

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**April 02, 2003**

**TIME & PLACE:**

Meeting April 02, 2003 at 7:00 p.m. at Town Hall.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Gordon Jackson

Ken Jordan

Ginger LaPlante – Historical District Commission

Cathy Menard – Alternate invited by Chairman

Billie Richert

Jeremy Slayton

Gary Spaulding – Alternate invited by Chairman

Ted West

**MINUTES:**

The Chairman called the meeting to order at 7:05 p.m. Kent opened the meeting by reviewing with the committee additional conversations he and Ken had this past week with a Canterbury resident concerning Cobb Hill Construction (CHC). Ken repeated the importance of the Committee addressing the concerns raised by various individuals as they arise during the project. Other committee members expressed agreement with this. Gary suggested obtaining CHC's client list for the past three years, select ones to contact, and on a random basis, select a few subcontractors to call for references. Kent and Ken agreed to perform this task and report back to the committee next week. Kent also expressed his belief that the resident would be ok with the fact that Kent raised his concerns with the committee and they were discussed.

Next, Kent displayed the various documents received from CHC and Sheerr McCrystal Palson (SMP). These documents are:

SMP – Transmittal Page  
Estimated billing schedule  
Draft Contract – AIA Document B141 – 1997  
Standard Form of Agreement Between Owner and Architect  
With Standard Form of Architect’s Services  
Draft Contract – AIA Document B141 – 1997  
Standard Form of Architect’s Services: Design and Contract  
Administration

CHC – Preliminary Design Schedule dated March 31, 2003  
Draft Contract – AIA Document A121/CMc and AGC Document 565  
Standard Form of Agreement Between Owner and Construction  
Manager – 1991 Edition  
Draft Contract – AIA Document A201-1997 – General Conditions  
Of the Contract for Construction

A motion was moved and approved by the members to form a subcommittee comprising Charlie, Billie and Cathy to review these documents and submit a report to the Committee on April 9<sup>th</sup>. The Committee will then make recommendations to the Board of Selectmen on actions regarding these documents.

The Chairman then informed the Committee that the back room in the Town Hall would be cleaned this Saturday, April 5<sup>th</sup>, and would be used as a storage room for documents created and collected by this Committee. Kent indicated that he was giving documents collected to date to Billie and that she would devise a filing system for these documents. Each member would be given a key to Town Hall for access to documents. Mike volunteered to provide a legal-size filing cabinet and a peg/bulletin board, as well. Kent also asked for volunteers to assist him with cleaning the back room.

Next, the Chairman opened discussion on the formation of subcommittees. It was decided that at this stage of the project it would be best to leave the committee as a whole to provide oversight, continuity and facilitate expediting the project work. Gary did suggest assigning one person to attend meetings with CHC and SMP.

Ken then raised the importance in providing the department heads an opportunity to once again review their needs as expressed in earlier meetings held last year with the committee. As a result the committee agreed to hold meetings with each department head and SMP starting three weeks from tonight. The police and highway departments meetings would be held first. In the meantime, the committee will assemble the list of needs/requirements collected previously from the various department heads. This process will help insure that everyone remains on target with previously identified requirements. Any new needs identified by department heads will be noted as such and incorporated as options in the

architect's plans, when deemed appropriate. All options subject to available funding within the existing defined budget for each department. Additionally, Gary recommended obtaining a copy of the architect's plans once 50% complete and obtain final approval from department heads before plans are finalized.

The members also discussed the fact that the Town is requiring SMP to take the lead in designing facilities, within the project's budget, that are appropriate for each department.

Jeremy then reminded members that the architectural plans are to be solidified by June 2 to break ground by September 1, 2003.

Gary stated that Mark Stevens is putting more thought into the survey contract that will be submitted to the Town. This contract will cover all the surveying work for the municipal complex, including subdivision, new library and Town Hall. Gary will submit a contract for the engineering work based upon Mark's surveys, which will include labor for his support staff only. Gary is volunteering his time to perform the actual engineering work. Kent asked the members if they approved having Mark and Gary performing these services. The motion was moved by Gordon and approved by all members. Mike reminded the committee that the Board of Selectmen needed to review and sign all contracts.

The Chairman adjourned the meeting at 8:15 p.m.

**NEXT MEETING:**

7:00 p.m., Wednesday, April 9, 2003 at Town Hall.