

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
December 19, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Maintenance Supt. Oakes, Director of Communications Andross, County Attorney Saffo.

Director of Communications Tom Andross arrived to seek approval to submit an application for a federal 2018 Homeland Security grant. The application this year mirrors the application they submitted last year for the first phase of the Dispatch Interconnect project that they are working through with the North Country Interoperable Consortium. They formed this consortium a few years ago and it is a gathering of the Dispatch managers in all the centers from Grafton and Coos County. He stated that on several fronts the North Country Dispatch centers have different outlooks, needs and perspectives on things than some of the neighbors further south. He explained that they get together every other month to talk about a number of things and projects that they are working on together. Last year they implemented this system at the Grafton County, Lebanon and Hanover dispatch centers to test out the new technology. This gives them full time always on interconnect between the dispatch centers. He explained that this year's grant application will give them phase two (2) which is adding in three (3) more dispatch centers, Plymouth, Lincoln and Berlin. He noted that the best news is that this technology may possibly being put in the State Police Troop F communication center.

Commissioner Ahern stated that he did not receive a copy of this document until yesterday and he has an obligation to the taxpayers to review things that involve money before he can vote on them. He stated that he doesn't believe that receiving the document the day before is sufficient time but he did review it. He noted that there are a few things in there that says Grafton County does have to provide money out of its budget for maintenance of some of the equipment. He stated that after this he is going to ask the Commissioners to establish a three (3) day policy to receive documents before meetings. Commissioner Ahern stated that he is prepared to vote to approve this application today but is disappointed that they did not receive it sooner.

Director Andross apologized for the delay and not getting the application to them sooner. He stated that he had every intention of getting it done sooner but he was out of work several days with a death in the family. He then answered Commissioner Ahern's question regarding costs to the county. He explained that there is a potential that the agencies receiving the equipment, after the grant expires in three (3) years, they as agencies may pick up the maintenance of this equipment. Grafton County's equipment is one (1) year into the process now so in 2020 when the first round of the grant expires they will apply for Homeland Security maintenance money which they have successfully utilized in the past. In two (2) years they may have a \$2,700 option

to maintain the equipment they have. Should they obtain grant money for the maintenance he believes all of the agencies in the consortium would obtain that same amount of money and that would be the extent of their obligation.

Commissioner Piper moved to approve the submission of the application for the 2018 Federal Homeland Security Grant. Commissioner Ahern seconded the motion and all were in favor.

Supt. Oakes arrived and handed out the attached spreadsheets with the breakdown of the Forced Main Replacement project bids and an explanation of his recommendations.

Commissioner Piper moved to accept Blue Mountain Trucking's bid in the amount of \$172,496.00. Commissioner Ahern seconded the motion and all were in favor.

Supt. Oakes then gave the following report:

**November 14 – December 18, 2017**

**COMPLEX**

**Force Main Sewer Project**

- *Engineering*
  - Plans, specifications and contract documents complete
  - NH DES approved plans
  - Town of Haverhill had no input
- *Construction*
  - Need to discuss bids and make selection (see attached spreadsheets)

**Fire Alarm Systems** – All buildings complete, including the DOC. The DOC had one bad horn strobe in mechanical room C201. *We since replaced and tested the new one.*

**Generator** – The Nursing Home / Biomass generator never went through the NH DES engineering registration approval process when it was initially installed in 2002. Over the last year I've worked with DES to retroactively register it, specifically the Above-ground Storage Tank (AST) portion of this unit. Because it wasn't initially registered, we are obligated to follow newer, more stringent DES rule changes implemented in 2013, which have added complication and expense. *The Connecticut River Advisory Group reviewed everything and said everything looked fine and they have no input. I need to complete a final review to ensure I've addressed everything DES identified and schedule a site visit.*

**Fire Extinguishers** – VT Fire Extinguisher completed our annual fire extinguisher maintenance. *Of the 178 extinguishers serving the complex, they replaced one bad one, performed 31 6-year inspections, 17 12-year hydrostatic tests and a 1-year visual inspection of the rest*

