

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, December 10, 2014**

1. **6:30 PM - CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **SPECIAL RECOGNITIONS**
Swearing in of two patrol officers/ Introduction of dispatcher
5. **APPROVAL OF MINUTES**
 - a. Public: 11/19/2014
 - b. Non-public: (None)
6. **AGENDA OVERVIEW**
7. **PUBLIC HEARINGS**
 - a. Lilac (Village) Bridge
8. **CONSENT AGENDA**
Adopt-A-Family \$300 donation from Sweeney family
9. **TOWN ADMINISTRATOR'S REPORT**
10. **PUBLIC INPUT: 15 Minutes**
11. **NOMINATIONS AND APPOINTMENTS**
12. **SCHEDULED APPOINTMENTS**
 - a. Library Trustees re pay equity study
13. **15 MINUTE RECESS**
14. **OLD BUSINESS**
15. **NEW BUSINESS**
 - a. 14 – 100 Landfill Monitoring Contract
 - b. 14 – 101 2014 Budget Overview, CIP Discussion and Review of Various Budgets.
16. **SUB-COMMITTEE REPORTS**
17. **PUBLIC INPUT**
18. **NON-PUBLIC SESSION**

NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,

NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.
19. **ADJOURNMENT**

Public Input

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

TOWN COUNCIL MEETING MINUTES
Wednesday, November 19, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:30 pm.

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Adam Jennings, Robert Duhaime (arrived 6:34 pm), Susan Orr, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: David Ross

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: November 12, 2014

T. Lizotte motioned to accept the public minutes of November 12, 2014. Seconded by D. Winterton.

Vote unanimously in favor. A. Jennings abstained due to prior absence.

b. Non-public: November 12, 2014

T. Lizotte motioned to accept the non-public minutes of November 12, 2014. Seconded by J. Levesque.

Vote unanimously in favor. A. Jennings abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

None

CONSENT AGENDA

a. Hooksett Permanent Firefighters donation to Family Services approx. \$3,500

T. Lizotte motioned to accept the consent agenda as written. Seconded by N. Comai.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Tax bills went to printer and should be mailed this Friday. They are due on December 22, 2014.
- Attended a meeting in Concord regarding Lilac Bridge; more to come under Old Business.
- Union negotiations ongoing.
- I went to the school board meeting to get their input on the CIP, and got the CIP voted on. I appreciate them putting me at the beginning of the agenda. I was impressed with the engagement that people had with the school board.

T. Lizotte: The police chief made an appearance to discuss funding of the COPsync program. I'm not sure if this is going to come up in the current budget.

J. Sullivan: If there is an issue at any of the schools, they push a button and within 15 seconds there will be a massive police presence. He indicated getting funds for that.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

J. Sullivan: The next four items are as required by the Town Charter. Each group comes to Council for an update at least once a year.

a. Trustee of Funds - Claire Lyons, Paul Loiselle, and Christine Soucie

C. Lyons: Henry Roy is also on the Board, but is not here tonight. The Trustees have moved all funds to Mathison & Co (Hampton, NH) as they specifically deal in municipal monies. We were getting good information from him all along about things we should and should not be doing. Previously, the trustees set up an account with a brokerage firm, but not everyone is schooled in finance. One thing that happened was they bought premium bonds which were not appropriate. We invited Mr. Mathison to come in and speak to us. In the beginning, we moved the library and cemetery funds over to them and were very impressed. To move the capital reserve funds over, there was a .5% fee charged. With the other trust funds, the fees came out of the other monies. In the past legislative session, a bill was passed stating the fees could come out of the funds instead of out of their budget. This requires a vote since Hooksett is a charter town. We would like to ask you to do that tonight. Mathison agreed to waive fees until May 31, 2015. At that point, we have to take the funds out, have the departments pay out of their budget, or have the town approve the fees be paid out of the funds.

P. Loiselle: It's a housekeeping issue, it allows the fees to be paid out of the trust fund instead of adding a line item to each department to pay for the fees.

Dr. Shankle: All that needs to happen, is one of you needs to tell the Administration to prepare an ordinance and we can proceed with public hearings and so on.

N. Comai: Can you clarify who the .5% fee is paid to?

C. Lyons: The fee is only waived until May 31, 2015.

N. Comai: Who is the fee paid to?

C. Lyons: Mathison is the administrator; National Trust Advisors does the actual investing. The .5% fee goes to Mathison.

P. Loiselle: The fee is a scale - .5% up to \$5 million then it changes, but we are not that high.

D. Winterton: Is that an annual fee?

C. Lyons: Yes, an annual fee paid quarterly.

D. Winterton: The intent of the new legislation is to have it taken directly from each trust?

P. Loiselle: Yes, it's easier to take it from the fund instead of adding a line item to the budget.

C. Lyons: Right now, on the trust funds, the fee is taken directly from the funds. Currently, we are fee-less on the capital reserve funds until May 31, 2015.

D. Winterton: Before we moved the money, what was our fee schedule and who was it paid to?

C. Lyons: It was at a bank and we paid less than 1%.

D. Winterton: You personally managed the money and we were paying .5% per year to have the money managed professionally and have the administrative work done?

P. Loiselle: Correct. The difference is that CD's were paying fairly well historically, and then they dropped to 1% then to a fraction of a percent. Here we are getting a return of approximately 4-5% (before the fees) which is a significant increase over CD's.

D. Winterton: As long as they are not making ¼% and charging ½% to do it.

C. Lyons: No, that is our job. We have to watch to make sure they stay within their investment guidelines. They do everything we ask and are very helpful.

P. Loiselle: This is a complete online system that is visible at all times. Our contract allows us to terminate for any reason or no reason; it is open-ended.

S. Orr: How does that fee compare to any other brokerage firm that can handle our funds?

C. Lyons: They are all around the same.

P. Loiselle: There are 2 RSA's that have to be adhered to.

R. Duhaime: As you know, we have been building up the capital reserve fund. Do you have a fixed number for the .5% per year for management?

C. Lyons: I don't have that with me. The total amount of money we have with them now is approx. \$3.2 million.

R. Duhaime: So .5% of that is his fee, annually, paid quarterly. If it is over \$5 million, the rate changes?

C. Lyons: Yes, I think it drops to .4% if the town has more than \$5 million. Each fund pays their own portion.

J. Sullivan: If we move to establish an ordinance, we have to have a public hearing, so we would need that information at that time since people may ask that question.

P. Loiselle: It's in the contract.

A. Jennings: Another thing you might want to bring is historic interest rates so we know what the value is of moving instead of staying with the CD's.

N. Comai: Please start the process of drafting an ordinance.

J. Sullivan: Section 3.6 of the Town Charter says an ordinance may be introduced by any member at any regular or special meeting of the Council. That has been done so we will be planning a public input session at a future meeting.

P. Loiselle: They provide the MS-9 and MS-10 reports and they do a fine job.

T. Lizotte: The ordinance takes the form of giving Trustees ability to pay fees out of the funds being managed, not for a specific number?

Dr. Shankle: The RSA sets out specific language and we will follow that language. I have already created a draft.

R. Duhaime: Will we have to pay the fees if this passes?

C. Lyons: No, he has waived the fees on the capital reserve funds until May 31. In closing, I'd like to add that the state runs seminars in June for newly elected people and we have now all attended; we are trying to stay on top of things.

J. Sullivan: We thank you for coming. Christine will let you know when the hearing is so you can come back and answer any questions.

b. Moderator, Don Riley

D. Riley: I want to quickly walk through the salient pieces of the election. We are getting close to a model that is going to work for a long time. I had 7 Councilors participate in this last election; thank you so much for your support. I really appreciate it. Had an issue come up, you were there to help us deal with it. Starting the whole process went back to the Primary. There was a request for a completed checklist after the election in September. The process had been that the Supervisors take the checklist books so they could start the process of entering data into the system, so they were in 3 different places. A request was made of the Town Clerk, and he couldn't comply with the request. The statutes say it has

to be made available immediately. We did some scrambling and the books came back, Todd scanned them and provided the individual with the completed checklist. There were also some issues regarding public information in the checklist which may or may not fit the statute in terms of what you can release. We still don't have a clear answer on that. For now, if someone requests a completed checklist we give it to them. We think we are doing it correctly; I don't think there is any issue (phone numbers are not on the checklist). We changed our process and for this past election, the checklist was scanned before it got to the supervisors so that will not be an issue going forward. We counted 6,485 unmarked ballots in 45 minutes; it is not a lengthy process. Testing of the election ballot machines – one had a problem with a gear that needed to be replaced and we essentially paid for the maintenance contract with that fix, which was rather expensive. We had 2 challengers (one republican and one democrat) who sat there all day and didn't challenge a single thing. They didn't challenge any voters or anyone in the absentee ballot process, which they are entitled to do. Ballot clerks – we had 6 stations set up. We processed 474 voters/hour on the high end and 284 voters/hour which averages 395 voters/hour which is 1 minute per voter at each station; however there is a significant skew since there were long lines at some stations and none at others. We are in the process of reviewing that split based on the data we have. We are doing that now so we can divide the books up in a more appropriate fashion and even it out. We had an audit by the Attorney General's office and they found no significant issues, only 1 minor thing, which I can't remember right now. Absentee ballot processing – we had 286 queued up; started at 9am and finished after 7pm because where there were long lines at the ballot stations, we needed to get in there to check that voter off. It wasn't fair to voters queued up in line to interrupt that so we waited until after we closed the polls. There were 100 voters in line at 7:00 and finally closed at 7:50 after we handled the absentee ballot. In 2.5 hours we did all the post-election processes (counting write-ins, checklist marks, unmarked ballot counting). David Ross deserves a big thank you because he knows how to put the materials away so that we can easily retrieve them for the next time. We learned there needs to be a precise data collection worksheet so when everything is done I have one sheet to work with. We assisted 7 voters, 3 in wheelchairs. That was the first time since I have been moderator we had to use the wheelchair. We had some difficulty with the Cawley School wifi, so we need to coordinate that a little better. Finally, we started November 4 with 8,914 registered voters and finished with 9,278 voters. That governs how many voting booths we have to have. For the state general election and Presidential Primary, we have to have 1 booth per 100 registered voters. We scrambled to have 89 booths this time, and we barely had enough. We will need 93 plus anybody who registers between now and then. We put 5 new booths in and will include 5 more booths in the next budget cycle. We repaired some of the older booths as they were set up. I'm very pleased with the way things are going.

J. Sullivan: The percentage of voters who turned out was what?

D. Riley: 5,144 voters, about 55-60%.

J. Sullivan: Was that higher than the last election?

D. Riley: The last state general election was the Presidential election and I have nothing to compare to. There has been no continuity from the data that was generated which we hope to make a continuous thing. All that data tells us something.

D. Winterton: Congratulations and thank you for the job you do. The efficiency is remarkable and your dedication is fantastic. I have a relative who is a moderator in another community and they discussed how well things went in Hooksett.

D. Riley: Thank you, but it's more than just me, it's a whole group of people including you.

D. Winterton: You said that we are going to have to make an investment because of the increase in the number of registered voters. Can we purge the numbers down so we don't have to make that investment?

