

## PTGSG Meeting Minutes - January 12, 2016

Attending: Mike O'Leary, Myra Ferguson, Brad Atwater, Bill Knight, Mike Sutherland

### A. Town Report

- a. The Town Report document was reviewed. thanks to Myra for drafting it.
- b. Mike O will review and edit for final version by Saturday

### B. Criteria for Site Plan Development

- a. The town maintenance complex borders the Penniman wetland which sits on top of an aquifer that is one of the main water supplies for Plainfield. Taking appropriate action to protect those water resources is an important part of this site renovation.
- b. Myra, Bill and Mike S. presented a list of criteria and resource links to be used for developing an engineered site plan. It includes
  - i. Using NH Best Management Practice for managing storm water runoff.
  - ii. Using NH Best Management Practice for salt storage and use.
  - iii. Developing and/or maintaining a 50 foot buffer in accord with Town Zoning requirements.
  - iv. Developing protocols for managing contaminants
  - v. Re-grading the site and or building berms as needed.
- c. The group supported the proposal.

### C. Garage Slab

- a. Brad arranged for --company-- to examine the garage slab and cement wall using ground-penetrating radar (GPR) and by drilling 4 core samples.
- b. Floor slab is 5" to 6" thick with a 12" grid of ½" rebar. It shows no sign of cracking at this point.
- c. Concrete cores were compression tested and showed 6600 lbs/sq.in for the floor and 3000 lbs/sq.in. for the walls. These are adequate.
- d. Wall examination was less conclusive. Wall appears to have vertical rebar at 16"oc, but it is unclear how far down it goes or if it has a footing. Brad recommended and the group agreed that a physical examination of the wall was necessary to determine depth and footing, if any. This will be completed in the spring, when the new floor drain containment tank is installed.

### D. Septic Repair

- a. Cost estimate to replace the,sagging line from the tank to the distribution box, and pump a leach field cleaning agent into the field is ~\$2000.
- b. Mike O will contact Steve H. and have him schedule repairs with Sterns and Bill will supervise it in the spring.

### E. Well

- a. Mike O. reported that test results from the State show that the well is contaminated with coliform and is not potable. However, final test results are

being held pending the report on mineral content. The primary concern is salt content. Contamination is likely caused by road run-off.

- b. If the salt content is high, the well casing may not be repairable and a new well will have to be drilled.
  - c. Cost estimates for a new well range from \$7500 to \$15,000 depending on depth of well and depth of casing. If repair is possible, cost will be much less. Mike O advised Steve to budget for worst case = \$15k.
  - d. After we receive the final report we can set up a meeting with Valley Artesian Well company to discuss our options for repairing or replacing the well.
- F. Floor drain tank
- a. Robbie Williams estimate for purchase, installation of tank, including alarm, and conduit from alarm to control box, is \$6,000.
  - b. Emily's Electric's estimate for wiring from control box to panel is \$561.
- G. Garage Structure -- What data do we have? What else do we need in order to make a recommendation to the Town to either repair the existing structure or replace it?
- a. We have data about the roof and trusses from the engineering report. The roof will need to be replaced, and the trusses should be strengthened to meet current code for snow and wind loads, during the re-roofing process.
  - b. We have incomplete data about the floor and cement walls. Physical examination of the walls / footings will give us the rest of what we need.
  - c. The engineering report suggests that the existing structure may be subject to 'racking' (twist) or collapse due to inadequate bracing -- only a cursory physical examination was done. Construction does not meet current code. Evidence suggests that existing braces were improperly installed and sill bolts were either not installed or installed at unacceptable intervals. After much discussion about whether or not we needed to open up the walls to estimate the cost of repairs, the group agreed it was not necessary for the following reasons:
    - i. If the examination of the cement walls reveals that there is no footing (unlikely), Mike O would not recommend using the existing foundation for a new building. However, since the existing foundation has held up well, renovation of the current building should be possible.
    - ii. It is possible for Mike O., Brad and Bill to develop a plan to strengthen the walls to current code based on worst case assumptions about the existing structure. This plan will be sent to -- Miles Stetson at Engineering Ventures for an engineering review prior to making cost estimates.
- H. Garage Design / Operational Efficiency -- After much discussion, the group agreed that prior to a final recommendation to repair or replace the existing garage building, the Town should examine the adequacy of the current space to meet the Highway Dept.'s needs now and into the future. Given that the number of employees, trucks and other

equipment pieces has increased substantially since its construction and that there is anecdotal evidence that the space requires extra labor hours in order to manage the maintenance and storage of the current fleet, it is important examine this issue.

- a. Although some members of the current committee would be glad to help with this effort, operational efficiency is not within the current scope of this committee.
- b. As part of our final report to the Select Board, we will recommend that a new committee be formed to complete a functional analysis of the current building or that this task be added to our goals. In addition, we will recommend the following:
  - i. The highway department employees be brought together or be individually taken through a carefully managed examination of 'use and need' of the garage facility. Since Enfield has just been through this process, we think Jim Taylor would be a great resource / leader for this. Bill will contact Jim to see if he is interested.
  - ii. Brad will contact committee member Jeff Albright to see if the NHDOT has standard metrics for operational evaluation or standard designs for highway facilities.
- c. The committee will also recommend to the Select Board that the Town develop and implement a process for long-range planning regarding Town facilities and operations.

Meetings:

- A. Cancel the February 19 meeting.
- B. February 9 will be our next meeting
- C. Hold March 8 for a meeting.

## PTGSG Meeting Minutes - 12/15/2015

**Attending:** Mike O'Leary, Jeff Albright, Myra Ferguson, Bill Knight, Mike Sutherland

### **Town Report:**

Mike O raised the issue of putting a summary of our activity in the Town Report. The group agreed that reporting to the community was a good idea. Myra volunteered to draft a short report based on our Statement of Purpose and including info about the fuel tank install and septic tank inspection.

### **Fuel Tank:**

Bill indicated that the temporary tank was still in use. It was unclear if this was simply an attempt to use up the fuel in the tank or if the new tank was not fully ready. Bill will check.

### **Floor Drain Tank:**

- We have DES approval for the holding tank design
- Lake Regional Environmental provided an installation estimate of \$39,000 which has been universally panned as too expensive.
- Robbie Williams will provide an estimate for providing / installing a 1500 gallon tank, with a single alarm and removal of the old 'tank'.
- Bill noted the the removal was a scripted process with testing of soil at the first indication of contamination to determine the required process for removal / containment of the soil. We will need to hire a soil scientist to take the needed samples.
- Installation of the electrical supply lines for the alarm will have to be done by a qualified electrician. Mike O will contact a local electrician about that.

### **Well Testing:**

MikeO will collect water samples for testing on 12/16.

### **Septic Tank:**

Bill reported that we will need to replace the main distribution box and the pipe from the tank to the box. The existing pipe bows down to form an air lock due to improper installation, and this prevents the septic system from functioning properly.

### **Subcommittee Report**

Brad, Bill and MikeO met to review the Engineering Ventures report on the garage structure. The report identified a number of deficiencies including inadequate roof-load support and wall bracing. They agreed that the roof will need to be replaces soon and that the siding is due as well. Support issues and wall bracing can be addressed in that process, but it will be expensive. In addition, questions remain about the concrete floor, footings, and about the adequacy of the existing space for the Town's needs. Those questions need to be investigated / answered before a decision is made about the advisability of repairing the existing structure or planning to replace it.

**Recommendations:**

MikeO reported that the current budget plan is to place \$22k in the Garage Fund to replace what has been used this year, leaving \$60k for next year. A discussion followed about how that money should be spent -- what we should recommend as priorities to the Town

After some discussion, the group recommended that next year's projects focus on the site work that needs to be completed regardless of decisions about the existing building. This would complete essential tasks and give the study group time to develop good data and recommendations about the building. Projects would include:

- Complete the fuel tank installation and apron per DES approvals
- Complete the installation of the floor drain tank and the removal of the old tank and any needed remediation of the old 'tank' site.
- Repair the septic system
- Repair or re-location of the well
- Contracting with Pathways or another firm to develop a site plan to address concerns about stormwater runoff into the adjoining wetland.
- A placeholder for engineering and design costs related to repair / replacement of the existing building.

**New Building Costs:**

Bill reported that a 'Butler' type building shell with 6" insulated walls would cost \$175k for the same size building. He will verify that and collect information about buildings recently constructed in nearby towns similar in size to Plainfield.

**Next meetings:**

January 12 and February 9. Also holding February 19 if needed to complete info for the Town Report and Town Meeting.

**PTGSG Minutes**  
November 17, 2015

Attending: Mike O'Leary, Myra Ferguson, Bill Knight, Jeff Albright, Mike Sutherland

1. After a lengthy discussion of the final report, the group agreed that
  - a. >>>>>>>>>>The report recommendations should be organized in 'construction sequence' i.e. site work, building foundation / walls / exterior, and building interior.
  - b. The report should have general descriptive paragraphs for the main points and attach backup detail as appendices.
  
2. Request for Proposal to complete >>>>>>>>>>
  - a. Pathway's proposal >>>>>>>
  - b. Septic not included in Pathway's proposal. Chris Rollins' proposal for \$1800 includes \$300 for State fees.
  
3. Fuel Tank Pad
  - a. The pad itself is complete.
  - b. We will recommend postponing the installation of the spill containment apron until Spring to insure that DES approval of the design is final.
  
4. Well Test
  - a. Is in process but not yet complete
  
5. Floor Drain Holding Tank
  - a. The design has been sent to DES for their approval
  - b. Recommend that the removal of the old tank be completed by a contractor approved by DES so testing samples can be taken at the same time.
  
6. Evaluation of Garage Floor
  - a. Price to evaluate the concrete and construction will be ~\$2100
  - b. We need to check the scope of the evaluation to be sure >>>>>>>>>>>>>>>>
  
7. The engineering report from 2012>>>>>>>>>> is on Google Drive for review
  - a. We have made recommendations for the issues identified as deficient.
  - b. Need to complete the analysis of >>>>>>>>>>>>>>>> and recommend how to fix >>>>>>>>>>>>>>>>
  
8. Mike O reminded the group that \$60,000 was approved at the 2015 Town Meeting for analysis and repair of the Town Garage.
  - a. Roof and truss analysis has been done
  - b. Concrete foundation and wall data is incomplete.

Next meeting will be 12/15

Mike Sutherland

## **PTGSG Minutes 10/27/2015**

Present were: Mike O'Leary, Brad Atwater, Myra Ferguson, Jeff Albright, Even Oxenham, and Mike Sutherland

### **Town Garage Fueling Station**

- Tank pad will be poured within a few days
- Brad noted that Rich has agreed to the design for the pad
- Mike O: Should we go ahead and pour the apron now or wait for final DES approval of the design? Consensus was to wait for DES approval, but we will hand of the question to the Select Board; it's really their call.

### **Septic Tank**

- Tank was pumped, but we didn't get notice so Bill was not able to observe the condition of the tank
- Bill contacted Sterns and they volunteered to come back with their camera so Bill could see into the tank and outlets. Mike O will check with Bill.

### **Floor Drain Holding Tank**

- MikeO reviewed the design from Pathways for the removal of the old 'tank' / dry well and the installation of the new tank. The new tank can be put on the South side of the building - about 5' from the wall.
- We believe that DES will require the Town to test around the old 'tank' even though the SB did not approve that part of the proposal we made. Pathways included the site testing as part of the replacement process.
- All agree that testing the old terminus area is critical. We need the information from the test in order to make decisions about next steps. We will push the need for further investigation in our final report.

### **Overall Site Plan**

- Myra: The Conservation Commission wants to see plans made to modify the Town Garage property as needed to protect the wetland and water quality. The past is past, but the Town should be dutiful / do the best we can to protect from this point forward including:
  - Storm water runoff control
  - Cleaning up any contamination
  - Disposal of unused chemicals
  - Proper storage and recordkeeping for current chemical inventory
  - Developing a plan for salt storage using best management practice.
- MikeS noted that the need to protect the wetland and water quality is an ongoing issue. It was noted in the 2007 Natural Resource Inventory and in the 2013 Town Master Plan
  - The 2007 natural Resource Inventory recommendations include:
    - Review the Town's compliance with Best Management Practices for the use of road salt and for snow storage.

