

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**April 16, 2003**

**TIME & PLACE:**

Meeting April 16, 2003 at 7:00 p.m. at Town Hall.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Gordon Jackson

Cathy Menard – Alternate invited by Chairman

Billie Richert

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 notifying members Beth's mother had died. Kent had a sympathy card for everyone to sign and send to Beth and her family.

Kent asked Cathy to inform the committee what she had found out when she called Gary's references. Cathy stated that Gary had receiving glowing references from the New Hampshire Community Loan Fund. The person felt that they were fortunate to have him; highest quality of work and proposals always professionally prepared and reliable.

Kent then stated he had talked with Mark Stevens regarding his contract for scope of services, hours he was volunteering, etc. Mark had indicated he did not like contracts but that he will prepare one. He and Gary had spoken and will work together on which party will do which work. Kent also stated that Mark was going up to the Robinson property on Tuesday to do wetlands delineation and that Peter **Schauer of Schauer Environmental**, had volunteered to perform the wetlands service. Kent said he would stay on Mark to get proposal and that Mark was starting the work. Septic design was then discussed and Gary indicated his firm would need stamped (approved) design. Gary stated he's ready

to do topography, lot lines and building center property lines and that he had sent Mark a copy of Gary's proposal so Mark would understand what work Gary was doing.

Ted then asked about the need to recognize individuals volunteering their services for this project and it was agreed that Kent would send a letter to the Town newsletter when appropriate and that Kent would write thank you notes to individuals on an as needed basis.

The Committee then reviewed the comments received back from Sheerr McCrystal Palson (SMP) on the Estimated Billing Schedule and Draft Contract documents submitted previously to the Town for review. Mike asked Charlie if he were comfortable with SMP's response to potential architectural errors and Charlie indicated he was as long as there was Errors and Omissions coverage. Kent asked Billie to send email to Eric Palson to incorporate changes into a revised contract that will be discussed next Wednesday night when the Committee meets with SMP's representatives. Motion was made, seconded and approved unanimously for the Committee to accept the SMP's contract, with noted revisions, to submit to the Board of Selectmen for review and approval.

Kent informed the Committee that he spoke with Cobb Hill and that we should be receiving their responses to our contract questions early next week.

Committee's schedule for next week is to meet on Wednesday night with SMP and on Thursday night with Cobb Hill.

Gary reviewed his revised proposal which basically was the same as last week, but now includes a more detail breakout of hours and rates. This detail breakout shows total cost of \$35,102 compared with the \$21,000 (\$18,500 + \$2,500) that is being charged to the Town. Difference represents the value of services being donated by Gary. Gary commented that the \$18,500 amount might come in lower. Motion was made, seconded and approved unanimously for the Committee to accept SFC Engineering Partnership Inc.'s proposal for submission to the Board of Selectmen.

Gary presented and reviewed the Phase I Environmental Site Assessment Proposal submitted by Environmental Compliance Services, Inc. (d.b.a. ECSMarin). Gary indicated that ESCMarin had asked how old the buildings were to understand the age and construction materials used at that time. Gordon volunteered to get exact ages of buildings from town reports. Gary recommended obtaining two (2) other proposals for this work and Kent asked Gary to pursue this. Gary reiterated that the Town wants a clean bill of health for Phase I so may not need to go to Phase II.

Mike reviewed with the Committee the bond proposal process. The deadline for the bond proposal is Monday; voted on in May; receipt of letter if approved, and funds by

July 19<sup>th</sup>. Mike indicated he had spoken with the Department of Revenue Administration (DRA) about funding accessibility prior to July 19<sup>th</sup>. His understanding is as long as the bond has been approved and funds spent do not exceed funds appropriated, project services can be incurred and paid. Mike asked Kent to come in on Monday to help explain (to Frank, Town Selectman) the new contracts just submitted by the Committee.

Kent then reviewed the Energy Star Conference he attended. He explained this was a branding thing by the U.S. government that ranks the energy and maintenance efficiency of a building based upon square footage and number of hours usage. After further discussion, including the possibility of obtaining grants for the Town, it was decided that Kent would ask Eric if he had any experience with this process.

Mike then described a state program for transportation, air, and congestion issues that addresses how well communities plan and provide for pedestrian sidewalks, crosswalk facilities and pathways between buildings. There is an 80-20 match with proposals due July 2003 and money made available 2006/2007. Mike stated he would pursue.

The Chairman adjourned the meeting at 8:00 p.m.

**NEXT MEETING:** 7:00 p.m., Wednesday, April 23, 2003 at Town Hall.

**ATTACHED DOCUMENTS:**

SFC Engineering Partnership Inc. Proposal for Professional Engineering Services – as revised with detail cost sheet

Environmental Compliance Services, Inc. (d.b.a. ECSMarin) proposal for Phase I Environmental Site Assessment Proposal, Town Church, Garage and Fire Station