D. Riley: We purge every 10 years and we just purged a couple of years ago. I don't know if we can do it sooner. It's a very exhaustive process, but we will look into that.

N. Comai: For the next election, would you say we should do a better job communicating to the community to register early instead of the day of?

D. Riley: It was about 300 on November 4 and 1,000 at the Presidential election.

N. Comai: I'm talking about the 1,000 at the next election, which is Presidential.

D. Riley: We tried that with SNHU; we went there and set up a table. We spent half a day there and only registered 25 people. It doesn't seem to catch anyone's attention until the day of election. That is one bubble and the other is absentee ballots. I firmly believe they are being used to early vote so they don't have to show up and wait in line. Compared to other communities, we are doing a great job keeping the lines moving. I don't know how to deal with absentee ballot situation and with people waiting until Election Day to register.

R. Duhaime: I only had one person who left because they didn't want to wait in line. It was the D-H's and M-P's.

D. Riley: We hope the data collected will tell us how to split the books up or put the best ballot clerks on the busy stations. We had 2 shifts. One thing becoming more apparent to me is on the day of the state election, an assistant moderator is almost becoming mandatory. The time Todd and I spend offline counting absentee ballots, it's hard to keep your eyes on what else is going on.

J. Sullivan: You are reviewing the number of stations to help avoid the longer lines?

D. Riley: I think a better solution would be to get the split right.

J. Sullivan: I'm glad Councilor Winterton mentioned that other communities are looking to Hooksett as a good example of how it should be done.

c. Budget Committee, Marc Miville Chair

M. Miville: I was nominated again this year as Chairman of the Budget Committee. We really haven't started our season yet; we have only had one meeting so far. We have a full Board of 9 elected members: Nicholas Haas, Vice Chair; Tabitha Jennings; Kevin Van Horn; Chris Morneau; John Pieroni; Patrick Gosselin; Steven Peterson; Frank Bizzarro. Each serves a staggered 3-year term. Tabitha, myself and Frank's terms expire after this year. Don Winterton is the Town Council rep; the alternate is David Ross. The water precincts are members of the Budget Committee but have not shown up in years. We record their absence; they know they are required to attend but do not. Our first meeting on Oct. 30 was the administrative meeting. We examined our calendar and have 17 meetings scheduled from now until April. More could be scheduled if necessary. Our next meeting is Dec. 4 to review the school district budget. We approved the budget for the Budget Committee at our last meeting. We had a review from Dr. Littlefield. School Board proposed a budget increase of \$1.3M from the current fiscal year budget. School Board and school administration have reduced that by \$750,000. I thanked the School Board for their review and deliberations; they did due diligence and we thank you for that. Current budget request is \$520,000 over current budget year. The School Board default budget is TBD; I believe at the next School Board meeting you will be discussing that. We are anticipating that total; as it currently stands, that \$520,000 amounts to a 1.7% increase over current year budget before Budget Committee reviews it. I want to remind everyone that the only warrant article that failed that the Budget Committee proposed was the revaluation article – it lost by 1 vote. Just because it failed, doesn't mean it is going away; it still has to happen. My personal view is it needs more citizen education so it is understood. Operating budget was voter approved for this year. It was over default (\$223,000 over) and passed by 15 votes. The town is now operating on that budget which is over the default.

J. Sullivan: We are starting our review of budgets – what is our deadline for submission and the date for the public hearing?

M. Miville: Books have to be ready for the Budget Committee on January 30. The review of the municipal budget starts Feb 5.

Dr. Shankle: Traditionally, the 2 meetings in December are when Council looks at the budget.

M. Miville: Your budget workshop is Jan. 3. This calendar is online under the Budget Committee agenda page.

d. Economic Development Committee

D. Fitzpatrick: I spoke to a member of the Committee; they will not have someone here this evening. Their next meeting is next Tuesday and they have asked if Councilor Winterton can provide an update. Once they reorganize next Tuesday, they would be happy to come back to Council with more detailed information.

D. Winterton: They are still working with UNH Cooperative Extension (Andre Garron) – that will come up under New Business.

OLD BUSINESS

a. 14 – 066 Village/Lilac Bridge Update and Payment Request

Dr. Shankle: We went to a meeting last week in Concord. We went over the different options we could do with the bridge. You instructed us to let them know we wanted to tear it down, but needed approval due to historical significance. We have to proceed with the 106 Process, having to do with historical resources; they were very interested in having public input and after that, Council makes a decision on where they want to go. I'm asking you to have a public hearing as soon as we can. We are still willing to go as quickly as we can; they are asking for things that are taking us time to do. We are moving ahead as quickly as the process will allow and we will continue to do that.

S. Orr: The last word we got, they didn't think it would last another winter. Given that emergency warning, what back up do we have in case it goes?

Dr. Shankle: Sewer has a good back up plan for their part; we would have to take it out of the river. I emphasized to the state that we realize we need to be moving forward but they were adamant we follow the process, so there is nothing more we can do.

T. Lizotte: On the staff report, there was an indication you needed approval from Council to pay the invoice.

Dr. Shankle: That number has to change because we have to go through the 106 Process; Leo will provide you with a new number.

Consensus to proceed with a public hearing as soon as possible.

L. Lessard: This was supposed to be an engineering survey with impact fees to make that a walking bridge. Now it's into an emergency fund, I don't think it's right to use impact fees to pay for this. The money for this should not come from impact monies (\$81,000 was set aside), but should come out of the professional services line item I have. At the end, we will have to make that up from paving line item.

Dr. Shankle: The cleanest way to do this is cancel original contract with CMA that was going to be paid for out of impact money.

T. Lizotte motioned to cancel the CMA Engineering contract awarded on 8/27/14. Seconded by A. Jennings.

N. Comai: You are recommending we cancel the contract with CMA; do we need a new motion to pay for what they have already done?

Dr. Shankle: We have been working under the fact this was an emergency; that's why we started spending this money. We need to get out from under this contract and the money will come out of Leo's budget. There is not going to be another contract because we have to get through the 106 process. Whatever you decided to do going forward, there will be another contract, and I told the state that.

N. Comai: It didn't start as an emergency, it became an emergency.

Dr. Shankle: It started with this contract you are rescinding. Before any work was done on the contract you signed, the state said it was an emergency. We were hoping it would turn into a blended thing, but we have no reason to believe that at this point. We don't want to spend impact fees improperly. If, going forward, you decide to do a walkway, there would have to be a separate project.

J. Sullivan: Will the impact fees still be available at that time?

L. Lessard: Yes, the money had to be allocated and we did that, but the project is on hold.

J. Sullivan: We can still use them because they have been allocated even though the project is delayed.

Roll Call

R. Duhaime – Yes

S. Orr – Yes

J. Levesque – Yes

A. Jennings – Yes

N. Comai – Yes

D. Winterton – Yes

T. Lizotte – Yes

J. Sullivan – Yes

Vote unanimously in favor.

L. Lessard: The CMA invoice, up to the 106 process was for \$96,000. We didn't know, at the time of the staff report, we would have to have the 106 and Army Corps of Engineer project done, so we eliminated the \$23,000 (so your staff report only shows \$72,000). After the meeting last week, the state is requiring the 106 process, so we have to put the historical consultants money back in. The invoice should be \$96,000 so that is what I am asking approval for (up to \$96,000).

N. Comai: \$23,000 for historic consultation is now coming out of impact fees or from your budget?

L. Lessard: Everything is coming out of my budget; nothing is coming from impact fees.

T. Lizotte: Is it an invoice? You said "up to" and an invoice is usually fixed.

L. Lessard: The invoice is now up to \$73,000 that they have already done work for. This invoice is not complete.

T. Lizotte: The motion should be to approve an open invoice with CMA Engineering up to \$96,000?

Dr. Shankle: I'd include "to complete the 106 process" so that doesn't keep sliding.

T. Lizotte motioned to have Town Council direct the Town Administrator to direct the DPW Director to open a working invoice for up to a \$96,000 maximum to complete the 106 process and associated engineering for the Lilac Bridge emergency. Seconded by R. Duhaime.

R. Duhaime: Halfway through the engineering process, it was discovered we wouldn't be able to save the bridge. Some of the engineering was to save the bridge correct?

L. Lessard: All of the engineering was to analyze the breaks the state found on the bridge.

R. Duhaime: The original contract was for what amount?

L. Lessard: It was for \$61,000.

R. Duhaime: How much are we over that?

L. Lessard: Right now we are up to \$73,000. They have done more than the original scope and now have to do the 106 process which is the consultation on a historical bridge. They told me they would go over that amount since what they have to do for the state is more than what they would have done for just the small survey. We talked about that once it was declared an emergency and knew it was going to be over.

R. Duhaime: You must have some hard copies of design plans for that amount of money?

L. Lessard: No, everything is up to the state's process of looking at the bridge and figuring out where and what the defects are.

Dr. Shankle: Just remember that a big chunk of that money was to quickly get ready for the bid to get out.

L. Lessard: The documents we have now are to stabilize and repair the bridge. The bid we received was way over and that is why we canceled that part of it. We only had 1 bid because of the time constraints the state had against it. They have a price for removing it, stabilizing and rebuilding it, taking it down and putting up a utility bridge to hold the sewer, and a walking bridge to hold the sewer line.

J. Sullivan: Is this \$96,000 above what has been spent?

L. Lessard: No, that includes what has been spent. Once this is done we should know which route to take and then it will go out to bid again.

D. Winterton: Is the Sewer Commission paying for any of the engineering cost?

L. Lessard: I met with them on Monday and presented them with their part of the bill – \$6200. They will reimburse us for that amount. The additional fee would be \$4,000 but they have their own contract with CMA so that amount will not be included.

Roll Call

N. Comai – Yes

A. Jennings – Yes

S. Orr – Yes

R. Duhaime – Yes

T. Lizotte – Yes

J. Levesque – Yes

D. Winterton – Yes

J. Sullivan – Yes

Vote unanimously in favor.

NEW BUSINESS

a. 14 – 099 Business Retention and Expansion Program

Dr. Shankle: This is one of the things we talked about at the last meeting that the Economic Development Committee was interested in doing. You have a copy of the Memorandum of Understanding with UNH describing the scope of the program. This would give them direction for most of next year and get more integrated into the business community under a program that has had national success.

N. Comai motioned to authorize the Town Administrator to enter into a contract with UNH Cooperative Extension in the amount of \$1,500 for development of a Business Retention and Expansion Program for the Town of Hooksett. Seconded by T. Lizotte.

S. Orr: We are not hiring UNH Cooperative Extension to do the outreach; we are hiring them to train and mentor the Economic Development Committee to be able to do that?

Dr. Shankle: Yes, they are providing the survey instrument, much the same way they did with the Community Profile event. Members or volunteers for the Economic Development Committee would do the survey.

S. Orr: The staff report says "They will call on businesses and interview the owners to discuss their needs." Who is "they" referring to?

Dr. Shankle: The Economic Development Committee.