- Review [Best Management Practices to Control Nonpoint Source Pollution: A Guide for Citizens and Town Officials](#)-January 2004 and evaluate if any of the voluntary BMP's for controlling non-point source pollution should be incorporated into town regulations.
  - The 2013 Master Plan recommendations include:
    - Best management practices for the use of road salt should be implemented. **Status:** Limited implementation of BMPs for road salt have occurred. Plainfield's use of road salt should be evaluated using the standards in the New Hampshire Stormwater Manual.
    - The Town garage sits on the edge of the Penniman wetland which is among the largest wetland areas in Plainfield. The Conservation Commission, Select Board, and Planning Board, in cooperation with the Road Agent, should fund and direct a comprehensive evaluation of the Town Garage buildings and practices to identify good practices and to determine what needs to be improved or changed, if anything, to protect the wetland. The Town Garage should become a model site for the management of toxic materials.

#### **Town Garage Well**

- MikeO reported that the well has not yet been tested. All agreed that the tests need to be completed since non-potable water cannot be used inside the building.
- The water inside the well tiles needs to be pumped out to verify that the well is artesian. However, the group agreed that for purposes of the State test form, we could 'declare' is as artesian and get the tests done. Test results would answer the important questions about water quality.
- MikeO (or Brad?) will get a cost estimate for drilling a new well to use for comparison with the potential cost of mitigating storm water runoff which currently goes directly to the well site and/or repairing the existing well casing if needed.

#### **PTGSG Final Report**

- The group began the review of the report draft which Myra provided.
- We agreed on the need to prioritize the recommendations in the final report
- To be continued at the next meeting.

#### **Misc.**

- Brad will follow up on the foundation report / concrete evaluation for the garage building.



## Plainfield Town Garage Study Committee Minutes for 9/15/2015

Attendees: Mike O'Leary, Brad Atwater, Bill Knight, Jeff Albright, Evan Oxenham and Mike Sutherland.

Site Walk Attendees: Rich Collins, Rob Taylor, Ron Eberhardt, and Steve Halleran

The meeting began at 7:00pm at the Town Garage to discuss the location of the above ground fuel storage tank and the need for concrete aprons on each side of the tank for fueling and spill management. The Well was also checked.

1. Rich had spray-painted lines on the drive to indicate the probable location for the fuel tank and possible size of fueling aprons.
2. The committee presented and spoke to its recommendations for the site as follows:
  - a. Recommendations:
    - i. Install aprons on both side of the new tank, sufficient in size for fueling Town vehicles.
      1. Engineered with sufficient reinforcement to handle the weight of loaded trucks, including fire trucks, to prevent cracking, etc.
      2. Constructed with tooling and grading necessary to contain spills.
      3. Electrical or control wiring needed for the pump to be installed in accordance with current code.
    - ii. Provide spill-kit(s), and provide appropriate training to affected employees.
  - b. Rationale:
    - i. The Town faces future liability for the removal/remediation of contaminated soil (think Cornish). Aprons allow for clean-up of all but catastrophic spills and demonstrate good intent; they will minimize that liability, at minimal cost.
    - ii. The Town Garage sits on the edge of one of the largest and most important wetlands in Town. We have an obligation to take all reasonable steps to protect that water resource and to model environmentally sound practices.
3. Discussion followed in which there was general agreement that installing aprons was desirable.
  - a. Rich explained his plan for the location and engineering of the pad(s).
  - b. Rich, Brad and Jeff discussed grading requirements.
  - c. Mike O. and others reviewed turn radius requirements for fire trucks and trucks with plows.
    - i. Mike O. will ask Chris Rollins to add turn radius requirements to the site map and show any needed adjustment to the pad locations.
4. Mike O. removed the cover from the well and found the 3' casing full or water. It was not possible to confirm that the well is, in fact, a drilled well.

- a. Rich offered to pump the water from the casing to allow for visual inspection. This will be arranged at a future date.

The PTSGC members moved to the Town Office for the remainder of the meeting where the following topics were discussed.

1. Brad: the engineering report on the garage roof completed by Miles \_\_\_\_\_? is available .
2. Mike O: Committee needs to decide how much is reasonable for the Town to spend on the garage, which issues are critical and which can be ignored.
  - a. The side of the garage with windows may be a problem -- not sure about the structural soundness and/or need for bracing.
  - b. End walls can't be strengthened much because of large entry doors.
3. Potential expenditures in addition to unknown amounts for the septic system and clean-up/replacement of the oil drain tanks and known expenses for the purchase and installation of the fuel storage tank include:
  - a. Replacing existing windows
  - b. Strengthening and/or replacing roof to meet current code
  - c. New siding needed
  - d. Structural changes to address wind load issues
4. Brad: We need to address life-safety issues and hazards, estimate costs and then recommend starting a trust fund for either the repair or replacement of the Town Garage building.
  - a. Mike O asked Evan to estimate the present value of the Town Garage based on the inflation adjusted amount of the original construction. This would be the cost basis for replacement with a similar building. We can then compare the total cost of repairs to make a decision about the future.
  - b. Mike O.: Members should re-read available reports to frame our future discussions.
  - c. Brad will get cost of engineering study of existing floor from S.W.Cole
5. Jeff: Contacted Municipal Resources Inc. about available services
  - a. They can provide a workplace safety officer to conduct a safety check
    - i. Jeff noted that the Town's insurer may also provide this service at little or no cost.
  - b. MRI can also provide a facilities manager on a temporary basis.

## Plainfield Town Garage Study Committee Minutes for 9/8/2015

Attendees: Mike O'Leary, Myra Ferguson, Brad Atwater, Bill Knight, Jeff Albright, Evan Oxenham and Mike Sutherland.

Special Guest: Jim Taylor

1. The meeting began at 7:00pm with Q&A with Jim Taylor regarding the NH Department of Labor's inspection of the Enfield municipal buildings, especially the town maintenance garage. Jim reported the following:

a. All municipalities with 15 or more employees are required to have a Joint Loss (safety) Committee. Those with active committees will get notice of a DOL inspection. Those with no committee or an inactive one will get a surprise inspection. Since Enfield has a JL Committee, they received notice, but no real preparation was done.

b. DOL inspector was primarily concerned with safety issues such as:

- i. Detector systems for smoke, CO2, etc.
- ii. Unrestrained leaning storage of tools, ladders, etc.
- iii. Eyewash systems in appropriate areas
- iv. Inspection logs to verify that safety items had been checked or replaced.
- v. Safety tops on all gas cylinders over 36" tall; also restraints to prevent tipping
- vi. Interior exhaust management / evacuation in garage
- vii. Proper storage of flammable liquids = cabinet or single use room.
- viii. Railings on stairs and proper marking of trip hazards
- ix. Safe management of locations with cash which might be a robbery target i.e.

using punch tickets instead of cash at the transfer station.

c. DOL gave a month to remediated issues. All issues fixed for under \$2,000.

d. Jim also came to the Plainfield Garage to review and help identify potential DOL issues.

e. The new maintenance facility consolidated Enfield maintenance to one place. The facility is approximately 200 yards from a prime wetland, and Enfield has been implementing a plan to prevent contamination including:

- i. The construction of a salt shed to contain and prevent runoff
- ii. Installation of a multi-tank system to contain run-off from a wash bay and garage floor drains in a 12 bay facility. System includes three 1500 gal tanks and "oil socks" which need to be changed regularly.
- iii. Spill training for the employees and cleanup kits to be used as needed.
- iv. A cement apron around the main fueling pumps which allows for cleanup of any spills in that area.

f. Jim will send us a copy of the DOL inspection checklist if he can locate a copy.

2. A discussion followed about the relevance of Jim's presentation to the Plainfield Garage and recommendations the committee could make from our inspections so far.

- a. Town Garage Well
    - i. `Mike O: Has the water testing kit from the state. He will collect water and request all available tests on the sample.
    - ii. Jeff noted a runoff channel from the road directly toward the well which may need to be relocated.
    - iii. Bill will work with Rich to get the well cover lifted to verify that the well is a drilled well. If so, the road runoff may not be an issue.
  - b. Fuel station at the garage
    - i. Mike O . will work with Steve to insure that the pad for the tank is expanded to cover the area where trucks park for fueling. This will allow for clean-up in the event of fuel spills and should minimize the Town's environmental liability.
    - ii. Bill noted that any fuel spill over 2 quarts is considered 'major' and has a specific protocol which the garage employees are supposed to follow.
    - iii. Bill also noted that during his inspections at the garage, he had not seen any spill kits.
  - c. Floor Drain Holding Tank
    - i. Mike O reminded the committee that factsheets on the holding tank requirements are available on the DES website and asked all to review for our next meeting. (see <http://des.nh.gov/organization/commissioner/pip/factsheets/dwqgb/documents/dwqgb-22-8.pdf>)
    - ii. Mike O noted that the minimum size for the holding tank is 1000 gallons, but that size should be determined by anticipated volume of liquids. While the committee did not anticipate the need for a complex system such as the one in Enfield, all agreed that getting a larger tank that would be emptied less often could save money in the long run.
    - iii. Bill commented that we have no wash bay and that salt and dirt is currently washed from the equipment outside. The sandy soil around the garage is a good environment for wash activity. The committee is unsure of current practice but believes that engine washing and similar activity should be conducted inside the garage where oil and other contaminants could be captured.
3. Mike O expressed concern that our role as a committee was not clear and that, as a result, our discussions sometimes wandered off onto tangential issues. A lengthy discussion followed which resulted in the following areas of agreement.
- a. Some of our concerns revolved around employee management and behavior/habits. While it is appropriate for us to identify safety concerns, it is not our role to try to manage employees or change behavior.
  - b. We discussed the extent to which the committee should develop solutions as opposed to simply identifying problems. We agreed that, within the limits of committee member's expertise, our role should include helping to identify potential solutions, sources of equipment or expertise, or other information that would help the Town Administrator and the Select Board evaluate and resolve identified safety and environmental issues.
  - c. We discussed the need for the Town to have a facilities manager to oversee maintenance and remediation efforts. Jeff identified Municipal Resources Inc. as an HR company that could provide temporary staff with the needed expertise rather

than trying to get approval for additional staff. The committee agreed that the use of MRI or a similar service was a good alternative.

d. Bill suggested that the committee focus on the needs of our facilities and making sure that our buildings are up to code, issues governed by the State Fire Marshall. The Department of Labor's purview has more to do with employee behavior, i.e. whether or not they are following safety rules. While our committee may identify safety concerns as we evaluate building needs, resolution of those concerns is not our role. The committee agreed that this was a good way to organize and limit our focus.

e. As an aside, the committee discussed the need to conduct a hazardous material inventory and to make sure that the Material Safety Data Sheets (MSDS) are up to date. Mike O thought that the Town might be able to find a volunteer with the expertise and interest in taking on this task.

4. The committee discussed next steps for improving the town garage building and site

a. While the committee has had some discussion in previous meetings about the desirability of the current location for the town maintenance facility, we agreed that there was no political support for such a move. We agreed to focus on the repair and upgrade of the current facilities.

b. The next step is to install the floor-drain tank on the west end of the garage, tapping into the existing pipe. Then we can deal with the old tank and any problems with the septic leach field, etc.

c. At the same time, the town crew needs to get the south side of the current garage cleared i.e. move the lumber pile and old equipment to expose the septic tank to be pumped and evaluated and to expose the drain tank/area for excavation and clean-up.

d. The Town will need to employ an environmental engineer to supervise any cleanup of the old drain tank. At the same time, that firm should evaluate the current site and develop a plan for any re-grading, berm installation, or other upgrades to protect the Penniman wetland and enable us to continue to use the site for the foreseeable future.

i. Mike O. will contact Trumbull-Nelson about doing an estimate for this.

ii. No further building construction or site changes should take place until this process is complete.

e. The committee will now focus on the Town Garage building itself to evaluate the need for repairs and upgrades.

i. Need for structure bracing.

ii. Plan to upgrade the roof to current code – 90lbs per square foot.

iii. Begin cost estimates

f. Based on the report from the environmental engineer and the evaluation of the building, the committee will develop a long-term plan for the garage site including:

i. Any needed cleanup of the floor drain tank

ii. Recommended repairs/upgrades to the garage building

iii. A plan for site improvements to protect the wetland

storage shed

iv. Consideration of future construction on the site e.g. a salt

**Agenda and Minutes for the Plainfield T-G Study Group 2015 & 2016**

**XX**

**Agenda Plainfield T-G Study Group Febuary 9, 2016**

**.05 Review and acceptance of minutes from 01/12/16 meeting**

**.05 Report for town Report due 1/15/16:** we completed this document and it was e mail to all of you, Myra is going to work on making sure that this document matches up with our report to the select board.

