

TOWN OF CHESTER
BUILDING COMMITTEE
MINUTES

May 26, 2020

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

Others Present: Cathy Hasbrouck, Recording Secretary, at the Town Garage 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 10:00 AM.

Agenda Item 1, Approve previous minutes: May 12, 2020

The May 12, 2020 minutes were not available for approval.

Agenda Item 2, Citizen Comments

There were no comments from any citizens.

Agenda Item 3, Update on ids and bid results

Craig Jennings said the project was put out to bid Thursday May 21, 2020. All bids are due Thursday June 4, 2020. He is currently compiling questions and will publish an addendum on Thursday May 28th. He expects a lot of bids and more questions. He expects to publish a second addendum. Craig said he and Julie Hance had been discussing the landscaping and trying to break the work into chunks for bidding. Craig said he thought the best way to proceed was to let the landscapers prepare the beds during construction and mulch them. When construction is complete, the mulch can be removed and the beds planted. Lee Gustafson said Scott Wunderle had presented his landscape design to the Selectboard the previous week. The presentation went well and generated a lot of excitement.

Craig Jennings said he will prepare the Guaranteed Maximum Price the week after June 4th when the bids are due. He thought it would be ready by the Tuesday June 16th. Julie Hance said the Selectboard will be meeting on Wednesday June 17th and asked if the contract would be ready for a signature by then. Craig said he would try, but he wasn't sure the details would be settled. Julie said she wouldn't plan on signing it on June 17th.

Kevin Racek said the goal is getting to the GMP and negotiating the contingency amount. He said that, once construction starts, a smaller team should be assembled and an owner who can go to the job meetings and make decisions quickly appointed. This person would also look at submittals, documents from the subcontractors sent to Craig Jennings. Craig will forward the submittal to the appropriate person for action. Sometimes that would be the architect and sometimes the owner. Lee Gustafson said he felt Julie Hance would be the best person to act as owner of the project. Julie agreed. Lee said he would be glad to back her up. Kevin Racek said

some owners set up tiers of responsibility for approving costs. One person could handle decisions up to a certain amount of money and someone else would handle over that amount. It was one way to break down the workload.

Craig Jennings said he was working with Green Mountain Power to schedule the move of the pole. That cost was paid out of the owner's pocket, it was not part of the Guaranteed Maximum Price, so the work could go ahead without waiting for the GMP to be settled.

Matt Wilson asked about the signage and marking on the building. Craig Jennings said he didn't know about this. Kevin Racek said there would be a stone marker in front of the building. Matt said the letters on the stone were only about 2 inches tall. Lee Gustafson said he thought the stone was a minor detail. Matt agreed the stone was a minor detail. He was concerned about signage on the building. He thought it was inadequate.

Kevin Racek said the Town of Chester letters to be mounted on the building were very expensive and it was costly to change them. Lee Gustafson asked Kevin if he could send a drawing of the signage planned. Kevin said he would do so.

Craig Jennings, looking at drawings for the building, said the words 'Town of Chester' would be in 2-foot letters of die-cut aluminum mounted on the canopy over the apparatus bay doors. Plaques near the entrance doors would identify the different departments. Lee Gustafson said the committee would discuss it and get back to Craig and Kevin with their decision.

Kirby Putnam said the town pit by the Reservoir was ready to provide non-structural or structural fill and wanted to know when this would start. Craig Jennings said he and Kirby should meet with a representative from Bazin Construction at the job site to choose a place where gravel may be stockpiled. Craig wasn't sure what work might need to be done before gravel could be stockpiled. A construction entrance might be needed, ground might need to be stripped or erosion control might need to be put in. He agreed to set up a meeting to discuss it. Kirby said he was comfortable that there was at least 4,000 cubic yards available at the Reservoir pit.

Julie Hance and Craig Jennings decided that the best time for the next meeting would be June 16th. Lee Gustafson asked for an earlier meeting time and they settled on 8:30 AM.

Agenda Item 5, Adjourn

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