S. Orr: Will the Cooperative Extension accompany them on some visits? To what extent does the \$1500 cover mentorship after initial training?

Dr. Shankle: *(Read from Section 1b of the Memorandum of Understanding)* I remember them saying they would possibly go out with them.

S. Orr: I see drafting and development of the research report within 45 days. Is there a time limit on this agreement with the Cooperative Extension as to how long they will work with the Economic Development Committee or as long as it's needed?

Dr. Shankle: As long as needed; it depends on how many volunteers they get to do it. To be statistically valid, they need so many businesses to be visited. It depends on how quickly that can be done. That is up to the committee if they can get the help.

Roll Call

S. Orr - Yes

A. Jennings - Yes

J. Levesque - Yes

R. Duhaime - Yes

D. Winterton - Yes

T. Lizotte - Yes

N. Comai - Yes

J. Sullivan - Yes

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

J. Levesque: ZBA met last night and resolved a few cases. One was a family wanting to build a house on Phyllis Ave. It was a paper street on a subdivision; used as a driveway for the furthest property for the past 20 years. The lot was situated such that the lot in the back had 3 sides and the people in the back would have gained extra land and put the adjacent lot's garage further away. They could do it but to change the lot boundary they needed a variance which was granted. Another issue was regarding a local contractor who was there for a cease and desist order from the Code Enforcement Officer for running a construction business in a residential area. They decided if they didn't overturn it he couldn't run his business there at all. They granted it with the understanding that he can only do the administrative part out of his house. There was a stipulation that he had to let Matt know when he was doing a personal project with business equipment. The Scarpettis returned to ask for a variance for wetlands crossing and a special exception for a wetlands impact. Site walk is Saturday, December 6 at 8:30 am on Edgewater Dr. You are welcome to attend.

N. Comai: Does ZBA have authority to grant something regarding wetlands?

J. Levesque: Conservation has already voted 3-1 in favor of this, so we have to go out and look at it. It's not a wetlands, just an area that gets wet. There are 2 people in opposition – Plourde Sand and Gravel and the last resident on Edgewater Dr. Everyone else is for it. There are going to be 5 two-bedroom houses addressed to empty-nesters. It will be a condo association. They still have to go to the Planning Board.

S. Orr: I want to go back to the construction business in the residential area. I want to make sure I heard you correctly.

J. Levesque: If he brings equipment home to work on his yard, he is allowed to do that.

S. Orr: He can use business equipment for personal use?

J. Levesque: Yes, he just can't store equipment there; he has another location that he works out of.

D. Winterton: Planning Board met Monday and it was only 14 minutes long; we had 3 easy items.

J. Sullivan: Old Town Hall met virtually with the architect and they presented other suggestions for possible layouts; each aspect will be broken out by cost. Once we get that preliminary information we want to have some public input but we may want to have it as part of a Town Council meeting, which will give Council more info also, possibly in January.

K. Rosengren: We get the construction cost estimates in December so probably January/February timeframe.

J. Sullivan: Some thoughts are to provide a kitchen, bathroom, stage – looking to recreate the stage from around 1928 based on research from old town reports. Whatever we do, we will come back for public input.

J. Levesque: The special exception on the Scarpetti property was to allow driveway to impact wetlands of 925 sq ft; special exception to allow a conservation subdivision of 13.62 acres where 20 acres is required.

J. Sullivan: Moose Plate Grant – we are still looking for a tin ceiling restoration company. Hope to get that done by the spring to do some demolition and renovate in stages. We will have more info and a public input session.

N. Comai: Union negotiations are ongoing and moving forward.

S. Orr: Hooksett Youth Achiever outreach – I have yet to compile a mailing list that will be a great outreach; I've asked Donna to complete filling in information that I did not have time to do. It will be comprehensive when complete, and we hope to send out a mailing soon.

R. Duhaime: I missed the sewer meeting but Leo reported on that. I wanted to mention that John Turbyne passed away – he was always civically-minded and will be missed.

J. Sullivan: Yes, he was on Conservation, Budget, Planning, and Robie's Preservation; I was going to offer a moment of silence at our next meeting. There are no services planned. We are losing a lot of good people and we want good people to replace them. Our sympathies go out to his family.

A. Jennings: Nothing to report.

T. Lizotte: Nothing to report.

PUBLIC INPUT

Marc Miville, 42 Main St: I'm also saddened to hear about John Turbyne. I'm not sure if I mentioned that David Ross is the Council alternate for Budget and Amy Boilard is the school representative. For the Economic Development program – you mentioned you were seeking volunteers/nominees on the committee. I'm wondering if you could speak to the procedure to be nominated and/or have volunteers for that program.

J. Sullivan: I don't believe we have established that at this point.

Dr. Shankle: Economic Development is having a meeting next Tuesday and will discuss that.

J. Sullivan: We will let you know once we have an update.

***T. Lizotte motioned to adjourn at 8:15pm. Seconded by J. Levesque.
Vote unanimously in favor.***

NOTE: The Town website www.hooksett.org may have attachments to these Town Council minutes for documents referred to in the minutes, reading file material, and/or ancillary documents that the Town Council Chair has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully Submitted,

Tiffany Verney
Recording Clerk

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

AGENDA NO. P.H.
DATE: 12-10-14

The Hooksett Town Council will be holding a public hearing on Wednesday, December 10, 2014 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of this hearing is to get public input on the future of the Village (Lilac) Bridge including the possibility of removing it completely or rehabilitating it per RSA 31:95-b, III (a). Documentation is available for viewing in the Administration Dept. at the same address above. Questions should be directed to Administration at 603-485-8472.

AGENDA NO. Consent

DATE: 12-10-14

**Staff Report
Adopt-A-Family Donation
December 10 , 2014**

Background:

Per RSA 31:95-b, III (b) for such amount less than \$5,000.00 Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such monies are discussed.

Issue:

To accept donation of \$300 to be used for the 2014 Hooksett Holiday Assistance Program.

Discussion:

Hooksett resident, Tim Sweeney and family, donated \$300 to the Hooksett Family Service's 2014 Holiday Assistance Program. This donation is to be used for purchasing items for families in need.

Recommendation:

Motion to accept the \$300 donation from the Sweeney family under RSA 31:95-b, III (b).

Prepared by:

Joy Buzzell, Family Services Director

Town Administrator Recommendation:

Consent



Dean E Shankle, Jr.
Town Administrator

Staff Report
Recycling and Transfer Department
December 10, 2014

AGENDA NO. 14-100
DATE: 12-10-14

Background:

On December 31, 2014, the present three year landfill monitoring contract will expire. The landfill, per New Hampshire Department of Environmental Services must be inspected annually with reports submitted, water from wells collected and analyzed with reports submitted and gas wells monitored with reports submitted by a certified engineer as part of our landfill permit and our groundwater permit.

Discussion:

On Friday, November 14th bids were opened for the 3 year contract for landfill monitoring. The bids were as follows:

Geosphere Environmental Management, Inc	\$18,395
THE Northeast, Inc.,	\$20,750
Normandeau Environmental consultants	\$21,650
Geolnsight Environmental Strategy and Engineering	\$22,000
Pennoni Associates, Inc.	\$18,610
Sovereign Consulting	\$17,990
Tighe & bond	\$26,400
Terracon Consultants, Inc.	\$19,900
Corporate environmental Advisors, inc.	\$34,749
Cardno ATC	\$15,100

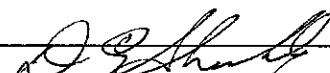
Recommendation:

I recommend that the Town contract Cardno ATC, for a three year landfill monitoring Bid #14-07. Cardno ATC has been monitoring the landfill for the past 3 years. They have been professional and have provided Hooksett with an excellent service and they have worked well with the State. They were also low bidder. The money to be used will come from our Landfill Maintenance Trust Fund. There is currently an estimated \$80,000 in that fund.

Prepared by: Diane Boyce

Town Administrator Recommendation:





Dean E. Shankle, Jr., Ph.D.



SOVEREIGN CONSULTING INC.

Science, Service, Solutions

REQUEST FOR PROPOSAL

Proposal for Landfill Monitoring Bid #14-07

**Town of Hooksett Landfill
210 West River Road
Hooksett, New Hampshire**

**Landfill Post-Closure Inspection
and Monitoring Services**

Prepared for:

**TOWN OF HOOKSETT
TOWN HALL
35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106
ATTN: ADMINISTRATION**

Prepared by:

**Sovereign Consulting Inc.
7 Hills Avenue
Concord, NH 03301
Contact: Mark Henderson, P.G.
mhenderson@sovcon.com
(603) 856-8644 phone
(603) 219-0997 fax**

November 13, 2014

Proposal Number: PNH14-179



November 13, 2014

Mr. Dean E. Shankle Jr.
Administration Department
Town of Hooksett
35 Main Street
Hooksett, NH 03106

RE: **Landfill Post-Closure Inspection and Monitoring Services**
Landfill Monitoring Bid #14-07
Sovereign Proposal No. PNH14-179

Dear Mr. Shankle:

Sovereign Consulting Inc. (Sovereign) is pleased to provide the Town of Hooksett with this proposal for monitoring, inspection, and reporting services for the closed landfill located on 210 West River Road in Hooksett, New Hampshire. Consulting services will be provided for a period of three years, beginning January 1, 2015 and ending December 31, 2017, as described in Bid No. 14-07. Sovereign offers the Town of Hooksett a cohesive project team with extensive experience in performing landfill monitoring, environmental site remediation, regulatory compliance support, landfill gas system testing and monitoring, water quality monitoring, sample collection and analysis, and other environmental and engineering services.

We are confident that we have the qualifications, experience, and knowledge necessary to meet your expectations for providing quality and responsive services. We thank you for considering us and look forward to working with you in fulfilling your goals. Should you have any questions or require additional information, please contact any of the undersigned at our Concord, New Hampshire office.

Sincerely,
SOVEREIGN CONSULTING INC.


Courtney A. Ley
Assistant Project Manager
cley@sovcon.com



Mark R. Henderson, PG
Program Manager
mhenderson@sovcon.com

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ATTACHMENT A - RESUMES

1.0 COMPANY BACKGROUND

Sovereign Consulting Inc. is a full-service environmental and geotechnical engineering firm with more than 200 employees in 16 offices throughout the country. Sovereign employs professional engineers across environmental and geotechnical disciplines, professional geologists, wastewater treatment operators, construction managers, system operators, site supervisors, environmental scientists, and other professionals to complete projects in 35 states. Our firm has established a strong regional presence in New England since beginning work in the region in 2001.

Our Concord, New Hampshire office provides over twenty (20) years of experience in both environmental and geotechnical engineering services, and is actively managing over thirty (30) NHDES groundwater management permit sites. Our NH staff has managed, or is managing, similar projects for other New England based landfills such as the Groton Landfill, Wilton Landfill, Oak Bluffs and City of Keene Landfill.