**.15 Update on 02/09/2016 meeting where Myra, Mike and Michael worked on report to the Select Board: Myra**

**.10 Update of new well progress and next steps: Brad**

**.5 Update on above ground fuel tank, Michael:** Has anyone heard anything about final DES approval or are we still working under a temporary permit?

**.05 Update on Floor drain tank,Michael O'Leary:** We have an estimate from Robbie Williams for \$6000.00 which includes purchase and installation of the tank, and the alarm system including running the alarm wire from the tank to the control box. We also have an estimate from Emily's Electrical for \$561.00 which includes running the BX wire from the electrical panel to the control box and making the electrical connections at that point.

Is Robbie's estimate in writing and are we ready to propose that the Select Board except those estimates and schedule the work? If not what is the net step.

**.15 Discussion on how we move forward on analysis of the actual building, and the we agree document, Michael:** See attached doc.

**.10 Report on efficiency's of garage annalist, Bill, Brad & Geoff:** What will we recommend to the Select Board so that they can start a process of analysing how well the current town garage serves it purpose, i.e. does it allow for efficient work flow etc.

**.10 Michael: I'm not sure about this comment from ??:** Sounds like a good statement to add to our report. The committee will also recommend to the Select Board that the Town develop and implement a process for long-range planning regarding Town facilities and operations.

**.05 Next meeting dates 3/8/2016, 4/5/2016**

**Brad**

**As for your outline, I doubt that I will have time to really consider it before I leave Wednesday, but I'm fine with you sending it out to the whole group in hopes that everyone will read it before the next meeting and we could then discuss how it could be incorporated into the work that has all ready been done on the final report. Myra was going to take the report that we just wrote for submission to the Town Annual Report and try to incorporate that into our final report, we need to be careful that our public documents are in alignment. Let me know if you send it out to the group so that I can put a place holder in the agenda for the next meeting**

**XX**

**10. PTSGSG Meeting Minutes - 01/12/2016**

Attending: Mike O'Leary, Myra Ferguson, Brad Atwater, Bill Knight, Mike Sutherland

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- b. Mike O will contact Steve H. and have him schedule repairs with Sterns and Bill will supervise it in the spring.

### **E. Well**

- a. Mike O. reported that test results from the State show that the well is contaminated with coliform and is not potable. However, final test results are being held pending the report on mineral content. The primary concern is salt content. Contamination is likely caused by road run-off.
- b. If the salt content is high, the well casing may not be repairable and a new well will have to be drilled.
- c. Cost estimates for a new well range from \$7500 to \$15,000 depending on depth of well and depth of casing. If repair is possible, cost will be much less. Mike O advised Steve to budget for worst case = \$15k.
- d. After we receive the final report we can set up a meeting with Valley Artesian Well company to discuss our options for repairing or replacing the well.

### **F. Floor drain tank**

a. Robbie Williams estimate for purchase, installation of tank, including alarm, and conduit from alarm to control box, is \$6,000.

b. Emily's Electric's estimate for wiring from control box to panel is \$561.

### **G. Garage Structure** -- What data do we have? What else do we need in order to make a recommendation to the Town to either repair the existing structure or replace it?

a. We have data about the roof and trusses from the engineering report. The roof will need to be replaced, and the trusses should be strengthened to meet current code for snow and wind loads, during the re-roofing process.

b. We have incomplete data about the floor and cement walls. Physical examination of the walls / footings will give us the rest of what we need.

c. The engineering report suggests that the existing structure may be subject to 'racking' (twist) or collapse due to inadequate bracing -- only a cursory physical examination was done. Construction does not meet current code. Evidence suggests that existing braces were improperly installed and sill bolts were either not installed or installed at unacceptable intervals. After much discussion about whether or not we needed to open up the walls to estimate the cost of repairs, the group agreed it was not necessary for the following reasons:

i. If the examination of the cement walls reveals that there is no footing (unlikely), Mike O would not recommend using the existing foundation for a new building. However, since the existing foundation has held up well, renovation of the current building should be possible.

ii. It is possible for Mike O., Brad and Bill to develop a plan to strengthen the walls to current code based on worse case assumptions about the existing structure. This plan will be sent to -- Miles Stetson at Engineering Ventures for an engineering review prior to making cost estimates.

### **H. Garage Design / Operational Efficiency** -- After much discussion, the group agreed that prior to a final recommendation to repair or replace the existing garage building, the Town should examine the adequacy of the

current space to meet the Highway Dept.'s needs now and into the future. Given that the number of employees, trucks and other equipment pieces has increased substantially since its construction and that there is anecdotal evidence that the space requires extra labor hours in order to manage the maintenance and storage of the current fleet, it is important examine this issue.

a. Although some members of the current committee would be glad to help with this effort, operational efficiency is not within the current scope of this committee.

b. As part of our final report to the Select Board, we will recommend that a new committee be formed to complete a functional analysis of the current building or that this task be added to our goals. In addition, we will recommend the following:

i. The highway department employees be brought together or be individually taken through a carefully managed examination of 'use and need' of the garage facility. Since Enfield has just been through this process, we think Jim Taylor would be a great resource / leader for this. Bill will contact Jim to see if he is interested.

ii. Brad will contact committee member Jeff Albright to see if the NHDOT has standard metrics for operational evaluation or standard designs for highway facilities.

c. The committee will also recommend to the Select Board that the Town develop and implement a process for long-range planning regarding Town facilities and operations.

**Meetings:**

- A. Cancel the February 19 meeting.
- B. February 9 will be our next meeting
- C. Hold March 8 for a meeting.

**XX**

**Agenda Plainfield T-G Study Group 2015**

10. Agenda for January 12, 2016 meeting

Expected attendance: Michael O'Leary, Brad Atwater, Myra Ferguson, Mike Suterland, Bill Knight, Jeff Albright, Steve Ladd and Evan Oxenham,

Regrets:

.30 Report for town report due 1/15/16, Myra Ferguson: We need to wrap this up ASAP.

.15 Report on concrete testing, Brad Atwater: Testing completed to date and need for additional testing

**.5 Update on above ground fuel tank, Michael:** Steve H. informed me that new fuel tank is in operation, the boom is now in center of tank as Brad requested, not sure if electrical is complete.

**.5 Update on septic tank, Bill Knight:** Do we have an estimate from Sterns, should we have Robbie Williams estimate the repair?

**.10 Update on well testing, Michael O'leary:** I took water samples and have received a preliminary report informing me that the water is contaminated with coliform and that the water is not drinkable. Steve H. labeled the sinks as non potable water. We should have final report back from the state by the end of the month it is currently held up by the mineral analyst. I also spoke to Valley Artesian Well company to get a budget cost estimate for a new well and they told me we should plan on \$7500 for a new well and pump. drill 300' @ \$10. + 40' casing @ \$16 + pump and misc cost. The salt storage could be a problem if we have high levels of salt in the water we could expect to have to add 100' of additional casing mudded in @ 20' if we have to drill deep the cost could go as high as 15K ) So first step is get the test results back and if they are not too bad they might be able to help us fix up the old well. I also inform Steve H. that the budget for work on well, could range from \$5000.00 to \$15,000.00. If the water tests OK or the well can be cleaned then we will recommend that the well casing be extended and that the land around the well be filled in to divert water coming from the culvert under Stage Road away from the well. If this is not practical we will recommend drilling a new well.

**.05 Update on Floor drain tank, Bill Knight & Michael O'Leary:** Do we have an estimate from Robbie Williams? I contacted Emily's Electrical and requested a estimate, I have not heard back from her.

**.5 Report from sub group on overall site plan and final report wording for report, Myra, Bill and Mike:**

**.15 Final Report discussion, Myra Ferguson :**What should our new deadline be to complete this report?

**.05 Next few meeting dates: February 9 & 19**

**Michael O'Leary**

[XX](#)  
**PTSGSG Meeting Minutes - 12/15/2015**

Attending: Mike O'Leary, Jeff Albright, Myra Ferguson, Bill Knight, Mike Sutherland

**Town Report:**

Mike O raised the issue of putting a summary of our activity in the Town Report. The group agreed that reporting to the community was a good idea. Myra volunteered to draft a short report based on our Statement of Purpose and including info about the fuel tank install and septic tank inspection.

**Fuel Tank:**

Bill indicated that the temporary tank was still in use. It was unclear if this was simply an attempt to use up the fuel in the tank or if the new tank was not fully ready. Bill will check.

**Floor Drain Tank:**

- We have DES approval for the holding tank design
- Lake Regional Environmental provided an installation estimate of \$39,000 which has been universally panned as too expensive.
- Robbie Williams will provide an estimate for providing / installing a 1500 gallon tank, with a single alarm and removal of the old 'tank'.
- Bill noted the the removal was a scripted process with testing of soil at the first indication of contamination to determine the required process for removal / containment of the soil. We will need to hire a soil scientist to take the needed samples.
- Installation of the electrical supply lines for the alarm will have to be done by a qualified electrician. Mike O will contact a local electrician about that.

**Well Testing:**

Mike O will collect water samples for testing on 12/16.

Septic Tank:

Bill reported that we will need to replace the main distribution box and the pipe from the tank to the box. The existing pipe bows down to form an air lock due to improper installation, and this prevents the septic system from functioning properly.

Subcommittee Report

Brad, Bill and Mike O met to review the Engineering Ventures report on the garage structure. The report identified a number of deficiencies including inadequate roof-load support and wall bracing. They agreed that the roof will need to be replaced soon and that the siding is due as well. Support issues and wall bracing can be addressed in that process, but it will be expensive. In addition, questions remain about the concrete floor, footings, and about the adequacy of the existing space for the Town's needs. Those questions need to be investigated / answered before a decision is made about the advisability of repairing the existing structure or planning to replace it.

Recommendations:

Mike O reported that the current budget plan is to place \$22k in the Garage Fund to replace what has been used this year, leaving \$60k for next year. A discussion followed about how that money should be spent -- what we should recommend as priorities to the Town

After some discussion, the group recommended that next year's projects focus on the site work that needs to be completed regardless of decisions about the existing building. This would complete essential tasks and give the study group time to develop good data and recommendations about the building.

Projects would include:

- Complete the fuel tank installation and apron per DES approvals
- Complete the installation of the floor drain tank and the removal of the old tank and any needed remediation of the old 'tank' site.
- Repair the septic system
- Repair or re-location of the well
- Contracting with Pathways or another firm to develop a site plan to address concerns about storm water runoff into the adjoining wetland.
- A placeholder for engineering and design costs related to repair / replacement of the existing building.

New Building Costs:

Bill reported that a 'Butler' type building shell with 6" insulated walls would cost \$175k for the same size building. He will verify that and collect information about buildings recently constructed in nearby towns similar in size to Plainfield.

Next meetings:

January 12 and February 9. Also holding February 19 if needed to complete info for the Town Report and Town Meeting.

**XX**

**Agenda Plainfield T-G Study Group 2015**

**9. Agenda for December 15, 2015 meeting**

**Expected attendance: Michael O'Leary, Brad Atwater, Myra Ferguson, Mike Suterland, Bill Knight, Jeff Albright, Steve Ladd and Evan Oxenham,**

**Regrets:**

1/15/2016, this doesn't hav. **10 Report for town report due 1/15/16, Michael O'Leary** :We need something for the annual report by e to be the same as the report for the select board. Should basically be a report on what we have done to date.

