

**MINUTES  
BOARD OF FINANCE  
SPECIAL MEETING, OXFORD TOWN HALL  
DECEMBER 21, 2016 – 7:00 P.M.**

Present: Chairman Jack Kiley; Sue Arpin; Robert DeBisschop; Lila Ferrillo; Dana Flach.  
Absent: Tom Kelly.

Also present: Finance Director Jim Hliva; Scott Halstead, WPCA Maintenance Supervisor; Bob Farnum; Bob Slie, BOE Member; Amy Cote, BOE Chairman.

The Special Meeting was opened at 7:00 p.m. by Chairman Jack Kiley. The Pledge of Allegiance was recited.

The purpose for this Special Meeting was to address the following issues:

- 3) **Approve Transfer from contingency in the amount of \$9,900.00 to hire a professional to assist the School Building Committee with the new school.**
- 4) **Approve 2017 meeting date schedule.**
- 5) **Presentation by WPCA on Engineering Study of the Towner Lane force main.**

As the School Building Committee was still conducting their meeting, Mr. Kiley requested that Item #5, the WPCA, begin the meeting. Mr. Kiley said it is his understanding that the WPCA engineering study is still on Towner Lane where there are problems. Because of these problems, the WPCA is requesting an additional \$75,000.00 for the project, which will make the total project \$150,000.00. Scott Halstead, Maintenance Supervisor, passed around a handout regarding the costs of the project. Mr. Halstead then proceeded with a detailed explanation of what is necessitating this request of \$75,000.00. Ms. Ferrillo asked if there was a possibility that more problems could appear and Mr. Halstead responded affirmatively. He also said that the two lines that are going to be worked on will have protection. A testing pit will be placed in order to monitor what is going on with the pipe. Mr. Bob Farnum, 16 Barry Road, Oxford, CT, spoke further to explain the project. At the end of the project, there will be a study of the 2.5 mile line along with two test stations to visibly inspect the line and monitor the line.

Mr. Kiley made a Motion to approve an additional \$75,000.00, making the total project for testing on Towner Lane \$150,000.00. The funds will come from General Fund and will have to go to a Town Meeting. There was no further discussion. A vote was taken.

Aye

Nay

Abstain

Jack Kiley  
Bob DeBisschop  
Lila Ferrillo  
Dana Flach  
Sue Arpin

All in favor. Motion passes.

Mr. Kiley gave an explanation regarding the request for \$9,900.00 from the School Building Committee. Mr. Bob Slie, 71 Bee Mountain Road, Oxford, CT, spoke to the request and gave a detailed explanation for the request and purpose for hiring a consultant to assist the School Building Committee in planning the new school.

Ms. Ferrillo questioned the fee of \$9,900.00. Mr. Slie said that this was the lowest amount without going to a Town meeting. He said this amount will get the Building Committee through the State application process, including a referendum. Mr. Kiley asked if someone will be coming on to the Committee as soon as possible. Mr. Slie said the Committee needs someone to come in to review the specs and guidelines.

Ms. Ferrillo made a Motion to approve the request for \$9,900.00 from Contingency to hire a professional to assist the School Building Committee. Mr. DeBisschop seconded the Motion. Mr. DeBisschop asked Mr. Slie if the engineer, Bryan Nesteriak, was preparing the survey, how detailed would the survey be. Mr. Slie said the plan is to see the whole area and how the building will be situated, parking, bus parking. The question will be can an elementary school be built on that site with requirements necessary for the elementary school.

A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jack Kiley		
Bob DeBisschop		
Lila Ferrillo		
Dana Flach		
Sue Arpin		

All in favor. Motion passes.

The last item presented is the approval of the Board of Finance meeting calendar. The meetings are held on the fourth Monday except for holidays.

Mr. DeBisschop made a Motion to approve the Board of Finance meeting calendar. Ms. Flach seconded the Motion.

A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jack Kiley		
Bob DeBisschop		
Lila Ferrillo		
Dana Flach		

Sue Arpin

All in favor. Motion passes.


