Waterville Estates Village District Water Master Plan
Advisory Committee Minutes
July 22, 2020
1:00 pm

A meeting of the Waterville Estates Water Master Plan Advisory Committee was held at The Waterville Estates Community Center, 562 Winterbrook, Campton NH on July 22, 2020. The meeting was called to order by Commissioner Herlihy at 1:00 pm.

Members Present: Stan Bujalski, John Herlihy, Terry Bennett
Members Absent: Ned McElroy (member who resigned), Sean Tole
Public Present: Harry Bertino, Jim Murphy, Cory Smith (1:25 pm)

Motion by Commissioner Herlihy, second by Mr. Bujalski to approve the minutes of July 8, 2020.

Motion carried by all members present.

Item 1: Review the 3 Finalists phone interviews with Tata and Howard, Horizon Engineers and Du Bois and King Engineers as related to the proposals submitted for the WEVD Master Plan.

General Comments from the Committee Members:

Commissioner Herlihy asked member Bujalski to review the process. Mr. Bujalski indicated that two firms were contacted by phone on Thursday 7/16/20 and one on 7/17/20. A standard set of 8 questions was asked of each firm. All firms interviewed were well qualified to do the work. If a point scale had been used the difference in points would have been very small. After the phone interview two strong firms emerged. Horizon Engineers and DuBois and King.

He indicated that a part of the RFP related to Leak Detection. Mr. Smith indicated to the committee that due to Covid causing a opening to work on this issue, a firm was hired to do three phases of leak detection. Mr. Smith is waiting for the final report. An indication was made to the three firms that this assessment may have been completed. Member Bujalski

mentioned it was important to try to negotiate this cost out of the submittals.

Member Bujalski indicated in his opinion both firms are about equal and qualified. His impression of the process was the Committee would make recommendations to the Commission and they would ultimately decide.

Mr. Bujalski felt strongly some additional negotiations should be discussed with the Firms to see if additional cost reductions, ie leak detection work could be found. Mr Smith expressed alot of information about the system is present and will help he believes to reduce some of the investigation costs

Member Bennett indicated her opinion of the firm differed slightly. Her first choice was Du Bois and King for the following reasons. She felt the submittal was the most comprehensive. They where proposing a complete review of all the structure and assets of the WEVD. including, as example bringing in their own mechanical and electrical engineers to review condition of things like pumping stations. The expressed they would be producing an asset management plan, Capital Improvement Plan, create a Hydraulic model. They indicated on the phone interview they had experience with communities with full and part time residents. Also they had done work with several ski areas/ resorts related to making snow. They mentioned Killington and two others. They have the ability to use the Hydraulic modeling to assist with understanding new development impact on water pressures.

Ms Bennett mentioned Horizons also was well qualified. They too had a strong understanding of the project.

Tata and Howard was a strong contender as related to including Jim Vernon from Novbis group as a contractor. However, Terry felt that their phased approach did not give a sense of the costs of the project overall and the proposal directed at phase 1 work and not necessarily the remaining scope of the project which would be determined later.

Additional information indicated that both Horizons and DuBois and King would write a not to exceed contract. Both Companies seemed

knowledgable on loan and grant programs. Both assisted with writing applications without fee, except for the Federal Programs had much larger grant application requirements and included needs for engineering plans to be included.

Commissioner Herlihy suggested that a motion include both firms, and then some additional discussion occurred related to what is it the Commissioners expect.

There was general discussion on how the Commissioners would proceed with two recommendations and the time expectation for that. Mr. Smith felt that the Commissioners would receive a dual recommendation but then direct additional questions to the committee related to each firm. That ultimately they would be looking for the committee to make a single recommendation.

Commissioner Herlihy indicated that Commissioners would move forward on the recommendation of the Committee. They are confident in the work the committee has done to review the RFP's and follow-up. He would like a recommendation to to forward for consideration for the August 1 2020 Commissioners meeting.

Motion by Commissioner Herlihy, Second by Ms.Bennett to recommend that the Water Master Plan Development be awarded to DuBois and King Engineers, and further that the recommendation move to the Commissioners at the August 1 2020 meeting for consideration.

Motion carried by all members present .

An additional discussion ensued related to the benefit of involving Jim Vernon from Novbis in the process of reviewing the hydrological work he has already done for the WEVD. It was felt by all members that this would be an important. He has done well evaluation, and done some site investigation for additional wells. This could reduce again the scope of new work.

Stan questioned need to go back and renegotiate the contract costs at this time. Mr. Smith and Commissioner Herlihy indicated that could wait until a later contract negotiation time. Commissioner Herlihy volunteered to help with that part of the process.

Mr. Harry Bertino asked " Who is Jim Vernon?" He asked if he was present at the meeting related to snow and water. Mr Smith indicated that he was. He is a hydrogeologist that has worked for the WEVD. Mr. Bertino indicated that we use new vendors.
Ms. Bennett added further information to clarify the process for Mr. Bertino. Mr Vernon a hydrogeologist has done quite a bit of contract work to determine things like condition of the wells, assisting in evaluating potential sites for new wells. Mr. Vernon would be asked to review his findings with the firm getting the contract, at which point the firms hydrogeologist would review and determine if this information met the needs or additional recommendations would be made in the master plan. Mr. Bertino was concerned about the relationship this had to leak detection. It was explained that Mr. Vernon was not related to that process.

Motion by member Herlihy, seconded by member Bujalski to adjourn the meeting at 1:45 pm.

Motion carried. by all member present

Meeting was adjourned at 1:45 pm.

Minutes Respectfully submitted as Draft Minutes by member Bennett.

Posted: On Board at Community Center
On page WEVD WEB page
Constant Comment Communication
Approved: September 17, 2020