

Department of Public Works
Advisory Board Meeting
January 4, 2006

Approved

The meeting was held in Room 211 at the town hall on Wednesday January 4, 2006 at 7:30 AM. Present were Advisory Board Members Eric Sonnett and Jim Pyne, DPW Director J.T. Gaucher, DPW Administrative Manager Bruce Prentiss, Highway Manager Mike Mansir, Water/Sewer Manager Eric Carty and Selectmen Executive Secretary Ted Kozak. Also present were town residents Mary Pratt and Haim Pickholz (#1 Spring Street) and from Earth Tech Bob Bell and Rosemary Blacquier and from SEA Consultants Jon Beekman.

DRAINAGE PROBLEM AT #1 SPRING STREET – UPDATE

Mr. Pickholz appeared before the board again for an update on the drainage/flooding issue he is seeking relief from. Mr. Gaucher presented a map obtained from Fay, Spofford & Thorndike, which was prepared in 1995 when the matter was previously investigated. The map depicted the elevation contours and showed the drainage easement, part of which is on Mr. Pickholz's property. Mr. Gaucher also presented a copy of the septic system for #1 Spring Street, which was on file at the Building Inspector's Office. Mr. Gaucher explained that the septic plan included soil test results, and indicated the soil has good perk qualities. He went on to explain that the 1995 investigation determined that a small percentage of water draining into the area comes from road drainage. The majority of the water comes from approximately 17 acres that drain toward the low elevation where Mr. Pickholz's house is located. Mr. Gaucher said from information he

has found, the current drainage system that is on Mr. Pickholz's property was privately installed with no involvement from the town. The effectiveness of the current system is unknown.

There was some discussion as to whether the town might be able to install some underground drainage structures to help divert the majority of the run off that comes from the road and current catch basins in the area. Mr. Carty suggested that when the water main on Spring Street is upgraded next summer the drainage improvements might be able to be done at the same time to reduce costs. Mr. Gaucher said he would prepare an estimate of what it might cost to install an underground drainage structure(s) in the area.

The board advised Mr. Pickholz that even if the town is able to divert the majority of the run off from the roads, it probably would not completely resolve his problem, due to the low elevation of his house and the vast area that drains toward him.

EARTH TECH WATER MAIN UPGRADE DESIGN

Mr. Bell reviewed the water main improvements for Spring Street and West Main Street. He said the current proposal was prepared as an amendment to the H2 Well contract. The details are enclosed in the following letter:

December 27, 2005

Mr. J.T. Gaucher, Director
Department of Public Works
P.O. Box 209
Hopkinton, MA 01748

Re: Amendment No. 1 Design Phase Services
West Main and Spring Street Improvements

Dear Sir:

Enclosed for your consideration is a proposed Amendment in the amount of \$88,000 to our Design Phase Professional Services Agreement with the Town, dated September 8, 2005. The scope of work and fee are associated with the design of approximately 11,650 linear feet of 12 inch diameter ductile iron water main and appurtenant improvements on Spring Street from Wood Street to Pond Street (approximately 7,500 l.f.) and West Main Street from Wood Street to the vicinity of Lumber Street (approximately 4,150 l.f.). Our fee is based on our estimate of the time required to complete the scope of work with a “not to exceed” upset limit. It is not a lump sum amount.

Scope of Services

The scope of services and associated fee included in the Amendment consists of work that will be performed by Earth Tech staff and work that is proposed to be performed by Subcontractors under the supervision and direction of Earth Tech staff. Our scope of services does not include Bid Phase or Construction Phase Services. A detailed description of our services and those to be performed by subcontractors to Earth Tech along with the associated fees are as follows:

Design Phase Services (Earth Tech Staff)

The final design documents will consist of contract drawings; technical specifications; the general conditions, bid and agreement forms, instructions to bidders and other required documents necessary to meet the requirements of applicable Massachusetts public bidding laws and the Town of Hopkinton. At the request of the Town we will be preparing two independent bid packages for Spring Street and West Main Street. On the Town’s behalf we will also be preparing a Request for Determination of Applicability (RDA) for submittal to the local Conservation Commission and a Scenic Roadway Permit request for submittal to the Planning Board.

Our estimated fee for these services is \$25,450 for approximately 268 manhours of effort.

Design Phase Services (Earth Tech Subcontractor(s) and staff)

Survey Subcontractor

In order to prepare design drawings we will employ the services of a registered land surveyor. We solicited quotes from three firms to perform aerial topographical survey, vertical/horizontal survey, wetland delineation/location and road detail. The specific scope of work that we provided to these firms included (1) research and investigation necessary to compile existing information from aerial flight into field survey, (2) establish horizontal and vertical control along the 11,650 linear feet of pipeline route plus fifty feet into each side roadway or intersection, (3) location of site features along the route such as visible utilities, rim and inverts of drainage culverts, catch basins and drain manholes, centerline and edge of pavement, stonewalls and fences, (4) place and survey

up to 80 wetland flags, (5) provide topographical data along the route, (6) provide hard copy and electronic copy of all data captured in the form of a computer data file, AutoCAD 2000 format or later and (7) pay for all police details required during the performance of the field survey work (assumed to be \$53/hr for 64 hours). The solicited quotes for these subcontractor services ranged from \$34,125 to \$47,400.