There being no further business, Mr. DeBisschop made a Motion to adjourn. Ms. Flach seconded the Motion.

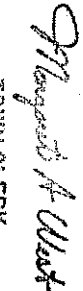
A vote was taken.

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jack Kiley		
Bob DeBisschop		
Lila Ferrillo		
Dana Flach		
Sue Arpin		

All in favor. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

  
Lynnette Steeves  
Clerk

17 JAN -5 AM 9:47  
TOWN OF OXFORD, CT  
  
TOWN CLERK



**Town of Oxford**  
S.B. CHURCH MEMORIAL TOWN HALL  
486 OXFORD ROAD  
OXFORD, CONNECTICUT 06478

**WATER POLLUTION CONTROL AUTHORITY**

**CORROSION EVALUATION AND PIPELINE INSPECTION  
TOWNER LANE DUCTILE IRON FORCE MAIN  
TOWN OF PROPOSAL DOCUMENT  
OXFORD, CONNECTICUT**

**Fee Schedule For Consultant Only:**

**A. Initial Site Visit-** To review site conditions and prepare a work plan. \$ 1,500.00

**B. Detailed Scope of Work-** Work plan and safe work plan. \$ 1,500.00

**C. Phase 1 Site Work -** To electronically locate the pipeline, conduct a surface gradient potential survey, record soil resistivity, measurements, and identify locations of active corrosion.

NACE CP Specialist	60 Hours x \$125/Hour	\$ 7,500.00
Project Engineer	60 Hours x \$125/Hour	\$ 7,500.00
Technician/Intern	60 Hours x \$50/Hour	\$ 3,000.00
Vehicle/Truck	6 Days x \$100/Day	\$ 600.00
Equipment	6 Days x \$250/Day	<u>\$ 1,500.00</u>
	Subtotal	\$20,100.00

**D. Phase 1 - Report**

NACE CP Specialist	20 Hours x \$110/Hour	\$ 2,200.00
Clerical	10 Hours x \$50/Hour	\$ 500.00
Drafting	10 Hours x \$80/Hour	<u>\$ 800.00</u>
	Subtotal	\$ 3,500.00



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**E. Phase 1 – Report Presentation** **\$ 400.00**

**F. Phase 2 – Inspection at Excavations – Two Excavation Locations**

**Technical Services:**

API Authorized Inspector	40 Hours x \$125/Hour	\$ 5,000.00
Project Engineer	80 Hours x \$125/Hour	\$10,000.00
Vehicle/Truck	8 Days x \$100/Day	\$ 800.00
Equipment	4 Days x \$650/Day	\$ 2,600.00
Soil Sample Analysis	2 Each x \$450/Each	<u>\$ 900.00</u>
Subtotal		\$19,300.00

**G. Phase 2 – Inspection Report**

API Authorized Inspector	20 Hours x \$110/Hour	\$ 2,200.00
Clerical	10 Hours x \$50/Hour	\$ 500.00
Drafting	10 Hours x \$80/Hour	<u>\$ 800.00</u>
Subtotal		\$ 3,500.00

**H. Phase 2 – Report Presentation** **\$ 400.00**

**I. Summary Consultant Only**

Initial Site Visit	\$ 1,500.00
SOW and Safe Work Plan	\$ 1,500.00
Phase 1 Site Work	\$ 20,100.00
Phase 1 Report	\$ 3,500.00
Report Presentation	\$ 400.00
Phase 2 Inspection	\$ 19,300.00
Phase 2 Report	\$ 3,500.00
Report Presentation	<u>\$ 400.00</u>
<b>Consultant Total:</b>	<b>\$50,200.00</b>



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**Fee Schedule For Excavation Services Only:**

