

MINUTES OF THE PUBLIC WORKS AND ENVIRONMENT COMMITTEE  
CITY COUNCIL CHAMBERS  
October 16, 2023 – 4:00 p.m.

Committee Members present: Councilor David A. Witham, Chairman  
Councilor Martin Pepin  
Councilor Richard Michaud (Temporary Mayoral  
Appointment)

Committee Members Absent: Councilor Denis Messier, Vice-Chairman  
Councilor Kenneth Vincent

Administration/Staff present: City Manager, Bob Belmore  
Finance Director, Scott Smith  
Director of Public Works, Michael Bobinsky  
City Engineer, Amber Hall  
Director of Planning and Community Development, Michelle  
Mears  
City Clerk, Kristen LaPanne

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Councilor Witham called the meeting to order at 4:00 p.m. and noted that the Mayor appointed Councilor Michaud as a temporary member for this meeting.

MINUTES OF THE PREVIOUS MEETING OF SEPTEMBER 20, 2023

*Councilor Pepin made a motion to approve the minutes of the September 20, 2023 meeting. The motion was seconded by Councilor Witham and passed 2-0-1. Councilor Michaud abstained.*

CATCH BASIN REPAIR: BLACKWATER ROAD / HIGH STREET

City Manager Belmore provided the Committee with a memorandum from the Director of Public Works, Michael Bobinsky, which outlines quotes for the replacement of a catch basin structure at the intersection of Blackwater Road and High Street. He noted this project was not anticipated when creating the FY2024 budget, but that the item is on the agenda for the Finance Committee's review and to determine the funding source for the project. Manager Belmore shared pictures of the catch basin's current state and all agreed that replacement is necessary.

Director Bobinsky added that the failing state of the catch basin was discovered a few weeks ago and it has since been determined that the entire structure needs replacement. He added that there are a number of factors driving the current quoted prices including proximity to other utility lines,

unknowns that may be encountered during the construction, and traffic control that will require a full detour from the area during construction. He added that there is almost a \$50,000 quote difference between the two quotes received because Renaud Excavation would need to outsource most of their work, and SUR Construction has the ability to do the work within their company.

Councilor Witham asked that with the construction season waning down, can SUR Construction get the work done this year. City Engineer, Amber Hall, confirmed that the project would be completed this year if the project gets approved.

Manager Belmore mentioned that it was discussed whether nightwork could be done on the project, however, both City staff and SUR Construction do not feel comfortable with nightwork due to the complexity of the work and for personnel safety reasons, as well as taking into consideration the increase in expenses.

***Councilor Pepin made a motion to recommend the Finance Committee authorize the City Manager to contract with SUR Construction of Rochester, New Hampshire for the catch basin replacement off of Blackwater Road for an amount not to exceed \$50,000. The motion was seconded by Councilor Michaud.***

Manager Belmore asked if City staff had requested a third quote for this replacement project. Engineer Hall confirmed that she requested quotes from DPW's list of on-call contractors and after having only heard back from one of the vendors, she requested a quote from SUR Construction.

***The motion passed 3-0.***

#### WASTEWATER TREATMENT PLANT UPGRADE DESIGN

City Manager Belmore provided a memorandum from Wright-Pierce Engineering to the Committee which outlines phase 2 of the City's Wastewater Treatment Facility upgrades including scope of work, design schedule, and total design fees. He noted that the preliminary design fees are estimated to be \$415,000, and the final design and bidding document fees are estimated to be \$875,000 for a total design fee of \$1,290,000. Finance Director Smith confirmed that the City budgeted \$450,000 for the phase 2 design.

Councilor Witham noted that the current budgeted amount would cover the preliminary design cost and he believes that the Committee agreed to stay with Wright-Pierce Engineering for the design work due to their knowledge and history of the facility. He questioned if this is the next step towards starting phase 2 of the facilities upgrades. Public Works Director Bobinsky confirmed that it is next steps and takes off from phase 1 of the project. He added that the upgrades to the Wastewater Treatment Facility will allow for future growth and better water quality. Councilor Witham asked for more information

regarding the potential for increased quantity. Director Bobinsky confirmed that the upgrades begin to look at growth by increasing water treatment measures and meeting building code requirements.

Manager Belmore noted the schedule which has a notice to proceed date of March 2024, he wondered if that is when they expect the kickoff meeting with staff to begin. Director Bobinsky commented that he anticipated the design to begin at the end of 2023 and will look into the schedule outline and report back to the Committee.