The fee for the Survey Subcontractor is \$36,750 which includes approximately \$3,900 for Police. Note: Quotes were based on 13,000 l.f. of survey and actual cost will be reduced accordingly.

Our estimated fee for facilitation and coordinating these subcontractor services is \$4,000 for approximately 40 manhours of effort.

Soil Exploration Subcontractor

We solicited quotes from two firms to conduct 40 solid stem probes to depths of ten feet to determine ledge profile with no sampling where directed by Earth Tech along each pipeline route. The solicited quotes for these subcontractor services were basically the same. The quotes did not include a cost for police details for which we are assuming 80 hours at \$53 per hour. This soil exploration work is optional; however providing soil information to General Contractors in the Contract Documents provides the Town with some security against claims by General Contractor(s) for changes in conditions.

The fee for the Soil Exploration Subcontractor is \$12,600 which includes approximately \$3,900 for Police.

Our estimated fee for facilitating, directing and ensuring the quality of these subcontractor services is \$9,200 for approximately 100 manhours of effort. We are assuming full time oversight of the Subcontractor for a two week period.

Subsequent to our meeting with the DPW Advisory Committee in January 2005 we recommended that the water main improvements on Spring Street be extended approximately 3,350 linear feet to Pond Street. This improvement will eliminate a bottleneck in a critical transmission pipe and allow the Town to deliver water more efficiently to the distribution system. The \$1,000,000 estimate of probable project cost provided to the Town in January 05 was based on the design and construction of 8,300 l.f. of water main improvement. In order to construct the additional 3,350 l.f. of pipeline in Spring Street we estimate that the Town will need to supplement the appropriation by approximately \$400,000 by placing an Article at the upcoming 2006 Annual Town Meeting.

We have discussed this proposed project and Amendment in detail with Eric Carty. If you have any questions or require any additional information, please contact me at (978)371-4066.

Very truly yours,

Earth Tech, Inc.

Robert P. Bell, P.E.
Senior Program Director

Cc: Eric Carty, Manager, Water & Sewer Division
Dick Jubinville, Earth Tech

During the discussion of the scope of work Mr. Gaucher and Mr. Carty said they did not advise Earth Tech that two separate bids would be required for the improvements. Mr. Bell said he would make the change and incorporate both Spring Street and West Main Street into a single bid document.

It was also mentioned that the current police detail rate is \$40.00 and not \$53.00 as mentioned in the letter.

The board said they would take the question of designing the additional 3,350 linear feet of Spring Street under advisement.

The majority of the work along West Main Street is going to be off to the side of the roadway which should allow for one lane of traffic during construction, possibly with a detour on Wood Street and Elm Street. Work along Spring Street will be in the roadway and detours may be necessary. Drainage improvements to both streets will be reviewed and where needed will be done while the roads are under construction.

RECYCLING COMPLIANCE UPDATE

Mr. Gaucher advised the board, and provided a report prepared by Mr. Adelman of the recycling monitoring program. The report listed by street each residence that had a

violation of the recycling program. Mr. Gaucher also provided a report prepared by the Recycling Committee that indicates since 2003 recycling has been increasing.

DIRECTOR'S UPDATE

North Mill Street Bridge Repair – Mr. Gaucher advised the board that all repairs to the North Mill Street Bridge have been completed and the road has been re-opened.

Lake Maspenock Dam Improvements – Mr. Gaucher advised the board that an RFP has been prepared and listed in the appropriate publications. He said a Pre-Proposal meeting has been scheduled for January 10, 2006 at 66 Fruit Street and the RFP opening has been scheduled for January 23, 2006 also at 66 Fruit Street.

Electrical Savings – Mr. Gaucher advised the board that new contracts to provide electric power to three pump stations has been signed which should save the town approximately \$25,000 in electricity costs during 2006.

FY07 Budget – Mr. Gaucher made the board aware that Chapter 90 funds had to be used to repair damage caused by the floods last fall, and as a result there is additional money requested in the FY07 budget to make up the reduction in Chapter 90 money. He said the budget has been submitted to the town accountant.

COLLEGE STREET SEWER REQUEST

Mr. Carty advised the board that he has received a verbal request to use a sewer stub that was provided for a vacant lot on Hayden Rowe Street to connect a property on College Street that has a failed septic system. Mr. Carty advised the applicant that a formal request in writing would be required, and as to date that formal request has not been received by the Sewer Division. The board deferred any discussion of the matter until such time as the formal request is received.

MINUTES

The minutes of the December 13, 2005 meeting were accepted on a motion by Mr. Pyne and seconded by Mr. Sonnett. The vote to accept was unanimous.

NEXT MEETING

The next meeting was scheduled for Tuesday January 10, 2006 at 7:30 AM in room 211 at the town hall. The only topic for this meeting will be review of the DPW FY07 budget.

This meeting was adjourned at 9:15 AM.

Respectfully submitted,

Bruce Prentiss