

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**April 09, 2003**

**TIME & PLACE:**

Meeting April 09, 2003 at 7:00 p.m. at Town Hall.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Beth Blair

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 7:10 p.m. Kent opened the meeting by reviewing with the committee conversations he and Ken had this past week with several companies whom have done business with Cobb Hill Construction (CHC). These business reference calls included Fred Burgess, Senior Vice President of New Hampshire Bank; Larry White for the old New Hampshire Savings Bank building; Chris Carly, an architect; Concord Litho, Ray Gerby of Concord Hospital and Mike Munson. All individuals spoken with indicated a good working relationship with CHC; that CHC addressed and followed-up on issues; were professional in their actions; were proactive; were on time; great people and great work. In addition, Mr. White indicated it was important to the success of their project to have a Clerk of the Works.

The committee members were pleased with the feedback. Kent and Ken then indicated they were still going to discuss with Tom Avalon, President of CHC, concerns with

change orders and if he had any suggestions on how best to manage.

Kent then asked Gary to present his proposal from SFC Engineering Partnership Inc. (SFC). Gary is a Workgroup Manager with SFC and is volunteering his time to the Town in conjunction with this submitted proposal. Copies of the proposal were distributed and Gary explained the document to the committee members. The proposal basically covers professional engineering services necessary to obtain approvals from the Town of Canterbury Planning Board and the New Hampshire Department of Environmental Services (NHDES) for the new municipal complex and town center improvements. Summarization of the proposal is as follows:

1. Discovery, survey and subdivision phases, existing conditions plans, soils and wetlands mapping – all to be completed by others (not SFC)
2. Preparation of Conceptual Plans and Meetings – volunteered hours by Gary; the Town to pay out of pocket expenses
3. Preparation of Engineering Plans – cost \$18,500 plus expenses
4. Submittal and Representation Before Town of Canterbury Planning Board, Fire Department, Police Department, Conservation Commission and Highway Department – volunteered hours by Gary; Town to pay out of pocket expenses
5. Submittal and Representation before State Agencies, NHDES and New Hampshire Department of Transportation for driveway permit –cost \$2,500 plus expenses

The proposal indicated that the following services would be completed under a separate contract if necessary: Traffic study, design of street lighting if necessary and environmental studies or impact statements.

The issue of possible conflict of interest was then discussed and based upon the fact that Gary is donating his time and that SFC completed a similar project for a church in Henniker for approximately \$51,000, the committee concluded that this was a very fair proposal. Gary was asked to provide the hours and rates used to develop the proposal and to provide the committee his estimate of volunteer hours for the project, along with references. Gary then gave the committee the following as references: Paul Bradley and Rich Keller of the New Hampshire Loan Fund; Mike Gill of the Nut Field Housing Development; Ralph Littlefield and Mike of the Community Action Project in Concord; and Father Mark Dollard of the St. Therasa Church, a project completed with Sheerr McCrystal Palson.

Gary then discussed permit approval backlog and that it is reasonable to expect a 90 day review period and a 30 day period to issue actual permits. With another 45-60 days to prepare submission, it became evident to the Committee that Mark Stevens timeliness in completing his work (see above 'work to be completed by others) is critical. Discussion

ensued in whether Mark's work should run through CHC, and Gary stated that CHC would not manage surveys and engineering efforts. CHC's work begins when permits are done. Gary said that SFC needs stamped surveys from Mark.

Ken then made a motion, that was seconded and passed unanimously, that Kent would contact Mark and obtain a contract for the site and design work including dates of completion. Kent noted that Mark had contributed three hours of his time in walking the Robinson's property and taking soil samples.

Gary then commented he would provide committee with a permit timeline.

Kent then gave Mike a copy of the SFC's proposal to review and indicated that the total fees might not be included in the budget. Mike indicated that the Board of Selectmen had some concerns regarding Mark and confirmed with Kent that Kent would be contacting Mark to solidify dates for delivery of the work Mark needs to complete. Mike also indicated he would clear the way with the Town's Planning Board.

Ginger asked about the public hearing requirement for the subdivision and Mike indicated he needed to know about the plans. Kent said he would get from Mark.

Gary was asked to give an estimate for the out of pocket expenses under the SFC proposal and he gave between \$1500 and \$2000 for both application fees and out of pocket expenses.

Gordon made a motion to accept SFC's proposal for submission to the Board of Selectmen; motion was seconded and was unanimously approved.

Kent then asked Charlie, Cathy and Billie to present their report to the Committee. This report covered questions and discussion points based upon their review of the contract documents submitted the prior week.

Billie distributed the report to the committee members and many issues were discussed. Ken recommended forwarding the report to both CHC and SMP and to ask for their replies in writing. Kent asked Billie to prepare a cover letter from him to accompany the reports that was to be emailed to both CHC and SMP. The committee members agreed to delay meeting with CHC and SMP until comments had been received back from them.

Cathy asked about any possible ground contamination (old highway department building) and who pursues this. Ken said to include this as a question in the report to CHC. Gary said he could get the names of a couple of companies for Phase I assessment in determining potential for any ground contamination. Phase II would include actual soil samples if deemed necessary.

Kent asked the committee to meet next week to review SMP and CHC responses and follow-up on Mark's contract.

The Chairman adjourned the meeting at 9:00 p.m.

**NEXT MEETING:** 7:00 p.m., Wednesday, April 16, 2003 at Town Hall.

**ATTACHED DOCUMENTS:** SFC Engineering Partnership Inc. Proposal for Professional Engineering Services