Sovereign is a distinguished firm, winning honors from the U. S. Small Business Administration and numerous industry publications. Our staff's commitment to quality and safety has earned recognition from our clients, including Shell Oil Products U. S.'s Vendor Recognition Award for top-performing consultant in 2007, Vendor Recognition Finalist for 2009, Cost Reduction awards in Q4 2009, Q1 and Q3 2010, and Shell Safety Awards in 2008, 2009, and 2010; El Paso Corporation's Top Rated Consultant; U. S. Navy's 2009 VA Tier I Partnering Team of the Year; and U. S. Navy's STAR Program Award.

In response to questions posed within Bid #14-07, Section entitled *Items Addressed*, Sovereign Consulting has not been in bankruptcy, reorganization or receivership in the last five years, nor has the company been disqualified or terminated by any public agency or Town.

2.0 PRIOR EXPERIENCE WITH SIMILAR PROJECTS

Sovereign's staff members have extensive expertise in landfill gas and groundwater sampling including use of bailers, bladder pumps, Waterra systems, peristaltic pumps and submersible pumps as well as related field equipment for assessing field parameters. Additionally, Sovereign personnel have expertise in sample management and preparation, chain-of-custody procedures and field sampling quality assurance/quality control procedures including the very stringent requirements of our clients, which include the U.S. EPA, Shell Oil, and the Army Corps of Engineers. Sovereign also has very stringent health and safety protocols to protect its workers, the firm, and our clients.

As stated above, our NH staff has managed similar project scopes in the past for other New England based landfills such as the Groton Landfill and the Wilton Landfill, and we are currently working for the City of Keene under a 3-year contract to provide similar services at their municipal landfill located at 55 Old Summit Road. We have attached resumes for local staff that will be assigned to this project (**Attachment A**).

We have completed *more than 1,000 environmental projects* over the last twelve (12) years, including several municipal and Department of Defense (DOD) solid waste landfill post-closure monitoring programs. Our personnel perform compliance monitoring and collection of *more than 20,000 groundwater, soil, air, surface water, and leachate samples annually*, giving them extensive familiarity with sampling procedures, QA/QC considerations, and health & safety requirements. Sovereign's **current** environmental contracts include the following:

- City of Keene Landfill - Post-closure landfill monitoring
- Town of Oak Bluffs, MA - Post-closure landfill monitoring
- Massachusetts Division of Capital Asset Management - Post-closure landfill monitoring in North Grafton and Belchertown, MA
- U. S. Army Corps of Engineers - New England District, ID/IQ Remedial Action Contract. Shepley Hill Landfill, Devens, MA, landfill monitoring and closure engineering, \$25M
- U.S. Department of the Navy - NAVFAC Mid-Atlantic, RAO, LTM, ID/IQ Multiple Award Contract, \$30M, New London Naval Base Landfill Post-Closure Monitoring
- City of Laconia - Pre-1981 landfill assessment and burn dump assessment and remediation
- Former Globe Plaza, Nashua - Methane gas extraction system operations and maintenance and GMP services
- Major Oil Company, Master Services Agreement for more than 620 Retail Service Stations and Terminal Facilities, \$80M+

Additional project information is available to the Town of Hooksett upon request.

3.0 PROPOSED SCOPE OF SERVICES

Sovereign will provide landfill gas monitoring, annual landfill inspections, water quality sampling, data evaluation and regulatory reporting, preparation and submittal of a new groundwater permit application and general consultation associated with the project in accordance with the requirements of Bid No. 14-07. In particular, our scope of services will include:

3.1 Landfill Quarterly Gas Monitoring

Sovereign will conduct quarterly landfill gas monitoring at four (4) landfill gas wells containing a shallow, medium and deep probe each year for a period of three (3) years as described in Bid No. 14-07.

Landfill gas field screening will be completed at each sampling location using a multi-gas meter for methane, oxygen, carbon dioxide and nitrogen, as required.

3.2 Annual Inspections

Sovereign will provide an engineer licensed in the state of New Hampshire to inspect the landfill cap annually. The engineering inspection will be performed to visually assess the physical conditions and integrity of the cap with visual checks for differential settlement, ponding or erosion, monitoring structures and associated engineering drainage structures, including interior and exterior swales and/or any detention basins both on and/or off the cap. The engineer will document performance of the annual cap inspection on the NHDES form entitled "Landfill Post-Closure Inspection Report" revised version dated April 2006.

3.3 Landfill Groundwater Monitoring & Sampling

Sovereign will conduct an annual groundwater monitoring event each year in general accordance with the current groundwater management permit (GMP) requirements (GWP-198402043-H-005). The landfill annual sampling program includes collecting groundwater samples for laboratory analysis from eight (8) existing groundwater monitoring wells. Samples will be collected and submitted to a New Hampshire state-certified analytical laboratory for the parameters described in GWP-198402043-H-005.

3.4 Groundwater/Gas Monitoring Data Evaluation & Regulatory Reporting

Groundwater analytical data and gas monitoring data will be evaluated by our professional staff. A biennial summary report will be prepared and submitted to the NHDES in the month of June in 2015 and 2017 in a format acceptable to NHDES and include the information as listed in Env-Or 607.04(a), as applicable. The annual report will be stamped by a New Hampshire professional geologist (PG) or professional engineer (PE).

3.5 Preparation and Submittal of a Groundwater Permit Application Renewal

Sovereign will prepare and submit an application for the renewal of the Groundwater Management Permit in a format acceptable to the NHDES and include information as listed in Env-Or 607.10(c) in May 2017. Although described within the RFP as to be completed by the expiration date of August 2017, GMP requirements dictate permit applications shall be completed at least 90 days prior to the expiration date of the current permit; by May 30, 2017.

4.0 COMPENSATION

<u>1. Landfill Quarterly Gas Monitoring</u>	Fee
Field Technician for four (3.5 hr) day at \$65/hr	\$910
Truck at \$11/hr over three events	\$115
Landfill Gas Meter at \$115/day over four events	\$460
Subtotal per year	\$1,485
<u>2. Annual Inspection</u>	Fee
Senior Engineer for one half-day (4 hrs) at \$105/hr	\$420
Truck at \$11/hr for 4 hours	\$44
Reporting	\$700
Subtotal per year	\$1,165
<u>3. Annual Groundwater Sampling</u>	Fee
Field Technician for one (4 hr) day at \$65/day	\$260
Field Technician for one (8 hr) day at \$70/day	\$560
Truck at \$11/hr for 8 hours	\$88
Water Level Meter at \$25/day	\$25
Groundwater Sampling Equipment at \$75/day	\$75
Field Supplies at \$29/event	\$29
Field Filters at \$20/filter	\$100
Teflon Bladders at \$10/bladder	\$30
Laboratory Analysis for 2015, 2016	\$578
Laboratory Analysis for 2017	\$1,883
Subtotal per year (2015, 2016)	\$1,745
Subtotal per year (2017)	\$3,050

<u>4. Data Evaluation & Regulatory Reporting</u>	Fee
Preparation and Submittal of Data Transmittals (2016)	\$250
Preparation and Submittal of Biennial Summary Reports (2015, 2017)	\$1,200
<u>5. Groundwater Permit Renewal Application (2017)</u>	Fee
Preparation and Submittal of Groundwater Permit Renewal Application	\$850
TOTAL ESTIMATED BUDGET (2015)	\$5,595
TOTAL ESTIMATED BUDGET (2016)	\$4,645
TOTAL ESTIMATED BUDGET (2017)	\$7,750
TOTAL 3-YEAR BUDGET:	\$17,990

The costs presented do not apply to escalator assumptions. Our pricing will hold as presented through December 31, 2017.

5.0 REFERENCES

Keene Municipal Landfill - 55 Old Summit Road

Mr. Duncan Watson
City of Keene
Ph. (603) 352-6550

City of Laconia

Mr. Paul Moynihan
Dept. of Public Works Director
Ph. (603) 528-6379

Nouria Energy

Mr. Bob Farr
Project Manager Technical Services
Ph. (508) 762-3700



November 10, 2014

Hooksett Town Hall
Administration Department
35 Main Street
Hooksett, NH 03106

**RE: Town of Hooksett - Recycling and Transfer Department
Landfill Monitoring Request for Proposal - Bid #14-07
Hooksett, NH**

Dear Sirs:

Geosphere Environmental Management, Inc. (GEOSPHERE) is pleased to submit the following information in response to the request for proposal (RFP) called for by the Town of Hooksett's Administration Department (the Town) to provide post closure monitoring at the Hooksett Landfill for the Recycling and Transfer Department. This post closure monitoring involves landfill gas and groundwater quality sampling and analysis, along with annual inspections and reporting in accordance with the Town's Groundwater Management Permit (GWP-198402043-H-005) issued by the New Hampshire Department of Environmental Services (NH DES). GEOSPHERE is a firm devoted to client service excellence in the areas of hydrogeology and environmental consulting. GEOSPHERE's experience with NH DES permit compliance procedures, as well as our project team's credentials and reputations for technical knowledge and reliability will be a great asset for the Town in relation to this project.

The following information and attached documentation presents the information requested to demonstrate to the Town that GEOSPHERE possesses the qualifications, experience, and commitment required to perform the tasks associated with the post closure monitoring services required under the Groundwater Management Permit.

QUALIFICATIONS AND COMMITMENTS

GEOSPHERE is a small consulting firm committed to helping clients achieve their goals in an effective and efficient manner. Our talented team members are experts in their field and take pride in what they do. GEOSPHERE has a proven record and a reputation for technical excellence in the fields of environmental consulting, groundwater monitoring and remediation, development, and permitting. All members of GEOSPHERE's interdisciplinary project team have worked together on hydrogeological, aquifer and ground water supply projects, wetlands studies, and landfill environmental monitoring programs, all involving close communication with clients and regulators.

GEOSPHERE currently maintains a main office in Exeter, NH. All project work will be based from the Exeter office. The following is a presentation of key personnel on our project team, along with each member's role for this project.

Raymond W. Talkington, Ph.D., P.G., C.P.G.
Principal Hydrogeologist/Client Contact

Dr. Talkington is a New Hampshire Licensed Professional Geologist (P.G.) and has over 35 years of geological, hydrogeological, groundwater and hazardous waste management experience. Dr. Talkington has performed dozens of landfill projects for private and public clients. He is the principal of GEOSHERE and will work closely with the project team to ensure that all work will be performed properly, on time, and within budget. He is authorized to execute contracts.

David Niemeyer, P.G.
Director of Environmental Compliance/Project Manager

Mr. Niemeyer is a senior hydrogeologist and will be the Project Manager for the project. He will be in charge of managing all tasks associated with the project. He is authorized to execute contracts, and will be the contact person for this proposal, and the project, if GEOSPHERE is chosen. He may be reached at 603-773-0075, ext. 12, or dniemeyer@geospherenh.com. Mr. Niemeyer is a NH licensed Professional Geologist (P.G.) and has over 29 years of experience in hazardous waste management, landfill monitoring, environmental investigation, assessment, remediation, and groundwater exploration, development, and permitting. Mr. Niemeyer has the proper licensure, is completely familiar with NH DES regulations. He has performed many Groundwater Management Permit and landfill post-closure monitoring projects.