**.15 Report from sub group on overall site plan and final report wording, Myra, Bill and Mike:**

.5 Update on above ground fuel tank, Jeff Albright:

.5 Update on septic tank, Bill Knight: Should we have Robbie estimate the repair?

.10 Update on well testing, Michael O'leary: I hope to get it in the mail tomorrow

.10 Update on Floor drain tank, Michael O'leary: Steve H. reports that he has received final approval from the DES, Bill Knight: reports on estimate from Lakes Region Environmental and Robbie Williams

.30 Report from sub group on meeting on 11/24 that Brad, Bill and Michael attended to discuss structural issue, brought forth in Engineering Ventures structural analysis of the town garage. see minutes for written report

.25 Final Report discussion, Myra Ferguson :What should our new deadline be?

.10 Next few meeting dates: January & February hopefully we can be done by then

Michael O'Leary

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8.5 PTGSG Minutes 11/24/2015

Present were: Mike O'Leary, Brad Atwater and Bill Knight

As part of our discussing regarding the structural issue we came up with this list of items that the town should budget for in 2016:

1. Complete work on the new floor drain containment tank. (We are waiting for a quote on this issue.)
2. Repair Septic system, projected to cost \$1500 to \$2000.00
3. Complete installation of the new above ground fuel tank to meet DES regulation, including the installation of a concrete containment apron. We could estimate the cost of the containment apron as Jeff and Brad have it designed for the purposes of the 2016 budget. **(Brad will you take care of this estimate?)**
4. Hire Pathways or a similar firm to develop site plan to contain run off etc. **(Bill please re write this one, and how much should we budget for this?)**
5. Budget for work on well, we really don't know what going to happen with this, cost could range from \$0.00 to \$5000.00
6. Budget for additional engineering and design cost to potentially include
  - Concrete foundation analyst \$2500.00
  - Additional structural design assistance, cost unknown
  - Life Safety code issues, cost unknown
  - Electrical code issues, cost unknown
  - Etc.
7. The select board and finance committee should take into consideration that the town garage will need a new roof, new siding and replacement of all windows in the near future so that the more money that can be put aside at this time the better.

Most of the meeting, was spent talking about how high the projected expense for repair of garage should be allow to get , before we seriously consider building a new building. We concluded that when the repair work was projected to exceed 50% of the cost of a new building it would be time to consider building a new one. At this point we have a very preliminary estimate cost for a new building to be 300K. If the projected cost was to rise to 400K would we still think that 50% is the right amount?

Part of the problem is that if we try to repair the building we can spend a lot of town money and still have a building with structural problems, electrical code and life safety code issues etc.

We decided that considering the above issues, we need to continue to focus's on coming up with estimate cost for the repair and maintenance issues that are clearly needed to be done. Once we exceed 150K we will need to improve our estimated cost for a new building.



## 7. PTGSG Minutes 10/27/2015

Present were: Mike O'Leary, Brad Atwater, Myra Ferguson, Jeff Albright, Even Oxenham, and Mike Sutherland

### Town Garage Fueling Station

- Tank pad will be poured within a few days
- Brad noted that Rich has agreed to the design for the pad
- Mike O: Should we go ahead and pour the apron now or wait for final DES approval of the design? Consensus was to wait for DES approval, but we will hand of the question to the Select Board; it's really their call.

### Septic Tank

- Tank was pumped, but we didn't get notice so Bill was not able to observe the condition of the tank
- Bill contacted Sterns and they volunteered to come back with their camera so Bill could see into the tank and outlets. Mike O will check with Bill.

### Floor Drain Holding Tank

- MikeO reviewed the design from Pathways for the removal of the old 'tank' / dry well and the installation of the new tank. The new tank can be put on the South side of the building - about 5' from the wall.
- We believe that DES will require the Town to test around the old 'tank' even though the SB did not approve that part of the proposal we made. Pathways included the site testing as part of the replacement process.
- All agree that testing the old terminus area is critical. We need the information from the test in order to make decisions about next steps. We will push the need for further investigation in our final report.

### Overall Site Plan

- Myra: The Conservation Commission wants to see plans made to modify the Town Garage property as needed to protect the wetland and water quality. The past is past, but the Town should be dutiful / do the best we can to protect from this point forward including:
  - Storm water runoff control
  - Cleaning up any contamination
  - Disposal of unused chemicals
  - Proper storage and record keeping for current chemical inventory
  - Developing a plan for salt storage using best management practice.
- Mike S noted that the need to protect the wetland and water quality is an ongoing issue. It was noted in the 2007 Natural Resource Inventory and in the 2013 Town Master Plan
  - The 2007 natural Resource Inventory recommendations include::
    - Review the Town's compliance with Best Management Practices for the use of road salt and for snow storage.
    - Review **Best Management Practices to Control Nonpoint Source Pollution: A Guide for Citizens and Town Officials**-January 2004 and



evaluate if any of the voluntary BMP's for controlling non-point source pollution should be incorporated into town regulations.

- The 2013 Master Plan recommendations include:
  - Best management practices for the use of road salt should be implemented. **Status:** Limited implementation of BMPs for road salt have occurred. Plainfield's use of road salt should be evaluated using the standards in the New Hampshire Stormwater Manual.
  - The Town garage sits on the edge of the Penniman wetland which is among the largest wetland areas in Plainfield. The Conservation Commission, Select Board, and Planning Board, in cooperation with the Road Agent, should fund and direct a comprehensive evaluation of the Town Garage buildings and practices to identify good practices and to determine what needs to be improved or changed, if anything, to protect the wetland. The Town Garage should become a model site for the management of toxic materials.

#### **Town Garage Well**

- MikeO reported that the well has not yet been tested. All agreed that the tests need to be completed since non-potable water cannot be used inside the building.
- The water inside the well tiles needs to be pumped out to verify that the well is artesian. However, the group agreed that for purposes of the State test form, we could 'declare' is as artesian and get the tests done. Test results would answer the important questions about water quality.
- MikeO (or Brad?) will get a cost estimate for drilling a new well to use for comparison with the potential cost of mitigating storm water runoff which currently goes directly to the well site and/or repairing the existing well casing if needed.

#### **PTGSG Final Report**

- The group began the review of the report draft which Myra provided.
- We agreed on the need to prioritize the recommendations in the final report
- To be continued at the next meeting.

#### **Misc.**

- Brad will follow up on the foundation report / concrete evaluation for the garage building.

**XX**

#### **Agenda Plainfield T-G Study Group 2015**

##### **7. Agenda for October 27, 2015 meeting**

**Expected attendance: Michael O'Leary, Brad Atwater, Myra Ferguson, Evan Oxenham, Mike Sutherland and Jeff Albright.**

**Regrets: Steve Ladd, Bill Knight,**

**Update on above ground fuel tank:**

**To: PTGSG, Attached are drawings of the fueling station tank pad and apron. I think they represent the final details desired based on all of our discussions to date. Let me know if I've missed anything. Does anyone have suggestions/ comments on the apron details? Anyone want to suggest a concrete spec? Rebar? Fiber?**

I've shown the approximate linear feet of groove to provide 5 gal of spill containment assuming 1" dia groove. Someone mentioned hose length limited to perimeter of concrete which might suggest piping from the center of the side of the tank? Something to consider suggesting to Simple Energy? I gave Rich copies of these (except apron groove detail).

Whenever we're happy I will forward finals to Rich and Chris. Thanks, Brad Atwater

To: Simple Energy, Thank you Sir. We will be pouring the pad later this week. We appreciate and highly value Simple Energy's diligence on this project.  
Stephen Halleran, Town Administrator

To: Pathways, Thank you for the quick response. I am in the process of letting Simple Energy meet its obligation to us. They have indicated they can achieve DES approvals for the tank this week. If that is not possible we will be back in touch very soon. Simple feels they can use their "license with DES" to permit our tank on their dime. They serve as our tank "operator" if you will. We will see, time will tell. They see the Convault tank as so highly rated, it's a plug and play, not a construction. Stephen Halleran  
Town Administrator

Update on septic tank, Bill : I spoke with Brian Stearns this AM. He apologized for the confusion but did note he had spoken with Rich Collins twice yesterday morning who assured him that it would be fine if he just came along at 7am. If we dig up the outlet to the septic, Brian has offered to put his camera in the field at no charge so we can look at the amount of solids in the piping. I suggest that we accept his offer. I am away all next week but could work with him once I get back. Bill Knight, 603.359.7297 cell, 603.469.3700 office

On Oct 21, 2015, at 2:36 PM, Steve Halleran <plainfield.ta@plainfieldnh.org> wrote:

To: PTGSG, Apparently, Stearns has trouble with simple instructions, even when they are their idea. No surprise to us who have worked with them in the past. Despite a reminder call by me yesterday afternoon insisting that they call the town office this AM before the came to the garage (they were not able to provide us with a time for the work so they offered to call) they never called and pumped the tank at 7AM! I have asked Brian Stearns to call Bill Knight and apologize and provide whatever information he can to him. Stephen Halleran, Town Administrator

Review and discuss Pathways Consulting proposal: for floor drain dry-well closure, new floor drain containment tank and wetlands protection plan.

To: PTGSG, To be clear, the SB has not refused to approve the other two projects. They have simply tried to prioritize the work list leaving as much cash available for hard goods as possible. They approved the design of a closed system holding tank for the floor drains and took no action on the other two proposals. The hope is to put the drains system in this fall, which would be a very nice follow up to the underground fuel tank project. As always, thank you all for your assistance with our highway garage evaluation. Its not lost on us that you are all doing this as a public service and its appreciated.  
Stephen Halleran, TA

To: Myra thanks, for following up with Steve on this, I will put this on our agenda for the next meeting 10/27 and we can discuss and decide how we want to proceed. I'm Ok with not moving forward to fast on these issues, I would like to finish gathering information and complete our final report so that we and the Select Board (SB) are making decisions based on all of the issues not one issue at a time. After we will get the storage tank design we can get a quote for that piece of work then when it comes time for the DES to approve and register the tank maybe they will help us push the SB to act on step 1, Site Investigation. MOL

From: Myra Ferguson

I talked with Steve today on the phone--actually I listened after asking, "What are the reasons for the SB okaying the funding for Step 1 of the holding tank for toxic/waste materials--and--not going forward with #2 and #3?" The answers are to:

- \* Take the conservative approach and fund the holding tank because all three agree it's needed.
- \* Prioritize what can be funded at this time since there are so many bills to be paid at this time--"limited means"
- \* Hold off on the storm water grading plan, "We can do it later and possibly use local resources for that."

\* Not open the floor drain issue because the old town dump is so close by and we know there's "something" under there after 40 years have gone by. This kind of thinking/experience is akin to the possibilities of the "floor drain." "There's probably material in the ground. Is it worth it to take down the shed?"

Somewhere in Steve's explanation he said, "Site assessment studies, we don't want to open them." I think those are his words, but my scribbled notes are sketchy.

Steve said that he appreciates all the work and suggestions the study group has given. However, "You're going to have to come up with a good argument" to proceed with moving the shed and exploring beyond putting a waste tank in the ground and carting the waste material to an appropriate dump site.

Notice that I stopped the quotations marks at a certain point and used my own words to finish the thought in the last paragraph. My interpretation, for what it's worth, is that we're going to have to come up with a good argument if we want steps 2 and 3 to happen.

You're getting this second hand so be careful thinking that it's gospel. I FEEL that my last sentence is true. Myra

Well Update, MOL: I spoke with Russ at Pathways and I licensed plumber about the legality of having non potable water running to a sink in the town garage. Neither one of them were 100 percent clear on the code but both agreed that it is illogical to think that it would be acceptable to the plumbing code.

Update on Final report, Myra:

Update on spread sheet of projected projects and cost, MOL;

November meeting dates:

New Business:

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6. Minutes for October 6, 2015 meeting

Plainfield Town Garage Study Committee  
Minutes for 10/06/2015

Attendees: Mike O'Leary, Brad Atwater, Bill Knight, Jeff Albright, Evan Oxenham and.

