

Town of Proctor Selectboard Special Meeting
October 1, 2009
5:00 – 9:05 P.M.

Board Members Present

Bruce Baccei, Chair
Rick Anderson
Susan Feenick

Other Guests Present

John Feenick
Patricia Guyette
Douglas Hastings
Warren McCullough
Dagan Murray, Lincoln Applied Geology
Tim Raymond, Water Supply Division
Stephen Revell, Lincoln Applied Geology
Ted Schaft
Kevin Smith, SVE Associates
PEG-TV

Employees Present

Todd Blow, Chief Operator
Steffanie Bourque, Town Administrator

Agreements/Approvals

- Unanimously agreed to revise the contents of the draft final design contract for the Enhanced Field Street Well as follows: 1) \$615 reduction for the waived source permit fee, 2) \$500-\$600 addition for the re-delineation of the Source Protection Area, and 3) generalize Attachment 1 as to not specify the size of the well pump. Task 9A in the LAG scope of work will be retained and the Town will provide the Division with a written request to reconsider the loan ineligibility decision based on the redundancy argument.
- Unanimously approved the contents of the draft final design contract for the Water Storage and Distribution System Improvements without revision.
- Unanimously agreed at 8:30 p.m. to enter executive session to discuss real estate purchase options for the acquisition of land required for these two projects. Unanimously agreed at 9:05 p.m. to resume the public meeting.
- Unanimously authorized SVE Associates to proceed with verifying the elevation of the proposed Bluff Street water storage project site.

Agenda Items

I. Call to Order – Pledge of Allegiance

The meeting was called to order at 5:00 p.m. and began with the pledge of allegiance to the flag.

II. Dick Norris Resignation

Bruce Baccei announced the written resignation received from Dick Norris, effective October 1, 2009.

III. Review of Final Design Contracts for Enhanced Field Street Well and Water Storage/Distribution System Improvements

Kevin Smith, of SVE Associates, provided a general overview of the draft documents included for discussion – a final design contract with attachments, a Planning and Final Design Loan application for the Drinking Water State Revolving Loan Fund, and a separate construction or project cost estimate.

Enhanced Field Street Well Contract: Smith introduced the draft contract, Planning and Final Design Loan application, and construction cost estimate for enhancements to the Field Street Well. SVE Associates will serve as the project engineer and subcontract with Lincoln Applied Geology for hydrogeologic services. Smith reviewed the engineering scope of services, the basis of compensation, the Planning and Final Design Loan application, and the construction cost estimate for the project. The total estimated cost for the final design phase of this project is \$232,872.47 [\$31,357.58 for final design

engineering services, \$1,410.24 for field surveys, \$197,910.25 for special services (\$185,951.85 of these costs are for the hydrogeologic scope of services to construct the replacement well and rehabilitate the original well to be used as an emergency back-up to the new replacement well), and \$2,194.40 for additional services]. The total estimated project costs, as detailed in the draft loan application, are \$698,806.17. The estimated construction costs in the loan application are escalated through 2010.

Stephen Revell, of Lincoln Applied Geology (LAG), provided an overview of the hydrogeologic services work plan for the project. LAG proposes to complete the hydrogeologic scope of work for a total cost of \$185,951.85. Various aspects of the proposed work were discussed.

Tim Raymond, of the Water Supply Division, indicated that the Division generally supports the contracts with some minor recommended revisions and one loan ineligibility consideration. Specifically, the State's comments were:

- 1) The source permit fee of \$615 will be waived. Therefore, the fees associated with the LAG scope of work can be reduced accordingly;
- 2) The Source Protection Area should be re-delineated as part of this project. Therefore, this additional work, which is estimated to cost between \$500 - \$600, should be added to the LAG scope of work;
- 3) The scope of services described in Attachment 1 should be generalized as to not specify the size of the well pump; and
- 4) Task 9A in the LAG scope of work, which includes pump/video inspection, pump repairs, resetting the pump, and testing at an estimated cost of \$26,131.25, will be considered an ineligible expense under the loan program because it is viewed by the Division as routine maintenance. However, Raymond did acknowledge that Smith had made a compelling argument that the work should be considered loan eligible because it achieves mechanical redundancy at the source. Therefore, Raymond recommended the Town prepare a letter to the Division requesting that the loan ineligibility decision be reconsidered based on the redundancy argument.

Rick Anderson made the motion to revise the contents of the draft final design contract for the Enhanced Field Street Well as follows: 1) \$615 reduction for the waived source permit fee, 2) \$500-\$600 addition for the re-delineation of the Source Protection Area, and 3) generalize Attachment 1 as to not specify the size of the well pump. Task 9A in the LAG scope of work will be retained and the Town will provide the Division with a written request to reconsider the loan ineligibility decision based on the redundancy argument. The motion was seconded by Susan Feenick and unanimously approved.

Both Stephen Revell and Kevin Smith advised the Selectboard that if there are any additional questions that arise following the meeting, it would be best to ensure that everyone is informed of the questions and resulting response.

Water Storage and Distribution System Improvements: Smith introduced the draft contract, Planning and Final Design Loan application, and construction cost estimate for the water storage and distribution system improvements. Smith reviewed the engineering scope of services, the basis of compensation, the Planning and Final Design Loan application, and the construction cost estimate for the project. The total estimated cost for the final design phase of this project is \$145,586 [\$86,366 for final design engineering services, \$17,179 for field surveys, \$18,922 for subsurface exploration, \$7,102 for special services, and \$16,017 for additional services]. The total estimated project costs, as detailed in the draft loan application, are \$2,708,333. The estimated construction costs in the loan application are escalated through 2009. Various aspects of the proposed work were discussed.

Tim Raymond indicated that the contract has been recommended to the loan program for approval as is.

Rick Anderson made the motion to approve the contents of the draft final design contract for the Water Storage and Distribution System Improvements without revision. The motion was seconded by Susan Feenick and unanimously approved.

Financing Options: A brief discussion of funding options through the State and Rural Development loan programs occurred. To date, there has been no offer from the Rural Development program on the East Side Distribution System/Metering project applications. An offer is expected the week of October 5, 2009. Both Kevin Smith and Tim Raymond advised the Selectboard that a thorough discussion of financing options is provided in Section 17 of the Comprehensive Preliminary Engineering Study.

Status of Work in Parallel to Pending Contracts: Smith provided an update on the wetland delineation and Phase I archeological work. Rick Anderson made the motion at 8:30 p.m. to enter executive session to discuss real estate purchase options for the acquisition of land required for these two projects. The motion was seconded by Susan Feenick and unanimously approved. Rick Anderson made the motion at 9:05 p.m. to resume the public meeting. The motion was seconded by Susan Feenick and unanimously approved.

Rick Anderson made the motion to authorize SVE Associates to proceed with verifying the elevation of the proposed Bluff Street water storage project site. The motion was seconded by Susan Feenick and unanimously approved.

IV. Adjourn

The meeting adjourned at 9:05 p.m.