

2007/10/30 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Kent Healy, Chuck Hodgkinson, Jim Osmundsen, Ginny Jones, Kate Warner

STAFF LIAISON: Kathy Logue

ABSENT: Bea Phear

GUESTS: Joe Eldrege, Jamie Doyle (via phone)

Kent Healy convened the meeting at 16:30

- Approved meeting minutes of: 2007/10/25.
- KH: announced that the Fin Com approved a \$12,000 reserved fund transfer in order for the committee to cover the costs of printing bid documents and expenses related to public forums.
- KH: put fourth the question to the committee of whether to delay the bidding process. General concerns and suggestions came from the committee;
 - CH: We should have bid documents, but have doubts that we will have hard bids by April. Let's not set ourselves or K&K up to fail.
 - GJ: Very concerned that K&K do not have a contract.
 - JD: Does K&K have concerns about the schedule?
 - KH: K&K does have some concerns about the schedule, and some of it relates to contractors on the cape. The fear being that contractors would not bid for a yet to be funded project or submit an unrealistic bids.
 - KW: The irony of it all is that K&K originally intended to spend less time on the design phase and that has now changed.
 - KL: Let's move towards having strong bid estimates by April.
- CH: Suggested that the committee has three options and recommended to pick one;
 - Option one – continue with the original schedule and have all the bid documents and hard bids from contractors in time for April town hall meeting. Risk: Incomplete documents that will cause change orders and construction cost overruns.
 - Option two – modify the schedule as to hold off from sending out the project to bid (about four weeks), and have the town vote on the project in April based on the bid documents and a solid estimation report.
 - Option three – revise the schedule to increase the design and bid phase of the project, and move the town vote to a June or a fall special meeting with bids in hand.

- In general the committee felt that option two was the best choice and provided some advantages; this will provide K&K more design time, we more or less still stay on schedule and we avoid cost increases.
 - A five all vote for option two; At the April meeting the town will vote for funding the project based on the bid documents and estimators report only. The bidding process will commence after the funding is approved; this will allow for more, and serious bids from contractors. If approved there will be no need for a June special meeting.
- KH: will contact K&K and advise them of the schedule change.
- Basement: it was agreed to wait on this discussion as previously voted, that we could not make a decision one way or the other without having figures from K&K's estimator.
- KH: Site plan review (KH, KL, JD)
 - Parking: GJ, as per the planning board - one parking space per employee during peak hours (about 11), plus customer space.
 - KL: suggested at least 20 spaces.
 - Paving material: it was suggest at the time the asphalt would be the least costly and require minimum maintenance.
 - KW: recommends direct vent propane heating system – provides better fuel efficiency. KW requested time next week to present a fuel economy study.
 - Landscape: it was voted to keep anything beyond general grade out of the project and thus allow for a project for a local contractor.
 - Flag pole: no free standing flag pole.
 - Temporary parking during construction: KL; will negotiate parking for town employee's and inquire if that would include construction contractors.
 - Items missing from the Site plan review:
 - KL: a temporary vault
 - KL: will contact VTA and advise them that they will have to revise their route as the front of the building will not be accessible to them.
 - JD: under Contractor responsible for; construction fence, environmental control and remediation.
- KH: will invite K&K to next meeting
- KW: asked KH to request that K&K consider on the first floor of the most recent plan to move the vault to where they have a conference room and moving the conference room to the opposing wall (looking out to the parking lot and main entry).

Meeting adjourned at 17:50

Respectfully submitted, Jim Osmundsen

Approved 11/20/2007