

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
October 8, 2003

TIME & PLACE:

Meeting Wednesday, October 8, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Beth Blair
Mike Capone – Selectmen representative
Charlie Cook
Bob Fife
Gordon Jackson
Ken Jordan
Billie Richert
Ted West

Town Department Representatives
Dale Caswell – Fire Chief

Cobb Hill Construction (CHC) Representative
Tom Avalon
Steve Atherton

Sheerr McCrystal Palson (SMP) Representative
Eric Palson – President

Historic District Commission (for 7:30 p.m. meeting)
Steve Booth, Chairman
Mark Hopkins
Stan Wheeler
Frank Tupper – Selectmen representative
Ginger Laplante

MINUTES:

Kent called the meeting to order at 7:10 p.m. Tonight we will meet with the Historic District Commission (HDC) to discuss the outside of the proposed buildings; Cobb Hill has prepared handouts of costs for each building, for our review; and Tom Avalon,

President of Cobb Hill is here tonight to discuss handouts with us and to answer any questions.

Tom then distributed copies of the following documents:

| | Summarization of Costs on February 5, 2003 | Standard Estimate Reports on October 8, 2003 |
|---------------------|---|---|
| Town Hall | \$ 96,669 | \$ 96,669 |
| Library | 751,685 | 635,545 |
| Municipal Complex | 1,843,816 | 1,843,113 |
| Elkins Library | 7,830 | 7,830 |
| Anticipated Savings | | 116,843 |
| Totals | \$2,700,000 | \$2,700,000 |

Tom stated that these numbers are not bid numbers but are 80 to 90 percent complete. These numbers are intended to be used as a budget. Contingency for each building shown on handouts can be used for other items in the project or 'returned' to the Town, if not used. The total library cost of \$635,545 includes a contingency of \$65,095; book stacks of \$16,915 and furniture, fixtures and equipment of \$6,066. Both Tom and Steve expressed their comfort with these estimated costs.

For the municipal complex, CHC has included more scope of work, including eight (8) bays rather than six (6); salt sheds, and roughed in structural support for mezzanine.

Town hall has a contingency of \$5,179. Tom continued his presentation by stating that our degree of certainty is pretty comfortable and confident (in these numbers) as we are working closely with Eric and his team; communicating with them on a daily basis. We will keep you informed if any changes are necessary to these numbers, up or down. We've made the decision to go with Construx who submitted the lowest bid for the steel structure. They have started engineering plans and these will be passed on to the concrete engineer. No impact on winter conditions. No reason not to (start) construction this winter on steel and concrete.

Bob then expressed his concern with extra cost of concrete in winter. Steve said only removing some snow may be added cost; no heating costs will be incurred.

Tom said that the site plan submitted to the State yesterday may result in lower concrete costs and hence, additional savings. Ken then asked how CHC sees construction out there this winter. Steve replied better than spring; steel and concrete, especially, we will get better (cost) numbers. Tom indicated the winter months are an ideal time for contractors to commit, and that labor and material costs (outside of wood) are very competitive during the winter.

Steve then reiterated that these latest handouts reflected \$124,000 to the good besides our contingency. **(Note to committee: \$124,000 includes \$7,830 originally shown as cost to provide ADA compliance for Elkins Library.)**

Tom continued his presentation by stating that he met with Kent and Mike last week and we were asked to provide the committee with as much detail as possible and to insure that numbers given to you are meaningful.

Ted then asked what winter condition costs not included in bid? Steve replied that heating for 6 to 7 weeks of grading and plowing, with the Town doing much of the plowing. Ted wanted to know how CHC could grade with freezing temperatures and wouldn't they be unable to compact soil. Steve replied that's why we want to get grading done. Ted asked what if it gets very cold early and you can't grade if it freezes.

Tom replied that we had four major sites under construction last winter; we heated the ground using propane and covered with blankets; one out of four we had to use underground piping. At Concord Hospital with about 5,000 square feet, heating costs were about \$4,200 to \$4,400. Another example, for Allenstown fire department, we started in December and poured concrete in January and total heating costs were \$7,000. To go over \$10,000 in heating costs would shock me.

Gordon then asked what we are waiting for.

Tom said the biggest holdup has been the site and type of building (steel vs. wood). We anticipate letting contracts in early December for site, concrete and then steel, rest of contracts in January. Go out to bid in November and have subcontractors selected in December. Steve replied that we are waiting for plans.

Eric interjected that plans should be available second week in November and if the State is good on its word, site approval should take place in two weeks.

The committee members agreed to look over the documents distributed by CHC and to address any questions at the next meeting.

Kent then opened the meeting to the committee's presentation of plans to the HDC. Eric reviewed the latest drawings and materials with the HDC committee members. There was some discussion on landscaping vs. an actual concrete type sidewalk in front of the library and the appropriateness of the materials used for any eventual walkway (sidewalk). There was also some discussion on having historic bricks contributed for the front of the library rather than using scribed concrete. Mark expressed the desire to see a flat, dark color paint used for the air/heating units on library roof.

HDC confirmed with Eric that the drawings and plans presented what actually will be built, and at the end of the presentation, it was agreed that HDC would request in a letter to the CBNC that 4" vs. 6" cement board clapboards and windows with grills on outside are used.

Steve Booth said there would be a need for a formal hearing as tonight's meeting was the informal, preliminary one. Steve noted that the committee needs two weeks for public notice in paper.

Ken made motion for the CBNC to make formal application to the HDC. Ted seconded and all CBNC committee members approved. Steve Booth said all application fees are waived.

Mike recapped for everyone that the plan is to have a public meeting on a Wednesday night once plans are accepted and numbers have been reviewed and understood by the committee. Put notice in Canterbury newsletter. Public meeting should be held after HDC's formal hearing. It was then suggested to have another mailing to reach people for public meeting. It was agreed to have public hearing two weeks from tonight.

Ken then informed the committee that he and Gary had taken the site plans to the State and Mike Nolin had given his associate specific instructions to make the Town's plans his top priority and that approval should take place in a week to ten (10) days. Fees have increased to \$500 so another \$300 is necessary. Mike said he would have a check issued.

Kent asked Billie to drop off the formal application to the HDC tomorrow.

Meeting adjourned at 8:40 p.m.

NEXT MEETING: 7:00 p.m., Wednesday, October 15, 2003 at Town Hall

ATTACHED DOCUMENTS:

Summarization of Costs Submitted by Cobb Hill Construction on February 5, 2003.
Standard Estimate Reports for Library, Town Hall and Municipal Complex.
Copy of Formal Application to HDC