

Newington Sewer Commission 2/17/16 FINAL MINUTES

Meeting called to order at 9:00am

Present: T. Cole Chairman, T.Field, J.Richardson. D.Messier Plant Operator, E.Leonard Wright-Pierce Engineers.

Minutes: Minutes from 1/20/16 reviewed. Motion by J.Richardson to approve as amended, seconded by T.Field Approved.

Public Comment: None

Manifest Approval: Motion made to approve the 2/17/16 manifest by J.Richardson in the amount of \$59,888.85, seconded by T.Field. Approved & signed.

Treasurer's report: Discussion on Enterprise Fund and Trustees of the Trust Fund. New account has not been set up, but Trustees of the Trust Fund will be meeting soon. Review of the 2015 Annual Year Expenses. Expenses for 2015 were higher than revenues brought in. Discussion on sewer rate adjustment for 2016.

Plant operators report: Flows slightly down from last year, maintenance performed as scheduled. 6 bids were opened and will be reviewed by Wright-Pierce. Separate bids for concrete testing have been received. Wright-Pierce has recommendation for the bids.

Every 4 years we alternate with the City of Portsmouth to contract a deep sea diver to check outflows. This year it is our responsibility. 2 diffusers are blocked and will need cleaning.

City of Portsmouth contacted for 2015 water readings so the Commission can move into setting up quarterly billing. Would like to have a billing schedule set up so that bills are sent out in a timely manner to allow users enough time to pay before the end of the year.

Plant upgrade: E.Leonard Wright-Pierce Engineers. After bid review Waterline is recommended as a qualified contractor. They checked with banks and references when reviewing contractors. J.Richardson inquired on the SRF rules on how bids are accepted. We are required to take the lowest qualified bid and cannot discount any qualified bidders. D.Messier advised he has spoken with a colleague who worked with Waterline on municipal projects and had no complaints. Waterline self-performs most work instead of sub-contracting except for work they must subcontract to meet NH DBE (disadvantaged business enterprise) goals. Waterline is an established company, has been with their current bank for 2 years. NH law requires lowest responsible bid, but Wright-Pierce looked at the whole package when making their recommendation.

Bid Alternative B was removed, just Alternatives A & C were in the bid package. Alternative B was determined to be too confusing for the contractors to bid on. Base bid included everything, including 3 alternatives that might change the final project. The complexity of Alt B was too convoluted for companies to make an accurate bid. Recommendation looked at the lowest value of the alternatives, base bid, alternate A, alternate C and the total bid. The Commission doesn't have to award the total bid, can do the alternate. Decision on which alternative or full project comes to down to deciding on how much money the Commission wants to retain in the Reserve Account. There is enough money to do the entire project.

The Commission then reviewed the project budget and the format of the budget sheet. The budget form is submitted to the State of NH monthly, it is based on the original loan application. It shows what has been expended and what is upcoming in the project.

Project Option 2 is getting as much done as possible without overspending the Reserve Account, which would not award the Pump Station Alternative. The Main Plant would be done, and the pump stations completed at a later date. Option 2 will decrease Nitrogen which is the upgrade goal. It will be approximate \$600,000 for the pump stations. There will be funds in the Reserve Account to do that work later, as long as we are communicating with the contractor so that equipment is still on site. This decision needs to be made before the end of 2016 so that the contractor can order the parts. Bidders were asked how long they would hold their bid price for full project vs. option 2 "within the fence", most said 3 months. It would be less expensive to do within this bid vs. rebidding. The pump station work cost exceeds the amount of the SRF loan, so the Commission needs to fund it separately. It might be less expensive to this on our own versus under the SRF program. If we hire the contractor separately it might become awkward with DES inspections. Work completed and funded with non-SRF funds would need a separate engineering agreement. Several factors to consider is making the pump station work a separate SRF project in a different fiscal year and rebid it. It might mean a different contractor wins, and who will get principal forgiveness. It would be worth researching as it may cost less.

Opt 1 total bid, plant, office addition & pump stations, total bid
Opt 2 bid plant, office, no pump stations, base bid + bid alt C
Opt 3 plant, no office, no pump stations, base bid only

Options 2 and 3 would be next year.

2 new generators inside new pumps, taking existing generators out, pumps and motors are replacements. HVAC will be a contractor. Initial bid called for a lot of digging, but that has been taken out. Dig lines to put a valve in for a bypass. Re-engineered to put inside pump station itself. This provides an emergency bypass pump option. Currently if there is a problem a private company would need to be called in to haul septage.

Next step is to choose an option and write a letter to Waterline of our Intent to Award Bid contingent upon DES approval. Options were discussed and the construction contingency is set at the standard amount of 5%, if we spent half of the contingency that would offset the amount spent from the Reserve account. Budget form needs to be revised as well as including DBE or other forms. These must be reviewed by the DES before we can issue notice of actual award and proceed.

Motion to authorize the Chairman of the Newington Sewer Commission to send Notice of Intent to Award to Waterline Industries for Option 2 (base bid plus bid alternate C) as recommended by Wright-Pierce Engineers. Motion made by J.Richardson, seconded by T.Field. Approved and signed.

Other items include pricing/RFP for materials testing Making and breaking concrete cylinders, testing grout, compaction testing. Owner usually pays for this so that testing is under control of plant/commission, not contractor. A structural engineer did check the original tanks and they are in good condition, with no exposed rebar. Quality of concrete did not warrant additional testing. Discussion on corrosives coming into the system. Corrosives testing is done three times a year and are not announced in advance to the Septic Users. Four prices were submitted, all firms have done work in NH, and have done work with Wright-Pierce. JTC was the lowest price, we will need to monitor and watch them to keep them on schedule. They will be on site. They are from Dover. Management will be done by the contractor and engineer on site.

Motion to award the 2/3/16 bid for Materials Testing bid to JTC as recommended by Wright-Pierce Engineers. Motion by J.Richardson, seconded by T.Field. All approved.

Tom Joyce, resident inspector, is currently on a Manchester project. Can attend March Commission meeting to meet the Commission.

Construction will begin in less than 60 days, probably in May. Package to the DES is ready to go. Once Waterline Industries receives their letter they will begin setting up contractors, supplies, etc. Things will begin to move quickly. By mid-March the submittals will begin coming in.

Adjournment 10:07am