

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
March 26, 2003

TIME & PLACE:

Meeting March 26, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Beth Blair

Kevin Bragg – Historical District Commission

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Gordon Jackson

Ken Jordan

Ginger LaPlante – Historical District Commission

Billie Richert

Jeremy Slayton

Gary Spaulding – Alternate invited by Chairman

Ted West

Steve Atherton – Cobb Hill Construction (CHC)

Eric Palson – Sheerr McCrystal Palson (SMP)

Chris – Sheerr McCrystal Palson (SMP)

MINUTES:

The Chairman called the meeting to order at 7:10 p.m. Kent opened the meeting by stating that Eric (CHC) and Steve (CHC) would be joining the meeting later. Kent wanted to discuss with the committee any issues with going with CHC, as they (committee members) had looked at the Boscawen project where some unhappiness had been expressed; and Kent was looking for suggestions.

The committee discussed this topic for 15 or 20 minutes and reviewed the discussions held with Boscawen representatives. It was learned that CHC, the prime contractor/project manager on the Boscawen project, requested a subcontractor to repeat paving work previously done, and that the amount due the subcontractor, \$800, would

not be paid until such paving was redone. The committee decided that Kent and Ken would approach the president of CHC, Tom Avalon, to get his side of the story. However, on the whole, the committee felt that due diligence had been performed by the Committee in selecting both SMP and CHC and the issue experienced on the Boscawen project appeared to be minor. Even so, the Committee wished to clarify this matter by pursuing it so the Town's project gets off to a good start. Kent and Ken are to report back to the committee on the conversation they have with Tom Avalon.

During this discussion it was noted the importance of learning from the Boscawen project; primarily of having architectural plans and requirements completed upfront for the entire project; identify all costs for the project upfront; and the need for a clerk of the works to oversee the Town's project.

Ted noted that this was a good plan and that the Committee should go and look at other similar projects to obtain 'lessons learned' that can be applied to Canterbury.

Jeremy indicated that part of Boscawen's success was having a clerk of the works. Funding for this was alluded to but not pursued.

Kent then introduced Gary Spaulding and said he had invited Gary to be an alternate. Gary then explained his experience that includes overseeing construction projects for a Manchester company.

Ken asked about making part of committee.

Kent – need to control committee size.

Ken – Some aspect may not work as a committee as a whole; for example, 3 for Town Hall; 4 for other buildings; each with the architect. Have subcommittees.

Gary – will need to breakdown into subcommittees.

Kevin – Easier to focus.

Ken – Project is bigger now – more work than 9 people can do.

Kent – Should we let committee grow? Cathy Menard wants to join.

Kevin – Specific people with experience – have others do tasks in subcommittees.

Gordon – Nine (9) core members for the committee; then have expertise in subcommittees (experts).

Mike – One caution; need more resources; as they come on line – what they are responsible for committing town which is nothing; and run counter to wishes of town.

Ken – Must be a member in each subcommittee; no decision until report to committee.

Mike – We've been working on contract guidelines to control how Town's funds are spent – will try to get done soon.

Kent – Not looking for job. Anyone want to be chairman?

Ken – I would like to see you continue. Maybe I will be vice-chairman.

Kent – I just didn't want to assume.

Mike – Ken's suggestion of vice-chairman is good.

Ken – I'll be.

All members approved this decision.

Eric, Chris and Steve then joined the meeting for further discussions.

Kent – I've asked Eric how to proceed; what we require of architect, of you, and how it will work.

Eric – Look at overall schedule – what we can do and when. We know in principle; there are some questions in my mind if we would work on a separate project or work on at same time. Danger in focusing on Phase I – use up funds – Phase II hurdle then. Figure out what to do between now and July.

Gordon – I thought we were going to do as one project?

Kent – Can't ask architect to do all before July if funds not available until then.

Steve – Needs to be whole thing – for budgeting monies. Need to watch funding without impacting library.

Eric – Does it make sense to subcontract all at once?

Steve – That was our approach.

Chris – Can we bid at same time?

Steve – Yes, don't see why not.