**Kitchen Hood Ductwork** – Tri-State Hood & Ductwork completed the 6-month cleaning and inspection of the DOC and Nursing Home kitchen ductwork systems. I haven't received formal reports yet, but verbally I am told all was good

**Fire Hydrant** – While performing our 6-month flushing of fire hydrants, the one by the Administration Building fire escape failed to shut off completely. *To assess the problem a contractor was brought in and dug up the hydrant and discovered a portion of the hydrant had fractured requiring its replacement.*

**Underground Storage Tank (UST)** – Spill bucket cover discovered missing...likely caught by plow and buried in snowbank. *Covered opening with orange cone and ordered a new one*

### **COURTHOUSE**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**HVAC** – Pump 2, one of two major pumps that supplies hot water to all the building for heating, had a coupling fail between the pump and its electric motor...*replaced coupling*

### **Circuit Court Office Ceiling Abatement Project**

- Abatement is complete
- Renovation of all areas is predominantly complete
  - Richard is finishing up some minor sheetrock repairs, painting and data cable rerouting.
  - Valley Floors is scheduled to replace the carpet in all renovated areas by January 2<sup>nd</sup>
  - Circuit staff have schedule January 23<sup>rd</sup> as their move back in date

### **NURSING HOME**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Sprinkler System** – One of my staff bumped a sprinkler head in the outside O2 room, causing the seal to be broken. *Because it is a dry pendent head, and such heads are all custom fit, we had to plug it temporarily while we wait for the new head to come in*

**New Beds** – We received 24 new electric beds. *Thus far we have assembled and distributed 14 so far and have demolished 13 for scrap and per Craig's request, we gave one away to a nursing home employee whose son was recently paralyzed in a car crash vs. scrapping it*

**Laundry** – Washer one kept reporting high temperature fault...*replaced temperature probe*

**Landry** – Lint collection air compressor motor failed and air gauge stopped working...*installed new motor and ordered a new air gauge*

**Kitchen** – One of the kitchen's three food warming carts had a heating element fail...*replaced element*

**Resident Lifts** – Had one fail 400-lb weight test (actuator slowly lowered under the weight)...*order replacement actuator*. Had another that showed erratic scale readings...*sent scale and motherboard to manufacturer for troubleshooting and repair*

**Walk-in Cooler** – Freon lines routed through the cooler to the freezer continually built up ice due to poor insulation. *Completely reinsulated Freon lines*

**HVAC** – Pump 1, one of two major pumps that supplies hot water to all the building for heating, had a leaking shaft seal. *Installed a shaft seal kit and volute gasket to repair leak*

**Security Cameras** – Finished routing Cat5e cable and installing camera mounts for IT so they could complete installation of security cameras at the main and employee entrances

#### **ADMINISTRATIVE BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**Sprinkler System** – 115 heads due 50-year replacement...*a Hampshire Fire Protection service tech completed the job*

**HVAC** – Room 107 had failed zone valve for baseboard heat...*replaced valve*

**Emergency Lighting** – Found bad batteries in one emergency light pack during monthly inspection. *Replaced batteries*

#### **Dept. of Corrections**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Security Glass** – Inmate broke glazing in F09 cell door...*awaiting glazing tape to finish job*

**Fire Alarm** – C201 mechanical room strobe portion of horn strobe did not work during testing. *Replaced horn/strobe and tested good*

**Kitchen** – Dishwasher missing plastic curtains...*ordered new ones*

**HVAC** – Heat pump H1 had a circuit board go bad...*replaced circuit board*

**HVAC** – Reheat valve A2 serving Room A115 failed...*replaced valve*

## **MAINT/FARM BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**HVAC** – Fan motor failed in Farm Shop propane fired heater...*ordered new motor*

