

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**April 30, 2003**

**TIME & PLACE:**

Meeting April 30, 2003 at 7:00 p.m. at Town Hall.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Ken Jordan

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 indicated he had received revised contracts from Sheerr McCrystal Palson (SMP) and that he had not heard from Cobb Hill Construction. Charlie moved to submit contracts to selectmen for their review and signing; Billie seconded. All members approved this action.

Kent said he had met with Gary Spaulding at the site and discussed what needs to be done. Mark has started the wetlands delineation on front of property near road.

The committee then discussed the proposals received from the two engineering firms. Kent then asked if everyone had had a chance to review the proposal from The Louis Berger Group (LBG). The following items were noted regarding these two proposals:

1. Charlie indicated that the proposal from SFC Engineering Partnership Inc. (SFC) proposal did not mention anything about the septic system design. Kent indicated it had not been decided who was doing this work. Ken said this could cost somewhere between \$7,000 to \$8,000.

2. Someone needs to put stamp on septic system designed and the company (person) doing this needs to be paid for the services; in other words, this cannot be a volunteered service due to the potential liability exposure.
3. Need to understand what National Pollutant Discharge Elimination System is and why included in LBG's proposal and not SFC's. Mike suggested this might be for ground water contamination review.
4. Ken suggested that Gary had less detail in his proposal because Gary was assuming he would do what he needs to do.
5. Kent stated that Gary had left message that the reason he did not have separate site visits in his proposal was that he felt Cobb Hill Construction (CHC) should do this.
6. Dale had indicated to Kent that he would reduce his proposal by his hours or 10 hours @ \$100 per hour.

Ken moved to ask Eric Palson to review both proposals and prepare a comparison summary for the committee. Charlie seconded motion. All approved. Kent asked Billie to prepare email and forward proposals to Eric for compilation of summary. Kent also stated he had asked Eric to attend next week's meeting to begin department head meetings and asked the committee members if they approved of this. All were in favor.

Kent said that Gary has been working on Request for Proposal for hazardous waste and Gary will send out to three firms: ECSMarin, GSZ GeoEnvironmental, Inc. and Aries Engineering, Inc. Kent distributed a copy of this Request for Proposal and a copy of Mark's contract, as well.

Ted asked what time crunch (do we have) for engineering proposal. Kent stated that Mark was still not done; he's working on wetlands; found pins on property; I think he has started the topography but he has not started survey work. I'll keep calling him and updating you on this. We need to start on roadway cut for subdivision. Gary was and is ready to approach when we are but we will wait. Ken noted that in Mark's proposal he mentions Gary; assuming we are hiring Gary. Might as well wait a week until we've decided.

Gary joined the meeting at 7:35 p.m.

Members reviewed Mark's proposal and Ken moved to present this proposal to selectmen for review and approval. Move was seconded and all members voted in favor.

Kent then asked Gary to present three proposals for Phase I – Environmental Site Assessment (before you included the interior of Town Hall and costs for Phase II). Gary stated that after last week's meeting, he took a stab at writing a proposal to include section for additional professional services and expenses that may be incurred if a Phase II ESA is required or additional testing is necessary to complete the Building Materials

Survey. Gary said that it would be a good idea to include cornfield in study and to ask each of these three companies what additional charges/hourly rates are; ask for project schedule; and 2 or 3 meetings (kick-off and close-out); and number of report copies needed. Gary then stated he is going to email the Request for Proposal to the three companies noted above and that it would probably be about \$1500 to do the environmental work.

Ken asked why include Elkins Library and Gary replied it provides insurance there is no hazardous lead/asbestos there. Also, Gary suggested not including Elkins Library in contract with Cobb Hill Construction to save money. Discussion on the work planned for Elkins Library was then discussed as well as the uncertainty as to the final use of the building. It was decided by the committee to strike Elkins Library from Cobb Hill's contract and to notify Cobb Hill of such. Kent is to contact Cobb Hill about this.

The committee voted to leave in the Robinson property in the services to be performed in the Request for Proposal.

Jeremy asked if this had been put into the sale/purchase agreement and Kent and Ken said no.

Kent asked Ken how he and Jeremy were doing on the Mission Statement. Ken distributed copies of this for the members to take home and think about for next meeting. Kent then asked if Ken were going to work on the by-laws and Ken said yes.

Kent then said he spoke with Eric and they agreed to start meeting with department heads next week. Kent then told Gary that the committee wanted to have Eric to review the two engineering proposals and that some items appeared to have been left out of SFC's proposal. Ken said read Mark's proposal regarding unresolved issues and he's happy to discuss. Gary then stated 'assume we will do work and it is in our contract'. Construction inspections were the only other item they included and we didn't.

Kent asked what is involved. Gary stated inspection of leach fields by state. Burden is on CHC that work is done properly. At this point the committee decided not to further discuss LBG's proposal at this meeting.

Charlie asked Gary what is National Pollutant Discharge Elimination System. Gary said that for every project more than one (1) acre the EPA issues a federal permit 48 hours prior to construction to the owner; CHC has to have one as well; is used to monitor erosion control; EPA has right to look at daily log for silk erosion. Currently there is one inspector handling New Hampshire, Maine and Vermont. There is no fee for this inspection.

Gary then stated in all fairness to Dale and me you need to make a decision. It will be October before you get your permits. I didn't see in Dale's – we did. And, you have

wetland issues up there in field.

Charlie then moved to have Eric bring Dale and Gary in to present to committee what they would do for the Town. Gary replied that if you want me to increase my fee to make it equal; whatever you want but I'm not coming in to go at it with Dale; I'm not going to do that.

Mike then said if you are going to compare apples to apples, Eric can tell you; doesn't have to be a big involved thing; so we shouldn't bring Gary and Eric in to present together.

Jeremy asked you would do septic? What man hours?

Gary replied, we give our clients an hourly rate for a total \$20,000 budget for site visits. You have CHC here you won't spend anything. Makes a difference when you do it (site visits). Can use up to six (6) visits in a week in October if it's rainy. Hourly rate is used after \$20,000 (budget is spent).

Jeremy asked if you can give us a budget, then the part you didn't include based upon what we get from Dale.

Gary replied he had see Dale's without financial information; have six (6) visits at 4 hours = 24 hours; say 40 hours with report and visit or about \$4000 for each project. Our highest billing rate is \$83 an hour. Construction inspection I wouldn't donate services. My company won't let me donate services; say another \$8000. \$20,000 – do all your permit work.

Kent then stated he will pursue with Eric tomorrow and we will make decision next week. I've asked Dale and Gwen to come in next week to discuss what we are going to do; and the Library and Highway department the following week. I did talk with John to discuss with Library trustees.

Mike then asked are you going to ask about Phase II proposals? Kent then asked Charlie, Billie and Cathy to take the three (3) proposals and review and report back next week to the committee.

Gary then suggested the committee give some thought to start tracking actual numbers against budget for the work that is now being proposed.

Ted then asked about bonding and site insurance as a follow-up to last week's items.

Mike said he spoke with someone from the Department of Revenue (DRA) and someone from underwriting was going to get back to him.

Billie then asked about the Star Energy Program and Kent indicated that he had discussed this with Eric and that this would be an ongoing effort.

The Chairman adjourned the meeting at 8:20 p.m.

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

**ATTACHED DOCUMENTS:**

Request for Proposal – Phase I Environmental Site Assessment and additional professional services for a possible Phase II ESA if required

Proposals from three companies for Phase I only: ECSMarin, GSZ GeoEnviornmental, Inc. and Aries Engineering, Inc.

Mark Stevens Contract