

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**January 21, 2004**

**TIME & PLACE:**

Meeting Wednesday, January 21, 2004 at 7:00 p.m. at home of Ken Jordan.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Beth Blair

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Gordon Jackson

Ken Jordan

Cathy Menard - Alternate

Billie Richert

Gary Spaulding - Alternate

Ted West

**MINUTES:**

Kent called the meeting to order at 7:00 p.m. He discussed the revised concrete estimates and the issue of continuing the project during winter conditions. Andrews' submission was only estimates for footings and walls; not really doing flatwork. It was noted that prices are going up and doing work in winter was suppose to reduce costs. Gary commented that Cobb Hill (CHC) gave us a price for the project; they knew the budget; we added bays for the highway and fire department; radiant heat, etc.; people expect what's on the table; people will want this; no one said budget will increase. They (CHC) kept saying its ok.

Gary then discussed building in winter and how it's cheaper for the investor (the Town); we don't need the building now. You don't need winter construction now and pay someone to remove frost; if they want to do it free, let them. There's no way to get slab in now. Your price for concrete is higher now because the building is larger. Boscawen said don't start until all costs are known. Stop it now.

Gordon asked if the big item is the steel building and Gary said yes with the mechanical and electrical work required. Need to cut down on these big items first. Cathy then asked what does winter construction cost and Gordon said it should not cost us anything.

Gary replied they won't give you a price for winter conditions because it's an unknown; I agree with Gordon. Ken and Ted both stated that worse case scenario winter costs would be \$8 to \$10,000.

Ken then asked where are the drawings. Kent replied that Kelly had informed him that Star Building drawings no longer work; doors are shown at 8' not the required 9'; steel purlins are shown going through windows; have not seen final shop drawings. The steel company drawings have been held up since October.

Gary commented that Andrews will say mobilization charges are due; could be over \$10,000 to move equipment but we need to say we are stopping because they are not ready; so we are not eating any of it.

Mike said it depends on the comfort level you have; a lot of information from CHC is changed or glossed over; are you prepared for the whole thing to fall apart?

Gary replied they will need to make decision if they will start back up in spring. They need to know we are concerned about the final cost. Once you commit to foundation and footings, you can't change much to save money.

Ken replied that he's not ready to accept that halting work is our fault. They have always said there are no big issues with winter; and, with a savings of \$150,000 going with the steel building but they can't finish drawings. What are we committed to? Concrete, I'm not sure.

Mike said that Claude had indicated in last meeting that steel building was being delivered March 12<sup>th</sup> and Ken said but we don't have a steel building contract. Kent said that's right, we committed to Construx. Mike said I haven't written anything to CHC.

Ken said that Steve (CHC) said he had a very rough rendering; the guy can't go any further; we were to save \$150,000 going with a steel building with Construx. Kent said we can save \$38,000 if we don't use a standing seam roof.

Mike then interjected that you folks proceeded two phases ahead in good faith; maybe we should not proceed; maybe there are too many unknowns.

Gordon said that the bottom line is the architect has drawn plans we want but the steel building doesn't match plans. Charlie said he agrees with Gordon.

Next topic the committee discussed was the lack of confidence we had in Steve Atherton regarding the issue of winter conditions and other areas presented by Steve. Gordon

reminded the committee that it was actually Tom Avalon, President of CHC, who had said winter conditions would be no problem.

Another item discussed was whether or not Claude's project manager costs were included in CHC's 6\_% fee. Kent said he thinks the cost is not included in this but was not sure.

Mike replied that we really don't have a full picture. So far we have paid out \$175,000 against the warrant article this year. This does not include the land. Need to track to see how much is under warrant and how much is outside the warrant. Need to ground ourselves again to see where we are.

Gordon suggested that a subcommittee of three members be formed to meet with Claude and the architect before the committee meets again. Ted asked how this solves the issue of moving beams. Why do we need to be involved? Send them back the plans. Gordon replied that he agreed but that's not what's happening. Mike asked Ted is that your point? That it's not our issue? Ted replied I'm not opposed to subcommittee but I don't think it's necessary.

Mike then suggested that we should meet with CHC and let them know we don't want to proceed. Kent suggested having Tom, Eric and Claude there as well. Ken said he would rather stop the job; and tell the Town we blew \$150,000 before if cost \$500,000. Put them (CHC) up against the wall.

Ted said we need to simplify; summarize what went wrong. From CHC; is it steel building? Why are we in worse winter conditions? Kent thinks CHC came back with a small steel building and kept adding to it. Gordon replied that the garage grew 1 extra bay. Charlie felt that Steve's estimates were not good. Mike suggested getting chronology of case. Cathy at this point asked if the delay was due to issues with the site and Gary said no. There was a big push for SFC but we were delaying project because I didn't have permits in time. Ted replied then the architect said we are scrambling. Mike said steel building is delaying project.

Ted suggested that we summarize what has happened over the project.

The committee then agreed to have a subcommittee meet with CHC and a letter was drafted. Mike asked if we wanted to say that we do not want to go any further until we have GMP (guaranteed maximum price). Ted said we don't need to be in that position; Star Construction is at fault. Cathy took notes as to the contents of this letter. Contents to include that prior to awarding contract: 1) steel building plans need to be finalized; 2) total building costs of project and 3) clarification of costs associated with winter conditions. Cathy left the meeting to go and complete the letter and Kent was to get the letter after the meeting and fax to Tom Avalon.

There was a brief discussion about the committee being available for a presentation and answering questions between 12 and 1:00 p.m. at Town Hall on the 6<sup>th</sup> of March. The library and store are both having an open house that day and this would give us an

opportunity to inform interested parties where we in the project. Beth will put this in the newsletter.

Mike gave Kent the well drilling quote he had received and indicated he would obtain the detail for the \$175,000 spent to date; which most of this amount being paid to the architect and engineer. Kent said that we need a budget; what we spent and what we will be spending on. Billie volunteered to put this information together after she obtained the detail from Mike.

Kent said he had received a call from a vendor saying the Town wanted 41 phones in the municipal complex and Kent was surprised at the number. Mike said we need to reaffirm that information comes from the Committee.

Ken asked do we need to make some report to the Town at the town meeting in March. If so, we need to prepare. Ted said if we have meeting at open house; maybe just have table with plans on it at the town meeting. Ken suggested having a sheet with bullet items.

Mike noted that we had to cut people's budgets; first payment of \$235,000 on bond was due. This included both principal and interest.

Kent asked Ken to think about writing something **for the town report**, and Ken said he would.

Mike said the only other comment he had was hoping people will remember we asked departments to tell us what they wanted and if we can afford we will include it.

Kent said no one is interest in cell phones up there. Bob has sounded our pond and it is 7 \_ feet deep in the center.

Ken said he thought we should review our overall responsibility; like the Sam Lake House, for example. Mike replied that we've had some discussion how to change building and minimize money we put into it. Maybe some short-term issues we need to address. We are only moving meeting space from Sam Lake to new meeting space. We have Sam Lake Trust money. The committee then discussed the work for Town Hall; two bathrooms and kitchen in back; big open space stays; porch light needs to be hooked up.

Ted then asked if we are going to have clerk of the works and Kent said there is no money in the budget. Mike said a group of three people will meet with Claude each week on site and this group becomes clerk of the works.

No meeting next week. Meeting adjourned at 8:50 p.m.

**NEXT MEETING:** Wednesday, February 4, 2004 at Kent's home, 7:00 p.m.

**ATTACHED DOCUMENTS:** None

