

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
May 21, 2003

TIME & PLACE:

Meeting May 21, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Ken Jordan, Vice-Chairman

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Ginger LaPlante – Historical District Commission

Cathy Menard – Alternate

Billie Richert

Jeremy Slayton

Gary Spaulding – Alternate

Ted West

MINUTES:

The Vice-Chairman called the meeting to order at 7:10 p.m. and stated that the Chairman could not attend tonight's meeting. Ken stated that tonight's business included:

1. Review of Committee's proposed Mission Statement and Policy and Operations Manual
2. Cobb Hill's Revised Contract Documents
3. Recommendation of Phase I Environmental Study Proposal to Selectmen
4. Cathy's Budgetary Numbers

Ken distributed copies of the proposed Mission Statement and Policy and Operations Manual and opened discussion on the Mission Statement. Ken commented that the Town Moderator suggested that the Committee adopt a mission statement for its activities going forward. After reading the Mission Statement, Ginger offered an amendment to modify the third paragraph to read: "...by meeting with architects, contractors, and **affected town departments**, reviewing...". All members approved this modification to the proposed mission statement. All members then approved the modified mission statement.

Ken then asked the Committee to review the previously distributed Proposed Policy and Operations Manual and then opened the floor for discussion. Change to Article I, Section 2: was approved to read “regarding repairs or renovations **and to determine** whether.....”.

Discussion ensued surrounding the voting rights and membership classes. Ken shared with the Committee his thought processes in defining alternate members with specific expertise that may assist from time to time as compared with alternate members that remain with the Committee throughout its existence.

Mike indicated the importance that no appointed member should come (on) with a representation (for another specific Town committee, such as Conservation Commission or Town Planning Board).

Gary suggested that the member should step down if there is a conflict of interest. Mike suggested that the member recuse him/herself in case of conflict of interest with a particular issue.

Ken discussed the establishment of three officers and no need to have Treasurer; he reviewed the history of the creation of these three officers with the Committee. Mike indicated that Article III – Election of Officers looked ok to him.

Ginger asked about documents to Historical Society and if this should be in the Manual and Ken replied no. Since we are Town Committee and Town meeting is open to public, official part (taking minutes, documents and contracts accumulated, etc.) belongs to Town, therefore this is not necessary.

The Committee then addressed when regularly scheduled meetings are to be held and this information disseminated to the members and to the community. Ken stated that we currently are meeting every week except next week. We could set a time for regular meeting each month. When we are in construction phase, probably will be two regular meetings a month plus extra meeting(s) as necessary. Sometimes we may need to meet quickly during the construction phase. Mike indicated he would verify the advance notification of meetings requirement to the public.

Discussion of types of meetings and meetings open to the public was next. Mike suggested that it’s implied that meetings are open to the public and therefore subject to rules of public meetings re: public disclosure and meeting regulations under RSA.

Ken suggested reversing Article VI and VII covering Voting and Membership so that Membership (classes of members) is defined first then voting rights. Jeremy asked about discussing alternate members. Ken replied that it was his feeling and Kent feels the same

way, as a committee we don't have authority to appoint a member. Gary, Ginger, Cathy and Kevin were invited because we need your expertise.

Article X would be changed to Article VIII.

Mike indicated he was trying to apply this committee's operation to other working examples such as the Historical District Commission and the Planning Board that take a legally binding action to the Zoning Board or court if someone takes exception to it. There is no ordinance or regulation this Committee works under/for; Committee looks at Town needs and makes a recommendation to the Board of Selectmen. I'm not sure voting thing has to work; everyone sits in on recommendations for example.

Bob added that no matter what we decide it goes to the Selectmen (for approval).

After some further discussion on the topic of members and voting rights, it was decided that the Committee would delay a vote on the Policy and Operations Manual; and that Ken would take everyone's suggestions tonight and modify the proposed Manual to reflect these suggestions. Ken will then distribute another revision for everyone to take a look at and to discuss further at the next meeting. Changes to these articles that were agreed to were:

Article VII – Membership – Sections 1:

Appointed Member – Delete last sentence beginning with “All Appointed”.