Regrets: Steve Ladd, Mike Sutherland

Steve Halleran came to discuss the above ground fuel tank

I took very limited notes so we don't have any minutes written

We discussed the final report

I agreed to talk with a plumber about the well and the potable water code requirements

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6. Agenda for October 6, 2015 meeting

Expected attendance: Michael O'Leary, Brad Atwater, Myra Ferguson, Evan Oxenham, Bill Knight, Mike Sutherland and Jeff Albright.

Regrets: Steve Ladd,

Steve Halloran AGFT: Discussion.

**Update on above ground fuel tank:**

I would say that we need to know and have access to the DES regulatory conditions and whether we are required to involve an engineer, before we put any more effort into this project. If we are required to have an engineer's involvement I think we will be in pretty good shape to spell out what we would like to do. I don't want to spend the whole evening on this but I think we could make a group decision on whether we want to endorse a roof over the tank or not, discuss the size of the pad and the reason Brad and I decided to make it bigger and if we have any new info on the DES requirements we can review that information and discuss whether we feel that the town should hire an engineer.

**Review and discuss Pathways Consulting proposal: for floor drain drywell closure, new floor drain containment tank and wetlands protection plan.**

**Update on Fire Marshall. Michael:** I have sent multiple e mails to Frank Currier he has informed me that the Fire Marshall has not responded to our request. I informed Frank that I was disappointed and that I would tell the group that it wasn't going to happen.

**Update on Final report, Myra:** I'd like to be put on the first October meeting to present my thought process and ask that the committee members modify what I have done. I hope to be brief and not use more than 1/2 hour because few people like to do this task.

**Well Update, MOL** How do we determine the well requirements?

**Update on estimating the cost of a replacement building:**

**Inflation adjustment on 100K, Evan:**

Mike, You asked me to calculate the inflation of \$100,000 over 30 years. Using the Bureau of Labor Statistics calculator this is the result:

\$100,000 in 1985 had the same buying power as \$221,483.27 has in 2015.

*Evan Oxenham*, E-mail: [evan.oxenham@gmail.com](mailto:evan.oxenham@gmail.com) , Mobile: +1 410-440-9835

**Next meetings dates: 10/27**

**XX**

**[5. Minutes for September 15, 2015 meeting](#)**

Plainfield Town Garage Study Committee  
Minutes for 9/15/2015

Attendees: Mike O'Leary, Brad Atwater, Bill Knight, Jeff Albright, Evan Oxenham and Mike Sutherland.

**Regrets:** Steve Ladd

Site Walk Attendees: Rich Collins, Rob Taylor, Ron Eberhardt, and Steve Halleran

The meeting began at 7:00pm at the Town Garage to discuss the location of the above ground fuel storage tank and the need for concrete aprons on each side of the tank for fueling and spill management. The Well was also checked.

1. Rich had spray-painted lines on the drive to indicate the probable location for the fuel tank and possible size of fueling aprons.
2. The committee presented and spoke to its recommendations for the site as follows:
  - a. Recommendations:
    - i. Install aprons on both side of the new tank, sufficient in size for fueling Town vehicles.
      1. Engineered with sufficient reinforcement to handle the weight of loaded trucks, including fire trucks, to prevent cracking, etc.
      2. Constructed with tooling and grading necessary to contain spills.
      3. Electrical or control wiring needed for the pump to be installed in accordance with current code.
    - ii. Provide spill-kit(s), and provide appropriate training to affected employees.
  - b. Rationale:
    - i. The Town faces future liability for the removal/remediation of contaminated soil (think Cornish). Aprons allow for clean-up of all but catastrophic spills and demonstrate good intent; they will minimize that liability, at minimal cost.
    - ii. The Town Garage sits on the edge of one of the largest and most important wetlands in Town. We have an obligation to take all reasonable steps to protect that water resource and to model environmentally sound practices.
3. Discussion followed in which there was general agreement that installing aprons was desirable.
  - a. Rich explained his plan for the location and engineering of the pad(s).
  - b. Rich, Brad and Jeff discussed grading requirements.
  - c. Mike O. and others reviewed turn radius requirements for fire trucks and trucks with plows.
    - i. Mike O. will ask Chris Rollins to add turn radius requirements to the site map and show any needed adjustment to the pad locations.
4. Mike O. removed the cover from the well and found the 3' casing full of water. It was not possible to confirm that the well is, in fact, a drilled well.
  - a. Rich offered to pump the water from the casing to allow for visual inspection. This will be arranged at a future date.

The PTSGC members moved to the Town Office for the remainder of the meeting where the following topics were discussed.

1. Brad: the engineering report on the garage roof completed by Miles \_\_\_\_\_? is available .
2. Mike O: Committee needs to decide how much is reasonable for the Town to spend on the garage, which issues are critical and which can be ignored.
  - a. The side of the garage with windows may be a problem -- not sure about the structural soundness and/or need for bracing.
  - b. End walls can't be strengthened much because of large entry doors.
3. Potential expenditures in addition to unknown amounts for the septic system and clean-up/replacement of the oil drain tanks and known expenses for the purchase and installation of the fuel storage tank include:
  - a. Replacing existing windows
  - b. Strengthening and/or replacing roof to meet current code
  - c. New siding needed
  - d. Structural changes to address wind load issues
4. Brad: We need to address life-safety issues and hazards, estimate costs and then recommend starting a trust fund for either the repair or replacement of the Town Garage building.
  - a. Mike O asked Evan to estimate the present value of the Town Garage based on the inflation adjusted amount of the original construction. This would be the cost basis for replacement with a similar building. We can then compare the total cost of repairs to make a decision about the future.
  - b. Mike O.: Members should re-read available reports to frame our future discussions.
  - c. Brad will get cost of engineering study of existing floor from S.W.Cole
5. Jeff: Contacted Municipal Resources Inc. about available services
  - a. They can provide a workplace safety officer to conduct a safety check
    - i. Jeff noted that the Town's insurer may also provide this service at little or no cost.
  - b. MRI can also provide a facilities manager on a temporary basis.

**6. Our next meetings will be on 10/6 and then 10/27**

**Respectably submitted, Mike Sutherland**

**XX**

**5. Agenda for September 15, 2015 meeting**

**Attendance:** Michael O'Leary, Brad Atwater, Myra Ferguson, Evan Oxenham, Bill Knight, Mike Sutherland and Jeff Albright.

**Regrets:** Steve Ladd,

- **Fire Marshall:** I have sent an e mail to Frank Currier and he has forwarded our request to the Fire Marshall, I'm waiting to hear back from them and I'm assuming that they will not be coming to our meeting tonight.

- **Fueling Station at Town Garage**

**From:** Michael O'Leary, 9/15/2015

**To:** Steve Halleran

**Subject:** RE: PTGSC --fueling station concrete apron details

<https://drive.google.com/drive/u/0/folders/0B0alkKaFDMa4S2hyclJCV1NNdW8>

It's going to be very tight for me to get there by 6 pm tomorrow with my current plans, the PTGSG is meeting tonight and we will discuss this and see who can make it, I will show up when I can get there and look at the well, might not be until 6:30.

There are some very tricky details in pouring that slab correctly and I'm not sure that we have all the information we should have. I'm happy to hear that you and Rich are willing to try and move forward with trying to do this right. Getting it right may require a conversation with the State DES, DT, DL etc.

Michael O'Leary

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**From:** Steve Halleran 9/15/2015

**To:** 'Michael O'Leary, Jeff Allbrite

**Subject:** RE: PTGSC --fueling station concrete apron details

Hey Mike and Jeff

I started the concrete pad conversation with Richard this AM. I am going to have the Selectmen start their meeting at the highway garage tomorrow night at 6pm sharp. I am in hopes that someone from the committee (both of you would be ideal, Rich has developed a relationship with Jeff) can join us and we can just pick a design and be done. Rich hopes to form it next week and the Selectboard doesn't meet again for two weeks. At a minimum Rich has to pour a 7'x13' pad. This AM we figured to fit trucks fueling on both sides the expanded pad would be something like 25'x25' 8" thick. Rich is happy to do this and understands the reasoning. He just needs to be given his marching orders from the BOS.

Please try to join us at 6pm.

Mike we can probably have the well cover off prior to the meeting if you want to take a look. Let me know and I will have it off say for 5:30pm.

Stephen Halleran Town Administrator

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The concrete apron details that Jeff came up with for the fueling station seems like the right approach to me. I'm wondering what information we can find that will convince Steve and the select board that they actually should or are required to do something like this. It would require quite a bit more planning and some design work to actually do this and get it right.

PSTGSG Members please review these documents that Jeff came up with before tomorrow's meeting and we will discuss at tomorrow's meeting before we forward this information to Steve

What Spill Kit/ fuel spill clean up supplies are required to be on site, and where are they supposed to be interrelationship to the fuel tank? Is dedicated storage for those supplies required and how often are those supplies suppose to be checked and tested,etc.

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**From:** Jeff Allbrite,9/10/2015  
**To:** 'Michael O'Leary,  
**Subject:** RE: PTGSC --fueling station concrete apron details

Attached are some details from a NHDOT Patrol Shed fueling station. The details also show a sawcut to allow for contraction/expansion. These drawings were developed by Jaques Whitford Co., Inc. out of Portsmouth, NH and are copywrited.

This type of fueling station is also used by NHDOT equipment, and Municipalities for fire trucks, buses, etc.

The dimension of the concrete apron from the island is 12 ft on the ends, and 12ft-6in.on the sides.

If you look at Meriden Deli, the dimensions of the concrete apron are 10ft-6in on the sides and 6ft on the ends.

The "v" grooved positive limiting barrier is constructed at the Meriden Deli if you wanted to see what it looks like. Of course, the grooves need to be cleaned/maintained for the barrier to work.

I stopped at the Highway Garage and Rich offered that the plan is to only construct a reinforced concrete pad to support the above ground tank. Town employees will do the concrete work. There will be no concrete apron with positive limiting barrier with the above ground installation. Equipment will be parked on gravel during fueling operations.

Jeff Allbright

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**Update on floor drain holding tank:** We all agreed to review the documents related to the holding tank for the floor drain and come prepared to discuss this issue in more depth next Tuesday, no one volunteered to lead the next phase of this project and I would like someone to step forward to do this. Bill has the most experience with this issue, but he is all ready taking the lead on locating the underground utilizes and the overall environmental impact on the site, so I think someone else should do this.

<https://drive.google.com/drive/u/0/folders/0B0alkKaFDMa4S0w1UkRpcVpVbDg>

**Update on site plan:** We agree to review Chris site plan and think about next steps for Chris



**Update on misc items from our last meeting:**

**Bill reported that Rich was building a shed, is this correct?**

I asked Steve about the shed that Rich told Bill he was planning on building and this is enclosing and pouring a slab in one of the bays in the existing shed to be used for police evidence storage, not a new building.

**Steve we think you should consider trying to find a volunteer to do or to help Rich with the MSDS project:**

Steve thought it was a good idea to look for a volunteer to do the MSDS for Rich and that maybe the town safety committee would be interested in taking that on

**Contact Rich ask him to remove well cover to confirm that it's an artisan well:**

Steve is going to have Rich remove the cement well cover and let me know when that is done so we can check it out.

**Take water samples and mail them to Concord:** Waiting on well cover removal before moving forward.

**Contact Pathways and set up site meeting with Environmental engineer:** Rush Roloff returned my call and can meet with us next week, He is available between 7 am & 4 pm any day next week except Tuesday morning, after 4 pm he could meet with us on Wed. or Fri. I can do M,T,T or F

**Contact Frank Currier and ask him to invite Eric Berube State Fire Marshall to come to our next meeting to discuss how he can help us in this process.** Still waiting to here back from Eric Berube, Frank has e mailed him a couple of times

- **Discuss future meeting dates:** Will we continue with Tuesday evenings through October and November? I have tentative plans to be away from 10/19 to 10/31 I might be able to postpone my departure until 10/21 if we wanted to meet on 10/20 at 7 pm, I'm around all of November then away 12/1 to 12/8.
- **Next Steps: Concrete foundation inspections**
  - Walls
  - Roof
- **New Business:**

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4. Minutes for September 8, 2015 meeting

Plainfield Town Garage Study Committee  
Minutes for 9/8/2015

Attendees: Mike O'Leary, Myra Ferguson, Brad Atwater, Bill Knight, Jeff Albright, Evan Oxenham and Mike Sutherland.

