

TOWN OF CHESTER
BUILDING COMMITTEE
DRAFT MINUTES

May 12, 2020

Committee Members in Attendance: Julie Hance, Kirby Putnam, Matt Wilson, and Rick Cloud at the Town Garage via video link, Lee Gustafson via video link, Dan Cook via audio link.

Others Present: Cathy Hasbrouck, Recording Secretary via video link.

Citizens Present: Kevin Racek and Craig Jennings via video link,

Call to Order

Lee Gustafson called the meeting to order shortly after 8:00 AM.

Agenda Item 1, Approve previous minutes: April 21, 2020

Rick Cloud moved to accept the April 21, 2020 minutes. Matt Wilson seconded the motion. There was no discussion. A vote was taken and the minutes were accepted as written.

Agenda Item 2, Citizen Comments

There were no comments from any citizens.

Agenda Item 3, Update on Balance of Bid documents

Kevin Racek of Centerline Architects gave an update on the project. He said Centerline Architects issued a permit set of drawings to the Division of Fire and Safety on April 20, 2020. The department has 30 days to review the package.

Centerline Architects will issue a bid set of drawings to Craig Jennings at Russell Construction on May 15, 2020. The set will include all disciplines.

Craig will review the drawings and issue them to subcontractors. Kevin expected that an addendum will be issued for this set of drawings, as an addendum had been issued for the concrete and site work packages the previous week.

Lee Gustafson asked Kevin Racek if the project is currently on schedule. Kevin said it was.

Agenda Item 4, Sitework Bid results

Two worksheets showing bid results for site work and concrete had been distributed before the meeting. Craig Jennings of Russell Construction said he had received bids for site work and concrete from 4 – 5 contractors on May 5th. The bids were close to each other, which Craig said meant the drawings and specifications were reasonably complete. The bids were higher than the original budget, by at least \$23,000.

Craig said he had asked that the non-structural fill on the project be broken out. There was a possibility that the town could get fill from a gravel pit near the Reservoir. That fill has been tested and may actually be acceptable as structural fill. Bazin Brothers, one of the bidders for

sitework charged \$9 per cubic yard for non-structural fill. If the town gets that fill from the gravel pit near the Reservoir, it could save \$36,000. If the town can also use the fill as structural fill, that will increase the savings to \$50,000 or \$60,000.

The lowest bid for site work came from Bazin Brothers Trucking. Craig Jennings recommended the Bazin Brothers for the job. He felt they were competent, reliable and able to handle the job.

Lee Gustafson noted that no one had bid on moving the shed which is close to Pleasant Street in the northwest corner of the lot. He asked if the shed should be demolished. Craig Jennings said that no one knew what kind of structure was under the shed, so contractors were reluctant to bid on it. He said he would carry an allowance for the shed in the budget for the time being.

Lee Gustafson asked Julie Hance how close the gravel pit was to being able to provide fill. Road Superintendent Kirby Putnam, who just joined the meeting at the Town Garage, said the topsoil needed to be stripped away from the area where gravel will be extracted and the product will need to be tested. He said he only needed a timeline to know when the gravel would be needed. He said the town of Chester did not have stone to add in to make structural fill. Craig Jennings said his structural engineer had looked at the test results for the gravel and felt it was good enough to use it as structural fill, assuming that it passed a Modified Proctor test for compaction. Kirby said he was not processing the material, it was basically bank run gravel, but it could be processed. He said there were some larger stones in it and perhaps it should be screened. Kirby said he will work with the contractor on this. Craig Jennings said the site work bids were based on fill delivered to the site. If the contractor needs to process the fill, the town will be charged more for it.

Lee Gustafson asked whether about the status of permits for the gravel pit near the Town Forest. Julie Hance said moving fill from one town-owned property to another town-owned property does not require a permit.

Kirby Putnam said Bazin Brothers will want about 1,000 cubic yards of gravel per day. He wasn't sure the Town of Chester could move that much material with the resources they had. Craig Jennings discussed the possibility of starting the site work before the Guaranteed Maximum Budget was finalized. He thought that as long as the site work and concrete bids came in under the planned budget it would be OK to start the work. The site work bid is over the budget unless the town is able to provide gravel. If the issues about gravel are settled and the bid is revised to below the planned budget, then work could commence. Julie Hance said she wanted to consider the situation before she made a decision on that.

