

CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONERS' MEETING  
Thursday September 2, 2021 4:30 p.m.  
Admin Building Meeting Room

Meeting was called to order at 5:00 P.M.

Commissioners present: Tom Bucu, Steve Bamsey, absent: Mike Digregorio  
Staff present: Chief Solomon, and Amy Snow- Municipal Bookkeeper, absent  
Superintendent Vallieres

FIRE CHIEFS' BUSINESS

The Chief opened the meeting with the Ambulance Bids. The bids were read and recorded. (attached) **Mr. Bamsey a made a motion to accept the bid from Scott Lee for \$12,222.00. Seconded by Mr. Bucu. Motion passed 2-0-0**

The Chief presented an abatement request from Steve Drouin of Bristol, Connecticut requesting to have his ambulance bill abated in the amount of \$982.10. **Mr. Bamsey made a motion to abate this request in the amount presented by the Chief. Seconded by Mr. Bucu.** Per the Chief, Mr. Drouin does not meet the financial or residential criteria for abatement. **Motion failed, 0-2-0.**

The Chief stated that they did 143 calls in August with the duty crew handling most of the calls. Many of the calls should have been directed to the Police Dept. or perhaps a Health Care Facility. Discussion ensued regarding not enough ambulances/staff to go around.

I/I WRAP-UP

David Mercier and Ross Baker representing Underwood Engineers arrived at 5:00 to discuss the I/I Wrap-up. Dennis Greene from DES called into the meeting. A summary of the report is attached and some of the highlights are:

- Areas are broken out into five categories, with five being the most serious.
- 22,006 linear feet were CCTV inspected. (~33% of system) Leaks resulted in 39.8 GPM.
- 75 Manholes were inspected. Six of them need attention.
- Estimate to address all issues \$585,150.00
- Estimate to address just most serious \$336,100.00
- Full report available at District Office.

Discussion ensued regarding the I/I, funding and preparing a warrant article.

Discussion then merged to HEB asking for more money due to more night work than anticipated on Main Street. More discussion will take place at the next meeting when Bruno is in attendance. At this point Dennis Greene left the conversation. HEB's request attached.

Another discussion ensued regarding the re-paving day of the north-bound lane of Main ST. and Fryeburg Fair traffic.

#### BOOKKEEPER'S BUSINESS

Mr. Bamsey signed the final grant disbursement for Main Street. The project is \$985,289.00. \$149,339.00 is our share from back in 2014. \$51,000.00 is coming from the water system improvement trust fund, \$98,00.00 from the checking account.

Amy presented an abatement request for Mountain Top Music in the amount of \$150.35 for overcharges of inventory. **Mr. Bamsey made the motion for the abatement. Seconded by Mr. Buco. Motion passed 2-0-0**

#### ADMINISTRATIVE BUSINESS

**Mr. Bamsey made a motion to ratify a., b. and c., seconded by Mr. Buco**

- a. Ratify Payroll Manifest and sign checks for week ending 8/29/21
- b. Ratify Payroll Manifest and sign checks for month ending 8/31/21
- c. Ratify A/P Manifest dated 9/1/2021 and sign checks dated 8/27/21

**Discussion:** Coleman & Sons, payment #4, \$317,092.38

Credit memos for TI Sales, = return of unneeded inventory previously purchased for Main Street Project. **Motion passed 2-0-0**

**Mr. Bamsey made a motion to approve the chief's timesheet for week ending 8/29/21, seconded by Mr. Buco. Motion passed 2-0-0.**

**Mr. Bamsey made a motion to accept the meeting minutes dated 8/26/2021, seconded by Mr. Buco. Mr. Buco pointed out a typo which will be correct under Fire Chief's business from "bit" to "bid". Motion passed with date correction 2-0-0.**

The next meeting will be September 9 at 4:00 PM in the Administration Building.

There being no further business to come before the Board, meeting was adjourned without objection at 6:40 P.M.

