

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONER'S MEETING  
Thursday, October 22, 2015 3:30 p.m.  
MINUTES**

Meeting was called to order at 3:39 p.m.

Commissioners present: Janine Bean, Joseph Quirk, Michael Digregorio

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper

Public present: Dave Mercier of Underwood Engineers, Dave Bernier of NCWP

APPOINTMENT

Dave Mercier from Underwood Engineers gave a report on the progress of the Phase II Force Main project, Phase III Pequawket Drive Sewer, Phase III Water Loop, Phase III Washington Street Water project, Phase III Well improvements, Phase III West Main Street Water project, and Phase IV Main Street Improvements – all attached. Mr. Bernier explained what the buy in fee is for (CVFD was treated as 1 large customer) as well as the upgrades that CVFD is responsible for at 38% – collection system upgrades original note. He explained that CVFD actually owns physical capacity. Mr. Bernier also explained that NCWP is working on another project through the State Revolving Fund Grant to become a regional facility in order to reduce tipping fees. This will bring in more revenue that CVFD will be entitled to at 38%. Additionally, NCWP is looking into changing their dewatering system which will lower costs of sewage processing (Hoover Screw Press) lower cost for chemicals, lower energy costs, and fewer trips to the land fill. The IMA does state that any capital expenditures for the Wastewater plant must involve both Boards (CVFD & NCWP). Mr. Bernier also stated that he has stumbled across an RD program for sub-governments such as CVFD and NCWP that could make RD monies available to us again regardless of the fact that Conway is over 10,000 in population. Discussion ensued regarding Messrs Digregorio's and Bernier's trip to Concord and how Mr. Digregorio's testimony really helped open the Committee's eyes to the need for the State to fund our project. Discussion ensued regarding quoted prices from Defelice that were high or low and how both parties made concessions but stayed within the bid price. Discussion ensued on more of the bulleted topics.. Amy was asked to look for the minutes that had the motion to pay off Pequawket sewer engineering. The plans will be put on a shelf so if sewer ever goes in at Pequawket, they will be available. Regarding West Main, Mr. Mercier wants to wait until January to re-bid; he stated that they have had good success with biddings in January as opposed to November. Discussion ensued regarding which end of West Main St. project the District wants to do on their own. Amy is to check to make sure she invoiced town for work done on West Main. It was decided that the District would do North Rd. and go all the way to Main St. during the project. Amy asked about invoicing EI for the tablet – she will speak with Jim Fritz directly.

Mr. Bernier spoke to the Commissioners about selling bottled water. He only has 2 commissioners at the moment and the vote was not in favor of Mr. Bernier giving his presentation to CVFD Commissioners. Mr. Bernier left the meeting.

More discussion ensued regarding North Rd. and the fact that the road will need to be reconstructed. Dave Mercier was asked to contact Paul D. of the Town to discuss North Rd. **Mr. Digregorio made a motion to take the recommendation from Underwood to do the Asset**

**Management for \$39,200 with \$9,2000 coming out of this year's budget from the money budgeted to pay North Conway, motion seconded by Mrs. Bean; motion passed 3-0-0.**

**Mrs. Bean signed the construction amendment covering the time overage for the Force Main .** Defelice will be paying for the engineering by CVFD paying \$30,000 of Defelice's pay reqs. to Underwood.

Mr. Digregorio asked about the pole holding by FairPoint. It is done and we paid for it ahead of time. Discussion ensued regarding this payment. Mr. Mercier will get the exact hours that FairPoint was on site. They charged us \$2,491.52 per day for 2 technicians with all equipment for 8 hours from garage back to garage for 5 days. The check we sent was for \$12,457.60.

Discussion ensued about what FairPoint has in the ground under Main St.

Mr. Mercier left the meeting at 5:30 p.m.

#### ADMINISTRATIVE BUSINESS

The manifests approved at the October 15<sup>th</sup> meeting were signed.

