

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
November 19, 2003

TIME & PLACE:

Meeting Wednesday, November 19, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Beth Blair
Mike Capone – Selectmen representative
Charlie Cook
Gordon Jackson
Billie Richert
Gary Spaulding - Alternate
Ted West

Historic District Commission
Ginger Laplante

Town Department Representatives
Dale Caswell – Fire Chief

Cobb Hill Construction (CHC) Representative
Steve Atherton

Sheerr McCrystal Palson (SMP) Representative
Kelly Gale - Designer

MINUTES:

The committee members agreed to call the meeting to order at 7:10 awaiting Kent's arrival. Steve indicated he sent out five bid requests for a site grading subcontractor. He said he was nervous about this and the concrete. Mr. Nelson of Canterbury had indicated he was committed through March and would not submit a response. Of the two responses Steve received one was Rome out of Freemont and the second was from Andrews Construction Co., Inc. from Plymouth. There was a wide price discrepancy between the two bids. Rome's was \$298,000 and Andrews was \$234,560 for site and septic. Currently there is \$265,000 in the budget for site and septic work so Andrews

proposal is about \$30,000 less than budget. Andrews also expressed interest in doing the concrete work as well and quoted \$149,200 for this work, however this is \$27,000 over what is budgeted, but with the \$30,000 savings for site and septic, the net savings is still about \$3,000. Steve said he was not asking the committee to settle on the concrete tonight as Steve wants to obtain other bids, however he does want the committee to decide on the Andrews proposal being presented. Of the five separate buildings being constructed/renovated for the Town, the municipal complex is more complex and difficult to obtain concrete plans to go out for bid. Andrews had asked Steve if they could start working on a concrete price and he had told them yes, but they know I'm going out to bid. Per Steve, Andrews Construction has worked on a myriad of steel buildings with concrete foundations.

At this point Gary asked Steve if the proposal included the work for wells and Steve said no, it did not. Steve then stated that we can get site contractor going in December with grading and we can get concrete prices on drawings which are close to being complete, but at this point are not exact, so when grading is done, get footings and walls in ground.

Kent joined the meeting at this point and asked if the Andrews proposal was based on drawings submitted to the State and Steve said yes. Beth asked if Andrews would give us a good deal on concrete if we go with them for site work and Steve said yes. There is no landscaping included in this proposal, only sod.

After reviewing the Andrews proposal presented by Steve, Gary said before the contract can be let the committee needs unit prices on items 1) permits and fees by general contractor; 4) ledge or boulders to be additional if encountered; 5) unsuitable material excavation and replacement not included, if encountered; and 6) water conditions not included. Steve said he would ask Andrews and Gary said unit prices for these excluded items are important. For example, item 4, any rocks 3 yards and under should be considered common excavation and 3.1 yards and up we need unit prices per cubic yard for this. Furthermore, Gary asked about the interior trenching and backfilling and if it were open faced and trench or does this cost more? Steve said this might cost about \$1,000.

Steve then said we need to know if we can get fill as it will reduce his cost and Gary said yes, but we want these unit prices on Andrews' exclusions or it will hold up approval of this proposal.

Steve replied that he did not want to hold it up for this. I can get these outstanding items from him in a day. Gary then recommended that Steve speak with him about these items and that we still need numbers before we sign a contract.

Ted interjected that yes, but Gary, do you know the numbers for these. Gary said yes, ledge is \$25 a cubic yard. Ted then said if it's less than this then good, so if it's more then we don't go with this.

At this point Mike suggested that if Gary has numbers then have Steve speak with Andrews and then make a phone call to Gary with the information and then Gary can give Kent a call with feedback. Mike said the selectmen are meeting on Monday and can approve.

Ted then reminded the committee that Boscawen told us (during our site visit) that the mistake they made was progressing on the project before all bids were in. Steve replied that Boscawen did purchasing from budget without coming to CHC and that's why they ran out of money. I just want to get concrete and site first.

Gordon asked who is going to stake out construction grades. Ted and Gary both said that Mark (Stevens) was to do this, and Steve said put corners of buildings as well. Ted asked who usually does the grade stakes and Steve said the surveyor. Kent said he would speak with Mark and see if he can do this. Gary said he needs to define initial staking and Steve said building corners first.

Ted then suggested to the committee that we can write in what Andrews wants for stakes and Steve said to have Mark lay out building corners and come back in the spring.