Respectfully submitted,  
Lisa Chisholm, Office Assistant

### Bids for Ambulance

Kevin Lauze- Coastal Metal Fab	(207)751-1264	\$5251.00
Jonathan Taylor	(603)356-9511	\$6000.00
Scott Lee	(603)986-4128	\$12,222.00
Action EMS	(781)941-0972	\$8500.00
Bruce Webster	(603)496-6842	\$3010.00
Sidrick Thurlow	(603)986-6872	\$3300.00
Chris Vernon	(603)986-9313	\$6006.00
Robert Gillis	No phone number	\$6125.01



**EXHIBIT E**  
**SCOPE OF SERVICES**  
**RESIDENT PROJECT REPRESENTATIVE SERVICES**  
**MAIN STREET IMPROVEMENTS**  
**CONWAY, NH**

July 21, 2021

Prepared for: Underwood Engineers, Inc. (Engineer)

In accordance with our previous agreements, you hereby authorize us to proceed with additional services as follows:

**Project Understanding:**

- The Engineer has been working with the Town of Conway for the development of construction documents for the Conway Main Street Improvements Project. Project limits are generally from the railroad crossing near the Conway Middle School to the four-way intersection at Washington Street.
- The Project includes a complete roadway reconstruction including new water, drainage, and sidewalks. It is understood the Project will be administered through the NHDOT Local Public Agency program.
- It is anticipated construction will commence in the June/July 2020 timeframe. Construction duration is anticipated to be approximately 8 months and will stretch into the 2021 construction season.
- The Engineer would like HEB to provide Resident Project Representative (RPR) services throughout the Project's construction duration. It is anticipated the Engineer will continue to provide construction administration services throughout the construction phase of the Project and HEB will support the Engineer by providing RPR services.

**Contract Amendment Understanding:**

***Due to the Contractor's work schedule, HEB has been required to work night shifts as well as covering multiple shifts within one day. This Contract Amendment is to:***

- ***Add additional employee management time to coordinate coverage of shifts and miscellaneous coordination (a portion of this work has previously been completed).***
- ***Add night shift wages to the Contract.***
- ***Add a night shift surcharge for previous night shifts completed to pay the employee at the night rate.***
- ***Add additional hours for when HEB was covering two shifts a day.***
- ***Add another Resident Engineer to assist with the addition of night shifts:***
  - ***This employee has more experience and a higher pay rate.***
  - ***Additional per diem expenses have been added for the second employee who is now providing RPR services.***

**Resident Project Representative Services – HEB Phase 005**

- ***Employee management and coordination.***
- Provide ***additional*** Resident Project Representative (RPR) services during the construction phase of the Conway Main Street Improvements Project ***including night shifts and multiple shift coverage***. Anticipated responsibilities generally include:
  - Assistance to Engineer in General Administration of the construction contract.

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HEB Engineers, Inc. • [www.hebengineers.com](http://www.hebengineers.com)

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Maine: Office (207) 803-8265 • PO Box 343 • 103 Main Street • Suite 6 • Bridgton, ME 04009

- Serve as Engineer's RPR for the Project including performing near full-time field observations to review construction progress. RPR will prepare a field report for each site visit, which will outline personnel and equipment on-site, the work performed, field observations, items discussed, scheduled work, and photos. The total **original** contracted RPR hours **was** 1,625. **These proposed hours are in addition to that.**
- Attend Pre-Construction Conference and Construction Progress Meetings.
- Coordinate with Engineer for defective work or work that is not compatible with design intent as well as change order and work change directives.
- Track quantities of items used during construction.
- Take field measurements for Record Drawings and tie sheets.
- Conduct wage rate interviews for Davis-Bacon compliance.
- Conduct a final walkthrough with the Town, Engineer, and Contractor at substantial completion and prepare a "punch list" of those items that need to be corrected before project completion.

**Assumptions:**

- The Engineer will be responsible for all Construction Administration services not listed above.

**Deliverables:**

- Field Reports
- Quantities List
- Record Drawing documentation
- Service field tie sheets
- Wage rate interview forms
- Substantial Completion punch-list

**Proposed Hourly Rate:**

You will pay us for our services based on actual direct hourly rate, overhead, and profit as shown on page 2 of the attached rate matrix, plus direct reimbursable expenses (mileage, postage, copies, materials, etc.).

All work of this contract will be performed based on the HEB audited overhead rate of 168.00% plus 10% profit to its completion.

  
HEB

**Schedule:**

Fieldwork started in the summer of 2020 and is assumed to be complete within 8 months, extending into 2021 assuming a winter shutdown over the 2020-2021 winter season. The Resident Project Representative will be on-site per request by the Engineer. If there are protracted delays for reasons beyond our control, we would expect to renegotiate with you the basis for our compensation to take into consideration changes in price indices and pay scale applicable to the period when our services are being rendered. This proposal is void after 30 days.

\\tamworth\Company\Jobs\2016\2016-015 UEI - CVFD Main Street Waterline Replacement, Conway, NH\Administration\Contract Amendment for Night Work 07-14-21\Underwood Ex E Add1 Resident Project Representative Services 07-21-21.doc

HEB Engineers, Inc.  
 PO Box 440  
 2605 White Mountain Hwy  
 North Conway, NH 03860

(603) 356-6936  
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 www.hebengineers.com

Project Number: 2016-015

Project Title: Main Street Improvements, Conway, NH

Client: Underwood Engineers, Inc.