Special Guest: Jim Taylor

1. The meeting began at 7:00pm with Q&A with Jim Taylor regarding the NH Department of Labor's inspection of the Enfield municipal buildings, especially the town maintenance garage.

Jim reported the following:

- a. All municipalities with 15 or more employees are required to have a Joint Loss (safety) Committee. Those with active committees will get notice of a DOL inspection. Those with no committee or an inactive one will get a surprise inspection. Since Enfield has a JL Committee, they received notice, but no real preparation was done.
- b. DOL inspector was primarily concerned with safety issues such as:
  - i. Detector systems for smoke, CO2, etc.
  - ii. Unrestrained leaning storage of tools, ladders, etc.
  - iii. Eyewash systems in appropriate areas
- iv. Inspection logs to verify that safety items had been checked or replaced.
  - v. Safety tops on all gas cylinders over 36" tall; also restraints to prevent tipping
  - vi. Interior exhaust management / evacuation in garage
  - vii. Proper storage of flammable liquids = cabinet or single use room.
  - viii. Railings on stairs and proper marking of trip hazards
- ix. Safe management of locations with cash which might be a robbery target i.e. using punch tickets instead of cash at the transfer station.
- c. DOL gave a month to remediated issues. All issues fixed for under \$2,000.

d. Jim also came to the Plainfield Garage to review and help identify potential DOL issues.

e. The new maintenance facility consolidated Enfield maintenance to one place. The facility is approximately 200 yards from a prime wetland, and Enfield has been implementing a plan to prevent contamination including:

- i. The construction of a salt shed to contain and prevent runoff
  - ii. Installation of a multi-tank system to contain run-off from a wash bay and garage floor drains in a 12 bay facility. System includes three 1500 gal tanks and "oil socks" which need to be changed regularly.
  - iii. Spill training for the employees and cleanup kits to be used as needed.
  - iv. A cement apron around the main fueling pumps which allows for cleanup of any spills in that area.
- f. Jim will send us a copy of the DOL inspection checklist if he can locate a copy.

2. A discussion followed about the relevance of Jim's presentation to the Plainfield Garage and recommendations the committee could make from our inspections so far.

a. Town Garage Well

- i. Mike O: Has the water testing kit from the state. He will collect water and request all available tests on the sample.
- ii. Jeff noted a runoff channel from the road directly toward the well which may need to be relocated.
- iii. Bill will work with Rich to get the well cover lifted to verify that the well is a drilled well. If so, the road runoff may not be an issue.

b. Fuel station at the garage

- i. Mike O . will work with Steve to insure that the pad for the tank is expanded to cover the area where trucks park for fueling. This will allow for clean-up in the event of fuel spills and should minimize the Town's environmental liability.
- ii. Bill noted that any fuel spill over 2 quarts is considered 'major' and has a specific protocol which the garage employees are supposed to follow.

iii. Bill also noted that during his inspections at the garage, he had not seen any spill kits.

c. Floor Drain Holding Tank

i. Mike O reminded the committee that factsheets on the holding tank requirements are available on the DES website and asked all to review for our next meeting. (see <http://des.nh.gov/organization/commissioner/pip/factsheets/dwgb/documents/dwgb-22-8.pdf>)

ii. Mike O noted that the minimum size for the holding tank is 1000 gallons, but that size should be determined by anticipated volume of liquids. While the committee did not anticipate the need for a complex system such as the one in Enfield, all agreed that getting a larger tank that would be emptied less often could save money in the long run.

iii. Bill commented that we have no wash bay and that salt and dirt is currently washed from the equipment outside. The sandy soil around the garage is a good environment for wash activity. The committee is unsure of current practice but believes that engine washing and similar activity should be conducted inside the garage where oil and other contaminants could be captured.

3. Mike O expressed concern that our role as a committee was not clear and that, as a result, our discussions sometimes wandered off onto tangential issues. A lengthy discussion followed which resulted in the following areas of agreement.

a. Some of our concerns revolved around employee management and behavior/habits. While it is appropriate for us to identify safety concerns, it is not our role to try to manage employees or change behavior.

b. We discussed the extent to which the committee should develop solutions as opposed to simply identifying problems. We agreed that, within the limits of committee member's expertise, our role should include helping to identify potential solutions, sources of equipment or expertise, or other information that would help the Town Administrator and the Select Board evaluate and resolve identified safety and environmental issues.

c. We discussed the need for the Town to have a facilities manager to oversee maintenance and remediation efforts. Jeff identified Municipal Resources Inc. as an HR company that could provide temporary staff with the needed expertise rather than trying to get approval for additional staff. The committee agreed that the use of MRI or a similar service was a good alternative.

d. Bill suggested that the committee focus on the needs of our facilities and making sure that our buildings are up to code, issues governed by the State Fire Marshall. The Department of Labor's purview has more to do with employee behavior, i.e. whether or not they are following safety rules. While our committee may identify safety concerns as we evaluate building needs, resolution of those concerns is not our role. The committee agreed that this was a good way to organize and limit our focus.

e. As an aside, the committee discussed the need to conduct a hazardous material inventory and to make sure that the Material Safety Data Sheets (MSDS) are up to date. Mike O thought that the Town might be able to find a volunteer with the expertise and interest in taking on this task.

4. The committee discussed next steps for improving the town garage building and site

a. While the committee has had some discussion in previous meetings about the desirability of the current location for the town maintenance facility, we agreed that there was no political support for such a move. We agreed to focus on the repair and upgrade of the current facilities.

b. The next step is to install the floor-drain tank on the west end of the garage, tapping into the existing pipe. Then we can deal with the old tank and any problems with the septic leach field, etc.

- c. At the same time, the town crew needs to get the south side of the current garage cleared i.e. move the lumber pile and old equipment to expose the septic tank to be pumped and evaluated and to expose the drain tank/area for excavation and clean-up.
- d. The Town will need to employ an environmental engineer to supervise any cleanup of the old drain tank. At the same time, that firm should evaluate the current site and develop a plan for any re-grading, berm installation, or other upgrades to protect the Penniman wetland and enable us to continue to use the site for the foreseeable future.
  - i. Mike O. will contact Trumbull-Nelson about doing an estimate for this.
  - ii. No further building construction or site changes should take place until this process is complete.
- e. The committee will now focus on the Town Garage building itself to evaluate the need for repairs and upgrades.
  - i. Need for structure bracing.
  - ii. Plan to upgrade the roof to current code – 90lbs per square foot.
  - iii. Begin cost estimates
- f. Based on the report from the environmental engineer and the evaluation of the building, the committee will develop a long-term plan for the garage site including:
  - i. Any needed cleanup of the floor drain tank
  - ii. Recommended repairs/upgrades to the garage building
  - iii. A plan for site improvements to protect the wetland
  - iv. Consideration of future construction on the site e.g. a salt storage shed

Submitted by: Mike Sutherland

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**4. Agenda for September 8, 2015 meeting**

**Attendance:** Michael O’Leary, Brad Atwater, Myra Ferguson, Evan Oxenham, Bill Knight, Mike Sutherland and Jeff Albright.

**Regrets:** Steve Ladd,

- **Welcome and introductions:**
- **Jim Taylor:** Visit to tell us about the Town of Enfields experience with the State of NH Dept of Labor

- **Discuss testing water at town garage:** Need top of well removed to confirm type of well.

- **Discuss Floor drain holding tank issue:**

Mike.I have printed out the registration form and fact sheet. Our hope would be to have a holding tank installed this fall. If your Committee is able to help us achieve this goal that would be ideal. Properly caring for our floor drain effluent and having removed the underground storage tanks this summer would seem like solid progress on making the highway garage more environmentally friendly. Kind of a ground up approach if you will. We are some distance from those roof top solar panels, but making progress none the less.**Steve**

Hi Steve: Below are links to all the information the town needs to install a holding tank for the floor drains at the town garage, the PTGSG will discuss tonight what role we think we should continue to play in this process. If you and the select board believe that the existing building will continue to be the town garage for the foreseeable future, I see no reason why the town shouldn't proceed with installing a holding tank to meet state spec. After or during the process of installing the holding tank a secondary step will be to hire a environmental engineer to soil test the ground around the old tank and make recommendation on how best to proceed with clean up of the site.

- **Discuss next steps for Chris Rollins site plan:**

- **Review notes and my report below:**

- **Next Steps:**
- **New Business:**

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**3. Minutes for July 18, 2015 meeting**

**Attendance:** Michael O'Leary, Brad Atwater, Myra Ferguson, Evan Oxenham,Bill Knight and Jeff Albright.

**Regrets:** Steve Ladd, Mike Sutherland,

**Michael S. O'leary**

**Tel.: (603) 469-3233**

**Mobil: 603 504 4521**

Email- [mol03766@tds.net](mailto:mol03766@tds.net)

**August 25, 2015**

**Notes and Questions from 8/18/2015 PTGSG meeting and response from Steve Halloran**

I meet with Steve H this morning to discuss a number of items that came up in our meeting Tuesday night. I have also been in touch with Chris Rollins, Jim Taylor and the State of NH Dept. of Health and Human Services, below is an update on a number of issue at the town garage.

- Get well tested at town garage: Chris has moved some brush so that we can open up the well and confirm what is under the well cover. I contacted Health and Human Service 603 271 3445 they are sending me test information there will be a cost of \$85.00 (15+70)
- Call Jim Taylor: he has agreed to come to our meeting on 9/8, I'm going to invite the Fire Marshall to come to our 9/15 meeting.
- Sterns invoice for work on 8/18: Steve is expecting an invoice and Bill K. will approve the final amount.
- Chris Rollins invoice for work on 8/18: He will invoice separately from site plan development work. Bill K. and I, will approve the final amount.
- Question of advisability of using the site for this propose of a town garaged: I asked Chris R. to think about this, it's not really something he normally gets involved in but he was going to think about it for a couple of days and get back to me with his thoughts. I also spoke with Steve H. about this and he firmly believes this will be the site of the Town garage for many years to come, and that we should move forward with our work, while not making this a major issue. I intend to address this issue in more depth in a separate e- mail and or our next meeting.
- Site Plan: I called Chris and confirmed with him that we want him to move forward with site plan ASAP, he has started work on it.
- Septic System: I spoke with Steve H, and informed him that septic tank is full and needs to be pumped ASAP, so we can investigate leach field, He will have Rich move lumber pile and contact Sterns about pumping tank, he will also keep us in the loop so that we can manage investigation of leach field after tank is pumped, I'm assuming that we will want to have the necessary people on site to investigate the leach field as soon as the tank is pumped. **Bill please confirm details of this process?**
- Septic System design: I asked Chris R. for quote for a new septic design at the Town garage we should have it shortly.
- Floor Drain: I informed Steve H. that we might need to hire someone to design a floor drain system, but that we were going to try to find a design that we could copy. I also called the state to talk to the Mitch Locker who Jim Taylor says is all over this floor drain issue, he is out of the office until 8/24/15 and his machine referred me to Steve

Roy 603 271 3918, who I have left a message with. 8/25/2015 I spoke to Mitch Locker about this issue and he is sending me the information needed to install a new system should be fairly straight forward. 1000 gal. alarmed and register tank that the town maintains and keeps the receipts of when it's pumped.