**Security** – Core in woodshop door lockset wore out...*ordered replacement*

## **FARM**

**Slop Shed** – Donnie requested power and water for slop shed. Coordinated with contractor to dig ditch, lay insulated water lines (hot and cold) from milk house to slop shed and install electrical from main barn panel to slop shed in conduit. Back-filled ditch, seeded and mulched. *Everything is hooked up and working. Completed installation of B-vent...project complete!*

## **BIOMASS PLANT**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**Chip Delivery System** – Found one of the two augers starting to slip on shaft. *Emptied bin and readjusted auger back in place and secured it*

**Power** – Battery backup failed during power outage and ALARM system did not send an alarm for loss of power and subsequent boiler shut down. *Replaced battery backup.*

**Emergency Lighting** – Found bad batteries in two emergency light packs during monthly inspection. *Replaced batteries*

## **ALTERNATIVE SENTENCING BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Flooring** – In the process of getting quotes to replace the carpet in a couple office

## **VEHICLES & EQUIPMENT**

**Preventative Maintenance (PM)** – Performed various PM tasks

**Sander** – Lower bearing on spreader shaft seized up...*replaced spread shaft and bearing assembly*

**¾ Ton Truck** – Engine makes ticking sound when accelerating...*scheduled appointment to have Olivarian Auto troubleshoot and fix*

## **OTHER**

UST Recertification – Richard and I attended a training/certification seminar in Lebanon a few weeks ago and became recertified to manage all of the county's underground fuel storage tanks and monitoring systems

CIA Water Operator Recertification – Richard, Dennis and I all recently completed the training/recertification process to renew our 2-year certifications for the management of the county's water tank and distribution system

Commissioner Lauer asked if everyone had a chance to read the minutes from the December 12<sup>th</sup> meeting. Commissioner Piper had a few edits.

Commissioner Ahern moved to approve the minutes from December 12<sup>th</sup> 2017 meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 34 & 36; 1094-1096; 1099-1101.

CA Libby submitted the NACO Prescription Drug Report for the month of November. There was a savings of \$1601.75 or 27.43%.

CA Libby submitted a CDFA Drawdown – MEDC/APD \$63,114 for Commissioner Lauer to sign.

CA Libby stated that Cottage Hospital CDBG feasibility grant has been tentatively awarded.

CA Libby handed out a draft Memorandum of Understanding with the Conway Village Fire District to provide Fire, Rescue and EMS coverage to the section of Livermore that is located along Route 112 (Knacamagus Highway) to the Commissioners and stated that this was a three (3) year agreement.

Commissioner Ahern moved to accept the Memorandum of Understanding with the Conway Village Fire District. Commissioner Piper seconded the motion.

Discussion: Commissioner Ahern stated that he would like wording in there that clarifies when the time starts and finishes for each call. He wanted to know if it was portal to portal. CA Libby stated she would get clarification and add the proper wording.

The Commissioners voted on the motion and all were in favor.

CA Libby stated that the Medicaid Rate for the nursing home is increasing \$2.71 to \$175.46 as of January 1<sup>st</sup> 2018. This will provide additional revenue as this is an increase over what was budgeted in the FY 2018 budget.

Health Insurance NTE 2018/2019 – CA Libby stated that they have verbally received notification from NH Interlocal Trust that the County’s Not-to-Exceed increase is 41.69%. The county’s claims experience rate is currently 118% which means they are paying out more money than we are paying in premiums and claims. She stated that the claims rate is partially driving the large increase. She also noted that HR Director Clough had a HR Affiliate meeting Friday and one (1) of the other HR Directors said that she had been at a meeting where she was told that all of NHIT groups were in the average of 35% increase. CA Libby stated HR Director Clough has already started to shop around with different health insurance vendors. NEEBCO who is the County’s insurance broker has stated that with the County’s claims experience the rates are not going to be good anywhere they go. This 41.69% increase is a \$1,250,000 increase to the budget. Commissioner Ahern stated that they are not allowed to shop outside of the state. CA Libby agreed and stated that they do not have a lot of choices for health insurance. CA Libby told the Commissioners she will keep them posted as she finds out more information.

