

HOOKSETT CONSERVATION COMMISSION SPECIAL MEETING
Thursday, January 21, 2021
Zoom

Cindy Robertson called the meeting to order at 4:30pm

Present: Cindy Robertson-Chair, JoCarol Woodburn-Member, Deborah Miville-Member, Robert Better-Alternate, William Herlicka- Alternate, Alex Walczyk- Town Council Representative

Not Present: David Ross-Vice Chair, John Pieroni-Alternate, Phil Fitanides-Member

Staff: Leann Fuller, Administrative Assistant

I. Other business: Projects, Invoices, Etc.

i. Hooksett Riverwalk Trail Phase III Stantec Bid Estimate

Cindy Robertson explained the purpose of this meeting is to vote on Stantec's estimated cost for the initial bid services. This is just a first step and will be contingent upon the Warrant Article passing. Cindy asked Dan Tatem what the estimated timeframe for completion is.

Dan Tatem said that if they start in April, the project will be done before Fall. The intention is to prepare the bid package, which is a couple plan sheets and specifications, which is very similar to the package generated for Phase II in 2019. Then it would be advertised publicly, and contractors would be invited to bid. Currently contractors are still trying to fill their calendars for the season, so pricing is better right now than after the vote. The bid package will specify that the project will move forward upon successful passing of the Warrant Article in March. The nice thing is that worst case, the work done now will not be a waste. The plans are prepared and ready to go. All permits were just renewed this summer, so they are good for 5 more years. Dan reminded everyone that with the completion of the loop, the access road that is out in the field off Merrimack Street, can't be accessed for Phase IV. The last phase will have to be built from the northern road. The owner of the parcel is amendable to it being used for access for Phase IV. This entire project was designed as one job in the beginning. Then it was broken out into phases. The Phase III plan set is pretty much done. Stantec did acquire permission from the Natural Forest Society to relocate the Phase III trail from the center to the edge of the field. The designs, specs and bidding package work will begin next week. Advertising can probably be done within two weeks. Then the bidding process will begin. Stantec did not increase their price. Some pricing did go up because another year goes by and COVID-19 contingencies.

Cindy Robertson asked for clarification as the current number estimate that Stantec provided is significantly lower than the \$320,949.00 that the Warrant Article is based off.

Dan Tatem reviewed the estimate. Dan located the estimate from December 2019. Dan found that estimate to have a 3% contingency for 3 years. The estimate was updated in June 2020. The current estimate has an added 5% COVID contingency and another 10% into the cost for the pressure treated boardwalks. Boardwalks are \$400 per linear foot. Dan verified that there is always a contingency cost included. Also, with the Phase III trail being moved to the edge of the meadow, it lowered the gravel trail length from 1,945 linear feet to 1,158 linear feet.

47 Cindy Robertson that the total amount for Stantec is \$19,545.30.

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49 Dan Tatem said that is for the total job. The Conservation Commission can vote for the full amount now or just
50 the \$5,855 for design and bidding services. The remaining amount can be voted on at another time.

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52 JoCarol Woodburn asked if it matters if the money comes out of the grant? Cindy and Leann were not aware
53 of what requirements of the grant.

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55 Dan Tatem recommended looking into that and using some grant money for the design.

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57 ***Cindy Robertson made a motion to approve an expenditure of \$5,855.00 for design and bidding services for***
58 ***the construction of Phase III of the Hooksett Riverwalk trail system to be funded through the RTP grant, if***
59 ***possible. If it can't be funded through the grant, funding is to come from the Capital Reserve Fund, seconded***
60 ***by Deborah Miville.***

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62 **Roll Call:**

63 **JoCarol Woodburn: Yes**

64 **Deborah Miville: Yes**

65 **Alex Walczyk: Yes**

66 **Cindy Robertson: Yes**

67 **Motion passed (4-0)**

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69 ***JoCarol Woodburn motioned to adjourn, seconded by Deborah Miville. Meeting adjourned at 5:00pm.***

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71 **Roll Call:**

72 **JoCarol Woodburn: Yes**

73 **Deborah Miville: Yes**

74 **Alex Walczyk: Left the meeting**

75 **Robert Better: Yes**

76 **Cindy Robertson: Yes**

77 **Motion passed (4-0)**

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80 ***Minutes respectively submitted by***

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83 ***Leann Fuller***

84 ***Administrative Assistant***

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Please see subsequent meeting minutes for any amendments to these minutes.
