

**TOWN OF WATERVILLE VALLEY  
BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES**

**DATE:** July 20, 2016

**MEMBERS PRESENT:** Chairman Mike Aronson, Bill Larsen and Margaret Turner.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Joe Ducharme, Mark Decoteau, and Sharon Charron.

**1. The meeting was called to order at 3:00 p.m.**

**2. New Business**

- **Review of Water Supply Improvement Project Bids for Well #4 Connection**

Joe Ducharme of CMA Engineers updates the Selectmen on the bid results. There were 3 bids submitted to review out of the 7 contractors who had pulled plans for the project. The apparent low bidder is Infrastructure Construction Corp (ICC) out of Bow, NH. Their base bid was \$1,287,800.00 which is inclusive of the clearwell treatment building, pump and electrical equipment, in addition to minor well building #2 improvements. The add-alternates in the bid package included Alternate 1: Connect well #2 to the new building; and Alternate 2: Connect well #3 to new pump and building. Connecting all of the wells to one central treatment location would allow for the decommissioning of other equipment presently in use. Due to the dollar amount of bids submitted, the alternate options are not likely going to be considered at this time due to the project budget limitations. Combining the treatment areas was seen as a benefit as a whole since it would eliminate and upgrade redundant systems. Joe further explained the interior plan and working components of the building which measures to 24'x28'. Joe presented a spreadsheet comparing the 3 bidders to each other, and discussion followed concerning the project items in decreasing priority. The connection of the new well (well #4) is the main priority. Improvements to well house 1 (bid add-alternate #1) which also treats well #3 water in-line, was seen as the next priority. This would then eliminate the need for Part C of the main bid. The XC trail relocation was also discussed in part due to the pipe and building location and the snow cat grooming. Joe stated that feedback from DES was that the groomer shouldn't be operated near the well itself. It was suggested to have the snow cat turn around before the building thus eliminating the need to relocate the trail. The need for a new backup generator was discussed and it was decided to eliminate this item to reduce costs. The need was seen as low priority, and in the event of an extended power outage a generator could be rented. WV is typically is not without power for extended periods of time and in the event of a longer outage during a period with high number of people in town, the reservoirs do have capacity to deliver water for a few days before needing to be replenished. Discussion followed concerning the bids for the building portion versus the cost estimate. Joe explained that when the original scope of the project was estimated it was 2010 and costs have increased. A major portion of this is in electrical costs and Joe is looking to scale back some of the equipment to reduce costs. In his estimation, reductions could bring the costs down to about 1 million dollars, which is roughly the same as the proposed budget.

The Board asked if any response has been received from Rural Development for the extension request. At this time, there has been no response yet. Joe stated that after speaking with local RD people, there is full support from the regional RD office, but they are waiting for the response to come from Washington. The extension request decision is expected very soon and there is no indication of the request being denied. USDA is OK with the town attempting to negotiate with the low bidder (ICC). There is no need to re-bid the project due to the negotiations with ICC to reduce costs.

The timeline of the project and when work will be started was discussed. Joe explains that once under contract, ICC will submit drawings to CMA Engineers for approval for well#4 electrical needs and connection to the system and that review will take up to 10 days. Most of the equipment required has lead times of about 2 weeks. The building, and concrete work for the tanks, would be constructed this fall. Once the building is complete, interior finishing and equipment installation could follow during the winter months, to be finished by March 2107 which is the deadline, provided the extension request is approved.

Bill Larsen asked if we can, prior to having final approval from RD, start on the work to connect well #4 using our own funds with the contractor (ICC presumably since no contracts are yet signed). Mark Decoteau states that it would need to be a separate contract for that work and there is some remaining town funds already allocated towards for the project that could be used. Discussion followed with concern regarding the extension request, and the possibility of it being denied, and what steps to be taken if that were to happen. The connection of well #4 to the system was seen as a top priority. The idea of purchasing the equipment with the current RD funds and storing it was one alternative if the extension was not granted. The funds to install the equipment would then to be raised and approved by town meeting vote next March, 2017.

The next step will be to meet with ICC and discuss their bid and negotiate any areas that can be trimmed or eliminated to meet the budget. The selectmen also felt that if by next Wednesday, 7/27, if we still have not heard on the extension request, to begin the process of purchasing the equipment and makes plans to store it until the time it can be installed. It was mentioned that the town still has bonding authority up to the sum of the grant total. The BOS felt it was necessary to hold a public hearing if a bond was going to be issued. Regardless, until the extension request is either approved or denied, the bid itself cannot be awarded. The awarding of the contract will need to be for the amount of the bid submitted, with an addendum which will be issued reducing the amount of the bid if the negotiations with ICC are agreeable to both parties and Rural Development. The contract and the addendum can both be signed at the same time. Mark will confirm with town counsel regarding the process required.

### **3. Other Business**

Mark Decoteau informed the BOS regarding the annual DRA form, which is for the restatement of the approved budget. This also signed by the town auditor, and is the auditor's results for the 2015 budget. The Selectmen are presented the form and it is signed.

Mark Decoteau informed the board the Rec Department has a kayak they would like to sell, which has been used very little. They have a buyer who wants to purchase the kayak. The kayak

was purchased for a course offered by the Rec Dept which no one has registered for in the last 2 years. The kayak originally cost \$400 and included the paddle and PFD. The board is in agreement to sell just the kayak for \$300.

Bill Larsen motions to adjourn the meeting at 3:40pm.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

Respectfully Submitted,

Sharon Charron

Town Clerk/Town Office Assistant