Gary then referred back to the last exclusion in the Andrews proposal regarding interior trenching and asked Kelly if she had plans completed and she responded that they were 95% complete.

Steve stated that Construx was working on a letter of intent. Gary then asked if CHC were getting a firm to do inspection and testing and Steve said this would be a conflict of interest; you let me know who you want and I'll schedule the work. Steve then asked Kelly if she were going to require concrete testing. She replied that Turner had given us pricing for this for Kevin Martin, the field engineer. We have unit prices for this.

Kent then asked the committee if we were comfortable with Turner and we said yes. Kent said he would call Mark Stevens about grading.

Gary then asked if the committee wanted a budget for landscaping and Steve said the budget does not include any trees or shrubs. Gary reminded the committee that there is no line item for this and should take the money out of the \$30,000 savings Steve said we would realize from going with Andrews for the site and septic work. Steve replied that we are not done with concrete yet. Ted said we can have someone else to do landscaping; I'd rather wait.

Kent then informed the committee that he and some of the committee members had met with the Historic District Commission on November 5th and they had several suggestions. Kent has spoken with Eric about having true divided grilles in the windows (between the glass) for the library project, which was one of the suggestions made. Kent then read the report of the action taken by the HDC. This report is attached to these minutes. Approval of the plans as submitted was granted with conditions. Basically the conditions require the HDC to review the plans for lighting, landscaping and signage; and that the

windows for the new library include permanent exterior divided grilles so that they appear to be multipaned units.

The committee then voted and approved grilles between the window glass for the library windows.

Kent also said there will be pressed brick (design) on concrete under the library porch area and there will be matching railings on back of Town Hall and library and matching posts and balusters. Kent confirmed for the committee that the chimney that was a concern for the HDC is indeed on the inside of the municipal complex building. Ted asked if it is brick or block and Kelly replied it depends on whether you go propane or oil. It needs to be 2 feet higher than roof and 10 feet away.

Kent then described his meeting with the Town Planning Board on November 12th and said he has not heard anything back from them. Mike said the Board has a 30 day window in which to respond. Kent said that Ken Stearns had asked about renting space in the cupola to use as a cell tower. Steve said maybe Nextel should be contacted about it as well. Ted thought there might be a security issue with this and Gary said they do it on the outside so they would not have to enter the municipal complex. Gary said he could give Kent some names to contact. Dale said he did not think there would be an issue in our frequencies; maybe cell company could install our tower on cupola as well, save some money.

Kent then said that during the Planning Board meeting, David Booth had requested the right of way between the two properties (Robinson's and the new municipal complex acreage) and the Town Planning Board had suggested to Mr. Booth to speak with the selectmen on this issue. Mike said he had briefed the board on this and I don't think we should. Jan will ask him to provide a written proposal.

At this point Gordon made a motion to accept bid from Andrews Construction with the caveat additional information and pricing be supplied to the committee's designated representative, to then recommend to the selectmen. Charlie seconded.

Ted said he wanted to revisit issue are we comfortable accepting the project in pieces? Gordon said as long as we do it in layers. Ted then asked Kelly is this the way to proceed? Kelly said I can't let them order the building until I see the plans. Mike asked Kelly how much further (should we proceed) than this? Kelly replied site and concrete then stop until we see building plans.

Ted asked are the plans going to be finished at the opportune time? Kelly said the structural engineers have not gotten plans from State. He's turning over 90% accurate plans for concrete. We will not see structural drawings until December 1.

Ted asked when site will be ready for building. Steve replied I can't answer right now if we can get foundation walls poured, Construx can work through January.

Beth then asked how sure are you of the numbers from Andrews? Charlie interjected it's not so much concrete and site.

Steve said there are three items we needed to get started; then we will get rest of bids at the same time – for example, electric, cabinets, etc. We need to arrive at GNP and sign contract.

Kelly replied there is just a lot of coordinating to do.

Gordon said if you get concrete bids on 99% plans, where are the problems?

Steve said the column footings; wind loads on buildings; things like that; they are going to be closer.

Gordon asked are we going to receive bid by yard? Steve said no, lump sum; then we will firm up price of concrete.