Lee Gustafson asked when the actual construction could begin. Craig Jennings said the permit from the Division of Fire and Safety must be issued before site work could begin. Kevin Racek said he could call and find out about the permit.

Agenda Item 5, Concrete Bid Results

The committee turned to the sheet with bid results for concrete. Craig Jennings said there were many bids for the concrete work. He was happy to have so many bids coming in under budget, by as much as \$46,000. This makes up for the site work overage.

He noted there was an even lower bid from Jeff Carter Concrete Works in Keene. The bid had missed some of the concrete needed and Craig had contacted Jeff Carter to see if this could be corrected. He had checked Jeff's references and thought he was a possible candidate for the job, but this would be an unusually large project for the company. Jeff had done Benson's Chevrolet

in Springfield and Denecker Chevrolet in Middlebury. Matt Wilson sent a text message to a friend who had worked with Jeff Carter in the past. Matt's friend answered that Jeff Carter is a small outfit that did good work, but could take a long time to finish the project.

Kevin Racek said the slab for the building was a complex challenge. There is a lot of under-slab mechanical and electrical work to be done and large areas of floor to have a polished finish. Craig Jennings thought Jeff Carter would hire S & S out of Keene to do the slab and floor. S&S was one of the premier concrete floor companies. Julie Hance suggested that Craig check Jeff Carter's references, including Benson's and Denecker's in Middlebury. Craig said he would not settle on a contractor until he heard from Jeff Carter, but he will consider a firm's experience as well as economy when making a recommendation.

If the bid was not awarded to Jeff Carter it would go to Crete Pavers from New Hampshire, the next lowest bidder. Craig Jennings had used them many times and was happy with their work. He said he might try to negotiate the site concrete in the bid down a bit. He felt they had the tools needed to do a good job on the floor pitches.

Lee Gustafson asked if the site concrete work, for sidewalks, curbs, generator and propane tank pads could be done by a local contractor. Craig Jennings said he had asked the concrete bidders to include the site concrete work in their bids. He said he would prefer not to bring in another contractor if he could avoid it. It was easier to manage fewer contractors. He gave the example of asking for asphalt paving bids from the site work bidders to lessen the conflict between the people who grade the areas to be paved and the people doing the paving.

Agenda Item 6, Continue discussion relative to design and construction

Craig Jennings said he would take a few days to review the bid documents from Centerline before putting them out to bid. He said it was a good time to be looking for bidders, there are plenty of firms looking for work. He said he will compile a list of bids and designate alternates to supply a backup in case something goes wrong with the first selection.

Craig Jennings said it would be possible to start site work the second week of June, before all the bids are in and the Guaranteed Maximum Price had been arrived at. Julie Hance said she wasn't ready to make a decision on starting early and wanted to think about it some more. It would need to be coordinated with Kirby Putnam at the Chester Highway Department who would be hauling gravel.

Julie Hance asked Craig Jennings when gravel would be needed if the town did decide not to wait for the Guaranteed Maximum Price to be determined and began the site work. Craig said that if Bazin started the first of June, it could take two weeks before gravel was needed.

Matt Wilson asked if the power pole had to be moved before the site work could proceed. Craig Jennings said the pole had to be moved eventually and agreed that Green Mountain Power should be contacted to find out when the work on moving the pole could begin.

Agenda Item 7, Potential projects for stimulus funding

Julie Hance asked people to think about any projects that were shovel ready but hadn't been started when the stimulus bill passed. These projects might be eligible for stimulus funding. She had thought of things at the town garage and the emergency services building such as hose racks and the generator system.

Julie Hance suggested that the committee meet in two weeks, on May 26th. Craig Jennings said that bids would not be back yet. He thought the bids might be due on June 3rd. The group decided to meet on May 26th in any case.

Agenda Item 8, Adjourn

Matt Wilson moved to adjourn the meeting. Dan Cook seconded the motion. A vote was taken and the meeting was adjourned.