

TOWN OF CHESTER
BUILDING COMMITTEE
DRAFT MINUTES

June 30, 2020

Committee Members in Attendance: Julie Hance, Dan Cook, Matt Wilson, Kirby Putnam, Rick Cloud, Lee Gustafson.

Others Present: Cathy Hasbrouck, Recording Secretary.

Citizens Present: Arne Jonynas, Kevin Racek and Craig Jennings.

Call to Order

Lee Gustafson called the meeting to order shortly after 8:30 AM at the Chester Town Hall.

Agenda Item 1, Approve previous minutes

Matt Wilson moved to accept the May 25, 2020 minutes. Rick Cloud seconded the motion. There was no discussion. A vote was taken and the minutes were accepted as written. Lee Gustafson asked if the May 12, 2020 minutes were ready to be approved. Cathy Hasbrouck said the minutes were available on the Chester website, but hadn't been distributed with the agenda and meeting notice. Action on those minutes were postponed to the next meeting.

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 results of the bid package were distributed on June 28, 2020. A document titled Town of Chester Emergency Services Building Guaranteed Maximum Price Summary was distributed on June 29, 2020 to meeting participants. Craig Jennings discussed the document. Page 2 showed a construction contingency fund of \$100,629. Lee Gustafson asked if the contingency fund was sufficient. Craig Jennings said Town Manager Julie Hance had agreed to that figure. He said the bids for mechanicals (HVAC and plumbing) came in much higher than anticipated. Julie Hance had worked with Kevin Racek and Craig Jennings to bring the costs in line with the budget. About \$70,000 of the contingency fund was made up of a \$57,485 credit from Bazin Brothers for gravel to be supplied by the town and a \$12,000 donation to the Fire Department to help with the HVAC system.

Craig Jennings went over the details of the bids from subcontractors he has accepted for the project. He noted that the bid for structural steel went to Tucker Mulholland, a local small contractor, and the bid for flooring went to Knockout Carpet, another local contractor. Craig said he was happy to use contractors with a local interest. The roofing contractor selected had done the work on the Town Hall roof. He was the lowest bidder. The skylights were removed from the design to save on costs. Craig said the bid for doors, frames and hardware were higher than expected and the specifications were simplified to bring the price down. Kevin Racek was consulted on this.

The overhead doors bid went to Champlain Doors. They had a door in stock that met specifications. Craig Jennings said there were three bids for drywall, and the company chosen, Green Mountain drywall was experienced. The contractor selected for the polished concrete floors, Vermont Eco Floors, was the best in Vermont and had the lowest price.

There was only one bid for painting, Magic Brush Painting. Craig Jennings said the estimate included painting the unfinished ceiling areas, such as in the equipment bays. Those areas could be painted later and the cost for those areas would be credited if savings were needed. Lee Gustafson asked why those area would be painted. Craig Jennings said there were no structural or acoustical benefits. Kevin Racek said it looked better through the glass bay doors. Arne Jonynas said painting the ceiling would bring the look of the area together. Kevin Racek said the storage rooms would not be painted and the sally port did not need to be painted either. Craig Jennings said the decision on what to paint would not be needed until next spring. Lee Gustafson thought it was a good idea to wait and see how the project goes. Craig Jennings said he could have the contractor break out the ceiling costs in the contract.

There were several bids for the mechanicals, but the bids were high. The lowest bidder, Hayden and Nevtec, were companies Craig Jennings had experience with. The project engineer from Centerline also liked working with those companies. Craig Jennings said he investigated the lowest bidder on the electrical work, Cleveland. He said it was a smaller company and had done alright on a job in White River Junction. He took the bid because it was at least \$20,000 lower than any other. The bid included security cameras, which was are a \$30,000 item.

Craig Jennings said he hadn't created spreadsheets for toilet accessories or signage bids. Other items not shown on any of the spreadsheets were the cost of a full-time superintendent and project manager.

Lee Gustafson asked about getting rid of the shed on the property now. Craig Jennings said Bazin Brothers agreed to take it down. It would be too costly to burn it.

Craig Jennings said the changes negotiated to bring the costs in line with the plan needed to be confirmed with the architect Kevin Racek and the documents adjusted. The town's lawyer, Jim Carroll will need to check the documents before the contract could be signed. Julie Hance will be tracking the contingency fund balance. Craig Jennings said the contingency fund was only for unexpected costs, not add-ons to the project. At the end of the project, any money left in the fund could be spent, but not before that. Craig Jennings said he will look for more savings as the project goes along. He said the design-build model was well suited to that.

Kevin Racek said the initial design was 3% over the planned cost, which was not unusual. He and Craig cut as much fluff as possible and did not make any changes to the core of the plan. At this point in the process Kevin Racek works for Craig Jennings. Craig said he had a good understanding of the drawings, but there are always items needing changes and he will call Kevin in. When the work starts, Kevin will be resolving some issues and Julie Hance, representing the town will resolve others.

Julie Hance said that, when the initial bids came in so high, she looked at several new buildings in the state to be sure that Chester's building was not bigger than it needed to be. She is confident that this is the right size building and Chester will grow into it. The other Town Managers she talked to said functionality is the key to the building's usefulness and a four double-bay building was a good choice. Arne Jonynas said the work Julie Hance did in putting

the building's size into context was very helpful and reassured citizens that the building was appropriate.

Agenda Item 4 Continued discussion relative to design and construction

The Committee discussed some technical details concerning the heating system and the grade of the slope in front of the building. Craig Jennings said the figures discussed today will be added to the contract and the changes to the drawings will be made to incorporate the agreed-on modifications. It was agreed to try to get the revised document to Jim Carroll for review by July 10, 2020, so that the Selectboard could review the contract at the July 15, 2020 meeting and authorize Town Manager Julie Hance to sign it.

The Committee discussed a start date for the project. Craig Jennings said the project is waiting for a permit from the Division of Fire and Safety. Bazin Brothers could begin crushing gravel once the contract is signed. VTel and Green Mountain Power need to move the telephone pole that is blocking the driveway before much work is done.

Matt Wilson said the \$12,000 donation to the Fire Department can be spent on air conditioning. The donor wants the compressor room to stay cool. He asked if it could be located in one of the air-conditioned areas. Dan Cook said that once the security system is paid for, any leftover money from the Ambulance Service can go to the general fund for the building.

Julie Hance asked about plans for furniture. Dan Cook said the Ambulance Service will use what it has. Rick Cloud said the Police Department can reuse some of its current furniture. Kevin Racek said the building was planned around a list of furnishings and asked people to check the list.

Julie Hance, Matt Wilson and Rick Cloud said some furniture from Black River Academy, which is closing is available for free. They will speak to Todd Barrett about it.

Craig Jennings discussed the changes in the bathroom design. The new design which was displayed on an easel in the meeting room. Kevin Racek explained the building code requirements that had to be met and how those requirements drove the changes made. It will take about 10 days to incorporate these changes into the drawings. Another change made was the removal of an exit- only door in the front of the apparatus bay. The door was no longer needed. Julie Hance asked Dan Cook if the Ambulance Service had enough storage room after the changes to the bathroom configuration. Dan said they still had twice as much storage space as they do now and they will make it work. Kevin Racek asked Julie Hance if she will tell Scott Wunderle that landscaping will not be part of the project. Landscaping will have to be done in the future.

Agenda Item 5 Adjourn

Lee Gustafson asked when the next meeting of the Building Committee should be. Julie Hance said she didn't know yet. Rick Cloud move to adjourn the meeting. Matt Wilson seconded the motion. A vote was taken and the meeting was adjourned.