

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
June 25, 2003

TIME & PLACE:

Meeting June 25, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Gordon Jackson

Ken Jordan

Cathy Menard - Alternate

Jeremy Slayton

Gary Spaulding - Alternate

Historical District Commission Representatives

Ginger LaPlante

Sheerr McCrystal Palson (SMP) Representative

Kelly Gale – Designer

Cobb Hill Construction (CHC) Representative

Steve Atherton

WV Engineering

Mark Vincello, Mechanical and Electrical Engineer

MINUTES:

Kent opened meeting by asking Steve to review the project numbers generated to date and Steve distributed the Canterbury Project Budget spreadsheet prepared by SMP. This spreadsheet is attached to these minutes and reflects project costs by land; soft costs, construction and furniture, fixtures and equipment. There are two columns: Current: reflecting the costs based upon requirements last discussed with the committee two weeks ago; and Balanced: which shows reductions in some items to bring the total project into balance with the budget. Major items reflecting reduction in costs to bring the project in line with budget include:

| | |
|--|---------|
| Town grading/some paving | 92,483 |
| Building Construction | |
| Town Hall – value engineering | 14,351 |
| New Library – MEP value; 2 bays deferred | 43,685 |
| Municipal Complex – w/o mezzanine; 2 bays; Vinyl; MEP value engineering; 10% area, No salt storage | 228,577 |
| Library Stacks | 16,915 |

Ken commented the project needs to be scaled down.

Steve started by stating that he has tried to scale things back; but that he has not gotten into the real detail at this point and is asking for the committee's help in what direction to go in from here. Big ticket items that have been added since the initial project numbers include: additional fire and highway department bays; wash bays and sand huts, radiant heat and now having to raise the building site by two feet based upon Gary's work. These are big-ticket items and the best way to cut back is to cut back square footage. Even one or two feet over entire parameter, for example, can make a difference.

Ken asked Steve if we are out of line in the municipal complex rather than the library. Steve replied that he's a little nervous about the unknowns at the Robinson site, but believes that the budget overage is all around. Perhaps the entire wing for the library should not be completed/finished but deferred until growth justifies finishing.

Kelly interjected that these are the current numbers based upon what was reviewed with the committee two weeks ago without the extra bays, and with reduction of 10%.

Steve said that basically we went through the spreadsheet here to see what we can cut down, for example the library furniture – out of library budget, stacks, municipal furniture and equipment – reuse more. Grading and site work – perhaps we can get some help from road department; originally we were nervous but this is going to be more of a fall project. Gary is now saying November.

Ken asked what happens if we start without permits and Steve indicated that the septic system has to be designed and approved by the State if over a certain amount. And more things are coming up with the site. This needs to be confirmed with Gary but Gary said that if you know someone that can help expedite the permit approval process, this would help greatly. Currently the turnaround time for permits is between 90 to 120 days.

Kent asked if there were going to be any more surprises. We didn't know about Gary (for site engineering) for budgeting; or borings another \$7,000; I want to make sure we don't have more surprises.

Kelly replied that we left blanks in the spreadsheet for things you know what cost like your attorneys.

Ken asked about the reduction from \$4000 to \$2500 for Permits and Impact fees and where was this savings coming from? Steve replied that he had left in the state fees but cut out the town fees.

Ken asked if the legal fees were an estimate and Kelly replied that they used numbers for similar projects.

Ken noted that the Town can save on title search and that the Town will do some of paving but asked about the \$92,000 of savings reflected in the spreadsheet if the Town does grading.

Committee then reviewed the scaled back plans Kelly presented and discussed the need for all departments to scale back and ways to defer some items later such as paving in and around the municipal complex; seeking donated furniture and landscaping services from local businesses; completion of new library wing (west-end).

Steve commented that the mezzanine area in the municipal complex could be added later without breaking up any concrete. This area measures 6' X 74'. We need to reduce 10% out of the complex without having you going back later and having to tear down walls; add mechanical, etc.

