

**VILLAGE OF LUDLOW
BOARD OF WATER COMMISSIONERS**

Special Meeting Minutes

**June 24, 2008
4:30 PM**

Board Present:

David Rose, Chair, John Murphy, Sr., Richard Strong

Staff Present:

Frank Heald, Municipal Manager, Pam Cruickshank

Others Present:

Mark Youngstrom, Otter Creek Engineering, Inc.

Call to Order

Chairman David Rose called the meeting to order at 4:33 pm.

Review Draft of Water Contract for Otter Creek Engineering:

Frank Heald wanted Mark Youngstrom of Otter Creek Engineering to walk the Water Commissioners through the contract to be sure that everyone understood it. Mark Youngstrom said that this form that they use is a standard form. He added that Rural Development said that it was fine with the form (design).

Mark Youngstrom reported that Tasks #1 to #5 included survey, design and preparation of construction documents and would be a lump sum fee of \$149,500. He added that Task #6 would include other permitting and funding assistance, which could include preparation for meetings and the bond vote, would be \$22,500. Cost proposal is lump sum fee and hourly fee.

David Rose asked Mark Youngstrom if the Lump sum fee is not to exceed. Mark Youngstrom said yes and that it is typically how they contract. He added that the man-hour estimate (excel sheet) is also compared to what the State and Rural Development use to compare construction cost to engineer cost.

David Rose said that the Water Contract was well written and explained the funding well.

David Rose asked who will do what? Mark Youngstrom said that M & W Soils will do the borings (Charlestown, NH). John Murphy asked what they will do. Mark Youngstrom explained that they will test the soil and do a quick check for the water table. They are looking for difficult stuff (ledge, boulders) that is difficult to dig.

Richard Strong added that there is a lot of river bed. Mark Youngstrom said that is what they need to get a handle on because it can be very costly.

David Rose said he didn't have any issues with the contract and asked if there were any additional questions.

John Murphy asked about the buried utilities (dig safe).

Mark Youngstrom said they will come down and get any/all information that can be provided (water/sewer/wires) and have a company come in with line location equipment to come in, mark it and survey it in.

John Murphy expressed concern about job safety and asked if there was a Clerk of the Works. Mark Youngstrom said that when it comes to construction safety, anyone can speak up and say anything to the contractor.

John Murphy also wanted to be sure that there was insurance on the project.

Mark Youngstrom said yes and that the contractor will have a multi-million dollar police and the Village would be co-insured party under the policy.

John Murphy made a motion to authorize Frank Heald to sign the Water Contract with Otter Creek Engineering and move forward. Richard Strong seconded the motion. All in favor and the motion passed unanimously.

Adjourn

Motion by John Murphy to adjourn and seconded by Richard Strong. All in favor and the motion passed unanimously.

Meeting adjourned at 4:50 pm.

Respectfully submitted,

Pam Cruickshank
Acting Clerk

David Rose, Chairman

John Murphy, Sr.

Richard Strong