County Attorney Saffo arrived and requested to go into nonpublic session.

\* 12:16 PM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\*12:19 PM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

Commissioner Piper moved to approve the request of the County Attorney for an out-of-cycle step increase for one of her employees. Commissioner Ahern seconded the motion and all were in favor.

12:20 PM Commissioner Ahern moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Piper seconded the motion and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

12:34 PM Commissioner Lauer reconvened the meeting.

CA Libby stated that they have received taxes from all the towns except for Dorchester. Their tax bill is \$70,511.00. She stated that they will follow up with the Town of Dorchester by the end of the week if they have not received their check and as required by law they will be charged interest. They have collected \$25,006,618.00.

#### Review November Financial Reports

##### *Monthly Department Variance Report*

CA Libby stated that the nursing home revenue continues to run slightly behind at this point. That is being driven by the lower than anticipated Med A census. They are ahead slightly in the Medicaid and private pay but not enough to offset the Med A revenue. The Med A census has increased and she expects that combined with the increase in the Medicaid rate for January 1 the nursing home revenue will continue to improve.

She stated that if the milk prices continue to drop the Farm revenue will continue to be a problem.

She noted that the interest will fully rebound with the rates that we received this year. The revenue will look better by year end.

She stated that on the expense side they continue to see the IT Department over expended due to large payments being made in full at the beginning of the fiscal year.

##### *ProRated Report:*

CA Libby stated that the county is on target for revenue. They are \$1.7 million under expended, part of which will correct itself in December as they have three (3) payrolls.

She noted that there is a \$2.9 million undesignated fund balance.

#### Commissioner Issues:

Commissioner Ahern stated that he received a phone call from a nursing home employee thanking the Commissioners for pushing the 12 hour shifts at the Nursing Home. This employee said they feel there will be employees that have left come back. Commissioner Ahern stated that this employee also mentioned giving incentives for employees who have worked three (3) years and up as that is a longer length of service to the county.

Commissioner Ahern stated that he would like to establish a policy where some of the contracts or major documents are given to them in a timelier manner. Commissioner Lauer stated that she doesn't feel a policy is necessary but they can request that they are given contracts and documents in a timelier manner. She stated that she feels that it is disrespectful to create a policy when they are all professionals and feels that a request will come across in a better way. If that does not work then they can look into a policy. She asked CA Libby to make that request in her



next Department Head meeting. Commissioner Piper stated that she had been told that other counties have documents turned in a week in advance. She gave an example. She stated that she thinks it is reasonable that the board receive actionable items in a timely manner. Commissioner Lauer stated that she agrees with that and feels that a request can accomplish what they are looking for. She stated that the board can make a motion to create a policy but she will be voting against it. Commissioner Ahern stated that he is not prepared to create a policy today; he was bringing it to the board's attention. Commissioner Piper stated that she doesn't feel that creating policy vs. a request is disrespectful. She explained that as a professional, working in a capacity outside of the county, she is required to adhere to policies herself. Commissioner Lauer stated that she is going to continue to disagree. Commissioner Ahern stated he will draft a policy for the board to review.


Commissioner Ahern attended the Ashland Select Board meeting last night. He also noted that his videos titled "Just Omer" are on YouTube and he reviews what is discussed at the Commissioner meetings.

Commissioner Lauer stated that all three (3) Commissioners attended the Delegation meeting. She also attended the Alternative Sentencing Holiday Party.

Commissioner Lauer thanked Commissioner Ahern and County Administrator Libby for attending the auction for the Ashcroft Estate on behalf of Grafton County.

11:25 AM with no further business the meeting adjourned.

