

20080812 WTTOWN HALL RENOVATION MEETING MINUTES

Town Hall 1700

PRESENT: Bea Phear, Chuck Hodgkinson, Ginny Jones, Bruce MacNelly; Kent Healy and Jim Osmundsen arrived at 1715; absent: Kathy Logue, Staff Liaison

ALSO PRESENT: Jen Rand, Richard Knabel, Mike Josefek OPM

MINUTES of 29 July were MSV

GENERAL CONTRACTOR: The bids were received on August 6th. In order of the prices, Scanlon was the lowest bidder, 2nd was Delbrook, and 3rd was Bufftree. K & K, who has worked with several of the lowest bidders recommended Scanlon. Mike reviewed the bids and also recommends Scanlon "their bid is flawless in its preparation and they are responsible and eligible." He has checked their references. He noted that Delbook is substantially over the aggregate project total allowed them by Dept. of Capital Management (DCAM). Bufftree is a good company but they are third. He has no problem about working with Scanlon and urges that we request Ron Jones as the superintendent as he has worked with him before.

It was MSV (Kent moved, Ginny seconded) to recommend to the BOS that they accept the bid of Scanlon and enter into negotiations for a contract. The total of \$3,415,800 includes damp proofing, metal fabrication and add alt # 1 (basement insulation). Jen noted that she needs a model contract, and that the AIA sample contract benefits the contractor/architect and not the Town. Mike is to provide her with samples.

It was noted that the front end of the specs (General Conditions) are the basis for a contract. Once the contract is awarded, agreement on terms must be reached in 30 days.

CPA funding: We must annually request the \$100,000 authorized for 5 annual payments by TM. Bea will write a letter to the CPC requesting the first \$100,000 payment, and we will put an article on the ATM for 2009 requesting the money.

INVOICES: It was MSV to pay \$25,000 due to K & K as they have reviewed the bids and made recommendations. It was MSV to pay the July invoice submitted by Mike: 41 hours and some expenses for a total of \$3275. Bruce Stone will be providing monthly print outs which provide a break down of expenses during that month, and to date.

CAPE LIGHT: Jim has contacted them for further information on a possible grant and will continue to follow up. Chuck will assist if necessary.

TEMP MOVE: Kent has located and staked out the locations of trailers and drawn a plan for the ramp and the deck between the trailers. He has been advised that the trailers will be 30" off the ground.

UTILITIES: Mike has been working with Kathy and has followed up on contacts with NSTAR and VERIZON through Tom Colligan and Kevin Nagle.

MOVER: Bea contacted all movers on list provided to her and has had no response so far. The moving date is September 18th; the first trailer should be arriving in late August, with others to follow.

UPPER FLOOR LIBRARY: Kent raised concerns about the egress from the second floor of the old Library; there is no second manner of egress and the stairs are difficult. Further he has concerned that the second floor is structurally weak. Bea will talk to Ernie about this. Further we should remember that we do not own the building and cannot make structural alterations without consent.

TRAILERS: Jen raised a query about the duration of the rental for the trailers (office and storage). It was MSV to contract for use for 18 months for \$30,000. Ferry reservations have been secured or are in process.

FINANCING: Kathy submitted a memo to Bea about ways to finance using some short term funding before getting into bonding. Chuck has recalculated the budget using the latest figures and given a copy to Kathy. It is estimated that \$4 million should be the amount of the short term note.

BOS: Bea will go to the BOS meeting on the 13th of August, to recommend accepting the bid by Scanlon and to express our concerns about using the second floor of the Library without further review of the structure.

Meeting adjourned at 1820

Respectfully submitted

Virginia C. Jones

Approved September 9, 2008