

MUNICIPAL SERVICES COMMITTEE MEETING MINUTES

Thursday, February 16, 2017 MSD OFFICE, 43 West Bow Street, Franklin, NH

Meeting was called to order at 9:00 a.m.

Members Present: Councilor Clarenbach (Chair); Councilor Desrochers; Councilor Dzjuna; Councilor Moquin; City Manager Dragon; Deputy Director Barry; Director Sullivan.

Item # 1 – Overview of each division of the Municipal Services Department

Brian Sullivan gave a one half hour overview of each division within the Municipal Services Department. He instructed Councilors that the content of the overview has been in the budget book for the FY16 and FY17 budgets and he is working on one for the FY17 Budget.

Brian briefly explained the personnel level; functions; infrastructure and duties of the Administration; Highway; Mechanical; Buildings and Grounds; Solid Waste; Water and Sanitary Sewer Divisions.

Item # 2 – Review of Sanitary Sewer Assessment Project

The City has cleaned its entire 27 pipelines and inventoried all structures. Sewer Mapping has been completed and is on G.I.S. database. Smoke testing on all non PVC pipe and PVC pipe has been completed, which revealed many issues. An Operations and Maintenance Plan has been developed for the department and is included in our annual National Pollutant Discharge Elimination System (NPDES) Permit, which is due to United States Environmental Protection Agency (USEPA) and New Hampshire Department of Environmental Services (NHDES) by April 15, 2017.

Brian explained the next step is to use all the above information to perform a City-wide Sanitary Sewer Assessment.

The Assessment is aimed at identifying and reducing areas of Inflow and Infiltration (I&I) of non sanitary sewer wastewater in an attempt to reduce flow of clean water into the wastewater system. This is necessary because the Winnepesaukee River Basin Program (WRBP) is updating its assessment formula that each community contributes financially to operate the WRBP.

Brian explained that the new formula will be based on flow, strength and capacity of the WRBP infrastructure. Flow meters will be installed throughout various key locations within the City Sewer Collection System. Then, corrective action to reduce I&I to a 20% target goal is the objective. This is a multi-phased project to be performed over 3-4 years.

continued

Item # 3 – Review of Pleasant Street Pressure Reducing Vault Replacement Project

Brian described the vault being over 30 years old, in a severely confined space, a consistent maintenance problem, situated too deep, and that it could result in severe damage to homes due to over-pressurization of the water mains below the pressure regulators (due to a failure) and is in poor structural condition.

Brian has spoken to the O'Rourke residents at 243 Pleasant Street to obtain a small easement. A survey and recorded easement document must be prepared, then, geotechnical work would begin for the replacement building.

The replacement building will be a non-confined space with stairway access; not as deep; 10'x15' in size and built to current standards. Brian said he plans to file a pre-application under the NHDES / Drinking Water State Revolving Fund (DWSRF). Grant forgiveness is available.

An engineering contract of \$59,000 was executed between the City and its Water Engineering Firm, Tata and Howard. Cost of the job is estimated to be at \$250,000, including engineering and site work.

Item # 4 – Rehabilitation of Acme II Drinking Water Well

Acme Well II is one of three wells that is connected to and drinking water treated and filtered through the Water Treatment Plant. It is 78 feet deep; built in 1964; and is a gravel-packed well with a bronze screen that has deteriorated. The well production has dropped from 700 gallons per minute to 450-500 gallons per minute, when rehabilitated for the third time over a ten year period. The well is in failure and shut down because it is pumping sand into the water system due to the antiquated/corroded well point.

The goal is to remove the bunker style structure around the well, remove the existing well point, install a replacement well with a stainless steel well point and gravel pack, test pump and construct a new structure to replace current confined space enclosure. The well is essential to meet daily demand and allow us the ability to not over-pump the two other wells connected to the plant. Daily demand for the water system averages 500,000 gallons per day annually, thus, the well is essential. The goal is to not over-pump any one well, but rather pump at a rate of 450 gallons per minute from each well. Estimated cost using Barrie Miller Well and Pump Company is \$250,000.

Brian would like to have this project completed the summer of 2017. The well has been offline for 8 months, however, water samples are still performed and it is run monthly for four hours.

continued

Item # 5 – Status of Road Projects

- 1) Sanborn Street from Babbitt Road to Kendall Street (shim and overlay)
- 2) Woodrow Avenue (shim and overlay)
- 3) Davis Street (reconstruct sections, then base and top overlay)
- 4) Reclaim, drainage, adjust curbing and apply winter binder to Prospect Street from 305 Prospect to Central Street.
- 5) Adjust structures and apply top course of asphalt to Terrace Road
- 6) Adjust structures and apply top course of asphalt to Prospect Street from Northfield Town line to 305 Prospect Street.
- 7) Adjust structures and apply top course of asphalt to Prospect Street from 305 Prospect to Central Street.
- 8) Perform all associated shoulder and driveway apron adjustments.

Item # 6 – Status of Haynes Brook Culvert Replacement

Brian explained that the engineer's opinion of probable cost was \$303,442. \$80,000 towards the project is going to be funded by using the City Municipal Transportation Improvement Fund and Federal Emergency Management Agency (FEMA) is to fund the remaining \$303,375, through the FEMA Hazard Mitigation Grant Program.

One bid was submitted last fall for \$591,353, leaving the project short \$287,911.

The City Staff and engineers are in the process of re-evaluating the project design in an attempt to lower the cost. One method that is being pursued is to jack and bore under the road. This method does not impact traffic flow as much as an open road cut to install a box culvert. Once we have reviewed estimated cost to jack and bore, we will report back to the Committee, Manager and Finance Officer of our findings.

Item # 7 – Other Business

1. Brian offered to give a tour of Municipal Services Facilities when spring comes and snow is gone.
2. Snow budget is over expended by \$107,000 (estimated). Snow overtime is OK at the moment.
3. Watts Regulator installed new directional lighting to improve street lighting in the intersection of Old South Main and US Route 3.
4. The US Route 3 project is near completion. The only remaining item for NHDOT is a 1½" overlay.

continued

Item # 7 – Other Business (continued)

5. The Cross Street Water Tank Rehabilitation and South Main Street/US Route 3 Water Main Relocation Projects came in at \$677,394 (\$89,000 under budget) and the City will receive 20% forgiveness on its DWSRF 10-year loan, in the amount of \$135,478.
6. Hydrant Fee – Brian explained that due to a recent Sanitary Survey by the NHDES of our Water System, all privately owned hydrants and distribution lines to the hydrants should be flushed and hydrants inspected. Brian listed approximately 20 hydrants on private property that the City has no easements for, does not own nor flush and maintain. A \$250 per hydrant inspection, flushing fee is being proposed to the Legislative Committee and, if approved by Council, each private hydrant owner will then register with the City, including indemnification if hydrants are substandard. An inspection from will be completed when flushing occurs twice annually, in conjunction with City hydrant flushing. If the owner of the private hydrant opts not to participate in the program, a hold harmless agreement will be developed and fully executed and recorded at the Registry of Deeds.
7. Sidewalk Removal – the City will be developing a policy on sidewalk removal on impassable sidewalks that the City will not be replacing.

Motion was made and seconded to adjourn the meeting at 11:05 a.m. Motion was carried.