

AGENDA
Public Works Committee Meeting
March 20, 2018 – 10:50 am

Committee Members: *SIMPSON, Merlino, Frasier, Dickinson, Diamond, Loeb, Hyde, Magowan, Wild*

I. Committee Meeting Call to Order Chairman Simpson

II. Motion to Approve Minutes of Prior Committee Meeting Chairman Simpson

III. Action Agenda/New Business

Page

2 New Contract – WC 11-18 CIP Recycling (Hammermill Method)..... Kevin Hajos
Rationale: Award to lowest responsive bidder

4 New Contract – WC 7-18 Multidiscipline Engineering Services..... Kevin Hajos
Rationale: Award to best value proposal

6 New Contract – WC 33-18 Application of Pavement Markings..... Kevin Hajos
Rationale: Award to lowest responsive bidder

7 Notice of Intent to Backfill Position(Senior Civil Eng. Tech)..... Kevin Hajos
Rationale: Vacant do to resignation

8 Notice of Intent to Backfill Position(MEO Medium#3)..... Kevin Hajos
Rationale: Vacant do to transfer

9 Notice of Intent to Backfill Position(Supt of Public Works)..... Kevin Hajos
Rationale: Vacant do to resignation

IV. Referral/Pending Items – None

V. Information for Discussion/Review

Household Hazardous Waste

Collection Day to be held June 30, 2018 (Site to be determined)

Warrensburg Fuel Pump Replacement (Photos)

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Overtime Report

Fuel Report

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 3/20/18

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 11-18
- (b) Purpose of Contract: Cold-in-Place Recycling (Hammermill Method)
- (c) Name of Contractor: Bell & Flynn
- (d) Address of Contractor: 69 Bunker Hill Avenue, Stratham, NH 03885
- (e) Contractor's Contact Person and Telephone Number: Brian Bell (603) 778-8511
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: December 31, 2018
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. By project LOA
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Various Projects

**WARREN COUNTY
BID TABULATION SHEET**

BID NO: WC 11-18 ITEM(S): COLD IN-PLACE PAVEMENT RECYCLING (HAMMERMILL METHOD) DATE: FEBRUARY 22, 2018 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER <div style="background-color: #cccccc; padding: 5px;"> Bell & Flynn, LLC Attn: Brian Bell 69 Bunker Hill Avenue Stratham, NH 03885 Ph: 603-778-8511 Fx: 603-772-4396 </div>				
DESCRIPTION OF ITEM	BID PRICE				
SCHEDULE A	PAVEMENT DEPTH				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;"><4"</td> <td style="width: 25%; text-align: center;">4-6"</td> <td style="width: 25%; text-align: center;">6-8"</td> <td style="width: 25%; text-align: center;">>8"</td> </tr> </table>	<4"	4-6"	6-8"	>8"
<4"	4-6"	6-8"	>8"		
1. Price per square yard Hammermilling operation.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">\$5.00</td> <td style="width: 25%; text-align: center;">\$5.40</td> <td style="width: 25%; text-align: center;">\$5.80</td> <td style="width: 25%; text-align: center;">\$6.20</td> </tr> </table>	\$5.00	\$5.40	\$5.80	\$6.20
\$5.00	\$5.40	\$5.80	\$6.20		
2. Price per square yard: Fine grading (Up to 12" of Warren County supplied subbase gravel)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">\$1.15</td> </tr> </table>	\$1.15	\$1.15	\$1.15	\$1.15
\$1.15	\$1.15	\$1.15	\$1.15		
3. Total 1 & 2:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">\$6.15</td> <td style="width: 25%; text-align: center;">\$6.55</td> <td style="width: 25%; text-align: center;">\$6.95</td> <td style="width: 25%; text-align: center;">\$7.35</td> </tr> </table>	\$6.15	\$6.55	\$6.95	\$7.35
\$6.15	\$6.55	\$6.95	\$7.35		
COMMENTS:					
BID AWARDED TO:					
	TERM: Date of Award thru December 31, 2018				
JULIE A. BUTLER, PURCHASING AGENT	RESOLUTION #XX of 2018				

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 3/20/18

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 7-18
- (b) Purpose of Contract: Multidiscipline Engineering Services
- (c) Name of Contractor: Clark Patterson Lee
- (d) Address of Contractor: 30 Century Hill Drive, Suite 104, Latham, NY 12110
- (e) Contractor's Contact Person and Telephone Number: Matthew Smullen
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: December 31, 2018, with possibility of 2, 1 year extensions.
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. By project LOA
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Various Projects

A/E Consultant Selection Score Summary Sheet

WC 7-18

Project Name Multidiscipline Engineering Services
 Project Location Warren County

Date 3/16/2018

	Experience w/ Similar Type of Work (25 Max.)	Financial Responsibility (20 Max.)	Quality of Staff (20 Max.)	Cost (15 Max.)	Logistics (10 Max.)	Prior Experience w/ W/C or Municipalities (10 Max.)	Total Score (100 Max.)
Clark Patterson Lee	25.0	18.0	20.0	15.0	9.0	10.0	97.0
C&S Companies	25.0	16.0	19.0	10.0	8.0	10.0	88.0
Greenman-Pedersen, Inc.	25.0	19.5	20.0	7.5	9.5	10.0	91.5
Longtin Engineering	21.5	16.0	19.0	12.5	7.5	10.0	86.5