CCI will retain the services of a regional excavation contractor that has experience working with CCI on similar projects. The contractor will provide all equipment needed to excavate and expose the pipeline, dewater the inspection pit, backfill and grade the work area, and restore the surface to a condition similar to the surrounding area. The depth of the force main varies along the pipeline route. The location and corresponding depth of the inspections will not be known until after Phase 1 of the project is complete. Since the depth of the excavation affects cost, we are offering this portion of the proposal on a cost-plus basis. Our base cost will be for an excavation up to 5 feet deep. Additional costs will be added for greater depths. Shoring or sloping will be included to ensure a safe working environment in deeper excavations. It is possible the pipeline could be in poor condition at the excavation location and a leak could develop from normal handling in the inspection process. CCI will have a 15-inch long leak clamp on site to provide a temporary repair to a small leak. Repairing or replacing larger sections of pipe will be on a time and material basis.

**A. Base Fee:**

Inspection Pit, 10' x 5' x 5'deep	2 Each x \$16,750.00/Each	\$33,500.00
Furnish leak clamp	2 Each x \$1,227.00/Each	\$ 2,454.00
Barricades,	40 LF 2 Each x \$900/Each	<u>\$ 1,800.00</u>
Subtotal		\$37,754.00

**B. Install 2 Anodes, Test Station**

Install 2 Anodes, Test Station and Concrete Pad Labor	2 Each x \$4,800/Each	\$9,600.00
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These services will also include the installation of two 40-pound magnesium anodes, test wires, and a flush to grade test station at each excavation location. The test stations will be set at grade and secured within a 36"x 36" concrete pad.

Materials: Anodes, test stations, wires	2 Each x \$1,280/Each	<u>\$ 2,560.00</u>
Subtotal		\$12,160.00



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**C. Alternate Bid Items (If needed, ):**

ADD cost for a test pit 5 ft. to 10 ft. deep, \$4,401.00/Each	
ADD cost for a test pit 5 ft. to 15 ft. deep, \$10,490.00/Each	\$20,980.00
ADD additional barricades, \$25.00/LF	\$1,800.00
ADD gravel to restore walking trail, cost plus 10%	5,000.00
Subtotal	\$ 27,780.00

**Included in the Cost of Excavation:**

1. Work hours: 7AM – 3:30 PM.
2. All excavated material will be used as backfill.
3. Excess fill material will be spread on site.
4. Excavation, shoring and backfill over a 2-day period. Delays beyond our control will be subject to additional cost.
5. Dewatering from the pit with discharge to the surrounding land.

**Items Excluded:**

1. Permits and fees.
2. 3<sup>rd</sup> Party QA/QC Inspections and testing fees, such as compaction tests.
3. Premium time, overtime, shift work and abbreviated work shifts.
4. Winter conditions have not been contemplated and their associated costs have not been factored in to this proposal.
5. All landscaping, including trees (tree protection), shrubs, pruning, irrigation systems, seeding, sodding, etc. (Loam to be furnished and rough graded only.)
6. Removal and relocating of underground obstructions and/or utilities including ledge.



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7. Removal of railroad ties and rails.
8. Handling removal and disposal of contaminated and/or hazardous material and groundwater, if encountered.
9. Vacuum Truck services, frac tanks, or similar equipment.

**Summary Excavation Only**

Excavation – base bid ( Alternate items are not listed here)	\$37,754.00
Install 2 Anodes, Test Station	\$12,160.00
Alternate Bid Items (If needed)	<u>\$27,780.00</u>
 Excavation Total:	 <b>\$77,694.00</b>





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Phase 2 Report	\$ 3,500.00
Report Presentation	\$ 400.00
<b>Consultant Total:</b>	<b>\$50,200</b>

**Summary Excavation Only**

Excavation – base bid ( Alternate items are not listed here)	\$37,754.00
Install 2 Anodes, Test Station	\$12,160.00
Alternate Bid Items (If needed)	<u>\$27,780.00</u>
<b>Excavation Total:</b>	<b>\$77,694.00</b>
<b>Contingency</b>	<b><u>\$12,790.00</u></b>
<b>Project Total:</b>	<b>\$140,684.00</b>