

Police-Fire Facility Committee
Thursday, June 27, 2013, 4:00pm
Hanna Cosman Meeting Room
Minutes

The mission of the Police Fire Facility Committee is to provide financial and technical oversight to the Police-Fire Building renovations/addition project. The ad hoc committee consists of 8 members and a liaison from the Selectboard. Currently serving are:

Present: John Allen, Selectboard, Phillip Chapman, Kathy Dowd, David Emery, Sr., Tony Farnum, Robin Sweetapple, Prudence MacKinney,

Absent: Eli Gould, Steve Phillips

Staff and Others Present: Steve Horton, Project Manager, Barb Sondag, Mike Bucossi, Gene Wrinn, Mike Fitzgerald, David Schoales,

- A. At 4:10 Sweetapple confirm that the meeting was warned.
- B. Chapman made a motion to approve the minutes of June 20, 2013. Second by Dowd. MacKinney asked a follow-up question regarding the risk for overruns of the Construction Management delivery system. Horton explained that the CM would hold the financial risk for co
- C. Project Manager Horton updated the Committee on the project progress. Horton said that he, Sondag, Moreland, Selectboard Chair Gartenstein and Town Attorney Fisher met today to review the proposed contract with Northeast Collaborative Architects. There will be future discussions with NCA on the proposed costs if the Selectboard decides to have a Construction Management (CM) delivery system. The CM can reduce the work required of the Architect. Chapman asked how the architect fees are broken down. Horton explained the design process is divided into the following phases:
 - a. Schematic Design (15%)
 - b. Design Development (20%)
 - c. Construction Documents (40%)
 - d. Bidding or Negotiation Phase (5%)
 - e. Construction Phase (20%)

Horton further explained that bills from the architect will come in monthly and he and others from the Town will review these before payment. It is anticipated that the Selectboard will review and approve a contract with NCA at the July 16 meeting.

Sondag updated the Committee on the negotiations with the Custom Laundry owners. The Town received a proposal from the owners, responded to that offer, and is waiting on a counter offer. Once a Purchase and Sale is signed the Town will start soil testing as well as begin the Phase 1 and Phase 2 environmental studies.

The Selectboard is scheduled to approve the Construction Management delivery system at the July 2 meeting.

- D. Horton explained the role of the Project Manager in the Project Organizational Structure. Horton stated that his role is to assist the Town through preparation of the construction documents. The discussion for the committee today is to determine whether to recommend to the Board a Project Manager during construction. The Project Manager represents the owner and would eliminate the need for a Clerk of the Works.

The project budget includes funding for the project manager through design and a clerk of the works through construction. The Project Manager's current contract allows for an extension through construction. The Committee is now discussing whether to recommend a Project Manager during construction.

Horton also discussed upcoming decisions that the committee will be taking on. The Committee decided to meet with the Architect to discuss the Black River plans and alternatives.

The Committee discussed its meeting schedule for July. Dowd recommended not meeting during July. That recommendation was accepted by consensus. The next meeting of the Committee will be August 1.

At this time Horton left the meeting so the Committee could discuss the Project Manager position.

Dowd made a motion to recommend that the Selectboard extend Steve Horton's contract as the Project Manager through occupancy at a timeframe and pay to be negotiated by the Town.
MOTION WITHDRAWN

Chapman asked if the decision was premature since the contract wouldn't begin until Spring. MacKinney suggested that it was prudent to enter into this agreement now as Horton will need to begin looking for spring work now. Dowd liked the continuity of having the same person from design through occupancy.

Sondag stated that she thought the discussion should be about the structure and not the person in the position. Sweetapple stated that with a Construction Management delivery system a Clerk of Works was less necessary than a Project Manager.

Dowd made a motion to recommend to the Selectboard that the town utilize a Project Manager instead of a Clerk of the Works from construction through occupancy. Second by Emery. motion carried unanimously.

Dowd made a motion to recommend that the Selectboard extend Steve Horton's contract as the Project Manager through occupancy at a timeframe and pay to be negotiated by the Town. Second by Emery. Motion carried unanimously.

Dowd suggested that for the August 1 meeting all committee members bring the Black River Design Book and have toured the three facilities. All members of the Committee agreed that this was important.

E. At 5:10 Farnum moved to adjourn.

The next regular meeting is August 1, 2013.