Craig Hanson
Project Scientist

Mr. Hanson will be the project scientist for the project. He will be responsible for performing groundwater and landfill gas monitoring and field inspections. Mr. Hanson is currently licensed as a State of New Hampshire Water Works Operator, Distribution Grade I Operator-in-Training and Treatment Grade I Operator-in-Training. He has technical experience in groundwater, soil, and air/gas sampling associated with post-closure landfill monitoring. Other experiences include ASTM Phase I and Phase II Environmental Site Assessments, subsurface field investigations, water level monitoring and data analysis, remediation treatment system O&M, and chemical injection services oversight. Mr. Hanson is capable of performing all field related activities associated with the project.

REPRESENTATIVE PROJECTS AND CLIENT REFERENCES

GEOSPHERE has extensive experience with landfill investigations, monitoring and closure projects along with environmental investigations, assessments and remediation projects, and water supply and development projects. Our experience in managing large and complex landfill and environmental monitoring programs with a variety of municipal and private clients makes the GEOSPHERE project team uniquely qualified to perform the required services under this RFP. In addition, GEOSPHERE has worked with the Town for the Hooksett Village Water

Precinct in relation to their water supply permitting and monitoring requirements under NH DES regulations.

We encourage you to review our highlights from Representative Projects that demonstrate our experience in landfills and environmental assessments throughout New England (*Attachment A*). Please feel free to contact any of the representative project clients presented in *Attachment A*.

TECHNICAL APPROACH AND COST PROPOSAL

GEOSPHERE, if selected, will perform landfill-monitoring tasks for the Town in accordance with the Request for Proposal (BID #14-07) and the NH DES issued Groundwater Management Permit (GWP-198402043-H-005). The tasks to be performed include the following:

- Task 1:* Quarterly Landfill Gas Monitoring
- Task 2:* Annual Landfill Inspection
- Task 3:* Monitoring Results Tabulation, Reporting and Submittal
- Task 4:* Water Quality Monitoring
- Task 5:* Preparation and Submittal of New Groundwater Permit Application

A Technical Scope of Services detailing the actions to be performed on behalf of the Town for each task listed above is presented in *Attachment B*. Congruent to the Technical Scope of Services presented in Attachment B, a Cost Proposal for the work to be performed for the Town as part of this project is included in *Attachment C*. A Cost Proposal for a three-year contract (January 2015 to December 2017) is presented.

AFFIRMATIONS

To confirm to the Town that GEOSPHERE understands and agrees to the provisions of the RFP, the following statements are provided:

- A. GEOSPHERE has and will maintain liability insurance of at least \$1,000,000 throughout the duration of the project.
- B. GEOSPHERE has and will maintain automobile insurance with comprehensive coverage for owned, hired, and non-owned vehicle throughout the duration of the project. The limit for any one accident will be at least \$1,000,000.
- C. GEOSPHERE has workers compensation and employers liability coverage.
- D. GEOSPHERE has NEVER filed for the protection of U.S. Bankruptcy Court. To show the Town that GEOSPHERE has the financial ability to complete this project, audited financial statements from the most recently completed fiscal year will be provided upon request.

- E. GEOSPHERE and its members have NOT been disqualified or terminated by any private, municipal, or governmental entity or is a party to any pending or current litigation which might adversely affect performance on this project.
- F. GEOSPHERE certifies that all cost information provided in *Appendix C* will be current for a period of 90 days following submission of this response to the RFP.

Our objective is to remain a small consulting firm focused on providing the highest quality technical services at a reasonable cost with an over-riding commitment to understanding and meeting the needs and goals of our clients. GEOSPHERE listens to our clients. You will be treated fairly to ensure that your project will be completed on time and on budget.

We would like to thank you for the opportunity to submit this proposal in reply to the Town of Hooksett's Request for Proposals and look forward to continue to work within the Town on this and future projects. We look forward to providing you with a high quality project. If you have any questions or require further information, please do not hesitate to contact the undersigned at 603-773-0075.

Sincerely,

GEOSPHERE ENVIRONMENTAL MANAGEMENT, INC.



David Niemeyer, P.G.
Director of Environmental Compliance
603-773-0075, ext. 12
dniemeyer@geospherenh.com

Attachments:

Attachment A – REPRESENTATIVE PROJECT EXPERIENCE AND CLIENT REFERENCES

Attachment B – TECHNICAL SCOPE OF WORK

Attachment C – COST PROPOSAL

Attachment A

Representative Project Experience and Client References

REPRESENTATIVE PROJECT EXPERIENCE
LANDFILLS MONITORING AND
ENVIRONMENTAL ASSESSMENT AND REMEDIATION

<u>PROJECT NAME, LOCATION AND DURATION</u>	<u>PROJECT DESCRIPTION</u>	<u>REFERENCES</u>
Landfill Gas Barrier Wall Town of Weston, MA, 2001	Design a soil-bentonite slurry wall to act as subsurface barrier to the migration of landfill gas towards an area planned for development.	Confidential Client
Landfill Gas and Ground Water Monitoring Services, Town of Newbury, MA Landfill, 1997-2000	Quarterly monitoring of landfill gas wells, Semi-annual monitoring of ground water wells, reporting.	Mr. Paul Turbide Port Engineering Inc. One Harris Street Newburyport, MA 01950 (978) 465-8594
Private Industrial Landfill Closure, project ongoing	Remedial Investigation (RI) and Feasibility Study (FS), landfill closure design, ground water contamination monitoring, treatment system design, installation and operation.	Confidential Client
Initial Site Assessment (ISA) report, Front Municipal Landfill, Town of Brookline, MA, 1997	Preparation of Initial Site Assessment (ISA) for the Front Landfill, Brookline, MA	Mr. Peter Ditto, P.E. Town of Brookline 333 Washington Street Brookline, MA 02146 (617) 730-2138
Massachusetts Water Resources Authority Hazardous Materials Technical Assistance 2009-present, project ongoing	Environmental Site Assessment, Characterization and potential remediation of soil, groundwater, and building materials contaminated by oil and hazardous materials	John Nelson Massachusetts Water Resources Authority Charlestown Navy Yard 100 First Avenue Boston, MA 02129 617-788-2555

REPRESENTATIVE PROJECT EXPERIENCE
**LANDFILLS MONITORING AND
 ENVIRONMENTAL ASSESSMENT AND REMEDIATION**

<u>PROJECT NAME, LOCATION AND DURATION</u>	<u>PROJECT DESCRIPTION</u>	<u>REFERENCES</u>
Massachusetts Highway Department Various Environmental Assessments and Remediation Projects Massachusetts 1997- 2007	Environmental Site Assessment, UST Closure, Soil and Groundwater Remediation	Ken Leach Massachusetts Department of Transportation 519 Appleton Street Arlington, MA 02476 617-549-7541
Remediation system operation and compliance monitoring North Reading, MA 1998 - present, project ongoing	Operation and compliance monitoring of a high vacuum dual-phase extraction and groundwater pump-and-treat system designed to remove and treat 1,1,1-TCA and 1,1-DCE.	Leonard Sebell 9 Brooks Road Wayland, MA 01778 978-877-7445
Road Salt Application rates and application operations Massachusetts Highways 2008-present, ongoing	Comprehensive research project involving the collection of field observations relative to the operations and application of road salt on Massachusetts highways for the analysis of efficiency of automated applicators	Paul Brown Massachusetts Department of Transportation 10 Park Plaza Suite 4150 Boston, MA 02116
Landfill Reclamation leading to excavation and disposal of buried drums containing hazardous waste Bolton, MA 2000	During landfill reclamation project, buried drums containing paints and solvents were discovered. Subsequent remediation activities resulted in removal of over 75 drums from site.	Confidential Client
Groundwater Monitoring Charlton, MA 1999-2001	Yearly Post Class C RAO groundwater monitoring and evaluation for future permanent solution.	Mr. Michael Giando Mass Highway Dept. 403 Belmont Street Worcester, MA 01604 508-929-3865

Attachment B

Technical Scope of Work

TECHNICAL SCOPE OF SERVICES

GEOSPHERE, if selected, will perform landfill-monitoring tasks for the Town in accordance with the Request for Proposal (BID #14-07) and the NH DES issued Groundwater Management Permit (GWP-198402043-H-005). The tasks to be performed include the following:

- Task 1:* Quarterly Landfill Gas Monitoring
- Task 2:* Annual Landfill Inspection
- Task 3:* Monitoring Results Tabulation, Reporting and Submittal
- Task 4:* Water Quality Monitoring
- Task 5:* Preparation and Submittal of New Groundwater Permit Application

The following sections detail the actions to be performed on behalf of the Town for each task listed above.

Task 1: Quarterly Landfill Gas Monitoring

GEOSPHERE personnel will conduct quarterly (January, April, July, and November) landfill gas monitoring at the four (4) existing landfill gas wells (GM- 1 through GM-4). Landfill gas will be monitored using a landfill gas monitor and dedicated silicon tubing at the shallow, medium, and deep probes associated with each landfill gas well. Landfill gas will be monitored in each location for methane, carbon dioxide, oxygen, and Lower Explosive Limit (LEL).

Task 2: Annual Landfill Inspection

GEOSPHERE personnel will conduct an annual inspection of the entire landfill during the month of November. The landfill will be inspected for the overall condition of the cap, the status of cover vegetation, evidence of surface erosion, condition of surface drainage, and location of any damage by vandalism. GEOSPHERE will be in correspondence with the Town regarding any damage or erosion problems encountered on the landfill cap, landfill gas wells, or groundwater monitoring wells. GEOSPHERE will recommend any necessary repairs or maintenance, including but not limited to, loaming and seeding of the landfill cover and monitoring well repair.

Task 3: Result Tabulation, Reporting, and Submittal

Following the landfill gas monitoring and annual inspection event, GEOSPHERE will tabulate and graph the results, analyze the data for trends, and will provide the findings to the Town. Upon the Town's approval, the tabulated results and findings will be submitted annually to NH DES in accordance with the Post Closure maintenance and Monitoring Plan.

Task 4: Water Quality Monitoring

GEOSPHERE personnel will complete all tasks associated with April groundwater sampling events in accordance with the Groundwater Permit (GWP-198402043-H-005). Water level data will be collected at all seven (7) monitoring wells and one residential water supply well located at 223 West River Rd. Prior to all purging and sampling activities a static water level will be collected from each monitoring point. Wells will be purged a minimum of three well volumes using either a dedicated 1.5-inch diameter disposable PVC bailer, dedicated polyethylene tubing and a peristaltic pump, or a Waterra brand foot valve. The purging and sampling technique will be chosen dependant on static water level depth and well depth (i.e. deep bedrock versus shallow overburden). After the completion of purging, groundwater from each monitoring well will be

TECHNICAL SCOPE OF SERVICES

field monitored for specific conductance [micromhos per centimeter (umhos/cm)], temperature (°C), and pH using a calibrated hand-held meter. For samples that will be submitted for dissolved metals GEOSPHERE will use a 0.45-micron filter to conduct filtering of the samples in the field.