Gary said getting full foundation in first and what if building comes in too large and the entire package is too expensive? Steve said that's right. Gary said more than what we have; where can we save money; soup to nuts? Steve said if we are going to do that way then its Spring then its going to be more expensive. Gary replied then lets sign up for guaranteed maximum right now. Steve replied we may need to cut something out based upon priority; for example, can we do salt shed? Gary then said to Steve you have 3 or 4 weeks to get final information to go out to bid.

Discussion then ensued on budget ramifications and the risks involved with proceeding to layout a foundation without having final building plans. Charlie indicated he wanted to go ahead. Ted said he disagrees with Charlie about proceeding. Steve indicated that once we have 100% plans, we are going out to bid – probably. Beth asked is there any point in the winter you can't do construction? Steve replied it depends on the type of winter we have.

Ted stated from what Gary said, it's a lot easier to deal with excavation issues ahead of time; need to be closer to final plans before starting concrete. Steve said he wouldn't recommend doing this if it can't be done. You will have a functional building – no doubt in my mind. I can sit here and say that.

Kent said he is comfortable with site work. Concrete we can discuss again.

Gary said if it was me, rather than having cheaper roofing, I'd rather loose one bay and get everything I wanted. Well, so we can have more reasonable numbers in 3 or 4 weeks?

Steve replied electrical and structural engineers are working within the budget.

Ted asked Kelly that she should know if there are any surprises. She replied that Steve deals with costs, I don't. Steve replied there is value engineering, at almost every phase of the job. Kelly said 12/12 is date on our drawings; may be one week later.

Kent asked the committee to vote on having Andrews do the site work and the committee approved unanimously.

Next the committee discussed the timing of having a town-wide informational meeting and it was agreed that once final numbers were known the meeting would be scheduled.

Gary then notified the committee that the \$20,000 included in SFC's contract for design work had all been spent. He said the majority of his volunteer time that had been included that had been included in their proposal had not happened since he no longer works there. As a result, there is no site plan time for the library.

Kent said that Gordon has supplied map plan of Center and Kelly, Gordon, Mark and I got together to discuss leach field for library. Right now it's too high and not big enough; consensus is to dig a hole outside existing building; one serving Town Hall and new library. I haven't had excavation in there yet. GZA report (??) looked good at water tables. I've asked Mark to do the work. Gordon has map he's prepared. We don't have topography. Mark Stevens will do and ask Gary to help with this.

Kelly then said the building shape on that drawing is not accurate. Need to take measurement; need topography all around floor for library and meeting room. Grades are not accurate. Should have civil engineer (involved).

Ginger said that GZA called her but never came by. Kent asked why civil engineer instead of us?

Gary said they have insurance; we don't. Doesn't need permit – not large enough. Either Mark or I can stamp plans. Kelly is right; I'm not going to do it on a half-assed plan. Needs to be correct plans.

Kelly said the connectors between buildings are shown as five feet wide; they are not. Gary said this is more difficult site. Kent asked another \$20,000? Gary replied I doubt it. See what issues there are; have Mark prepare plans and get estimate to do work. My volunteer time wasn't as much as we planned on.

Charlie said see what we can do and look at hiring someone. Ted – person needs to be good. Gordon replied seems like a simple design; already there; water to go to back of building; swell in there. Gary said land is flat; difficult to get water to go where you need.

Ted said we can ask another engineering firm about information Mark supplies is enough. Can Mark be engineering firm? If so then get a bid from Mark. Gary said difference between civil engineer and us doing is they have insurance if difficult area. Ted said then

do through a civil engineer. Gary said have Mark do existing conditions and then send out to bid to civil engineer. Ted asked who will do septic work and Gary said Mark is.

Beth then summarized by asking that if Mark can prepare real life site and give this to a site/civil engineer, probably will cost us \$10,000 rather than \$20,000? Gary said yes.

Ted asked if we need a motion and Gary said get existing plans done first. Beth asked if we are paying Mark and Kent said yes. I need to see if he has time.

Kent then informed the committee that the Historical Society expressed an interest in Elkins Library for meeting space.

Mike said the selectmen called a meeting of all committees and four members from the Historical Society talked about this desire.

Kent noted there will be no meeting next week due to Thanksgiving holiday.

Meeting adjourned at 8:45 p.m.

NEXT MEETING: To be announced.

ATTACHED DOCUMENTS: Historic District Commission Report of Action Taken
Andrews Construction Co., Inc.