

**Agenda**  
**Town of Three Rivers**  
**Montague Water and Sewer Meeting**

**April 16, 2019, 10:00 am**

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Adoption of previous meeting minutes</b>	<b>1</b>
<p>Attached are the minutes from the March 19/19 W&amp;S Meeting.</p> <p>Possible Motion: To accept the minutes of the March 19/19 W&amp;S Meeting.</p>	
<b>3. Items to be Addressed</b>	
<b>3.1 Sludge Tank Engineering RFP</b>	<b>3</b>
<p>The RFP for sludge tank engineering was issued and closed on April 3/19. Only one firm submitted a proposal, that being CBCL (see attached). They are projecting that this project, which includes a 120,000 gallon sludge tank, new blowers, and possible upgrades to the building, may be in the \$1M plus range. They feel we should do an assessment of what we really need before proceeding as we may be able to reduce the scope of the project.</p>	
<b>4. Other</b>	
<b>5. Adjourn</b>	

## Montague Water and Sewer Meeting

### Minutes

Date: March 19, 2019

Time: 10:00 am

Members Present     Debbie Johnston  
                             Jim Bagnall  
                             John MacFarlane

Staff Present         Andrew Daggett  
                             Allan Greene  
                             Tommy MacLeod, CAO Jill Walsh

#### 1.     **Call to Order**

Chair Johnston called the meeting to order at 10:00 am.

#### 2.     **Adoption of previous meeting minutes**

The minutes were reviewed and adopted by the Corporation members. They were informed that the tenant at 28 Water Street had been given her eviction notice and had found somewhere else to live. There was also discussion on what to do with the house once the tenant had moved out and it was decided to demo the house.

**Moved By** Jim Bagnall

**Seconded By** John MacFarlane

To adopt the minutes of the Feb. 19/19 W&S Meeting.

**Carried**

#### 3.     **Items to be Addressed**

##### 3.1     **Update on Sludge Tank project**

The Corp members were updated on the RFP for engineering the Sludge Storage Tank and told that the RFP had been issued and would close on April 3. They also discussed that the sludge holding tank was proposed to be paid for using Gas Tax.

### **3.2 2019/20 W&S Budget**

The Corp members reviewed the proposed budget with CAO Walsh. They discussed whether there was need to complete a rate review but felt that they would need better information before such could be rationalized. They decided to wait until the fall and then see if a review was warranted at that time.

**Moved By** Jim Bagnall

**Seconded By** John MacFarlane

To accept the proposed 2019/20 W&S Budget.

**Carried**

### **4. Other**

### **5. Adjourn**

The meeting was adjourned at 10:47 am.

**Moved By** Jim Bagnall

**Seconded By** John MacFarlane

To adjourn the meeting.

**Carried**

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Chair Debbie Johnston

**5.1 Commercial Terms**

Fees and expenses for this project have been developed on the basis of the scope of the work and the various assumptions outlined in this proposal. Fees are calculated on the basis of hours estimated to complete each task times the appropriate hourly billed rate for each staff resource assigned to the project. Expenses such as travel, communications, delivery, printing, reproduction and GPS survey equipment rental are included.

**5.2 Fees and Expenses**

CBCL Limited's proposed budget to provide the described engineering services for this project **\$89,000** (including fees and expenses, but excluding applicable taxes). The Harmonized Sale's Tax (HST) for this amount would be approximately **\$13,350**. This fee is understood to be an upset limit unless written authorization is given from the Town. It is based on a construction period of approximately 24 weeks. Table 5.1 page following provides a breakdown of the proposed level of effort, fees and expenses.

**5.3 Geotechnical Investigation**

Once the location of the new tanks has been approved by the Town, a geotechnical investigation may be required to determine the foundation limitations. A proposal to perform a geotechnical investigation has been included in Appendix C. The estimated budget for the two options presented are \$4,950 for the Test Option and \$6,200 for the Drilling Option. Both prices include fees and expenses but exclude HST. Alternatively, the Town may wish to procure geotechnical services directly. A copy of the quote is attached following the fees schedule.