get what your town uses and what the town's user preferences are. This is a starting point to start discussing. They try to save us money. They own and operate WirlessLINC, a wireless internet provider. Basically wireless LINC equipment is the same for point to point. It would allow us to pay for one point to point connection. You pay up front for the hardware. It is a capital investment but then you are not paying separately for all your phone and internet services at your various locations. You are only paying one bill and all the other sites would feed off of it. That is one of the first avenues we would explore with you. Another thing a lot of the towns are moving to a cloud hosted email.

Shawn White said our email now is through Time Warner, which is going away. Heather said that Office 365 is up in the cloud. You pay a subscription to have an email account with Microsoft and you would all share whatever domain you would choose. Your email addresses would all be the same. Elected officials should have their own email addresses to conduct town business, which they can easily enable for us. The advantage is that it enables transition throughout the town. Whoever is coming through, you can change the owner of that account. They spend a lot of time planning with the Town to see what

our priorities are. Kevin Low, the founder of the company, has talked a couple of times with Judy and Peter so they are somewhat familiar. This includes new networking equipment, backups, a new town server. There is a lot in there. Many towns have a lease so they are able to pay off the capital costs. They work with Cisco capital lease. I.T. has a life span of 3 to 5 year so the towns keep it as a line item in the budget and you keep the line item going from year to year.

Heather asked what we are interested in doing differently? Shawn said she spoke about the internet access. We looked at what each department pays now. Shawn said he feels linking up with them would be better. The cost would probably be the same as we pay now. Shawn said with the e-mails right now, we are not complying with the right to know law. Shawn said it is 12.95 per email to go with the Office 365. It automatically upgrades you. It is easy to administer and easy to give access to it. You will always have your email because it is out on the cloud. That is very important. It is reliable and wouldn't change year to year. There is cost certainty as well. You have different options to access it.

Peter asked if working with the other towns has anyone been able to access any grants to assist with this process? Heather said that Littleton P.D. may have. Body cameras is an issue with the P.D. in Littleton. It is having enough storage of the files or pay the company big bucks to store it on-line. Sometimes there is criminal justice grants for that sort of thing. Peter asked if there is a certain type of computers that have to be used, like a Mac, and she said no. Shawn said if we went with their IT services, they would also handle the i-pads, cell phones, etc.

The monthly support contract – flat rate per month. It is based on the number of users you have. You can call anytime, we have someone available. They come out to our sites. It provides face time and builds a relationship. This is very pro-active type of contract. They put monitoring software that monitors the health of all our servers. It lets them know if something goes wrong. We have the option to have the servers at SNS location so they are in a leased facility, and it would keep the servers in one place, and even if power goes out their servers are off-site and servers stay up. She would explore the support contract further. They start off supporting us and help us plan for any major capital investments you want to make. They have to be factored in to the budget.

The email and wirelessLINK is something we can talk about sooner than later. If you do switch, you have to get your server out of where it is now. It is a rented server. Cisco capital allows you to defer payments. There are lots of different options. They have good references. Town of Colebrook is doing a complete overhaul. They have saved a lot of money by switching. It is a much better system.

Fred asked about connecting the wells to the system as well. She asked Fred to give us a list of the addresses, and they can look into that for us.

Heather said it all comes down to a matter of cost comparison. It is the same issue they had in Lisbon. They need better internet. Sandy Holz said she was looking for a specific cost, and Heather said it is by department. Mr. Gooden said it would be a benefit to the Town if the wells could be hooked up.

Mr. Ladd asked what company is their biggest competitor, and Heather said they have gotten the most customers out of Symquest. There is Main State Technologies. They have the similar size staff. Profile Technologies is another company, smaller company. The Town of Colebrook had to get some bids—free to ask for the same thing. Be sure you are comparing apples to apples to see what they will give us. In terms of monthly support contracts, they are typically good for a year.

Peter said it would be interesting to see if she would come back with a proposal for the internet, e-mail with comparables of what we are spending now. Wendy said the total is a little scary. Judy will put together the costs of our current services.

Department Head Meeting

John Ross, Jr. – Fire-Rescue

John said we talked about Rescue Billing. The billing company suggested we make an ordinance on what we plan to do. John was not sure how to go about this. Wendy said it may be worth checking with other towns to see what they have and then we can come up with an ordinance and have a public hearing and get it adopted.

John came up with the Standard Operating Guideline for the Per Diem Overnight Stays. The Board suggested sending to Primex to see if it o.k. and meets what they want.

Fred Ingerson – Water Department

The Robinson well is back on-line. Colby/Dodge phone line had an issue with the phone line wasn't working so Fred had a company come in and take care of that. Bill had started splicing and reburying the line, and they had to redo some of the splicing, or something ran it over and disconnected it. That was a lengthy ordeal.

