

**TOWN OF CHESTER**  
**BUILDING COMMITTEE**  
**DRAFT MINUTES**

*April 25, 2019*

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

**Others Present:** Cathy Hasbrouck, Recording Secretary, Julie Hance, assistant to the Town Manager.

**Call to Order**

Lee Gustafson called the meeting to order at 1:30 PM in the Town Clerk's office.

**Agenda Item 1 Approve Minutes from last EMS Committee Meeting**

Graham Kennedy moved to accept the February 25, 2019 meeting minutes. Matt Wilson seconded the motion. There was no discussion. A vote was taken and the minutes were accepted.

Agenda Item 2 Citizen Comments

There were no citizen comments.

**Agenda Item 3 Discuss & Approve Latest Contract and Other Charges as outlined**

David Pisha read from an e-mail thread between Chester Town Council Jim Carroll and Craig Jennings of Russell Construction Services dated April 15 – 17, 2019, which had been distributed at the meeting.

The e-mail exchange addressed three topics:

- the meaning of the term Value Engineering and whether it is a service offered by Russell Construction that Chester must pay for if it chooses to use it
- whether a geo tech engineer/report will be needed for the first round of cost estimates
- a rate expense sheet for any services not included in the proposal.

Lee Gustafson said he hoped that there had been a geo tech study done for the 2008 proposal and that it could be used for the current project. He said he would go through the box of documents and find the report or the name of the person or company who had done the study.

David Pisha asked how the other committee members felt about the modified contract, copies of which were also presented at the meeting. Lee Gustafson said the contract looked alright to him, and he noted that he was not a lawyer. He asked if the next step was to have the committee vote to approve the contract. David Pisha said the next step was to bring it to the Selectboard. Lee Gustafson said that the Selectboard had approved payment. Graham Kennedy asked about the rate sheets attached to the contract. Lee Gustafson explained that the rate sheet was for services not specified in the contract.

David Pisha said he understood the Selectboard had authorized payment, he wanted to know whether the Selectboard had also decided who could sign the contract. David Pisha consulted Julie Hance who said that the Selectboard has not seen the final contract and has not given final approval, therefore it has not decided who will sign the contract. She said the Building Committee needs to recommend the contract to the Selectboard for a signature.

David Pisha said the Selectboard had not heard about geo tech study requirement. Julie Hance agreed that the Selectboard needs to be told about that. Lee Gustafson said the thought was that the study done in 2008 would suffice. Julie Hance said that, for some projects, an 11-year old study was too old to be utilized. Projects using federal money required more current studies. Matt Wilson said Russell Construction should know whether a new study is required. Lee Gustafson said he would check the box of documents and send Craig Jennings an e-mail about the issue.

The Committee decided to present the contract to the Selectboard at its next meeting on Wednesday May 1, 2019. Lee Gustafson asked where the money for the geo tech study will come from. Matt Wilson said he thought the Fire Company and the Rescue Squad could come up with the cost if need be. The cost for a study and alternatives to hiring the job out were discussed. It was resolved that Lee Gustafson would contact Russell Construction and ask what kind of study data they needed. Graham Kennedy said he preferred digging a test pit to boring holes for samples. He felt a test pit gave a clearer view of the soil. He said he could dig test pits with town equipment and save some cost.

Matt Wilson asked why borings or test pits were needed when material was going to be brought in as fill for part of the foundation. Lee Gustafson said that if the soil anywhere under the foundation had much silt in it, the foundation was likely to slip and crack and piles must be driven into the soil to hold the foundation in place.

Matt Wilson moved to accept the contract as presented and bring it to the Selectboard. Graham Kennedy seconded the motion. A vote was taken and the motion passed.

#### **Agenda Item 4 New Business/ Next Agenda**

Lee Gustafson said the next step is to bring the proposed contract for 50% of the detail specifications to the Selectboard for approval. Once the work is begun, he proposed asking Russell Construction for a progress report. Last fall they said the specifications would take about 6 weeks. He felt that a four-week check-in after the contract was signed was reasonable. David Pisha noted that the 6-week estimate was made during a slack time. It is possible Centerline Architects are very busy and the work could take longer now.

Lee Gustafson said he wanted to start the public meetings to present the plan as soon as possible. David Pisha said he thought it would be important to have concrete cost estimates and facts before the public discussed it. Lee Gustafson agreed. Matt Wilson said a September vote is better for timing the bond issue than the March Town Meeting. Graham Kennedy said it was important to ask Julie Hance for a new deadline calendar so that some unnoticed deadline or issue is not missed. David Pisha said it would be important to find out when Centerline can

have the specifications done. The rest of the calendar hinges on that. The Committee agreed that no dates could be set until the costing figures were ready.

Matt Wilson said that Tom Knockenhauer of Knockout Carpet has offered to donate flooring (materials and labor) for at least some parts of the project. He acknowledged that the flooring installation was not in the immediate future, but he appreciated the support.

Matt Wilson also asked what it might cost if plans needed to be re-drawn because this proposal is not accepted by the voters. The Highway Department, Fire Department and Ambulance Service will still need to be re-housed in one way or another and plans would have to be re-drawn.

Lee Gustafson said there will also be costs associated with moving into the building. Furniture could be expensive. It may be that the Police Department space will be built now and not used for a couple of years to spread out the cost of outfitting the offices. David Pisha noted that construction costs are rising 3 – 5% per year and it would save quite a bit of money to build the space now and outfit it later.

There being no further business to discuss Graham Kennedy moved to adjourn the meeting. Matt Wilson seconded the motion. A vote was taken and the meeting was adjourned.