***Councilor Pepin made a motion to sponsor a Resolution to contract with Wright-Pierce Engineering for the preliminary design of Phase 2 for the upgrades to the Wastewater Treatment Facility in an amount not to exceed \$415,000. The motion was seconded by Councilor Michaud and passed 3-0.***

#### HAMILTON STREET STANDPIPE (NOBLE PINES WATER TANK)

City Manager Belmore provided the Committee with a memorandum from Public Works Director Bobinsky, the proposal lists the project budget as \$300,500 for the engineering phase. Manager Belmore noted that Wright-Pierce included a proposed agreement and a notice to proceed in January 2024.

Finance Director Smith confirmed that the City's FY 2023 adopted budget allocated approximately \$150,000 towards the roof repair that was initially discussed pertaining to the water tank and he would recommend a supplemental appropriation to cover the remaining cost. Manager Belmore mentioned that the engineering for the replacement of the water tank is on the agenda to be discussed with the Finance Committee.

***Councilor Michaud made a motion to sponsor a Resolution to contract with Wright-Pierce Engineering for the engineering and design to replace the Hamilton Street Water Tank in an amount not to exceed \$300,500. The motion was seconded by Councilor Pepin and passed 3-0.***

#### ROAD RESURFACING PLAN

City Manager Belmore summarized the memorandum provided by City Engineer, Amber Hall, which had been completed based off of previous comments made by this Committee. He noted that Kelwyn Drive was added to the list and was pending a discussion with the Town of Rollinsford to see if they had interest in improving their section of the road. Public Works Director mentioned that he had been in contact with the Town of Rollinsford, they advised him of their process and that it would need to wait until their March 2024 Town Meeting. He suggested that Kelwyn Drive be revisited at that time and could potentially be in queue for 2025 road resurfacing.

The Committee discussed delaying the road resurfacing of Kelwyn Drive and agreed to utilize those funds towards sidewalk improvements on the west side of High Street from West High Street to South

Street. The Committee reviewed the proposed list of roads' cost estimates, proposed treatments, and road surface ratings.

Finance Director Smith explained the funding sources available for the road resurfacing and sidewalk improvements which included road resurfacing funds, Highway Block Grant funds, Highway Municipal and Transportation fund, ARPA funds and the General Fund Balance.

The Committee discussed the need for two separate bid packages due to the timing and design of the projects with CMA Engineers quote proposing the design work to be completed by May 2024. The first bid package will include road resurfacing of West High Street, Parkview Terrace, Pleasant Street, Silver Street, Fremont Street, and the reconstruction of the east side sidewalk of Maple Street. The second bid package will include the road resurfacing of a section of High Street and the reconstruction of the west side sidewalk from West High Street to South Street. City Engineer Hall did confirm that she would reach out to CMA Engineers to see if they were able to start their work sooner. Director Bobinsky added that easements may be required moving forward with the projects.

*Councilor Michaud made a motion to sponsor a Resolution to authorize the City Manager to prepare bid specifications for the road resurfacing based on the proposed list by City staff, excluding Kelwynn Drive and High Street. The motion was seconded by Councilor Pepin and passed 3-0.*

*Councilor Pepin made a motion to Sponsor a Resolution for the road resurfacing of High Street from the West High St. intersection to South Street, and the reconstruction of the west side sidewalk on High Street from the West High St. intersection to South Street. The motion was seconded by Councilor Michaud and passed 3-0.*

*Councilor Pepin made a motion sponsor a Resolution to award the contract to CMA Engineers for the engineering services for the design to reconstruct the west side sidewalk on High Street. The motion was seconded by Councilor Michaud and passed 3-0.*

#### TRI-CITY ROAD NEW SIDEWALK ACCEPTANCE

City Manager Belmore noted that he provided a map regarding the Tri-City Road sidewalk in question. He stated that once the sidewalk reconstruction is complete to the City's standards, the City Council will need to vote to accept said sidewalk as a public right of way.

Public Works Director Bobinsky confirmed that he did not have a timeframe for the reconstruction project. Councilor Witham mentioned that until the sidewalk is accepted by the City, the Department of Public Works should not plow it. He also questioned if the sidewalk itself was okay other than the curbing. Director Bobinsky confirmed that the sidewalk is in good condition.