Following field monitoring, GEOSPHERE will collect groundwater samples into the appropriate laboratory prepared bottles for laboratory analysis under the sampling program outlined in the Groundwater Management Permit and presented below.

<u>Monitoring Location</u>	<u>Annual Sampling Frequency</u>	<u>Parameters</u>
RFW-1, RFW-4, MW-4, MW-6, MW-6A, MW-10, MW-13	April each year	Specific Conductance @ 25 °C, pH, Turbidity, Chloride, Nitrate, TKN, Iron, Manganese, and static water elevation
Same as Above	April 2017	NH DES Petroleum & Hazardous Waste Remediation Full List of Analytes for Volatile Organics, including 1,4-Dioxane (using a 0.25 ug/l reporting limit)
Same as above	April 2017	Drinking Water Metals
MW-6 and MW-6A	April each year	Arsenic
223 West River Road	April each year	Specific Conductance @ 25 °C, pH, Chloride, Iron, Manganese, Arsenic, and 1,4-Dioxane (using 0.25 ug/l reporting limit)

Upon completion of sampling, all sample bottles will be placed on ice and delivered under chain of custody to New Hampshire certified laboratory for analysis.

In accordance with the Groundwater Management Permit, monitoring results will be submitted to the NH DES no later than 45 days after sampling. Summaries of the water quality will be submitted in the month of June to the NH DES Waste Management Division in accordance with the Groundwater Management Permit, following the Town's approval.

Task 5: Preparation and Submittal of New Groundwater Permit Application

The current Groundwater Management Permit (GWP-198402043-H-004) will expire on August 28, 2017. A Groundwater Management Permit Renewal Application is required to be submitted to the NH DES at least 90 days prior to the expiration of the current permit. GEOSPHERE will prepare a Groundwater Management Permit Renewal Application for Town review and approval and subsequent submittal to the NH DES by no later than June 28, 2017. A \$1,000 application fee is required, and is included in GEOSPHERE's cost proposal.

Attachment C

Cost Proposal

COST PROPOSAL

Based on the proposed Technical Scope of Services presented in *Attachment B*, GEOSPHERE is pleased to present the following cost breakdown to complete three years of monitoring (2015-2017).

- **The 1st Year (2015) Annual Project Cost is: \$ 5,400**

Includes:

- Task 1:* Quarterly Landfill Gas Monitoring
- Task 2:* Annual Landfill Inspection
- Task 3:* Monitoring Results Tabulation, Reporting and Submittal
- Task 4:* Water Quality Monitoring

- **The 2nd Year (2016) Annual Project Cost is: \$ 4,300**

Includes:

- Task 1:* Quarterly Landfill Gas Monitoring
- Task 2:* Annual Landfill Inspection
- Task 3:* Monitoring Results Tabulation, Reporting and Submittal
- Task 4:* Water Quality Monitoring

- **The 3rd Year (2017) Annual Project Cost is: \$ 8,695**

Includes:

- Task 1:* Quarterly Landfill Gas Monitoring
- Task 2:* Annual Landfill Inspection
- Task 3:* Monitoring Results Tabulation, Reporting and Submittal
- Task 4:* Water Quality Monitoring
- Task 5:* Preparation and Submittal of New Groundwater Permit Application

Three-Year (2015-2017) Landfill Monitoring Costs \$ 18,395



Shaping the Future

November 12, 2014

Cardno ATC

Mr. Dean E. Shankle Jr.
Town Administrator
Town of Hooksett
Hooksett Town Hall
35 Main Street
Hooksett, New Hampshire 03106

150 Zachary Road
Manchester, NH 03109

Phone +1 603 647 7077
Fax +1 603 647 5347
www.cardno.com

**Subject: Request for Proposal
Proposal for Landfill Monitoring Bid #14-07
Town of Hooksett Recycling and Transfer Department
210 West River Road
Hooksett, New Hampshire
Cardno ATC Proposal Number 60-2014-0762**

Dear Mr. Shankle:

Cardno ATC is pleased to provide this proposal and cost estimate to the Town of Hooksett (hereinafter referred to as "the Town") to perform landfill post-closure monitoring activities at the closed Hooksett Transfer/Highway Landfill located at 210 West River Road in Hooksett, New Hampshire (hereinafter referred to as "the Site"). This proposal and cost estimate has been prepared in accordance with the Scope of Work outlined in the Town's Request for Proposal (RFP), Proposal for Landfill Monitoring Bid #14-07.

SITE DESCRIPTION AND LANDFILL HISTORY

The Town of Hooksett acquired the landfill property in approximately 1974. Sand and gravel was previously excavated from the area prior to initiation of landfilling operations. The Hooksett Landfill occupies an estimated 13 acres on an approximately 34 acre parcel of land located at 210 West River Road. The landfill area is topographically high relative to the adjacent terrain, with steep slopes on the north, south, and east sides of the landfill. The fill areas form an approximate L-shape oriented in a north-south direction.

Landfill operations began in approximately 1974 and ceased in the late-1990s. It is reported that the landfill originally operated as an open burning dump and later as a municipal sanitary landfill. The southwest corner of the landfill was the first area to receive waste material, consisting entirely of municipal solid waste (MSW). Wood and brush were burned at the landfill from 1974 to 1984. Sometime between 1984 and 1985, the landfill began receiving wood and construction and demolition (C&D) debris. According to Town of Hooksett personnel, C&D debris was placed in the southeast and northern portions of the landfill. In 1990, landfilling of MSW ceased, while C&D debris operations continued until 1995.

The closed landfill consists of three separate areas: C&D area to the southeast; MSW area to the southwest; and a second C&D area to the north. The cover design for the MSW portion of the landfill consists of a synthetic flexible membrane as the impermeable barrier. The membrane is

a 40 mil geomembrane. Protecting the geomembrane liner is a cover layer of sand and topsoil with a combined thickness of 24 inches. A synthetic drainage net and geotextile lie directly on top of the geomembrane liner in areas of slopes 4:1 or greater to provide additional protection.

The C&D portions of the landfill are covered by low permeable soil to a depth of approximately 18 inches with a covering of 6 inches of topsoil.

PROJECT UNDERSTANDING

Cardno ATC understands the following:

- The Town is looking for a three (3) year landfill monitoring contract from January 1, 2015 through December 31, 2017.
- The Town is required to perform various landfill closure activities in accordance with New Hampshire Department of Environmental Services (hereinafter referred to as "NHDES") rules and regulations. As specified in the Town's RFP, closure activities include: 1) quarterly landfill gas monitoring; 2) an annual inspection; 3) annual post-closure reporting; 4) water quality sampling, analysis, and reporting in accordance with Groundwater Management Permit No. GWP-198402043-H-005 (hereinafter referred as "the Permit"); and 5) prepare and submit a Permit Renewal Application to the NHDES.
- The current Permit expires on August 28, 2017.

SUBMISSION REQUIREMENTS

Firm Name and Contact Information

The Cardno ATC Manchester, New Hampshire office will provide the services specified in the Town's RFP. Contact information for the Manchester, New Hampshire office follows:

Mr. John Kubiczki, P.G.
Branch Manager
Cardno ATC
150 Zachary Road
Manchester, New Hampshire 03109
Telephone: (603) 391-0055 (Direct Line)
Facsimile: (603) 647-5347
E-mail: john.kubiczki@cardno.com

Qualifications and Experience

Cardno ATC's New England offices are located in New Hampshire, Massachusetts, Vermont, Connecticut, and Rhode Island. Cardno ATC is a full-service environmental engineering and consulting firm that provides environmental investigation and remedial services, geotechnical engineering, environmental permitting and compliance services, and hazardous materials management and abatement services (asbestos and lead-based paint) to various municipalities, industries, developers, public and governmental agencies as well as private clients.

Cardno ATC's multidisciplinary staff includes New Hampshire-registered Professional Engineers (PEs) and Professional Geologists (PGs); geochemists and hydrogeologists; risk assessors (human health and ecological); environmental scientists; permitting and compliance specialists; New Hampshire-licensed asbestos and lead-based paint professionals; certified industrial hygienists; air quality scientists; construction managers; and remediation specialists.

Cardno ATC is uniquely qualified to fulfill the requirements specified in the Town's RFP based on our experience on the current contract with the Town and similar projects, our experienced environmental professionals, and our

extensive knowledge of NHDES rules and regulations. The following sections provide a brief discussion on some of our experience.

Groundwater Management Permit Compliance Experience

Cardno ATC has extensive experience in preparing, modifying, and renewing Groundwater Management Permits (GMP) and Groundwater Discharge Permits (GDP) for our clients. As part of this permitting process, Cardno ATC has also delineated the Groundwater Management Zone (GMZ); performed the monitoring activities (i.e., collection of environmental samples, typically groundwater and surface water for chemical analyses); and prepared and submitted periodic status reports, data reports, and annual reports to the NHDES.

The following provides a summary of current Cardno ATC projects that require GMP compliance and/or landfill post-closure monitoring activities.

- **Landfill Post-Closure Monitoring Services – Town of Hooksett Recycling and Transfer Department, Hooksett, New Hampshire** – Since 2012, Cardno ATC has been performing landfill post-closure monitoring activities for the Town of Hooksett. Activities being performed on this project include: 1) quarterly landfill gas monitoring; 2) an annual inspection; 3) annual post-closure reporting; 4) water quality sampling, analysis, and reporting in accordance with the Permit; and 5) prepare and submit a Permit Renewal Application to the NHDES. In May 2012, Cardno ATC prepared a Permit Renewal Application for the Site. The Permit Renewal Application was approved by the NHDES in June 2012. **Cardno ATC was successful in decreasing the sampling frequency and reporting requirements for the next compliance period (2012 - 2017).** The current Permit requires annual water quality sampling from seven monitoring wells and one water supply well. Cardno ATC collects the water quality samples and prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit.

As part of this project, Cardno ATC performs quarterly (February, May, August and November) landfill gas monitoring at four landfill gas wells (shallow, medium and deep probe). At each location the landfill gas is monitored for oxygen, carbon dioxide, methane and nitrogen. This information is tabulated and presented to NHDES in the Annual Post-Closure Report.

In November of each year, Cardno ATC performs an annual inspection of the landfill. The landfill capping and surface drainage system is visually inspected. As part of this evaluation, the condition of the vegetative cover, erosion, condition of all surface water drainage swales, culverts, passive gas vents, and groundwater monitoring wells are documented (photographs and narrative on the physical condition). Recommendations are made to the Town for proper maintenance, if required.

The results of the landfill gas monitoring and annual inspection are tabulated and a report prepared for the Town's review and comment. Upon approval of the report, Cardno ATC submits the landfill post-closure report to the NHDES in accordance with the Post Closure Maintenance and Monitoring Plan. Trend analysis and graphs are included in the annual report, where applicable.