Alternate Member – Delete verbiage in line two “a particular area of expertise”

Change third paragraph starting with “Alternate Members who are members” to read:

Alternate Members shall have the right to vote on issues before the CBNC when necessary to make a quorum.

Change fourth paragraph starting with “Alternate Members who are appointed” to read :

Advisory members who are appointed....

The Vice-Chairman then stated the Cobb Hill contracts were delivered. Mike asked if Charlie, Cathy and Billie wanted to take a look to verify changes were made before the Selectmen looked at them. It was agreed that Charlie and Cathy would review the contracts first and then report back to the Committee at the next meeting.

Mike indicated he had sent the architect's contracts to the Town counsel for review two weeks ago and is still waiting to hear back. Mike reported to the Committee his findings

on the issue of insurance coverage and performance bonds for Cobb Hill. Mike spoke with HMA and existing Town liability coverage is ok. However, there is a \$2500 annual cost of obtaining additional coverage for builders risk for material on site. The policy year is from July through July. This may come from the Town's operating budget and would be a next year's bill. Mike was going to verify this.

Gary asked if this covers both parcels and Mike indicated it covered everything.

In addition, Mike stated that the Town is required by RSA to carry a performance bond. There is a regular performance bond that guarantees work done; and a payment bond that simply guarantees people (subcontractors) will get paid. Mike said he spoke with Boscawen and they had paid a little less than _ of the amount quoted to Mike. Mike said the premium cost for the performance bond is \$28,613 and needs to be reflected in the building project budget.

Mike also indicated to the committee that closing costs for the land purchase would come out of the committee's operating budget of \$5000.

Ken told the committee that Mark is ready to do subdivision and that Mark is going to walk the (Robinson) property with Kent tomorrow. Sale can go through once subdivision goes through. Ken commented that title search would be conducted before presenting to planning board for approval. Mike said approval would take place during July's Planning Board Meeting.

Next topic of discussion was the proposals received from three vendors to perform the Phase I Environmental Phase work. After reviewing the proposal comparisons prepared by Gary, with a notation by Charlie that work was to be performed on only portion of Robinson's property being purchased, the Committee voted unanimously to recommend the GZA proposal to the selectmen. Gary suggested notifying the other two vendors of the decision in a timely manner. Cathy volunteered to prepare a cover letter to go out with Kent's signature. Mike asked Gary if he should call GZA to give them a verbal notification to begin work and Gary suggested calling GZA and finding out. Mike said he would need to run by Frank prior to notifying GZA tomorrow.

Ted then asked Gary for an update on survey work. Gary said that no survey work had been done yet. Mike said he assumed that after tomorrow, Mark and Kent would have something to give to Gary so he can start work.

Gary said he would be able to do conceptual design based upon what they were doing tomorrow.

Mike then took a few moments to explain flow of paper documents and contracts for the Committee will be as follows:

1. Secretary to maintain files of documents as received and processed for action
2. Mike will receive and maintain contractual documents (needing action/signature by Selectmen) until such time as the documents are executed.
3. Mike will give Secretary executed copies that will be maintained by the Secretary.
4. Copies will be provided to the Historical District Commission from time to time as documents are no longer needed by the Committee members for review or reference.

Cathy then distributed the Cash Available for Construction report that currently reflects a total of \$196,800 for preconstruction costs. These costs reduce the overall construction budget that is available for determining Guaranteed Maximum Price or \$2,503,200. The \$196,800 is comprised of the following items:

Survey & wetlands mapping	3,300
Builders' risk insurance	2,500
Environmental site assessment	2,950
Site engineering & plan design	25,050
Architectural plans	163,000
 Total Preconstruction Costs	 \$196,800

Note that the above amount has not been adjusted to add the cost of the performance bond.

The Vice-Chairman adjourned the meeting at 8:40 p.m.

NEXT MEETING: 7:00 p.m., Wednesday, June 4, 2003 at Town Hall.

ATTACHED DOCUMENTS: Cash Available for Construction Spreadsheet
Committee's Mission Statement – 2003 - DRAFT
Committee's Policy and Operations Manual - DRAFT