- Steve are you reporting handling and storage of hazardous material to the state? No, they dispose of waste oil in a couple of different ways. One is to give it to Mark Wilder and Plainfield Sales and Service, that burn it in there waste oil furnaces, they have also paid Total Waste Management to pick it up.
- Is Rich aware of the MSD requirements for worker safety? Did Jim Taylor bring this up we he talked with you and the select board? **Yes, Rich is working on this, trying to put a book together, Steve wasn't sure of where he was at in the process.**
- Is there a list of the chemicals stored on site? No, MSD book would create this list
- Are you and Rich aware of what the Dept of Labor and OSHA requirements are for the town garage? **Steve says that the town is exempt from OSHA requirements and that the town has a Safety Committee that I think he said meets quarterly.**
- Steve have you found the box of documents for the town garage? **No**
- Steve we think that we would like to have the Eric Berube State Fire Marshal come to one of our meeting to talk about our process and the building, we would also like to invite him to visit the site and do a walk thru of the building. I'm intending to invite him to come to our 9/15 meeting to discuss our process and how his office can help us. We can decide after meeting with him weather we think it's a good idea to have him do a site visit.
- Steve we have discussed the proposed site of the new fuel tank and unless someone has a good reason to move it from where Rich is purposing. We think that location will be fine, we will also be happy to review this on site after Rich get it staked out. **Steve believes that we will have to run power to it so close to the building is a good thing.**
- **Pathway could quote on overall advisability of using the site for a town garage and,**  
**Design new septic system,**  
**Quote for environmental testing of impact of old floor drain system.**

Thank You

MICHAEL O'LEARY CUSTOM BUILDER, LLC

By: \_\_\_\_\_  
Michael O'Leary, Sole Member

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August 19, 2015



**Notes from 8/18/2015 PTGSG**

**A number of things came up at the PTGSG meeting last night, and it might be good if we could sit down and talk tomorrow for a ½ hour. I finally connected with Andy Roeper regarding his invoice and he is going to send us another one that is itemized.**

**Call Jim Taylor see if he can come to our meeting on 9/8 or 9/15 9/8 preferred at this time**

**Ask bill for Sterns invoice**

**Ask Chris to invoice us for yesterday separate from site plan**

**Ask Chris for quote on septic design**

**Ask Chris on advisability of using the site for this propose**

**Call Chris and confirm that we want site plan done ASAP**

**Septic tank is full needs to be pumped ASAP, so we can investigate leach field**

**Might need to hire someone to design a floor drain system, call the state and talk to the guy that Steve sent me the name off**

**Steve are you reporting handling and storage of hazardous material to the state?**

**Is Rich aware of the MSD requirements for worker safety? Did Jim Taylor bring this up we he talked with you and the select board?**

**Is there a list of the chemicals stored on site?**

**Are you and Rich aware of what the Dept of Labor and OSHA requirements are for the town garage?**

**Pathway quote on overall advisability of using the site for a town garage**

**Design a floor drain system**

**Design new septic system**

**Quote for environmental analyst of impact of old floor drain system**

**Have you found the box of documents for the town garage?**

We think that we would like to have the state Fire Marshal come to one of our meetings to talk about our process and the building, we would also like to invite him to visit the site and do a walk thru of the building

We have discussed the proposed site of the new fuel tank and unless someone has a good reason to move it from where Rich is proposing. We think that location will be fine, we will also be happy to review this on site after Rich gets it staked out

Thank You, MICHAEL O'LEARY

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**3. Agenda for August 18, 2015 meeting**

**Attendance:**

**Regrets:**

- **Welcome and introductions:** If needed
- **Approval of 7/14 meeting minutes:**
- **Report from Bill Knight:** On progress in tracking location of floor drain and septic system.
- **Report from Bill Knight:** On contacting Ana Ford of the DES to find out what wetlands regulation we should be concerned with regrading having the building at the current site.
- **Report from Michael O'Leary:** on Chris Rollins progress on developing a site plan.
- **Report from Brad Atwater:** On testing of concrete foundation.
- **Report from Jeff Albright:** On conversation with CLD on how they could possibly help and their availability.
- **Report from Michael O'Leary:** Removal of the underground fuel tank was completed on 7/27. Steve Hallaran has asked me to review the location of the new AGFT. Before Rich pours the concrete pad for it.
- **Town Garage, box of documents upstairs at the town office.**
- **Use of Google Drive for minutes and document storage:** (I could use help getting this set up if anyone has some experience using Google drive.) File arrangement: See list of documents, attached
- **Update on individuals rolls and responsibility:**
- **Time line for completion of work:** As discussed at our last meeting we hope to have a rough draft of our report by 11/1 and a final report by 12/1.
- **New Business:**

- **Scheduled meeting dates, next meeting 9/15 /2015 7 pm at the town office**

Based on the doodle poll I'm selecting the below dates for our meetings 7/14, 8/18, 9/8, 9/15, 10/6. Please hold this dates in your calendars for our meetings. I have kept two September dates in case we need a second meeting and due to the somewhat weak attendance in September.

**Update on possible outcomes**

- **Jim Taylor visit**

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**2. Minutes for July 14, 2015 meeting**

**Attendance:** Michael O'Leary, Brad Atwater, Steve Ladd, Mike Suterland, Myra Ferguson, Evan Oxenham and Bill Knight.

**Regrets:** Steve Ladd, Jeff Albright

Michael O'Leary, Brad Atwater, Steve Ladd, Mike Suterland, Myra Ferguson, Evan Oxenham, meet at the town garage to walk the site and the interior of the building. I notice that the buildings foundation was insulated with ridge foam covered with aluminum, this was something that I had not previously noticed. The building needs lots of catch up maintenance's. (anyone that wants to add something here should feel free to) We reviewed the probable locations of the septic tank and floor drain outlet. Also noted the well location. (ms)

**6/23 minutes,** were approved without comment.

**Bill Knight reported,** on progress in tracking location of floor drain and septic system. We should be able to get this done fairly soon and Bill will work on scheduling it.

**Michael O'Leary reported,** on Chris Rollins proposal for a site plan and discussions with Pat Buccellato from Pathways on how they could help with this process. We agreed to hire Chris Rollins to work on developing a site plan and to be on site with the company that will be locating the underground piping.

**Brad Atwater reported,** on testing of concrete foundation. He will write up a request for a proposal from the company he spoke to about this.

**Removal of the underground fuel tank:** Michael O'Leary agreed to communicate our concerns regarding the AGFT to Steve Halleran. See attached report on those discussion below ( not done yet). The UGFT was removed on 7/17 and the town will proceed with installing an above ground fuel tank.

We are still missing the box of documents on the town garage that is suppose to be upstairs at the town office.

We discussed the use of Google Drive for minutes and document storage and the group is supportive of that approach.

**Time Line for completion of our report:** We discussed and agreed to stay with our time line of having a rough draft of our report by 11/1 and a final report by 12/1 for the select board.

**Update on individuals rolls and responsibility:** How can we break the project down so that each of us has a specific part of the project to deal with? It seems that member's of the group are stepping up to take responsibility for task fairly well, so for the time being we are all set on this issues.

**Update on possible outcomes:** Brad expressed concern about the advisability of the building being at the location and feels with should take a closer look at that issue. Bill agreed to contact Ana Ford of the DES to find out what wetlands regulation we should be concerned with regrading having the building at the current site.

**Update on how we can complete this process quickly:** No new information on this topic.

**Other business:** Evan introduced the group to the idea of installing a solar wall with ventilation on the south wall of the building.

We agreed to invite Jim Taylor to come to a meeting to tell us about the town of Enfield's experience with a state of NH Dept. of Labor inspection of there town facility's

Next meeting will be on 8/18 /2015 7 pm at the town office

Respectful Submitted: Michael O'Leary

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## **Michael S. O'leary Custom Builder**

**80 Ladieu Road Plainfield NH, 03770**

**Tel.: (603) 469-3233, Mobil: 603 504 4521, Email- mol03766@tds.net**

**August 17, 2015**

**Collection of e mail commication regarding the installation of a above ground fuel tank at the Plainfield town garage.**

***Date: 7/30/2015***

**From; Stephen Halleran** [mailto:plainfield.ta@plainfieldnh.org]

**To: Michael O'Leary & the PTGSG**

It looks like the Convault fuel tank has been approved by the fire guys. Building distance is no problem and the tank is good to go with state regulators. The tank can be as close as 2' from a structure. We do plan to put bollards on each end to keep trucks away.

Stephen Halleran

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**Date: 7/30/2015**  
**From: Frank Currier** [mailto:Frank.Currier@nhpulleys.com]  
**To: Steve Halleran**

Good morning Steve I don't know if I sent you this one as well, so all is good with the Convault fuel tank.  
Frank Currier

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**Date: 7/29/2015**  
**From: Berube, Eric** [mailto:Eric.Berube@dos.nh.gov]  
**To: Frank Currier**

In consultation with Ron Anstey, he is familiar with these types of tanks and does not consider them to be "vaulted" tanks. They are an above ground storage tank with built in systems to comply with the fire code requirements for protection and spill containment. So the code I was referring to is not applicable to this tank. Problem solved. He did mention that the tanks are required to monitor the interstitial spaces that make up the secondary confinement system so that if there is a spill, it is automatically detected.

I would consult with ConVault to ensure that they have this type of monitoring, which I'm sure they do.

Based upon its construction and UL listings, the tank will qualify for reduced clearances to buildings and setbacks, so 20 feet will not be a problem.

**Fire Investigator, New Hampshire Division of Fire Safety, Office of the State Fire Marshal, Eric Berube**

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**Date: 7/29/2015**  
**From: Frank Currier**  
**To: Berube, Eric**

Thanks Eric, there are plans to put pillars around the Convault just like they have around the current pumps they are replacing. Frank Currier

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**Date: 7/29/2015**  
**From: Berube, Eric**  
**To: Frank Currier**

I am looking at it in consultation with Tom Humphrey. Our analysis is that it will likely be able to be considered as a vaulted above ground tank. The specs we have reviewed show no concerns for the strength of the tank and vault system. Our concern lies with NFPA 1:42:3.3.3.4.3 "Sufficient clearance between the tank and the vault shall be provided to allow for visual inspection and maintenance of the tank and its appurtenances." (Source: NFPA 30A:4.3.3.4.3)

This tank / vault system is fused into one system with the vault being more like a shell around the tank. The code requires the ability to visually inspect the tank independently from the vault in order to detect leaks and areas that might require maintenance prior to failure of the tank.

The Convault tank has a secondary containment system built in, but I don't know how the tank is to be visually inspected. We are looking into whether or not the tank has an electronic monitoring system to tell if the tank is leaking.

If the tank is okay, the distances will be fine because there is no clearance requirement for vaulted tanks from buildings. (NFPA 1, Table 42.3.3.2.4)

I would still like to see it protected against vehicular traffic by pillars.

I'll get back to you regarding our findings.

**Eric Berube, Fire Investigator, New Hampshire Division of Fire Safety, Office of the State Fire Marshal**

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**Date: 7/00/2015**

**From: Michael O'Leary**

**To: Steve Halloran**

Thank you for your detailed e mail response to the PTGSG questions and concerns. While the study group is not necessarily one hundred percent behind your decision to move forward this quickly with the installation of the above ground fuel tank, we recognize that you and the select board need to make a decision and move forward on this.

The study group came to this issue late in the process and consequently all we had time to do was put forward the questions and concerns that I outlined in the early e mail.

While this has been a distraction from our long range big picture planning, It is my hope that with this issue behind us that we can move forward with our evaluation of the Town Garage focusing on the long term viability of the building and that we don't end up recommending that the fuel tank be relocated.

Thanks for giving us a chance to weigh in on this , hopefully there will not be anymore decision regarding the Town Garage that need to be made this quickly and that we will have until the end of the year to issue our report before anymore significant changes need to be implemented.

