

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
October 15, 2003

TIME & PLACE:

Meeting Wednesday, October 15, 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
Kelly Gale - Designer

MINUTES:

Kent called the meeting to order at 7:10 p.m. Kent said that he had spoken with Gary Spaulding and that the plans for the septic system and driveway cut have been submitted to the State. Also, Mark Stevens is working on the property's right of way. The deed sent to Mrs. Rule had some minor changes that are required and returned to Mark. Kent asked Gordon to contact Mark about this. Ken added that our deed from Robinson did not include this right of way and that title search did not find it.

Kent then asked Mike if he had spoken with Bill Egan (GSA) about the site plan. Mike said he is getting a legal opinion and needs to see a construction schedule that should go

through site review with the Town's planning board sixty (60) days prior to construction. Mike said he would do what he can to shorten this sixty day window.

Mike then indicated as of October 6, he shows \$95,000 spent against the two open warrant articles, most of which was spent on building review and bond costs. Some of this may go against line items on CHC's schedule. Kent said he had a \$7,000 bill from SFC that needed to be paid.

Mike stated we need to know what charges we've spent against your numbers. Steve said he will do comparison if Mike gives him the numbers.

Steve and Tom then addressed the detail cost numbers given to the committee last week. Steve said he and Kelly have a meeting with SFC to go over a number of questions on the site plan that are different than what we have.

Steve said that concrete and site work still a little iffy. He then asked if we are going to be able to offset amounts if library is less than what we have budgeted, can we apply to municipal complex, for example, if we give them (library) every thing they wanted.

Mike replied that warrant is written in a way that does not spell out specific budget lines. My only answer is politically it would be difficult if the library doesn't get every thing they are expecting. And, as long as we stay within the bond limits, DRA and I agree we are ok.

Kent noted that we asked the library to contribute \$30,000 for furniture, fixtures and equipment (FFE). Mike said the sooner we have that information, the more we can work with people. Tom then stated if you know of certain line items for the library, we will put in exact numbers and then reduce library's contingency. Our goal is to give you final numbers in November when bids come in.

Steve stated it does look as if library (costs) will come out less. For example, in the \$2.7 million, our latest estimate of costs is \$2,575,327, with \$124,000 estimated savings and \$148,000 in contingencies. **(Note to committee: \$124,000 includes \$7,830 originally shown as cost to provide ADA compliance for Elkins Library. In addition, initial total contingency amount of \$160,235 has been reduced to \$148,000. Most of contingency decrease is from library. Another way to look at this is that of the \$124,000 estimated savings, \$12,000 has come from reducing the total contingency amount from \$160,235 to \$148,000.)**

Steve continued by stating that he has cut back on the site work and finishes on outside. We don't have to do as much. At this point it looks real good.

Ken noted that we didn't go to Town with specific numbers for each building; and if library is less, then that's good.

Mike reiterated that you need to give them (the library) what they want.

Kent mentioned that we had some amounts for old library for ADA.

Beth interjected 'plus landscaping' to make it look nice.

Steve replied that we were hoping to have volunteers and Tom said better to have a number for that. Beth asked about traffic control and an earlier plan and Gordon replied that that is out of scope of this project.

Tom said I recommend that as a next step for next summer and fall. We'll know more next spring. So, how do you want to proceed? These are preliminary budget numbers so are there any questions?

Charlie asked so this is still an estimate? Tom replied we won't have bid numbers until November and then can give you a fixed price contract or a guaranteed price contract.

Mike asked is it your experience once you go through the bid you come out over? Steve replied that it's a little of both. Iffy in concrete area but I'm still comfortable we will find cheap dirt.

Kent asked should we put a small road to stockpile dirt.

Tom addressed Mike's question. For the most part, we deliver early estimates that hold true. There are some exceptions with high-end designs, for example, for doctors and architects. But this is a utilitarian project and is a taxpayer based solution. We have one (1) foot elevation to fill. I don't think we will have any surprises.

Mike said we are looking for comfort level. Ken asked can you tell me what biggest change in library resulted in decrease and Steve described how he had reviewed the detail in his files to revise the estimate. Steve confirmed that the revised estimate did include building out entire library space.

Tom recommended with the potential savings of \$125,000, the committee should wait until November and you have the winter to see how we can change the road and beautify Town Center.

Dale said that we've been working on life safety issues with Kelly. I was able to waive several requirements and save the Town money. I hope we can have a backup generator on concrete pad in the contingency for fire protection system. I don't know if we want to put some dollars on the package for items I've waived.

Steve replied we were able to obtain really good used generators on another project. Tom said we can price one for you and I believe you are absolutely right you more than save the cost of a backup generator and you should have one.

Beth asked what do you want in the newsletter.

Kent replied two weeks from tonight for public hearing for HDC. I will continue to check with Steve Booth. Kent asked Billie if she had dropped off the application and Billie said it had been placed in Steve's mailbox at Sam Lake last Thursday afternoon.

Consensus of committee was to wait until more specifics are known before having Town informational meeting.

Kelly then asked about flooring; how much carpet; do you want it in the entry way, offices? Gordon thought tile should be used from a maintenance point of view. Ken noted that the meeting/training room should have carpet with short knap but have vinyl tile (VT) in waiting area, hallways, entry way and in public meeting room.

Kelly noted that tile floors can have a tile border to dress it up a little without costing more. Kelly confirmed that for library, there would be carpet everywhere but kitchen, mechanical room and not in children's art room. Historical area should be tiled as well since this area is climate controlled. In the old police station, vinyl tile will be used. Kelly explained that a light colored tile with border is preferable and 12"X12" tiles are used. Tom said you can be creative with tiles of different colors. Gordon noted there should be a library meeting for making final decoration decisions, such as tile color.

Kent noted there will be no meeting next week.

Meeting adjourned at 8:05 p.m.

NEXT MEETING: 7:00 p.m., Wednesday, October 29, 2003 at Town Hall

ATTACHED DOCUMENTS: None