Chris – Gives you economy of scale. Can you reserve right to select people for Phase II?

Charlie – “BS” – didn't work in Pittsfield.

Eric – I take that as a 'no'.

Chris – Good point.

Steve – Easier on you in long run – roofing for example; electrical, etc.

Eric – Develop drawings in one lump.

Beth – I thought this was our selling point.

Jeremy – Getting costs/budget all out up front. Boscawen said this is the way to go.

Mike – We've heard repeated conversations about library – we don't want to be shortchanged – need to make sure ballpark numbers are good.

Gordon – Bid whole thing; to see all line items.

Jeremy – Can we isolate sections of project to firewall for spending?

Eric – Not a problem for us – for the town it will be important to control expectations and changes.

Beth – We put down numbers for presentation, why not use them?

Eric – Yes.

Beth – Are the numbers realistic?

Mike – They'd better be.

Eric – Yes, they are; that's what the budget is.

Mike – If money left over, use for infrastructure, roadway, landscaping.

Eric – Contingency for all parts of project. Save for contingencies until you get through entire project.

Mike – Nothing says you can't add to the General Fund to offset tax increase of \$2.20 from revaluations. Hopefully to offset tax rate.

Chris – There is a contingency in budget.

Kent – Other part not discussed – library has \$100,000 Marcia told me; how to fold in to this.

Mike – Trustees can use their money the way they want.

Kent – We need to understand how they are going to spend the money so we don't spend on (same items).

Eric – Whether those funds are capital or ongoing expenditures or endowment.

Ken – Need subcommittees to meet with architect.

Eric – We need commitment from this group to 'pound the table'. I can give you an example of how a project can go bad; we had a school project and the people were too busy to be involved in final design, teachers asked for items constructed and later decision makers were surprised to see these items. There was no representation. The person who has control over spending needs to be at meetings (design).

Gordon – Need subcommittees to do library, historical society, new building, etc., highway, police and fire departments. I see this as three committees.

Ted – Timeline?

Steve – When can SMP get started?

Eric – With prime so low we can finance you somewhat; we need to pay our consultants and employees; we send you a bill in July – a month later we will expect payment; if we start end of May. End of March now – 60 days to do.

Kent – Bond money?

Mike – July 17th. We don't want to get in too deep before we get approval for bond; we are working on bond approval; goes in April market; may be approved in June. And, we have money in coffers but I need to talk with bond bank, DRA and rest of Board (selectmen).

Eric – We also ramp up – when we have meetings with groups – not expensive as when

entire office working on drawings. We can do a cash flow projection with certain due dates, basically schedule of cash flows.

Mike – We put excess funds in municipal pool to invest; so we have some flexibility.

Ted – Is this state run?

Mike – Yes, program available to municipalities – better interest than at Citizens.

Ginger – Are the bonds not approved?

Mike – Can happen.

Ginger – Why would they not be approved?

Mike – Bond market; the review of our information; borrow up to 2/3 of our cap (property valuations); can go up to \$4.4 million. Shouldn't be a problem.

Ginger – Risk factor?

Mike – Yes, (the Town has) never really borrowed this kind of money before.

Beth – What about Town Hall money?

Mike – Yes.

Jeremy – What about \$5,000 we have for our committee?

Kent – No, need that for emergencies.

Mike – We have money for Town Hall and Library.

Charlie – But he's already asked about contract.

Eric – That's not as scary as you might think.

Ken – Eric, what is your understanding?

Eric – Contract – we need to get some money back to you – in our proposal letter, percentage fee proposal; for this project 10% here (Town Hall) and 7% up there (municipal complex).

Ken – So it would involve a contract with you.

Eric – Yes.

Steve – There would be an AIA contract.

Charlie – Contract needs to hold architect responsible.

Eric – Up to \$50,000 or our fee whichever is greater for insurance.

Ken – Steve, contractually have you precluded architect from having other contractors and having CHC ‘just’ manage the project.

Steve – Typically we have our own finishing guys.

Steve reviewed the bidding process again with the Committee and reminded them that subcontractor chosen may not be lowest bidder.