From Thursday's night storm we blew some fuses at the Dodge well. That same storm knocked off the Bray Hill well—that had to be reset.

Peter asked about maintenance schedule – Fred is going to try to replace the common hydrant. Fred said he does not have a specific date—soon would be good. The Cumberland Farms mess needs to be done. The hydrant by the Morrison needs to be fixed as well. There are a bunch of hydrants that need to be repaired. There was a leak up on Bray Hill, and it was just a 2-inch black plastic line that goes to who know what—it is not town water. John Ross, Jr. asked for a copy of the list of the hydrants to be replaced.

Josh Welch & Shawn White

O&M Plan Development – The sewer collection report. We need a signature to get Horizons to do an engineering of our collection system. They have the scope of services that needs to be signed to move forward. It is an operation and maintenance manual for our collection system. The state requires this so they know we are operating the system correctly. Peter asked if it is something we can take from another town? There are parts you can do. Every town has different systems. Josh said no one really else has these manuals. They are pretty in-depth manuals. Peter said if we get this manual is it something we will use or will it sit on the shelf. What if we don't do it? Wendy is asking can we include it in the sewer treatment plant upgrade. The cost submitted from Horizons was \$6,000. They will be doing a study of the collection system in the upgrade of the treatment plant. Wendy thinks it is worth looking into.

Josh Welch – Sewer Treatment Plant

Josh asked about the mowing at the sewer plant – are they supposed to mow it like everything else in town? Shawn said we should be seeing them once a week. Bill Robinson was the last one who went

over the contract. Bill told them it didn't have to be mowed all the time. Josh said the pump station gets done all the time.

Shawn White – Public Works

Shawn said in reference to the flag pole on the common, the highway put it up. Shawn said they took the old one out and put in the new one. The spring weather has been horrendous and has put them behind in their work. We are behind on sweeping. They have done it for three days. We can't sweep when it is raining. People are complaining about pot holes. The grader has been out in good weather. When there is rain and frost they can't grade.

Shawn said the phone/internet bill for the highway is going to go up x4 for what he pays now. He was locked into a really good rate. Shawn spoke with Eversource about a written right of way and he has been in contact with them. Fred is involved—they are coming up with a cost to run the signal wire from the Colby tank to the Dodge well and have Eversource pay for the bill.

Shawn went to confine space training last week. He said there are a lot of updates in that area. We need some new equipment. He said he will work with Primex because a lot of equipment expires after a few years. The Pine Street cemetery vault is gone. Shawn said at Whitefield Animal Hospital a couple of years ago we filled in some holes up there with cold patch and we billed them to fill the holes. They took that in credit for stray dogs. They have two more holes up there that need to be filled in. Shawn wanted to make sure it was o.k. It is in there driveway. They were going to pay and have a paving company to come in, and we can get a good credit not to pay that bill for the stray dogs. The Board is o.k. with this.

Shawn had a p.o. for a new trench box. The water department has a 4x8 one currently. When we are doing the common we have to overexcavate to get the trench box in. This one is 5x3 foot enough to get one or more people in there. We have to have it. It is an OSHA requirement/DOL requirement. That will come out of the sewer maintenance budget. The cost is \$6,350.75.

Shawn said in reference to sidewalks, we have begun on Jefferson Road. The curbing is coming in Tuesday. The priority was Jefferson Road because the State was going to be paving that road in May. Shawn said he was informed it is not going to be paved until September. The state is behind on repairing the drainage down by the old town building.

The Board was o.k. with Shawn taking the crew to the Mountain of Demonstrations.

A motion was made by Peter Corey to enter into Non-Public Session at 8:30 p.m., pursuant to RSA 91-A:3, II(b), the hiring of any person as a public employee. The motion was seconded by John Tholl. All in favor, 3-0. Motion passed.

The meeting adjourned at 8:53 p.m.

David Scalley

105 Union Street Suite #4
Whitefield, NH 03598
(603)837-1005

May 22, 2017

Town of Whitefield
56 Littleton Road
Whitefield, NH 03598

Attn: Board of Selectmen

To Whom it May Concern;

I am writing to voice my concerns that the Whitefield Board of Selectmen would potentially enter into an agreement for services for a substantial amount of money without going through a competitive bidding process. I was recently made aware of these intensions and disagree wholeheartedly. At a bare minimum, the Town should solicit proposals from at least three qualified companies to compare qualifications and services. Without doing this, how would you know that the Town is getting what it should? In addition, the intended process would give a single company the upper hand knowing there is no competition for the work. As elected officials, the selectboard is fiscally responsible to the tax and utility rate payers of Whitefield. The selectboard therefore has the duty to ensure that a fair and competitive process is followed when purchasing goods or obtaining services.

Sincerely,

David Scalley