

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
April 23, 2003

TIME & PLACE:

Meeting April 23, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Kevin Bragg – Historical District Commission

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

Ted West

Eric Palson, President of Sheerr McCrystal Palson (SMP)

MINUTES:

The Chairman called the meeting to order at 7:10 p.m. Kent opened the meeting by saying a response had been received today from Cobb Hill Construction (CHC) and would be forward to members for tomorrow night's meeting with CHC.

Eric gave Kent copies of his firm's certificate of insurance coverage, as requested, and then replied to each item raised in the Committee's letter to SMP. A copy of these items and Eric's responses is attached to these minutes. Highlights from this document and meeting are as follows:

1. Mechanical and structural engineers selected by SMP have outstanding reputations and have pertinent experience in working on similar projects. Both are first choices by SMP.

2. SMP will handle everything but civil-related work; that is, everything inside the buildings.
3. SMP has one million (\$1,000,000) for errors and omission insurance and has never had a claim.
4. SMP did not include the Town Hall and Elkins Library work in contract but he will answer any questions we might have, without charge.
5. Eric agreed to provide square footage breakdown by department within each building to agree with prior documents given to Committee.
6. It was agreed that Mike Capone, Town Selectmen, will be the Owner's Designated Representative per SMP's contract with the Town.
7. Eric stated SMP would double-team the project until running smoothly. (That is, Eric will have a back-up that is fully familiar with the project in case he is not available.)
8. Eric agreed to add a section for volunteer labor and materials and agreed that the Town would not pay any architect fees on dollar value related to such.
9. Architect's fee is fixed after Guaranteed Maximum Price (GMP) is determined. Change orders will NOT impact thereafter unless there is another building added, for instance.
10. Any interest due on past-due invoices will be due 60 days after invoice date rather than 30 days.
11. Eric projects that 80% of SMP's work will be done this summer.
12. SMP's contract covers services provided for a period of eighteen (18) months beginning with construction start date.

After some discussion it was decided May 5th would be used as the beginning date for construction. Eric stated he can start right away and the following need to be done:

1. Need schedule dates for meetings – agreed to Wednesday nights at 7:00 p.m.
2. Meetings with department heads – agreed to meet with them a couple of weeks from now over several weeks to firm up design
3. 90 day waiting period for permits is Gary's responsibility; building footprint needs definition
4. End of May is target date for completion of Gary's work to submit applications for needed permits (90 day waiting period relates to obtaining permit approval)
5. Eric will email revised contract to Mike.

Kent then asked Eric about SMP's rates and how they were not negotiated. Eric said they are good rates and Kent should ask around and if he believes that they are out of line, Eric said we could discuss.

Eric then left the meeting at 8:15.

Kent informed the committee that an engineering proposal had been received from Dale Spaulding of The Louis Berger Group. Dale is a Canterbury resident. In addition, Kent stated he had spoken with Mark Stevens, had received a letter from Mark outlining his services, and had met with the selectmen on Monday night to review the letter. Kent asked Mike if the selectmen were happy with Mark's letter and Mike stated Frank was in agreement with him to recommend.

Kent stated that we don't need to put these services out to competitive bid since some of services performed by Mark were volunteered. Kent stated that Mark has begun working; doesn't have a contract; it's basically an outline of services he's provided.

The committee then discussed the issue of competitive bids; need to quickly begin project-related work and getting the word out that local trades people need to make themselves known to the committee. Kent stated that there would be an ad in the next church newsletter.

Discussion ensued regarding Gary having approached the committee and being an alternate at these meetings; receipt of Dale's proposal and committee actions going forward. A motion was moved and seconded to have Kent contact Gary about the committee's decision to ask Dale to submit a proposal; and Kent would notify Dale to submit his proposal by Monday. Two members were not in favor of this motion, but the motion passed. The committee will then ask for SMP's assistance in comparing the two proposals.

Kent stated that going forward Cobb Hill Construction (CHC) would issue bid requests and all proposals would go through the project team at that point.

Mike suggested that Kent contact Wayne Mann, Town moderator who appointed the committee and for Kent to ask Wayne since we don't have by-laws. Kent stated he would report back to the committee. Mike suggested asking Wayne if you can have alternates or are they advisors.

Jeremy asked what Mark's services are costing and Kent replied \$3800.

The Chairman adjourned the meeting at 8:50 p.m.

NEXT MEETING: 7:00 p.m., Thursday, April 24, 2003 at Town Hall.

ATTACHED DOCUMENTS:

SMP's response to committee's questions re: architect's contract documents

The Louis Berger Group Proposal for Professional Engineering Services