**Mr. Digregorio made a motion to approve items A and B, Mr. Quirk seconded the motion; motion passed 3-0-0.**

**A.** A/P Manifests and sign checks dated 10/22/2015

**B.** Ratify Weekly Payroll for period ending 10/18/2015

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 10/18/2015  
Approval of Meeting Minutes dated October 15, 2015 was tabled until the next meeting.

Request for use of facilities – Main Street Baptist Church, Park Parking lot for Trunk or Treat.

**Mr. Digregorio made a motion to accept the Request for use of the Facilities by the Baptist Church, Mr. Quirk seconded the motion; motion passed 3-0-0.**

#### BOC INFORMATION

\*Phase II Wastewater Imp. Engineering Contract Amendment #5 was discussed during appointment.

\*Commissioner's budget – there are still a lot of blanks while waiting for quotes. Eacg Commissioner received a copy and will review it..

#### FIRE CHIEF'S BUSINESS

The Chief handed out packets regarding payroll only for the commissioner to review. The Chief compared his salaries to COLA and other departments. Mrs. Bean stated that the Town wants us to break down our budget differently and it is of her opinion that we don't need to do that because it is our budget and our contract. The Chief stated that he told the Town the upcoming contracts (Fire and Ambulance Contracts) will not be accept in their current format and that a whole new methodology needs to be used to be fairer to the CVFD taxpayers. Discussion ensued. Mr. Digregorio asked what we could lose if we played hardball with the Town. The Chief explained that there is a lot in play because it is a three way agreement. Mr. Digregorio stated that Paul D. does a lot for the District and asked if we could keep the staff we have if the Town said no – 3 or 4 people would be laid off and this would prevent us from covering just Conway Village; without the contract with the Town, we would be out of business. Discussion took place about covering the whole town but then we would have to buy another ambulance and

hire 6 or 8 additional full-time people – do we want to be in the ambulance business. The Chief discussed the fact that 65 times this year CVFD had to cover for the for-profit ambulance. Their lack of providing service is adversely impacting CVFD's ability to do its job for its citizens. Mrs. Bean questioned why we can't say that we want that money if we are doing their job. The Chief stated that they are doing what is required of them by the Town but this is not realistic. We need to discuss billing Care-One when we cover for them. We called them once. Discussion ensued regarding billing Care-one.

FUTURE DATES

Next Commissioner's meeting 10/29/2015

Conway Village Enhancement Committee 12/9/2015

Meeting adjourned without objection at 6:35 p.m.

Respectfully submitted,

Amy Snow

Municipal Bookkeeper

1390-08

**Conway Village Fire District  
Water & Wastewater Improvements Projects  
CVFD Commissioners' Meeting  
October 22, 2015  
MINUTES**

**GOAL: Provide update on all projects.**

**Phase II – Wastewater Interconnect**

- Current partial substantial completion date is 10/3/15. DeFelice is behind schedule and their request for a contract time extension was denied due to lack of justification. They have been put on notice that liquidated damages are in play.
- DeFelice is projecting reaching partial substantial completion in March 2016.
- Flow to the NCWP could commence at that time, or could be postponed until April/May 2016.
- RD loan still has approx. \$1.4M left to go; won't expend rest of loan until after January 1, 2016. Once loan is closed, first loan payment will be due 6 months after the closing date and every 6 months thereafter.
- The NCWP would like to be paid for at least the two capital improvements projects that the CVFD agreed to pay 38% of in the IMA as they did not budget to make the full payments in 2016. If payment is made to them in February 2016, that should be early enough, and should coincide with RD loan closing and RD grant becoming available. Target Jan. 15, 2016 for loan closing. Amy to call Devine Millimet.
- UE is working with the NCWP to get 2014 and 2015 operating budget numbers to be able to more accurately project the costs for treatment of the CVFD wastewater in 2016.
- Approx. \$385K of contingency remains in Phase II budget (see attached). This is all grant that should be spent and not returned. Change order items being pursued include:
  - Project balancing change order to deal with unit price item overages (paving, etc.)
  - Dewater and bury sludge at WWTF rather than pump all sludge to Lagoon 1
  - Provide a chemical containment area at the decommissioned WWTF Control Building
  - HVAC improvements at Eaton Rd Pump Station
  - New building over wetwell and pumps at Towle Road Pump Station
  - Provide bypass pump suction and discharge pipes at the four major pump stations

