

Water Commission Minutes
10/19/2020

Called to Order: 6:001 PM

Present by Zoom: Fran Huntoon, David Sander, Bard Hill, Don Marin,
Absent: Katie Mather

Others Present by Zoom: Josh Arneson, Town Manager; Kendall Chamberlin, Water & Sewer; Kathy Daub-Stearns, Admin. Assist.; and the meeting was recorded for MMCTV Channel 15

1. Welcome by Bard. No comments.

2. Additions or Deletions to the Agenda.

Don looking for update on Bridge St project including financial information. Bard suggested having it as a warned agenda.

3. Items for Presentation or Discussion with those present

a. Consideration of approval of final water and wastewater allocation for 112 East Main St.

Josh reported:

- that this is a conversion of property from single residence to a duplex
- that he has a check from the property owner and if approved it is ready to go

Discussion included:

- that Don asked if there will be more than one meter. Bard replied that the billing is per unit regardless.
- that Kendall said no construction should begin until the check clears

David moved for the approval of the water and wastewater allocation for 112 East Main St., Fran seconded. Roll call vote: Bard, David, Don and Fran voted affirmatively. Motion passed.

b. Consideration of requests by Camels Hump Middle School and Richmond Elementary School to waive the metered fee for water to fill two skating rinks at the schools

Josh reported:

- that last January CHMS asked to have a skating rink filled with water.
- that they requested that the fee be waived and then the rink never got filled due to weather & COVID
- that this year the school's request is for CHMS and Browns Court to have rinks and that the water fee be waived

- that it appears the Water & Sewer Commission does not have authority to waive the fee, that it would have to go before the Board of Civil Authority to be waived
- that we would have to bill for 9000 gallons of water

Discussion included:

- that Bard concluded that the Commission, although having done so in the past, does not have the authority to waive fees.
- Brian Godfrey said that the next step would be to set up an invoice for water.
- Josh said he would work with Brian to get it set up and work with the fire department who will work the hydrants at no charge as they have done in the past.
- Don asked how the water is metered. Josh responded that it is an estimate based on the size of the rink and depth of the water.
- Jack Linn asked how the surface is kept level. Brian Godfrey said he did not think he would be adding any water to it.
- Kendall added that the rate from the hydrant is \$15 per 1000 gallons so that should save some money to the school.

c. Consideration of approval to amend an agreement with Green Mountain Engineering to provide engineering services for a waterline replacement project on West Main St.

Josh reported:

- that this was an agreement entered into in 2016. The original agreement was for \$16,995. At the time project engineering was started but not finished. This would be to update to the plans so we can move forward with the project.
- that he could have approved it but wanted to make certain that the board was aware of cost increases.

Discussion included:

- that Alan Huizenga, from Green Mountain Engineering, said the design and cost estimating is being redone as well as obtaining the permit. He said he is not increasing the construction portion of the project, just the planning.
- that Bard asked what has changed? Alan H. said that in four (4) years things change, that there needs to be a field survey to make sure a contractor knows what to do and how to bid the project
- Bard asked about updating the cost of the construction. Alan said it will have gone up in 4 years.
- Don asked how many years have we used GME and do we go out to bid? Josh replied we have used GME for years and that he has been working on pre-qualifying engineers so we don't have to go out to bid on every project adding it will be addressed more in the next item. Don said he felt every few years we should re-evaluate who we are using. Bard agreed.
- Don asked what happens if we do not do the project next year. Josh said we want to get this going since the State will be repaving route 2 and we want to take advantage of that. Alan H. said the project should be done before the state paves or it will be much more costly.
- Everyone agreed the project should move forward prior to the State repaving route 2.

d. Update on drafting a Request for Qualifications for engineering services

Josh reported:

- that the goal is to prequalify a minimum of 3 engineering companies
- that we will not have to do a full RFP process for smaller claims once the prequalification process is completed
- that FEMA projects would be ok with this process
- that it will make smaller projects much easier to get done

Discussion included:

- that anytime we need an engineer to look at something quickly we will be able to do that once the prequalification process is complete
- that Fran asked if we could have 50 prequalified engineers. Kendall said that we need to choose who is the best qualified, that's why we are going through the process, 50 could present their qualifications only a few will be chosen.
- Bard said we should look at relevant experience and costs. Fran said she did not see anything in the RFQ about what fees they charge. Josh said costs change over time and if one engineer gave us a quote it would not mean we could not get a quote from someone else. Don thought we should have hourly rates to be able to make decisions as well as getting to know who we are working with. Bard suggested that Don forward his ideas to Josh. He appreciated that this is a difficult thing to determine without a project.
- Kendall said this is an RFQ, it is about qualifications, not rates. RFP's can be gotten for rates.

e. Follow up on wastewater permit

Josh reported:

- that the questions from the last meeting were sent to get answers. He has received a 7 page response and he will provide it to the Commission for the next meeting.
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Discussion included:

- that Bard asked that enough time be provided during the meeting for review.

f. Superintendent's Report

Kendal reported:

- that the repaving has been completed
- that the old truck has been cleaned out for resale
- that septage is still breaking records.

Discussion included:

- that Kendall said the truck is an old truck with low miles and would make a perfect farm truck since it cannot be inspected because of a warning light that is on. To fix the truck is cost prohibitive.
- Fran noted that whoever removed the graffiti did a great job

4. Approval of Minutes, Warrants and Purchase Order

Minutes:

David moved to approve the Minutes of 10/5/2020; Fran seconded. Roll Call Vote: Bard, David, Don and Fran voted affirmatively. Motion passed.

Discussion included:

- that Don said he did not share the email he had intended to, but would and wondered if Connie had updated the budget. Josh replied that Connie was on vacation for 5 days and it could be ready for the next meeting.

Purchase Orders:

David moved to amend PO #3919 to J. Hutchins for the Bridge St. project by \$93,858 to cover the waterline extension; Fran seconded. Roll Call Vote: Bard, David, Don, and Fran voted affirmatively. Motion passed.

Warrants:

David moved to approve the electronic warrant as presented, Fran seconded. Roll call vote: Fran, David, Don, and Bard voted affirmatively. Motion passed.

5. Discuss Items for Next Agenda and Adjourn

Review of finances for project

Follow up on interaction with state on the permit

Update on budget

6. Adjourn

Fran moved to adjourn; David seconded. Roll call vote: Fran, Bard, Don, and David voted affirmatively. The meeting adjourned at 6:55PM.