- **Landfill Post-Closure Monitoring Services – Town of Hampton, Hampton, New Hampshire** – Since 2013, Cardno ATC has been performing landfill post-closure monitoring activities for the Town of Hampton. Activities being performed on this project include: 1) quarterly landfill gas monitoring; 2) semi-annual landfill inspection; 3) annual post-closure reporting; 4) water quality sampling, analysis and reporting in accordance with the Permit; and 5) prepare and submit a Permit Renewal Application to the NHDES. The current Permit requires semi-annual water quality sampling from six monitoring wells, four surface water sampling locations, and one water supply well. Cardno ATC collects the water samples and prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit. A Permit Renewal Application was submitted to the NHDES in May 2014.

As part of this project, Cardno ATC performs quarterly (May, July, September, and November) landfill gas monitoring at seven gas vents, four gas monitoring probes, and four landfill gas monitoring wells. At each

location the landfill gas is monitored for methane percent by volume, methane percent lower explosive limit, percent oxygen, carbon dioxide, and hydrogen sulfide.

In May and November of each year, Cardno ATC performs an inspection of the landfill. The landfill capping and surface drainage system is visually inspected. As part of this evaluation, the condition of the vegetative cover, erosion, condition of all surface water drainage swales, culverts, passive gas vents, and groundwater monitoring wells are documented (photographs and narrative on the physical condition). Recommendations are made to the Town for proper maintenance, if required.

The results of the landfill gas monitoring and annual inspection are tabulated and a report prepared for the Town's review and comment. Upon approval of the report, Cardno ATC submits the landfill post-closure report to the NHDES in accordance with the Post Closure Maintenance and Monitoring Plan. Trend analysis and graphs are included in the annual report, where applicable.

- **Groundwater Management Permit Compliance & Landfill Post-Closure Services - Corn Hill Road Landfill, Town of Boscawen, New Hampshire** – Since 2007, Cardno ATC has been performing post-closure (i.e., landfill gas monitoring from 15 gas vents and three enclosed structures, landfill settlement assessment, and landfill post-closure inspection form submittals) and water quality compliance monitoring activities at the Corn Hill Road Landfill in accordance with the NHDES Solid Waste Rules and Regulations. The Site comprises approximately 63 acres, of which about 27 acres have been developed as a landfill. The Site includes a closed unlined MSW landfill, Stump Dump/Construction & Demolition (C&D) solid waste landfill, and an operating solid waste transfer facility. The municipal landfill was closed with an impermeable cap in late 1998. In 2009, Cardno ATC prepared the GMP Renewal Application for the Site. The Permit Renewal Application was approved by the NHDES in November 2009. The current Permit requires semi-annual water quality sampling from 10 monitoring wells and 2 surface water locations. Cardno ATC prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit and Post Closure Maintenance and Monitoring Plan.

A Permit Renewal Application was submitted to the NHDES in September 2014 for the Site.

- **Groundwater Management Permit Compliance Services - Former Queen Street Landfill, Town of Boscawen, New Hampshire** – Since 2007, Cardno ATC has been performing water quality compliance monitoring at the former Queen Street Landfill in accordance with the GMP. The Site contains a 2-acre tannery waste landfill and former burn dump that was closed by the United States Environmental Protection Agency (USEPA) in 1998. In 2011, Cardno ATC prepared and submitted a GMP Renewal Application to the NHDES for the Site. The Permit Renewal Application was approved by the NHDES in November 2011. **Cardno ATC was successful in decreasing the sampling frequency from tri-annual to semi-annual.** The current Permit requires semi-annual water quality sampling from two monitoring wells, four piezometers, and three surface water locations. Cardno ATC prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit.
- **Groundwater Management Permit Compliance Services – Closed Alton Landfill, Town of Alton, New Hampshire** – Since 2007, Cardno ATC has been providing environmental consulting services related to the GMP for the Site. The landfill is approximately seven acres in size and is situated on a 46-acre Town owned parcel of land. The Town's transfer station is located immediately south of the landfill. In 2007 and 2012, Cardno ATC prepared the GMP Renewal Application for the Site. The 2012 Permit Renewal Application was approved by the NHDES in February 2013. **Cardno ATC was successful in decreasing: 1) the sampling frequency from semi-annual to annual; 2) the number of parameters analyzed during each sampling; and 3) the reporting requirements for the Annual Report.** The current Permit requires annual water quality sampling from 20 monitoring wells, 3 private wells, and 2 surface water locations. Additional activities performed as part of the Permit included the recordation of the GMP Notice at the county registry of deeds, an evaluation of potential downgradient receptors, installation of additional bedrock monitoring wells, development of a conceptual site hydrogeologic model, and water quality trend

analysis. Cardno ATC prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit.

- **Groundwater Management Permit Compliance Services – Former Department of Public Works Highway Garage, Town of Derry, New Hampshire** – Since 2008, Cardno ATC has been providing environmental consulting services to the Town of Derry at the Site. In 2008 and 2013, Cardno ATC prepared GMP Applications for the Site. The 2013 Permit Renewal Application was approved by the NHDES in February 2013. **Cardno ATC was successful in decreasing the number of sampling locations.** The current Permit requires the semi-annual water quality sampling from six monitoring wells. Additional activities performed as part of the Permit included the recordation of the GMP Notice at the county registry of deeds, installation of additional monitoring wells, development of a conceptual site hydrogeologic model, and water quality trend analysis. Cardno ATC prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit.
- **Groundwater Discharge Permit Compliance Services - YMCA Youth Camps, Meredith, New Hampshire** - Since 2007, Cardno ATC has been providing groundwater monitoring compliance services to the Merrimack Valley YMCA for two sewage lagoon systems located at Camp Lawrence and Camp Nokomis in Meredith. In 2007 and 2012, Cardno ATC prepared the Groundwater Discharge Permit (GDP) Renewal Application for the Site. The most recent Permit Renewal Application was approved by the NHDES in August 2012. The current GDP requires the sampling and analysis of three monitoring wells at the Camp Nokomis lagoon and three monitoring wells at the Camp Lawrence lagoon are conducted on a semi-annual basis. Cardno ATC prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit.
- **Groundwater Discharge Permit Compliance Services – Glenclyff Home for the Elderly, Glenclyff, New Hampshire** - Since 2009, Cardno ATC has been providing water quality monitoring compliance services to the New Hampshire Department of Health and Human Services at the Glenclyff Home for the Elderly. The current Permit requires semi-annual monitoring at five monitoring wells, two surface water locations and the effluent from the sand filter beds. Cardno ATC prepares and submits all data transmittals and annual reports to the NHDES in accordance with the Permit.
- **Various Projects - New Hampshire Department of Transportation, Concord, New Hampshire** – Since 2007, Cardno ATC has been providing environmental consulting services to the New Hampshire Department of Transportation on a wide range of projects and properties. Properties have included patrol sheds, maintenance yards, right-of-ways, and potential acquisition properties. Currently, Cardno ATC is working on the following projects that require Groundwater Management Permit compliance services:
 1. NHDOT Highway Garage 12 – The current Permit requires the annual sampling of two monitoring wells at the Site. Cardno ATC performs the water quality sampling activities and prepares/submits all data transmittals and the annual report to the NHDES in accordance with the Permit.
 2. NHDOT Gully Hill Storage Shed - The current Permit requires the semi-annual sampling of 12 monitoring wells, 3 well points, 3 filtration chambers, and three surface water locations at the Site. Cardno ATC performs the water quality sampling activities and prepares/submits all data transmittals and the annual report to the NHDES in accordance with the Permit.
 3. Former Route 3 Irving – In June 2010, Cardno ATC prepared the GMP Application for the Site. The Permit was approved by the NHDES in September 2012. The current Permit requires the semi-annual sampling of four monitoring wells. Cardno ATC performs the water quality sampling activities and prepares/submits all data transmittals and the annual report to the NHDES in accordance with the Permit.



4. NHDOT Bureau of Traffic – The current Permit requires the annual sampling of one monitoring well at the Site. Cardno ATC performs the water quality sampling activities and prepares/submits all data transmittals and the annual report to the NHDES in accordance with the Permit.
5. Former Johnson & Dix Property - The current Groundwater Management Permit requires the annual sampling of five monitoring well at the Site. Cardno ATC performs the water quality sampling activities and prepares/submits all data transmittals and the annual report to the NHDES in accordance with the Permit.

A list of references and contact information is provided in Table 1.

Municipal Experience

Cardno ATC professionals have extensive experience serving state and local agencies providing Groundwater Management Permit Compliance services on similar projects for the Cities of Manchester and Nashua; the Towns of Hooksett, Hampton, Derry, Boscawen, and Alton; the NHDOT; and the New Hampshire Department of Health and Human Services. Over the past 20 years, Cardno ATC has gained extensive experience serving more than 500 municipalities and government entities for a broad range of environmental projects throughout New Hampshire and New England. As a result, Cardno ATC has gained a strong understanding of the unique needs of municipalities and procedural requirements for managing projects cost-effectively and efficiently. Presented in the table below is a partial list of municipal and government clients in New Hampshire and Massachusetts that Cardno ATC is currently serving or has served.

Town of Boscawen, New Hampshire	Town of Alton, New Hampshire
City of Manchester, New Hampshire	Town of Hooksett, New Hampshire
New Hampshire Department of Transportation	Town of Hampton, New Hampshire
City of Salem, New Hampshire	Town of Derry, New Hampshire
New Hampshire Department of Health & Human Services	City of Nashua, New Hampshire
Merrimack Valley YMCA, Meredith, New Hampshire	City of Lowell, Massachusetts
NeighborWorks Southern New Hampshire	City of Fall River, Massachusetts
Boston Housing Authority and City of Boston	City of Lynn, Massachusetts
Town of Lexington, Massachusetts	Massachusetts Turnpike Authority
Massachusetts Transportation Authority	United State Postal Service

Bankruptcy, Reorganization or Receivership

Cardno ATC has not gone into bankruptcy, reorganization, or receivership within the last five (5) years.

Actions or Disqualifications

Cardno ATC's Manchester office has never been disqualified or terminated by any public agency, town, or municipal agency since its inception.

Firm's Contact Person with Recycling and Transfer Department

Mr. John Kubiczki, P.G.
Branch Manager
Cardno ATC
150 Zachary Road
Manchester, New Hampshire 03109
Telephone: (603) 391-0055 (Direct Line)
Facsimile: (603) 647-5347
E-mail: john.kubiczki@cardno.com

Insurance Certificate

Cardno ATC maintains general and professional liability coverage by an A-rated carrier (see Appendix A). Cardno ATC's coverage meets or exceeds the coverage specified in the RFP and required by the Town. Upon award of the contract, Cardno ATC will provide an insurance certificate listing the Town of Hooksett as additional insured.

SCOPE OF WORK

The following provides a summary of services that Cardno ATC will provide under this contract.