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 3/20/18

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: WC 33-18 Application of Pavement Markings
- (c) Name of Contractor: -TBD (Bids due 4/12/18)
- (d) Address of Contractor: (Lowest responsive bidder) TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon execution
- (h) Termination Date of Contract: December 31 2018, with 2 possible 1 year extensions
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Completion of project
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Various Projects

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.62
Title of Position: Senior Engineering Technician Base Salary of Position: \$37,835.00 Grade: 12
Filling at Step # (If Known): _____
Budget code and title: D.5020 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13006 / Dowd Date of Vacancy: 3/10/2018
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 2/24/18
Human Resources Director has approved this form when initialed. AP 3-1-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/1/18

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/1/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 3/1/18

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO Medium#3 Base Salary of Position: \$35,296 Grade: 9
Filling at Step # (If Known): _____
Budget code and title: D.5110 110 MEO Medium Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12176/ Johnson Date of Vacancy: 3/19/18
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCO 3/15/18
Human Resources Director has approved this form when initialed. 10 3/15/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/15/18

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/16/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee Public Works
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 3/20/18

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.00
Title of Position: Superintendent of Public Works Base Salary of Position: ~~\$109,598.00~~ TBD Grade: na
Filling at Step # (If Known): _____
Budget code and title: A.1490 110 Superintendent of Public Works Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11347/Tennyson Date of Vacancy: 3/5/18
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other UNCLASSIFIED
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW 3/19/18
Human Resources Director has approved this form when initialed. AD 3-19-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature L. B. H. G. S. Date 3/20/18

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 3/20/18

DPW OVERTIME ALL DIVISIONS

(hours)

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2008	4180	4743	1796	301	940	889	707	343	1443	416	2919	1261	19938
2009	3155	1311	36	123	659	619	317	325	930	215	381	1813	9884
2010	1668	1462	89	205	120	489	390	251	1094	196	299	1147	7410
2011	2481	2238	1459	270	1464	1072	304	990	1482	866	396	577	13599
2012	1950	881	722	108	245	543	514	454	1073	356	366	2212	9424
2013	1279	1616	838	164	109	357	346	431	840	386	519	2054	8939
2014	2194	2042	1262	154	367	433	469	863	1131	289	973	1794	11971
2015	2063	2313	880	238	183	639	617	397	1071	732	223	612	9968
2016	1176	1245	332	415	390	614	614	806	845	732	703	2538	10410
2017	1822	1802	1413	413	430	721	1017	791	*1400	478	283	2569	11739
2018	1906	2162											4068

Average	2170	1983	883	239	491	638	530	565	991	467	706	1658	11320
Median	1950	1802	859	222	379	617	492	443	1073	401	389	1804	9968

updated 3/18

*incl. 533 for
Balloon Fest.

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 February 28, 2018

DM5130 442

Year	January	February	March	April	May	June
2011	\$ 41,395.00	\$ 42,921.00	\$ 40,756.40	\$ 21,979.34	\$ 36,389.79	\$ 43,952.57
2012	\$ 40,027.00	\$ 25,334.00	\$ 31,974.00	\$ 28,001.77	\$ 29,323.87	\$ 33,578.02
2013	\$ 35,917.67	\$ 33,902.19	\$ 29,065.23	\$ 22,110.54	\$ 22,994.76	\$ 27,007.62
2014	\$ 41,102.85	\$ 44,193.73	\$ 34,664.00	\$ 21,869.40	\$ 27,397.04	\$ 31,902.50
2015	\$ 29,575.25	\$ 32,106.08	\$ 18,232.34	\$ 13,287.05	\$ 17,399.03	\$ 19,382.64
2016	\$ 11,189.37	\$ 12,820.42	\$ 9,689.26	\$ 15,024.30	\$ 14,069.63	\$ 17,328.07
2017	\$ 21,387.26	\$ 22,546.21	\$ 19,543.07	\$ 13,450.58	\$ 15,588.71	\$ 21,556.10
Seven Year Ave	\$ 31,513.49	\$ 30,546.23	\$ 26,274.90	\$ 19,389.00	\$ 23,308.98	\$ 27,815.36
Ave. Minus high/low	\$ 33,602.01	\$ 31,361.90	\$ 26,695.73	\$ 18,886.83	\$ 22,540.68	\$ 26,685.38
Actual 2018 Expense Totdate	\$ 26,625.23	\$ 27,133.90				