Jeremy expressed some concern about where the 10% reduction in the building should take place without including the department heads in the discussion to verify functionality use. Kent discussed his concern about the number of vehicles each department has and insuring they are provided for and asked Kelly if it made a difference which area we add a bay to in the future. Kelly said no. The committee then revisited the number, width and height of the bay doors. It was agreed that these requirements would be reviewed with the department heads at the next meeting.

Gary then commented that it was good the committee was looking to cut down the size of the building for the site and reviewed with the committee the various contours (of the land) required; as well as the payment, drainage, runoff, leach field, wetlands and setback measurements.

Gary reviewed with the committee the leach field requirements formula that takes into consideration number of toilets, showers, washing machines and suggested getting rid of one washing machine. There are currently two in the plans as drawn.

The committee decided to have the fire and highway department heads meet with the committee next Monday morning at 7:00 a.m. at Town Hall to review these items and to decide which items can be scaled back. Kelly indicated she could get revised plans to the committee for its next regularly scheduled Wednesday night meeting.

ADA requirements were discussed surrounding ingress and egress ramps where stairs are located. Kelly needs information regarding code requirements for her to modify drawings.

Radiant heat was next discussed and the budget, as balanced, includes the materials that require purchase but does not reflect labor costs that are to be donated, for installing radiant heat. Steve expressed some concern about ensuring donated labor occurs when necessary, but stated that he can build this into the schedule so volunteers (donating labor) know in advance when their labor is required.

Mark then reviewed with the committee heating and cooling requirements for the new facilities and covered such topics as multiple zones for better controlling temperature; humidifiers for historical room; boiler/gas fire boiler with radiation around the edges of rooms. He said that two boilers for the municipal complex would be good in case one goes down.

Kelly stated she would check on requirements for firewalls.

Steve then discussed services falling under construction management – electrical and mechanical contractors, and he wanted to bring these contractors in at this stage to work with Mark; to do value engineering; so they are up to speed when work is ready. I want to keep it fair; best experience when we hired them just like you hired us; we have an interview with you guys and Mark and Eric and then we make a decision to bring them on board. I want input if any locals may feel slighted.

The committee reviewed the process for project subcontracting and asked Steve to write an ad to appear in the Concord Monitor. This ad would publicize to the public the Board wants to obtain bids from local contractors for these services. Kent asked Cathy to discuss with Beth about including similar wording in the next newsletter. Kent also said that a couple of locals had expressed interest and he would give the names of the individuals to Steve. Mark suggested having any interested company provide two similar projects and also references for verification of work.

Kelly then informed the committee that she had received six responses to the requests for quotes for geotechnical services (for construction and borings; soil compaction; rebar; steel – bolts done right). She recommends Turner Services since they don't charge for travel time. Overtime is a lot better. Total was \$3,300 for geotechnical and report. Kelly confirmed amount. Need to add on for site visits and additional testing could be another \$1000 for each of these two services. We have a lot of good comments about them; we had some bad comments about other.

Based upon Kelly's assessment of these proposals, Kent proposed and moved to accept Turner Services' proposal. Jeremy seconded. Passed unanimously.

Gary then informed the committee to be thinking about permit approval. Submittal deadline is August 1 and the State guy said it is 2 _ months before looking at plans; then another 30 days for approval; so, end of October and November for approvals. What does this mean for construction cost is that we would be starting in freezing weather. Gary recommended calling the State representative to warn him in advance about the permit submission so that he has ample time to prepare for approval. In the meantime, Kent is pursuing other options in how to expedite the permit approval process.

At this point, the Chairman adjourned the meeting at 8:55 p.m.

NEXT MEETING: 7:00 a.m., Monday, June 30, 2003 at Town Hall with fire and highway department representatives.

ATTACHED DOCUMENTS: Canterbury Project Budget prepared by SMP