Task 1- Post Closure Monitoring Activities

Cardno ATC will be responsible for performing the following post-closure landfill monitoring activities:

- **Landfill Gas Monitoring** - As specified in the RFP, landfill gas monitoring will be performed on a quarterly basis. Landfill gas monitoring will be conducted at four landfill gas wells (shallow, medium and deep probe). At each location the landfill gas will be monitored for oxygen, carbon dioxide, methane, and nitrogen. This information will be tabulated and presented to NHDES in the Annual Post-Closure Report.
- **Annual Inspection** - The landfill capping and surface drainage system will be visually inspected. As part of this evaluation, the condition of the vegetative cover, erosion, condition of all surface water drainage swales, culverts, passive gas vents, and groundwater monitoring wells will be documented (photographs and narrative on the physical condition). Recommendations will be made to the Town for proper maintenance, if required. The information will be submitted to NHDES as part of the Annual Post-Closure Report.
- **Landfill Post-Closure Report** - The results of the landfill gas monitoring and annual inspection will be tabulated and a report prepared for the Town's review and comment. Upon approval of the report, ATC will submit the landfill post-closure report to the NHDES in accordance with the Post Closure Maintenance and Monitoring Plan. Trend analysis and graphs will be included in the annual report, where applicable.

Task 2 – Groundwater Management Permit Compliance Monitoring

Cardno ATC will perform water quality compliance monitoring at the Site in accordance with Condition 7 of the Permit. The table presented below outlines the compliance monitoring program for the Site.

Monitoring Locations	Sampling Frequency	Parameters
RFW-1, RFW-4, MW-4, MW-6, MW-6A, MW-10 and MW-13	April each year	Specific conductance, pH, turbidity, chloride, nitrate, TKN, iron, manganese, and static water elevation
Same as above	April 2017	NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (using a 0.25 microgram per liter [µg/L] reporting limit) Drinking Water Metals
223 West River Road	April each year	Specific conductance, pH, chloride, iron, manganese, arsenic, and 1,4-dioxane (using a 0.25 µg/L reporting limit)
MW-6 and MW-6A	April each year	Arsenic

Sampling will be performed in accordance with the documents listed in New Hampshire Code of Administrative Rules Env-Or 610.02(e). Based on our experience at the Site, monitoring wells MW-4, MW-6, MW-6A, and MW-10 are completed in the overburden aquifer. Therefore, the groundwater samples will be analyzed for dissolved metal concentrations and will be field filtered with a 0.45-micron filter. The groundwater samples collected from RFW-1, RFW-4, MW-13, and 223 West River Road are representative of the bedrock and will be analyzed for total metals and will not be filtered in the field.

During the April 2017 sampling event, the groundwater samples will be analyzed for NHDES Waste Management Division Full List of Analytes for Volatile Organics and Drinking Water Metals (arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver). Cardno ATC will submit all samples to Nelson Analytical Laboratory of Manchester, New Hampshire under chain-of-custody documentation.

Upon receipt of the analytical results, Cardno ATC will review the laboratory report for completeness and quality assurance/quality control issues that may impact the intended data use(s). Cardno ATC's data review will include: assessing the reporting limits and dilutions; method blank contamination; method spike or surrogate recoveries; or other laboratory reported indicators of method accuracy and precision.

Data Transmittal Reports

Field and laboratory results for compliance monitoring will be transmitted under cover of letter to the Town within 14 days of receipt of final laboratory data from the laboratory. Cardno ATC will provide data summary tables that include comparisons of the new monitoring data to the Ambient Groundwater Quality Standards (AGQS) adopted by the NHDES (New Hampshire Administrative Rules, Env-Or 600) and the Surface Water Quality Criteria for Toxic

Substances (WQCTS; New Hampshire Administrative Rules Env-Wq 1700), as applicable. Cardno ATC will provide the Town with one original of the data transmittals with attachments. As required by the Permit, Cardno ATC will electronically submit a copy of the data transmittals to the NHDES Groundwater Management Permit Coordinator within 45 days of the sampling event.

Biennial Summary Report

Cardno ATC will prepare the Biennial Report for the compliance monitoring for submittal to NHDES in June 2015 and 2017 while under contract to the Town. The Biennial Report will meet the requirements for monitoring and reporting established in New Hampshire Code of Administrative Rules Env-Or 607.04 (a). Cardno ATC will provide data summary tables that include comparisons of the new monitoring data to the AGQS and WQCTS, as applicable. The Biennial Report will include a tabulated summary of all analytical data collected to date, graphic presentations of trends in the data for key or representative locations, a groundwater contour map, and recommendations. Cardno ATC will provide a draft copy of the Biennial Report to the Town for review and comment. Upon receipt of comments, the Biennial Report will be finalized for submittal to NHDES.

Cardno ATC will provide one original of the Biennial Report to the Town. On behalf of the Town, Cardno ATC will submit an electronic copy of the Biennial Report to the NHDES Groundwater Management Permits Coordinator.

Task 3 – Preparation of Groundwater Management Permit Renewal Application

The current Permit expires on August 28, 2017. Pursuant to Env-Or 703.10 "Groundwater Release Detection Permits – Permit Renewal," Cardno ATC will prepare a Groundwater Management Permit Renewal Application for the Site. A draft copy of the Permit Renewal Application will be submitted to the Town on or before May 1, 2017 for review and comment. Upon receipt of comments, the Permit Renewal Application will be finalized and submitted to the NHDES on or before May 31, 2017. It should be noted, that the Groundwater Management Permit Renewal Application should be submitted to NHDES 90 days prior to expiration of the existing Permit.

PROPOSED PROJECT TEAM

Personnel

Cardno ATC anticipates that the personnel listed below will be performing the field investigation activities (i.e., water sampling, landfill gas monitoring and landfill inspections) and preparing the required data transmittals and reports for submittal to the NHDES. Based on our experience at the Site under the current contract, it is anticipated that one person will be adequate for performing the field activities outlined in the Town's RFP.

The personnel selected for this project are experienced in performing the activities required for this project. Each of these professionals have significant environmental project experience and consistently meets or exceeds client expectations in achieving the required milestones and deadlines for the project. All Project Team members meet the training and medical monitoring requirements required under Occupational Safety and Health Administration (OSHA) Part 1910.120.

Mr. John Kubiczki, P.G. - Project Manager - Mr. Kubiczki is a Professional Geologist (P.G) in the State of New Hampshire (License # 107) and will be the Project Manager under this contract. Mr. Kubiczki has over 35 years of experience in the environmental industry, specializing in hydrogeologic and contaminant investigations, remediation, and construction projects. He has extensive knowledge in fate & transport, forensic, and geochemical and natural attenuation assessments, evaluations, and modeling activities. Mr. Kubiczki has managed and served as technical specialist on more than 600 hazardous and solid waste management and remediation projects. Mr. Kubiczki is responsible for program/project management of hazardous and solid waste site investigations, feasibility studies, and remediation projects. He has extensive NHDES regulatory expertise especially with New Hampshire Administrative Rules, Env-Or 600 Contaminated Site Management, Env-Wq 1700 Surface Water Quality Regulations, Env-Or 700 Groundwater Release Detection Permits and Env-Sw 100-2100 Solid Waste Rules.

James Carr and Christine Owens – Staff Personnel – Mr. Carr and Ms. Owens will be responsible for performing the post-closure monitoring activities outlined in this proposal. In addition, they will also help prepare the required submittals to NHDES.

Mr. Carr is a project geologist with more than 22 years of experience. He routinely coordinates and performs environmental investigation activities (i.e., environmental sample collection, drilling programs, soil and sediment collection, etc.) and remediation (i.e., operation and maintenance of groundwater and soil treatment systems, landfill assessment surveys, installation and construction management, etc.).

Ms. Owens is an environmental scientist with over 8 years of experience in the environmental field. She routinely coordinates, develops, implements, and manages a wide variety of environmental investigation activities.

Resumes for these individuals are provided in Appendix B.

Equipment

Standard sampling equipment to be utilized on this project will include, but not be limited to the following: multi-meters (pH, temperature, specific conductance, dissolved oxygen, oxidation-reduction potential and turbidity); oil/water interface probes; filters (0.45 micron); dedicated polyethylene bailers (if needed); various sampling pumps for purging and sample collection (if needed); and low-flow sampling equipment (if needed).

OUTSTANDING FINANCIAL STRENGTH AND STABILITY

Cardno ATC has enjoyed long-term financial stability due to sound management and cost-containment strategies. We understand the need to balance technical efforts with equally strong business and administrative policies and procedures. Cardno ATC implements quality control/quality assurance programs (QA/QC) as a matter of practice for all assignments. Our professional and technical staff is managed by sound business practices while our clients enjoy the advantage of the highest level of technical accuracy.

COST ESTIMATE

The estimated cost for performing the activities outlined in the RFP is \$15,536.00 (see Table 2). The proposed fees presented in our proposal are firm for the Town's acceptance for 180 days from the acceptance date of the proposals. For the purpose of our cost estimate, we have assumed the following:

- All groundwater-sampling activities will be performed in accordance with established protocol currently being used at the site.
- The purge water extracted from the monitoring wells in preparation for sampling can be discharged directly to the ground and will not require containerization and/or disposal.
- Cardno ATC's labor rates, expenses, and analytical cost will remain constant throughout the 3-year contract.

Professional fees will be invoiced based on time and expenses accrued to the project. To authorize Cardno ATC to proceed with the scope of work outlined in this proposal, please sign the attached proposal acceptance form and return an executed copy to me by mail, facsimile (647-5347) or by e-mail (see Appendix C). Cardno ATC will not perform any additional work beyond this scope of work without your prior approval.

COMMITMENTS

Cardno ATC understands the deadline for completion of the project and has the available staff and resources to commit to this project on a full-time basis to successfully complete this project within the specified time frames.

November 12, 2014
Town of Hooksett, New Hampshire
Landfill Monitoring Bid #14-07



We thank you for this opportunity to propose on this project. If you have any questions regarding this proposal or require further information or clarification, please contact me. We look forward to the opportunity to assist you with this project.

Sincerely,

A handwritten signature in black ink that reads 'John Kubiczki'.

John Kubiczki, P.G.
Branch Manager
for Cardno ATC
Direct Line (603) 391-0055
Email: john.kubiczki@cardno.com

PROPOSAL ACCEPTANCE FORM

Cardno ATC
Proposal No. 60-2014-0762
November 12, 2014

Proposal for Landfill Monitoring Bid #14-07
\$15,100.00
Town of Hooksett Recycling and Transfer Department
210 West River Road
Hooksett, New Hampshire

Accepted By:

Cardno ATC

By: John Kubiczki

Name: John Kubiczki, P.G.

Title: Branch Manager

Date: November 12, 2014

Town of Hooksett

By: _____

Name: Mr. Dean E. Shankle, Jr.

Title: Town Administrator

Date: _____

Table 2
Cost Summary - Three Year Contract
(January 1, 2015 through December 31, 2017)
Town of Hooksett's Landfill Monitoring
Bid#14-07
Town of Hooksett Recycling & Transfer Department
Hooksett, New Hampshire

ACTIVITY	COST
Prepare Data Transmittals & Biennial Reports	\$2,060.00
Perform Landfill Post-Closure Activities	\$7,111.00
Water Sampling Activities – GMP Compliance	\$5,069.00
GMP Renewal Application	\$860.00
Total	\$15,100.00