Year	July	August	September	October	November	December	Year Total
2011	\$ 25,992.71	\$ 34,175.23	\$ 37,901.04	\$ 29,037.34	\$ 33,796.55	\$ 25,754.67	\$ 414,051.64
2012	\$ 30,915.85	\$ 31,184.24	\$ 30,933.55	\$ 35,501.21	\$ 22,835.91	\$ 37,425.63	\$ 377,035.05
2013	\$ 28,081.00	\$ 29,777.32	\$ 29,089.41	\$ 29,988.97	\$ 25,563.08	\$ 35,684.95	\$ 349,162.74
2014	\$ 32,737.06	\$ 25,894.24	\$ 34,375.73	\$ 29,062.57	\$ 26,566.80	\$ 28,610.78	\$ 378,376.70
2015	\$ 21,708.69	\$ 17,743.00	\$ 17,946.71	\$ 15,216.72	\$ 12,854.80	\$ 14,217.43	\$ 229,669.74
2016	\$ 15,243.84	\$ 18,994.42	\$ 18,721.47	\$ 17,056.14	\$ 14,958.03	\$ 25,415.08	\$ 190,510.03
2017	\$ 22,051.59	\$ 19,965.96	\$ 20,515.99	\$ 14,422.61	\$ 13,213.30	\$ 24,437.99	\$ 228,679.37
Seven Year Ave.	\$ 25,247.25	\$ 25,390.63	\$ 27,069.13	\$ 24,323.65	\$ 21,398.35	\$ 27,363.79	\$ 309,640.75
Ave. Minus high/low	\$ 25,749.97	\$ 25,163.24	\$ 26,727.23	\$ 23,909.53	\$ 20,627.42	\$ 27,980.69	\$ 312,584.72
Actual 2018 Expense Totdate							\$ 53,759.13
Actual 2018 Budget							\$ 297,500
Budget Balance after February Expense							\$ 243,741
Less: Projected Additional Expense							\$ 208,977
Projected Budget Overage or (Shortage) @ current rates							\$ 34,764

Gas Usage 2018

**Department of Public Works
Diesel Fuel Used (Gallons)
for Period Ending February 28, 2018**

Year	January	February	March	April	May	June
2011	10891	10687	8845	3703	7415	10142
2012	8954	4932	6757	5843	6383	8165
2013	7366	6947	5836	4268	4990	6359
2014	9224	10222	7695	4164	5900	7281
2015	9160	10976	5208	8178	4881	6541
2016	5029.8	5708.3	4258.3	5250.2	6570	7396
2017	8439.6	9048.4	7481.4	3578.3	5982.3	7776.2

Seven Year Ave.	8438	8360	6583	4998	6017	7666
Ave. Minus high/low	8975	8580	6596	4996	5965	7432

Actual 2018	9004	9478				
Projected 2018			6596	4998	6017	7666

Year	Year											Total	
	July	August	September	October	November	December	January	February	March	April	May		June
2011	5480	7377	9046	6592	7705	5256	93139						
2012	7420	6833	6799	7548	4470	8035	82139						
2013	6213	6478	6465	6513	5681	8175	75291						
2014	7732	5910	8767	7460	7240	8258	89853						
2015	7417	5941	6515	6015	4772	5877	81480						
2016	5491.3	8844.9	6811.5	7551.2	5617	8844.9	77373						
2017	7023	8387.4	8388.6	5288.2	4020.7	9285.6	84700						

Seven Year Ave.	6682	7110	7542	6710	5644	7676	83425						
Ave. Minus high/low	6713	7003	7456	6826	5556	7838	83109						

Actual 2018	6713	7110	7542	6826	5644	7838	66950						
Projected 2018													
								Current	Projected	Cost			
								\$2.1194	\$141,894				

**Department of Public Works
Unleaded Fuel Used (Gallons)
for Period Ending February 28, 2018**

Year	January	February	March	April	May	June
2011	3959	3528	3927	3002	3414	3459
2012	3174	2562	2486	2274	2646	2727
2013	2940	2498	2678	2672	2489	2432
2014	3460	2826	2719	2515	2825	2854
2015	2782	3125	2626	5097	2642	2565
2016	3067	2833	2864	3042	2764	2856
2017	2503.8	2438	318.6	2638.3	2877.1	3285.1
Seven Year Ave	3127	2830	2517	3034	2808	2883
Ave. Minus high/low	3673	3268	3210	2774	3249	2857
Actual 2018	2795.5	2270.7				
Projected 2018			3210	3034	3249	2883

Year	July	August	September	October	November	December	Year Total
2011	2588	3279	2855	2616	2511	2773	37911
2012	2644	2949	2583	3012	2377	2751	32185
2013	2940	2918	2616	2899	2438	2973	32493
2014	2685	2503	2696	2630	2326	2765	32804
2015	3020	2593	2754	2704	2116	2573	34595
2016	2544.5	3061.6	2850.3	2608	2469.5	3061.6	34022
2017	2891.8	2843.5	2533.8	2427.2	2456.7	2340.1	29554
Seven Year Ave	2759	2878	2698	2699	2385	2748	33366
Ave. Minus high/low	2750	2873	2754	2655	2413	2720	33220
Actual 2018							
Projected 2018	2750	2873	2754	2699	2413	2748	28613
							Current
							Projected Cost
							\$ 2,344,567,083