Respectfully Submitted,

  
Wendy A. Piper,  
Clerk

**Sewer Forced Main Bids**

experience	Location	Willey Earthmoving - Corp.	Zaluzny Excavating Corp.	L&M Service Contractors	Blue Mountain Trucking &	Kingsbury Companies LLC
	Site Visit	Windsor, VT	Vernon, VT	Orford, NH	South Ryegate, VT	Waitsfield, VT
Revised bid form (Addendum 1)	Yes	Yes	Yes	Yes	Yes	Yes
	Bid bond	Yes	Yes	Yes	Yes	Yes
		Total \$	Total \$	Total \$	Total \$	Total \$
1) Mobilization	1 LS	\$50,000	\$90,000	\$25,000	\$25,826	\$25,000
2a) 4" Sanitary sewer force main	10 LF	\$100	\$90	\$75	\$286	\$30
2b) 6" Sanitary sewer force main	1,050 LF	\$120	\$105,000	\$100	\$48	\$129
3) Air release valve manhole	1 EA	\$16,000	\$10,000	\$15,000	\$12,500	\$10,000
4) Force main blow off	1 EA	\$14,000	\$4,000	\$10,000	\$12,500	\$13,400
5) Connect new sewer system...	1 LS	\$8,400	\$10,000	\$20,000	\$9,000	\$15,000
6) Additional trench insulation	200 SF	\$4	\$600	\$5	\$3	\$1
7) Rock excavation...	50 CY	\$150	\$7,500	\$75	\$400	\$200
8) Misc. earth excavation...	200 CY	\$20	\$4,000	\$12	\$12	\$10
9a) Bituminous pavement subgrade - fine	40 CY	\$42	\$1,680	\$30	\$38	\$50
9b) Bituminous pavement subgrade - course	80 CY	\$36	\$2,880	\$28	\$38	\$50
9c) Hot bituminous pavement	30 Ton	\$200	\$6,000	\$100	\$375	\$150
10a) Foundation demo...	10 CY	\$250	\$2,500	\$10	\$400	\$200
10b) Rubble excavation...	50 CY	\$25	\$1,250	\$10	\$25	\$15
11a) Sand...	100 CY	\$22	\$2,200	\$1	\$30	\$10
11b) bankrun...	100 CY	\$26	\$2,600	\$1	\$30	\$10
11c) Crushed gravel...	100 CY	\$42	\$4,200	\$1	\$30	\$15
11d) Crushed stone...	100 CY	\$40	\$4,000	\$1	\$38	\$15
11e) Select fill...	50 CY	\$36	\$1,800	\$1	\$30	\$10
12) Removal unsuitable material...	100 CY	\$26	\$2,600	\$1	\$15	\$6
<b>Total</b>		<b>259,410</b>	<b>234,550</b>	<b>204,860</b>	<b>172,946</b>	<b>228,200</b>

L&M Service Contractors -  
Oxford, NH

Reference Name	Amount	Completed	Verbal	LOR	Survey	Project description	Reference check
Kendal at Hanover - Engelberth Construction, Inc.	\$1.2 million	Current			Yes	Egress wayway constructed of redi-rock	Very Good
City of Lebanon	\$2 million	2016	Yes		Yes	Rte 120 bike path, Dulac St. extension, redi-rock wall	Excellent
Town of Enfield	\$150,000	2016			Yes	Mascoma Lake boat launch (coffer dam, dewatering, concrete boat ramp and parking lot)	Excellent
Town of New London	\$950,000	2016			Yes	Bridge abutments, precast bridge, bridge repair, roadway and sidewalk improvements	Excellent
Town of Hanover	Various	Current	Yes.		Yes	Various projects, including sewage and water mains	Excellent

Blue Mountain Trucking &  
Excavating South  
Ryegate, VT

Reference Name	Amount	Completed	Verbal	LOR	Survey	Project description	Reference check
Town of Stratford, VT	\$90,000	Jul 17	Yes		Yes	Road repair/slope stabilization after flooding	Excellent
Shields Knowe Farm	\$29,000	Aug 17	Yes		Yes	Gravity & forced sewer main, pump station and leach field	Excellent
City of Barre, VT	\$60,000	Jan 18	Yes	Yes	Yes	Demo flood damaged homes	Excellent
DMB Construction	\$302,000	May 17	Yes	Yes	Yes	Littleton Harbor Freight - Parking lot, underground utilities, demo, paving, trenching	Excellent
Life Transition Services	\$45,000	Jul 16	Yes	Yes	Yes	Numerous excavation jobs since 2011	Very good
Town of Ryegate	\$40,000	Jul 17	Yes		Yes	Road repair/slope stabilization after flooding	Very good
Central Jersey Property Maint. Services	?	Various		Yes		Various projects	Very good

