

TOWN OF CHESTER
BUILDING COMMITTEE
DRAFT MINUTES
November 26, 2018

Committee Members in Attendance: Daniel Cook, David Pisha, Graham Kennedy, Lee Gustafson, Matt Wilson.

Citizens Present: Rick Cloud.

Others Present: Cathy Hasbrouck, Recording Secretary.

Call to Order

Lee Gustafson called the meeting to order at 3:00 PM in the Town Clerk's office.

Agenda Item 1 Review Minutes from October 29, 2018

Matt Wilson moved to accept the minutes from October 29th. David Pisha 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 citizen comments.

Agenda Item 3 Review and Discussion Russell Construction/Centerline Architect Proposal

David Pisha recapped the reason for the meeting. He had spoken to Craig Jennings of Russell Construction about the project that morning. At the last meeting the Committee recognized that the next step in the process is to have Russell Construction and Centerline Architects create a package of cost estimates and renderings that will explain the proposed renovation of the Town Garage and the construction of the Public Safety building to the Selectboard and citizens of the town. Russell Construction and Centerline Architects had prepared an estimate for the work required. The meeting was convened to decide whether to accept the estimate and move forward with the project or seek adjustments or other ways to cut the cost of the planning package. If the Committee approves the proposal, it will ask the Selectboard to authorize the expense. If the expense is authorized, the package of plans and cost estimates will be prepared, and experts from Russell Construction and Centerline Architects will attend meetings of the Selectboard and public hearings to answer questions about the project. No other work on the project will be done by Russell Construction or Centerline Architects until the bond vote is taken and the citizens decide whether to authorize funds for construction.

The level of detail to be provided in this phase of planning, 50% of the schematic design completion, will create reasonably accurate cost estimates and require a smaller contingency fund in the project budget. It will not be sufficient to begin construction. If the bond vote is successful and the project moves forward, costs for the remaining planning and specifications will be wrapped into the construction costs. The cost of the proposed work to develop plans, rendering and cost estimates for presentations for a bond vote was \$46,000. David Pisha said

Craig Jennings told him that this proposed level of planning (50% of the schematics complete) would enable him and Kevin Racek, the architect, to give accurate and credible answers to the expected questions from the Selectboard and citizens. Craig Jennings said one way to save costs was not to limit how many times the architect Kevin Racek drives down from Burlington to attend meetings with the Selectboard and the public. The Committee did not decide how many meetings it wanted Keven Racek to attend.

Lee Gustafson said he did not find the estimate outrageous. It seemed reasonable for the work that would be provided. Dan Cook said the better prepared the Committee is for questions, the better off the project will be. Lee Gustafson said he thought the rough design that has been developed is adequate and functional. From his perspective it looks good and will be a pleasing addition to Chester. Dan Cook said the building is only what is needed. Matt Wilson said it is not extravagant. David Pisha said he felt that renovating the town garage as part of the project is a positive step. Dan Cook concurred. He recalled that one of the objections to the 2008 proposal was that the town wasn't taking care of the current Town Garage and a new structure should not be built if the old structure isn't being cared for. This proposal addressed that concern.

David Pisha did some rough calculations on the impact the proposed project might have on the town tax rate. The Committee discussed the numbers and Lee Gustafson took notes on the calculations to present to the Selectboard. Until the actual cost and interest rate is known, the figures are only approximate.

The Committee then discussed how this planning task costing \$46,000 could be paid for. David Pisha had thought of one possible funding source that did not require an allocation in the budget. Julie Hance was checking with Town Attorney Jim Carroll to be certain those funds could be used for this purpose. Jim Carroll had investigated the question in the last couple of years and David Pisha expected a reasonably prompt answer from him. Matt Wilson asked if there was an alternate plan if this proposal didn't work out. David Pisha said it would have to be part of next year's budget, which would delay the process considerably. The planning work could not be started until after the budget was accepted, therefore the bond vote could not take place at the next Town Meeting.

Lee Gustafson asked if there was any more discussion of the proposal from Russell Construction and Centerline Architects proposal for the planning package. Matt Wilson said he wasn't familiar with proposals such as these and asked Lee Gustafson for his opinion. Lee said he had worked in consulting for 25 years and the proposal was something he would have written. He thought the clarity of the scope of work was appropriate and the rates seemed reasonable. The Committee agreed that the amount of planning proposed was essential to the project's success.

Lee Gustafson outlined the presentation he was planning to make to the Selectboard and then to the public for this project. Matt Wilson said it was important to make clear in the presentation that the two parts of the project both have to be funded. One part cannot be done without doing the other. Matt Wilson asked if SAPA TV can record and broadcast the meetings. David Pisha said he would look into it and suggested that Lee Gustafson be interviewed on SAPA as well.

Lee Gustafson outlined the next steps. David Pisha would continue to work on finding funding

for this phase of planning. Lee said he would make a formal presentation to the Selectboard at the December 5th meeting. Lee said he would appreciate having other Committee members present to support him and answer questions at the December 5th meeting.

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