Preparer: JJP

Date: 08/05/21

Phase & Description	Svc Hrs	Billing Type	Prof. Svcs.	Reimb.	Total
PHASE 005 - ADDITIONAL RESIDENT PROJECT REPRESENTATIVE SERVICES	234.75	Cost Plus Fixed Fee	\$40,066	\$8,822	\$48,888
<b>Estimated Total Engineering Fee</b>					<b>\$48,888</b>
Total Hours					234.75

<i>Estimated Roadway Breakdown</i>	\$	19,971
<i>Estimated Water Breakdown</i>	\$	28,917
<b>Totals</b>	<b>\$</b>	<b>48,888</b>



**FINAL WRAP UP MEETING AGENDA**  
**SSES Phase II**  
**CONWAY VILLAGE FIRE DISTRICT, CONWAY NEW HAMPSHIRE**  
**September 2, 2021 @ 5:00 pm**

Attendees:

Bruno Valleries – CVFD  
Dave Mercier – Underwood Engineers  
Ross Baker – Underwood Engineers  
Dennis Greene – NHDES

Sewer System Evaluation Survey (SSES) Phase II

Schedule:

- |   |                   |
|---|-------------------|
| • Kickoff meeting with CVFD & NHDES                       | December 9, 2020  |
| • Provide subs with recommendations for field inspections | February 2021     |
| • Initial Recommendations meeting with CVFD               | February 9, 2021  |
| • Perform CCTV, manhole, and flow iso inspections         | April - July 2021 |
| • Draft hard copy memo for review by CVFD & NHDES         | August 5, 2021    |
| • Wrap-up meeting with Town & NHDES                       | September 2, 2021 |
| • Final hard copy & electronic report                     | September 2, 2021 |

Information provided to CVFD:

- All field investigation (flow isolation, CCTV, MH inspection) results uploaded to the Underwood Client Portal for download.
- All field investigation results provided on a backup thumb drive
- Two (2) hard copies and one (1) electronic copy of the final SSES Phase II technical memorandum

**FIELD INVESTIGATIONS SUMMARY**

1. Flow Isolation – Flow Assessment Services
  - Three (3) nights of testing done during the week of 4/19.
  - During the three (3) nights, a total of 32,621 LF (50%) of the collection system was flow isolated.
  - Total observed flow during the testing was 86.4 gpm.
    - 23.6 gpm from Sub Basin 1
    - 20.8 gpm from Sub Basin 2
      - 11 gpm of I/I was observed between MH 200 – MH 32
    - 19.8 gpm from Sub Basin 3
  - Based on the results, UE proposed 24,459 LF (estimated) of sewer be CCTV inspected.



2. CCTV Inspections – Eastern Pipe Services

- Performed CCTV inspections of 22,006 LF (actual) of sewer during the week of 6/7. Approximately one-third (33%) of the collection system was TV inspected.
- A total of 39.8 gpm of I/I was observed.
- Sub Basins 1 and 3 had the most observed I/I of 13.2 gpm and 13.7 gpm respectively, and Sub Basin 4 had 11.4 gpm of I/I.
- Sewer reaches with serious defects (I/I and/or structural) that had a condition score of 5 included:
  - Hobbs St: MH 43.2 – 43.1
  - Quint St: MH 205 – 204
  - Tasker Hill Rd: MH 221 – 220
  - Main St: MH 200 – MH 32
  - Wilder St: MH 150 – 137
  - River St Easement: Unknown Service – MH 130

3. MH Inspections – Flow Assessment Services

- Completed 75 manhole inspections from 6/16-6/24.
- Manholes inspected were chosen by CVFD staff.
- Manholes with serious defects were MH 150, 25, 53, 104, 104.1, and 105.
- 1.2 gpm of MH I/I was observed in Sub Basin 1, and 0.3 gpm in Sub Basin 0.

**CONCLUSIONS**

- Total estimated mainline and manhole rehab cost to address all deficiencies identified is \$585,150.
- UE recommends that CVFD first proceed with the repair/replacement of the most serious pipe and manhole defects identified with scores of 4 or 5 as a priority. The cost for this work is estimated to be \$336,100.
- After the assets with serious defects are repaired, UE recommends the remaining sewer and manhole defects be rehabilitated as funding allows.
- All defects are worth addressing to maintain a well-functioning and tight collection system which will be more cost effective to operate.