Verbal = verbal interview  
with reference

LOR = Letter of Reference

## Sewer Forced Main Project - Overall Comparison & Recommendation

	<u>L&amp;M</u>	<u>BMT</u>	<u>Remarks</u>
Years in business	18	17	
Distance away	Orford, NH (26 miles)	Ryegate, VT (18 miles)	
Financial Stability	Good	Good	
Size of firm	Medium	Small	
References	Very Good	Very Good	Both had solid references that lavished praise on each
Relevant experience	Yes - Some	Yes - Limited	BMT Owner - limited / Foreman - some
Cost	\$ 204,850.00	\$ 172,946.00	\$31,904 difference between bids (piping cost is largest difference)
Bid bond	Yes	Yes	

### Summary

L&M is a larger firm than BMT, thus has more crews and equipment at its disposal. Due to its larger size L&M has completed more projects than BMT. Although L&M did not list any sewer main projects, one of their references said they had used them for various projects in the past, which included laying sewer and water lines. L&M's larger size is a likely cause for a larger overhead, which is the most probable reason why their bid was greater than BMT's. One of L&M's references said the owner was very hands on. All of L&M's references had nothing but praise for them and numerous ones had used them for various projects and preferred them for future projects. I perceive L&M to be a solid firm very capable of handling our project.

BMT is a small firm with a small crew and limited amount of equipment. Due to its small size, they haven't completed as many jobs as L&M, but those they did complete, their customers were very pleased with the processes and results. Most of the references had used BMT for multiple jobs and hoped to use them for future ones. Almost every reference said they liked that the owner was hands-on with their projects from start to finish. Some of the common adjectives and adverbs used to describe the owner are as follows: personally involved, actively contributes to value engineering to keep cost down, service oriented, an eye towards what will work functionally as well as decorative, conscientious, timely, flexible to take on added work with timely pricing and competitive rates, undaunted by adverse conditions, can-do-attitude, etc.

### Recommendation

After a review of each proposal, checking business references and checking the financial stability of each firm, I do not see any red flags that would preclude rejecting either bid. As I see it, L&M is likely a more stable choice based on their size and experience level. However, I believe BMT is capable of completing our project successfully. The two largest challenges of our project encompass digging in and around numerous underground utilities and the need for uninterrupted sewage flows at all times. Two of BMT's cited jobs encompassed similar circumstances and they successfully completed those jobs and garnered their customer's praise. BMT was able to secure bid bonding and thus should have no problem getting the required payment and performance bonds as well. These instruments would provide Grafton County with the insurance needed for this project. With this said, I recommend awarding this project to the little guy, BMT.

Sewer Forced Main Replacement Project

Service	EOPC	Lowest Bid	Difference
Projec Engineering	\$ 41,868	\$ 33,882	\$ 7,986
Construction (material & labor)	\$ 139,562	\$ 172,946	\$ (33,384)
Construction contingency (20%)	\$ 27,912	\$ 34,589	\$ (6,677)
<b>\$ 167,474</b>	<b>\$ 207,535</b>	<b>\$ (40,061)</b>	
<b>Project Total</b>	<b>\$ 209,342</b>	<b>\$ 241,417</b>	<b>\$ (32,075)</b>
Budget	\$ 210,000		

EOPC (engineers opinion of probable cost) provided by Pathways Engineering

FY18 Budget Approval \$ 105,000

FY19 Budget Request \$ 136,417

Sewer Forced Main Replacement Project

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