***Councilor Pepin made a motion to sponsor a Resolution to the full City Council to accept the Tri-City Road new sidewalk contingent on the completion of the sidewalk reconstruction. The motion was seconded by Councilor Michaud and passed 3-0.***

#### SIDEWALK RECONSTRUCTION PLAN

Public Works Director Bobinsky stated that he and City Engineer Hall prepared a proposed list of sidewalks using the condition assessment conducted by BETA Group, Inc. The proposed list included the east side of Maple Street from Maple Street to Cemetery Road and the east side of Green Street from Indigo Hill Road to Morning Street. Engineer Hall added that they were looking to improve plowing routes that are near the schools and more heavily utilized by those walking to and from the schools.

Councilor Pepin asked if there was discussion of Washington Street sidewalks. Director Bobinsky noted that Washington Street is on the Capital Improvement Plan as part of the Complete Streets Project. Councilor Witham inquired about the funding source for the sidewalk improvements to Maple Street and Green Street. Finance Director Smith expects that the City could utilize multiple funding sources including remaining ARPA funds. In the budget for sidewalk repair, there is approximately \$108,000 available, but if the CMA contract is approved the \$68,000 for their contract would come from that leaving a balance of \$40,000.

Councilor Witham stated that he is happy to move forward with the east side sidewalks on Maple Street at this time. Councilor Pepin wondered if this project could be combined with the road resurfacing of West High Street, Parkview Terrace, Pleasant Street, Silver Street, and Fremont Street. The Committee agreed to bid the two projects as one.

***Councilor Michaud made a motion to include the east side sidewalk of Maple Street in the Resolution to authorize the City Manager to request bids for the road resurfacing of said streets. The motion was seconded by Councilor Pepin and passed 3-0.***

#### DRIVEWAY EASEMENT – 40 PINWOOD DRIVE

City Manager Belmore provided the Committee with a memorandum from Planning and Community Development Director Mears and a draft easement deed for review. Manager Belmore explained that there are two driveways that lead to the property and that the first one is on City-owned property at the PSNH easement. He noted that Director Mears is working to verify if PSNH is willing to modify their easement and noted that the driveway in question has existed for a number of years dating back to the 1980's.

***Councilor Pepin made a motion to support a Resolution that would grant an access easement to the property owners of 40 Pinewood Drive. The motion was seconded by Councilor Michaud and passed 3-0.***

## MISCELLANEOUS

Councilor Pepin informed the Committee and City staff that a speed limit sign off of Otis Road appears to have been run over and needs to be replaced.

Councilor Witham reported that Verona Street had some issues with its sidewalk, he noted that patch work had been done, however it needs to be repaired again. Public Works Director Bobinsky noted that City staff are aware of that issue and have recently looked at the area of concern. He added that the plan is to add gravel to make it look more esthetically pleasing and that section is not actually part of the sidewalk.

The Committee recommended that the Department of Public Works staff look at a couple of roadways with areas of concern due to gravel washing out after having an influx of water flow. It was mentioned that City staff has recently resolved complaints regarding certain sections of Salmon Falls Road.

Councilor Witham noted that there was not work done regarding the CMAQ work on High Street last week. City Engineer Hall reported that she got an updated schedule regarding the project and signal work is scheduled to begin next week. She added that contractors are working to coordinate jobs that require multiple contractors to be on site.

City Manager Belmore provided the Committee with a memorandum regarding the Hamilton Street sidewalk assessment. He noted that City staff recommends patch work on the areas of concern and to not replace the sidewalk for a number of reasons including insufficient space to install ADA compliant sidewalks and utility pole obstruction.

Manager Belmore inquired about the pavement markings on Main Street in front of the former Police Department needing to be redone. Director Bobinsky stated that Public Works Department staff are working on other key projects throughout the City but that they hope to redo the pavement markings in question before winter sets in. Councilor Witham suggested that the Downtown area pavement markings hadn't been done in some time and that perhaps it could be included in Spring time work.

Manager Belmore mentioned that the City is looking to fill their part-time winter seasonal plow operator and he noted that due to the difficulty of filling the positions, he may be recommending that the position be increased to a full-time position in next year's budget submittal.

There was a brief discussion regarding the pavement and crosswalk markings at the Walmart and Commercial Way intersections and who is responsible for the maintenance of those markings. Director of Planning and Community Development Mears stated that she would look into who is responsible.

ADJOURNMENT

*Councilor Pepin made a motion to adjourn. The motion was seconded by Councilor Michaud and passed 3-0 by voice vote. The meeting adjourned at 4:55 p.m.*

Respectfully submitted,

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Kristen LaPanne, City Clerk