- A wastewater Asset Management Plan grant is now available through the NHDES in the form of principal forgiveness on an SRF loan. Is the CVFD interested in pursuing? Estimated cost is \$39,200 with CVFD staff doing the manhole GPS mapping. Grant would cover \$30,000.
- Approx. \$150K exists in EPA grants received for Art 3 wastewater work that has not yet been spent. Needs to be spent on either:
  - Ineligible components of existing projects (Paving at River Street, WW AMP?)
  - To pay off monies borrowed for Pequawket Drive sewer design
  - To pay interim financing interest
  - To pay down principal on Phase II final loan

It is believed that the commissioners voted in May 2015 to use money to pay off Pequawket Drive Sewer design.

- DeFelice is requesting an increase in unit price for paving due to quantity overage and their low bid price. At Progress Meeting, it was discussed that when we had overages on rip-rap and rigid insulation DeFelice agreed to decrease their high bid price at our request. DES and RD indicated that a similar procedure should be used for the paving overage for consistency.

### **Phase III Pequawket Drive Sewer**

- Project design documents are complete and approved by NHDES.
- Project is currently unfunded and will go on shelf.
- SRF loan monies utilized for this project total approx. \$210,000. Underwood recommends the CVFD pay this money back to DES rather than take out another loan.

### **Phase III Water Loop**

- Project is complete and retainage has been released.

### **Phase III Washington Street Water**

- Project is complete except for drainage flushing that the Town is calling for.
- UE to provide water service tie-cards to CVFD.
- Pending completion of the drainage flushing, UE will prepare the contract closeout paperwork and retainage will be released.

**Phase III Well Improvements**

- Study phase is complete.
- Project is on hold due to lack of funding.

**Phase III West Main Street Water**

- Bids received on 6/4/15 were rejected due to insufficient funding.
- Town Selectmen have voted to commit more money to the drainage and road improvements in 2016, and have asked UE to modify the bid documents to include the additional work.
- Regarding the CVFD water main funding underrun, UE recommends putting the documents back out to bid as is, but noting that the last 500 feet +/- of water main towards the Main Street end will only be done under the project unit prices as funding allows. If new main falls short of Main Street, it will have to be picked up by Main Street project. Is CVFD on board with this approach? No, CVFD wants North Road to be done as money allows. UE to call Paul. D. about road rebuild costs on North Road.
- Schedule for rebidding project would be Dec/Jan timeframe.
- Town owes CVFD some money for survey and subsurface design work done before drainage work was added. CVFD needs to create an invoice to Town of Conway for \$4,556.4 for survey work and \$1,947.45 for subsurface exploration work on the West Main Street Water project. Has this happened? **Yes.**
- Project construction to start April 15, 2016.

**Phase IV – Main Street Improvements**

- Both the NHDOT and NHDES funding agreements are fully executed.
- UE has submitted a draft engineering scope of services to Town/CVFD/NHDOT for review and comment.
- Once scope is final, fee to be developed by UE and independent fee by Town, both to be reviewed and approved by DOT before contracts can be signed.
- Goal is to get contracts signed and survey and borings complete in November before snow flies.
- Due to the DOT design review process, it is anticipated design finalization and approval will take all of 2016 and into 2017, with projected construction start being April 15, 2017.

**Other**

- UE to email Commissioners the total hours spent holding utility poles in 2015.
- Dave Bernier mentioned they are considering a septage (regional) upgrade and a dewatering upgrade. \$3M. Will only pursue if cost effective. Design 2016; Construction 2017.

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