

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**April 24, 2003**

**TIME & PLACE:**

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

**ATTENDANCE:**

Kent Ruesswick, Chairman

Mike Capone – Selectmen representative

Bob Fife

Ken Jordan

Billie Richert

Jeremy Slayton

Gary Spaulding – Alternate invited by Chairman

Ted West

Steve Atherton, Cobb Hill Construction (CHC)

Jerry Kingwill, Vice President of Operations, Cobb Hill Construction (CHC)

**MINUTES:**

The Chairman called the meeting to order at 7:10 p.m. Kent opened the meeting by saying that in tonight's meeting CHC would address the items raised in the Committee's letter to CHC and that Kent would review his conversation with Wayne Mann at the end of tonight's meeting.

Jerry replied to each item raised in the Committee's letter to CHC. A copy of these items and Jerry's responses is attached to these minutes. Highlights from this document and meeting are as follows:

1. Winter conditions - These have not been budgeted but Jerry believes there is a way to minimize costs. CHC agreed to prepare schedule and cost impact if winter conditions do occur. Steve stated that CHC couldn't start work until September when we get plans from Eric. Kent asked if this can be moved up and Steve said that he had not talked with Eric but work needs to be planned as one phase and not broken into two phases. Ted asked what is critical path and Gary replied that

- it is site specific; need 90 days. If they (CHC) lose a month because of winter conditions, you could spend \$80 to \$100 thousand for heating, etc. This depends on weather. Need time schedule and start date. Jerry said there are basically two scenarios – Guaranteed Maximum Price (GMP) or split into two phases with building on hill (Robinson’s property) first phase. Gary asked if it is feasible to revise schedule for winter conditions. Jerry replied that Eric will take between April through September 12<sup>th</sup> for his documents and then we have only two (2) weeks to do out stuff. Everything needs to be on same schedule.
2. Issue of performance bonding and who pays cost. Mike stated he would pursue this with CHC later. The price of this bonding can be between \$35,000 and \$40,000 and is not included in budget. Steve stated that he had told the committee that this can run around 1 \_ % of the budget. (Steve had indeed told the committee this at an earlier meeting as documented by meeting minutes but the amount was not reflected in the numbers prepared by CHC and submitted to the Committee).
  3. Construction Management Fee is 1.5% of pre-construction costs and 4.5% of GMP.
  4. CHC to include a 7 a.m. to 7 p.m. work schedule clause in contract but noted that at times it may be necessary for workers to be onsite either before or after those hours.
  5. There will be a designated smoking area (outside of any building) and low volume for any radios included in the contract.
  6. Mike agreed to follow up on building permits required.
  7. Mike to provide copies of bond when issued for proof of financial capability on Town’s behalf.
  8. It was agreed that Mike Capone, Town Selectman, would be the Owner’s Designated Representative per CHC’s contract with Town.
  9. Daily reports will be presented to Town Representative each week at weekly job meetings, in a printed format.
  10. CHC will include in schedule a cutoff date for pre-construction.
  11. Submission of CHC’s invoices (through SMP) for payment was discussed to correspond with selectmen meeting dates for approval of such invoices.
  12. Clarification that retention is held until punch list is completed; final payment is net of retention, as well.
  13. Mike will have someone pursue Commercial General Liability insurance coverage as defined in Article 8.1.2 and 8.2 of the contract to insure coverage is adequate and appropriate.
  14. CHC will unstrike Article 11.4.1 covering Property Insurance without optional deductibles.

Gary asked Jerry about having deduct(ion)s to their fixed price contract and if they were allowable and Jerry said yes. This means there can be change orders reducing total costs to this fixed price (Guaranteed Maximum Price) contract. Gary also asked Jerry about value-engineering since you will be working with Eric before hand which allows you to go

out to bid early; you don't need all permits to go to bid. Jerry replied that it is best to select mechanical and electrical contractors sooner than later so they may work with plans being developed.

Mike discussed builder's risk insurance, which covers fire, vandalism and weather during construction and Ken asked Mike to have an (insurance) agent speak with us regarding this.

Jerry was asked who is responsible for warranty cards and Jerry stated that through CHC, these would be in a binder given to Town at end of project.

Jerry and Steve left the meeting at 9:30. Mike then stated he would pursue the performance bond issue.

Kent then informed the committee of the conversation he had with Wayne Mann. Wayne suggested having a mission statement of who we are; have it define ourselves; and begin posting minutes in store. Kent said he asked Jeremy and Ken to work on the mission statement and a set of by-laws that address number of members; set powers of appointment; and do we want alternates. Wayne said that people should be keeping up with minutes if they attend meetings.

Kent stated that Gary was fine with Dale submitting proposal and Dale said he would have a proposal to Kent by Monday.

The Chairman adjourned the meeting at 9:40 p.m.

**NEXT MEETING:** 7:00 p.m., Wednesday, April 30, 2003 at Town Hall.

**ATTACHED DOCUMENTS:**

CHC's response to committee's questions re: construction manager's contract documents