

## **Newington Sewer Commission 3/16/16**

**Meeting** called to order at 9:09am

**Present:** T. Cole Chairman, T.Field, J.Richardson. D.Messier Plant Operator, S.Bullard Utility Partners.

**Minutes:** Minutes from 2/17/16 reviewed. Motion by J.Richardson to approve as amended, seconded by T.Field Approved.

**Public Comment:** None

**Treasurer's report:** Treasurer is on vacation. Report will be emailed to Commissioners or presented at the next meeting.

**Manifest Approval:** Motion made to approve the 3/16/16 manifest by J.Richardson in the amount of \$64,366.04, seconded by T.Field. Approved & signed.

**Plant operators report:** Flows are higher than this time last year. Preventative maintenance is ongoing. Shop is being moved to the back garage to create space for construction. A 40ft container was purchased for storage. They are cleaning out places where construction will be taking place.

Wright-Pierce is working on the project. Construction contract has been sent to the attorney and contacting signing will occur at 11 am today (3/16/16). This will begin the 600-day construction window. The resident engineer will be at the contract signing.

First quarter biotoxicity and sludge test were completed and passed.

Diver went down to check outfall pipes. 2 out of 6 were blocked by plastic shopping bags. Bags are possibly getting into the system from storm drains in Portsmouth that may be tied to the sewer outfall pipes. Our system is tied into the system at Pease from when the Air Force built their wastewater plant.

J.Richardson inquired why the flows are up 59% from February of last year. Discussion included weather differences from last year; snow vs. rain, more groundwater this year, groundwater could be leaking in at the manhole covers. There is money in the major maintenance account to hire someone with cameras to look for major breaks in the line. D. Messier will monitor the flow rates and look at line breaks and concerns from last year to compare.

In the new State/EPA permit the plant is required to map and video the system to assess for any leaks. It was last done in 2014. S.Bullard advised that new regulations require this to be completed every 3 years. It can be done in sections as long as a complete video is done in the 3-year cycle. The State/EPA grade every foot of the line and it will be the Commission's responsibility to set up a capital program to ensure our grade remains the same or improves.

Water reading data from Portsmouth has been received and initial tabulations for rates for the next billing cycle have been done. Discussion ensued on whether to leave the rate the same at \$17.63/100 cu ft or increase, and to determine moving the billing cycle to quarterly billing. Increasing the rate a little this year and more next year will prevent a large increase in sewer rates next year as we begin to pay the bond. In addition, it will offset what has been expended from the surplus account that will be funding the additional work on the pump stations. If

the surplus account grows too large it can be used to offset future sewer rates, passing the savings on to the users. D.Messier will work with the billing company to straighten out the wording on the bills that they can be paid quarterly or in 1 annual payment and to change the formula to use the quarterly data from Portsmouth Water rather than data for the previous year. This will be discussed and finalized by the April Sewer Commission meeting.

The Commissioners then briefly recessed prior to meeting with Wright-Pierce Engineers and the contract signing.

The Commissioners resumed meeting at 11am for the pre-construction conference.

**Present:** Newington Sewer Commission: T. Cole Chairman, T.Field, J.Richardson.

Utility Partners: D.Messier Plant Operator, S.Bullard.

Town of Newington: A.Head, Fire Chief, J.Stowell, Building Inspector.

NHDES: K.Bourret, D.Dudley.

Waterline Industries: R.Dumke, C.Boudreau

Wright-Pierce Engineers: E.Leonard, L.Shields, J.Mercer, T.Joyce.

Discussion covered Responsibilities of all parties during construction. J.Stowell requested to be included in any 3<sup>rd</sup> party inspection report notifications. A. Head requested review of fire alarm system and to have it stamped by a Fire Protection Engineer. A. Head also requested that a list of emergency contacts for the project be posted and viewable from the front door of the plant, that during construction there is sufficient space left for emergency vehicle access, and that the fire station will be notified daily if a confined space entry will occur.

Any change orders will need final approval by the Sewer Commissioners. The Commissioners will determine a monetary limit that D.Messier can approve change orders without prior approval. Hard copies for all certified payrolls will be kept on file on-site.

Waterline Industries will provide 24-hour availability and emergency contact information. S.Daily will be the primary administrative contact for this project.

NHDES advised that pay requests and submittals must include AIS certifications forms. Payroll needs to identify whether the rate is heavy or building classification. Any additional wage rates from the contractor must be requested as soon as possible. Certified payrolls are due within 1-week of the pay date and all hard copies must be kept on-site for review and Department of Labor and other project posters must be posted in a place common to all workers.

Discussion moved to the contract itself. Notice to proceed date is 3/16/2016. Substantial completion is 600 days (11/6/2017) and final completion is 660 days (1/5/2018). Damages/fines are \$1,000/day until substantial completion and \$1,000/day until final completion.

It was noted that the timing of payment requests did not match up with the Sewer Commissioners meeting schedule. Construction meetings will be held the 2<sup>nd</sup> Wednesday of each month to ensure paperwork is ready for the Sewer Commission meetings on the 3<sup>rd</sup> Wednesday of every month.

Waterline Industries will submit a schedule which will be reviewed by Wright-Pierce. Submittals for sheeting, concrete & rebar will be ready for review soon and they requested expedited turnaround/review. The sheeting submittal will not be for metal, rather they intend to drill piles for wood lagging. A more refined schedule may

take up to 2 months to finalize based on receipt of firm delivery dates from equipment suppliers. Waterline plans to work on building permit during the week of 3/21 and will coordinate directly with J.Stowell. Handouts were provided to all in attendance with their emergency contact list, projected cash flow, preliminary schedule of values and preliminary schedule. All these documents are available for review at the wastewater treatment plant.

There will be weekly meetings with the contractor, project representative and treatment plant. The project engineer will check record drawing status at monthly construction meetings. Insufficient upkeep of record drawings will be grounds for withholding payment on Pay Requisitions. Location of trailers for offices and storage will be coordinated between the plant, Waterline and Wright-Pierce. An early and high-priority item is the storage plan for topsoil and excavated material.

Parking during construction has been mostly determined and further coordination will be done between the Plant, Waterline, and Wright-Pierce. Access to the site will be maintained for trucks and deliveries. Contractor was advised of high voltage powerlines and construction of the new Wilcox Road, as well as the existing easement with Eversource.

Waterline submitted 1 copy of the Safety and Health Plan and copies of OSHA 10 certifications for each employee. They will also document existing site conditions during the week of 3/21/16.

Construction hours were discussed and the Plant staff will be flexible to accommodate Waterline's working hours, which may be earlier during the summer months. As well as there may be some night work.

Waterline Industries advised that they self-perform most sub-trades other than Division 4, Division 9, fire alarm systems, and Division 13 programming. They will provide a list of a sub-contractors and suppliers.

**Adjournment 12:45 pm**