Eric – The way I’ve seen it, they come back with 3 tile quotes and they (CHC) may be able to do it cheaper.

Chris then gave an example of a resident providing roof for library cheaper than other bidders.

Eric – I really do believe that the way Steve described is best so you get a complete breakdown. We will go home and come up with contract and let you mark it up – will show it to our insurance company to see if they will accept. This process will take a few weeks.

Bob – So we would have input if you get three bids for roofing?

Eric – Yes.

Kent – So you are going to layout all the work?

Eric – Yes.

Steve – Just went through this with the Capitol of the Arts.

Ted – Eric you told us about your contracting process. What about yours, Steve?

Steve – I would get an AIA 121 form - pre-construction contract; and a 212/210 that follows. Same thing to you, as Eric, these documents would be marked draft; lawyers review; you can do the same thing.

Chris – Town council reviews contract; a little bit longer is needed.

Beth – Are we going to contact list of people in town who may be interested?

Chris – Give list to Steve.

Beth – Nice to have us do it.

Charlie – Put in church newsletter.

Beth – You may have someone you want to invite more than others.

Eric – That doesn't have to be your responsibility.

Chris – Steve will check to see if subcontractors have insurance, etc.

Jeremy – You two working together; when do we see schedule?

Steve – Need final plans to put out to bid.

Eric – We will let you know as we go through the plan.

Steve – Aggressive schedule; drawings done in pre-construction phase; then bid and then a construction schedule is prepared.

Jeremy – August 1 – will pre-construction phase be done by then?

Ginger – Allow time to get everything through Historical District Commission.

Chris – All that is plugged in.

Eric – We are providing architectural and structural engineering. You need to identify people to do site engineering, grading and drainage.

Kent – We started that yesterday at the field.

Ginger – I'm told about some non-drainage soil up there.

Kevin – Steve do you have time to do this. Is this a good climate for these types of projects.

Steve – The phone has been ringing off the wall. If we start September 1, our work with

schools (other clients) is done by then.

Gary – Can you get it done by winter?

Steve – Yes, can be waterproofed and inside working. It is easier to fine-tune bidding at once.

Eric – We've seen surpluses in last municipal projects of \$26,000 and \$6,000. Some used for financing operating expenses and then gave some back. Was sorry after warranty period ended and money was needed for repairs.

Charlie – Completion date?

Eric – How to define.

Steve – Available for occupancy or substantial completion?

Ken – How soon can we expect contracts?

Chris – In a week.

Kent – For our meeting next week we'll have paperwork?

Eric/Steve – Yes.

Chris – In our office we need four (4) months to do paperwork (design); takes us to August.

Jeremy – Can we have timeline as well with contract?

Eric – Yes and cash flow from our perspective.

Eric, Chris and Steve then left the meeting.

Kent – Meeting next Wednesday; I think we have the money.

Mike – I'll talk with DRA – be careful.

Eric – We need to keep the group this size; you can have as many subcommittees as you need.

Beth – Where will paperwork be if you aren't available?

Kent – Sam Lake.

Mike – Need to have a system.

Gary – I've worked with both individuals. Concerns over \$800 you are going to get this type of thing no matter what. They (CHC) are the best project managers in the state; and SMP provides a good set of plans. Keep in mind they helped you get here. They want to meet with department heads. When you go with them, have a piece of paper of what they said the 1st time; reconfirm what they asked for. Need to control 'growth creep'. Need to look at entire project for costs. There is also a backlog of state agencies approving plans for permits, so be aware of lead-time here.

Kevin – Need to watch items being added will add to overall project.

Kent – Will you (Gary) talk with Mark about permits (wetlands, firepond)?

Gary – I can give to my company that can give you a proposal.

Jeremy – We would pay you?

Gary – For support staff you would pay. I will volunteer my time.

Kent – Mark took data.

Ken – Gary will give us a proposal.

The Chairman adjourned the meeting at 8:40 p.m.

NEXT MEETING:

7:00 p.m., Wednesday, April 2, 2003 at Town Hall.