Michael O'Leary for the PTGSG

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**Date: 7/00/2015**

**From: Steve Halloran**

**To: Michael O'Leary & PTGSG**

Thank you to you and your committee for all your help. We anticipate that our card gas pricing is going to be as good or better than what we have been receiving as we should receive a governmental rate from Coco The cards will work at both stores in town and a bunch of locations around New England. The cards also give us complete information on who authorized the gas and which vehicle it should be found in. Highway would like to see gasoline return to the garage site, and that remains a decision to be made. In the short-term at least the cards will work fine. Worst case based on our annual fuel usage the differential is about \$1,500 a year in added cost. Obviously, as we compare what we are actually paying to what we would have been paying that will be a driver in the final decision on gas at the highway garage. One of the issues is that as we increase total fuel stored on site the regulations get tougher. Diesel takes up 1,000 gallons of our 1,100 limit if you will for the simple regulations. Once you go over 1,100 total gallons of

fuel stored the gasoline tank gets much more expensive. The Convault tank meets those regulations as manufactured; a simple skid tank that costs a few hundred bucks does not. Again, its work in progress, but we think the cards may well be the answer. We have been assured that the new tank meets all state and federal regulations and that it can be located as close as 2' to a building. We are independently verifying this with the help of Fire Chief Frank Currier and his contacts at the state Fire Marshall's office.

We are not planning to pour the new pad for sometime to allow for settling. While we want to be as collaborative as we can with the committee, its important the folks who work at the site have a lot of say in how the facility is laid out. In absence of some compelling reason not to locate it where the crew feels it works the best (code violation would be one) we would likely defer to the Road Agent and his crew.

Rich is aware of the waterline issue and is prepared to deal with it if it is damaged. The Clean Harbor crew is onsite this AM and the old tanks are coming out as I write this Monday morning.

We will not locate the new tank until we know from two sources it is code compliant and the facility committee has had an opportunity to weigh in with the best information you have at that time.

Again, thanks for all you help. The solar panel idea seems a long time ago now!

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**Date: 7/00/2015**

**From: Michael O'Leary**

**To: Steve Halloran**

Thank you for your detailed e mail response to the PTGSG questions and concerns.

While the study group is not necessarily one hundred percent behind your decision to move forward this quickly with the installation of the above ground fuel tank, we recognize that you and the select board need to make a decision and move forward on this.

The study group came to this issue late in the process and consequently all we had time to do was put forward the questions and concerns that I outlined in the early e mail.

While this has been a distraction from our long range big picture planning, It is my hope that with this issue behind us that we can move forward with our evaluation of the Town Garage focusing on the long term viability of the building and that we don't end up recommending that the fuel tank be relocated.

Thanks for giving us a chance to weigh in on this , hopefully there will not be anymore decision regarding the Town Garage that need to be made this quickly and that we will have until the end of the year to issue our report before anymore significant changes need to be implemented.

Michael O'Leary for the PTGSG

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**Date: 7/16/2015**

**From: Steve Halloran** [mailto:plainfield.ta@plainfieldnh.org]

**To: Frank Currier**

**CC: Michael O'Leary**

**Subject: Emailing: Convault-Brochure-v91913.pdf**

Frank

We are planning to have a 1,000 gallon ConVault above ground tank installed at the highway garage right where our fuel pumps are now. This will replace the underground storage tank (3,000 gallons 2,500 diesel & 500 gas) being removed using a state paid program. Can you check with your Fire Marshall contacts to make sure that this location is compliant with life safety codes? The product is diesel, 1,000 gallons, see page 4 of the attached for tank specifications. The fuel is encased in 6" of concrete with a two hour fire rating. The tank will be approximately 20' from either the storage shed or the highway garage.

At this time we are not planning to store gasoline on site, we are going to a card system with local vendors.

Our diesel vendor, Simple Energy, is certifying that the tank is fully compliant with NHDES requirements. We just want to make sure we have covered all our bases on the new install.

Tank Size 1000gal 18,000lbs 11'-0" length 5'-8" width 4'-4" Height

<http://convault.com/Specifications>

Steve Halleran

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**Date: 7/15/2015**

**From: Michael O'Leary**

**To: Steve Halloran**

**Subject: Fuel Tank**

To: Steve Halleran and the Plainfield Select Board

This is a follow up e mail to our phone conversation that we had last week, I would have e mailed you last week instead of calling, but I did not have time to write a detailed e mail before leaving for Maine.

In this e mail I'm attempting to articulate some of the Plainfield Town Garage Study Groups (PTGSG) concerns to you and the select board regarding the new above ground fuel tank (AGFT) at the town garage.

To: Steve Halloran (SH) and the Plainfield Select Board (SB)

1. Have you and the SB done a detailed cost analysts of having the police and road crew by gas at the deli mart vs. installing a tank for gasoline at the town garage?
2. Before accepting the Simple Energy (SE) proposal for the new AGFT the SB should confirm that the Simple Energy proposed installation meets all codes and requirement of the State of NH., and that any work that the town is responsible for meets all state laws and codes. We suggest that the Town contact the State of NH, Fire Marshall Office and ask them to review and approve the installation plans for the fuel tank prior to signing a agreement with SE or proceeding with any work on site.
3. Can we postpone the installation of the AGFT until such time that the PTGSG has had a chance to complete its report to the SB regarding the town garage. If we can't postpone the installation, how easy will it be to relocate the tank if the PTGSG determines that where it has been installed is not an appropriate location?
4. The proposed location for the AGFT is very close to if not on top of the water supply line for the Town Garage.

Thank You, Michael S. O'Leary

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Thank You

MICHAEL O'LEARY CUSTOM BUILDER, LLC

By: \_\_\_\_\_



Michael O'Leary, Sole Member

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**2. Agenda for July 14, 2015 meeting,**

**July 12, 2015**

**TO: Plainfield Town Garage Study Group (PTGSG)**

**Locations: 6 pm at the Town Garage, 7 pm, Plainfield Town Office, Meriden**

**Attendance:**

**Regrets:** Steve Ladd, Jeff Allbrite

- **Site visit to look at town garage 6 to 6:45 PM**
  - Well Location and water line
  - Police Departments current and future storage space
  - Exterior maintenance issues
  - Septic location
  - Floor Drain
  - Insulation issues
  - Attic access
  - Air quality issues
  - Material storage, fire hazard issues
- **Welcome and introductions:**
  - Evan Oxenham: evan.oxenham@gmail.com representing the Energy Committee
- **Approval of 6/23 meeting minutes**
- **Report from Bill Knight on progress in tracking location of floor drain and septic system.**
- **Report from Michael O'Leary on Chris Rollins proposal for a site plan and discussions with Pat Buccellato from Pathways on how they could help with this process.**
- **Report from Brad Atwater on testing of concrete foundation.**
- **Report from Jeff Albright on conversation with CLD on how they could possibly help and there availability.**
- **Removal of the underground fuel tank is scheduled for 7/27 Rich will then be responsible for pouring the concrete pad for the new above ground fuel tank. Steve Halleran would like us to consider the impact of this issue in relationship to the floor drain and other underground utilities etc.**
- **Town Garage, box of documents upstairs at the town office.**

- **Use of Google Drive for minutes and document storage** (I could use help getting this set up if anyone has some experience using Google drive.) File arrangement: See list of documents, attached
- **Update on individuals rolls and responsibility.** How can we break the project down so that each of us has a specific part of the project to deal with?
- **Time line for completion of work:** As discussed at our last meeting we hope to have a rough draft of our report by 11/1 and a final report by 12/1.
- **Scheduled meeting dates, next meeting 8/18 /2015 7 pm at the town office**  
Based on the doodle poll I'm selecting the below dates for our meetings 7/14, 8/18, 9/8, 9/15, 10/6. Please hold this dates in your calendars for our meetings. I have kept two September dates in case we need a second meeting and due to the somewhat weak attendance in September.
- **Update on possible outcomes**
- **Update on how we can complete this process quickly**
- **Other business**

Thank You, Michael O'Leary

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**1. Minutes for June 23, 2015 meeting.**

Attendance: Michael O'Leary, Brad Atwater, Steve Ladd, Jeff Albright, Mike Suterland and Bill Knight for Myra Ferguson.

Regrets: Myra Ferguson

Everyone pretty much new each other so the welcome and introductions where keep to a minimum.

Bill Knight (BK) will contact a company that he knows who can trace the floor drain, sewer drain and water lines with a GPS snake device, to find out how soon they could do this work and what it will cost. Michael O'leary (MOL) will contact the road agent and town manager to keep them informed of our intentions.

We discussed the box of documents and its content regarding the town garage construction when it was built in 1983. The box is currently missing in action hopefully we will find it by our next meeting on 7/14.

Comment [1]: Use the Insert comment command it will make it easy for me to review you suggested changes

Comment [2]: Testing

MOL updated the group on the history of the PEC work on the TG: the Energy Audit, PPA Solar proposal from Norwich Tech, Engineering report, roof trusses and building structural annalists. Etc.

Brad Atwater (BA) agree to contact Miles Stetson PE, from Engineering Ventures to discuss how we could proceed in analysing the structural integrity of the concrete foundation, including determining how much re-bar is in the foundation wall.

MOL and or BA will contact Chris Rollins at Rollins land Survey to get a proposal for helping us develop a site plan.

Jeff Albrite will contact CLD and MOL will contact Pathways both are engineering planning firms in the Upper Valley area, to discuss how they could help us in completing this process quickly.

We reviewed the Statement of purpose that MOL wrote and agreed that it was fine.

We discussed the use of Google Drive for document storage, and agreed that we would use the folder called Town garage in the Energy Committee folder. Steve has set up group e mail address (????@gmail.com) password WhitePines. MOL will continue the process of moving document's to the Town garage folder on Google drive.

Mike Sutherland agreed to set up a forwarding e mails for the group connected to the town web site. All e mail communication should try to use the e mail address [ptgsg@plainfieldnh.org](mailto:ptgsg@plainfieldnh.org). this will keep all of our e mail communication in one place for the permanent record. ( Mike please correct this description of this process if I don't have it right)

We discuss what roll David Lerch our town building inspector might play in our planning process and decided the we would use the State of NH code enforcement division for consulting review as needed.

We discussed weather we thought Bill Taylor would be of any help and decided that he very well might be if he was available, we can follow up with him after our next meeting if we think it will be worth while.

Next meeting will be on 7/14 at (6 pm at the town garage ) and 7 pm at the town office

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**TO: Plainfield Town Garage Study Group (PTGSG)**

**1. Agenda for June 23, 2015 meeting,**

**7 pm, Plainfield Town Office, Meriden**

Welcome and introductions:

- o **Michael O'Leary:** From Energy Committee

- o **Myra Ferguson:** Chair of the Conservation Commission has agreed to provide a member or roving member to participate.
  - o **Brad Atwater:** from the Finance Committee has agreed to participate and already has some good knowledge about the building.
  - o **Steve Ladd:** Current Co Chair of the Plainfield Energy Committee has agreed to participate when he is in town.
  - o **Jeff Albright:** Will represent the planning board.
  - o **Mike Sutherland :**
- Removal of the underground fuel tank and replacement with an above ground fuel storage tank. This is probably a good thing. Steve Halleran would like us to consider the impact of this issue in relationship to the floor drain issue etc. I will forward the emails from Steve that I received regarding this issue. Please read true them.
  - Brief history of the Town Garage and the box of documents upstairs at the town office.
  - Brief history of the Plainfield Energy Committees (PEC) involvement with the Town garage (TG) over the last two years.
    - Energy Audit
    - PPA Solar proposal from Norwich Tech
    - Engineering report roof truss
    - Engineering report building structural annalistic
- Review of Statement of purpose (see it below)
  - Use of Google Drive for minutes and document storage (I could use help getting this set up if anyone has some experience using Google drive.)
  - Rolls and responsibility
  - Time line for completion of work, meeting dates
  - Possible outcomes
  - Ideas on how we can complete this process quickly

**Plainfield Town Garage Study Committee, Statement of Propose**

To advise the Select board on actions needed for maintenance and repair of the PTG.

To identify, define and prioritize necessary maintenance and repair items and formulate a 10 year plan to implement the required work so that the building remains viable for the next 30 to 40 years.

To integrate the concerns of the Plainfield Energy Committee, Conservation Commission, Planning Board and the Town highway crew's concerns in this process.

To make recommendation on the necessary steps required to bring the building into compliance with the current building codes and NH State laws.

Thank You

MICHAEL O'LEARY CUSTOM BUILDER, LLC

By: \_\_\_\_\_  
Michael O'Leary, Sole Member

***A design build firm offering quality design & construction, consulting & management***