

**Police-Fire Facility Committee**  
**Thursday, August 29, 2013, 2:00pm**  
**Selectboard Meeting Room**  
**Minutes**

In attendance: John Allen, Phillip Chapman, Kathy Dowd, Prudence MacKinney, Steve Phillips, Eli Gould, Dave Emery, Sr.

Absent: Robin Sweetapple, Tony Farnum

Staff Present: Patrick Moreland, Mike Bucossi, Peter Lynch, Gene Wrinn, Michael Fitzgerald, John O'Connor, Sue Fillion

Others Present: Dave Schoales, Steve Horton

- A. Philips called the meeting to order at 4:02pm and confirmed that the meeting had been warned.
- B. Public Participation – None
- C. Dowd moved to approve the minutes of 8/15/13, as submitted, second by MacKinney. Motion carried.
- D. Project Update by Project Manager – Horton began with a brief discussion about the contract negotiations with DEW. The contract will utilize the AIA B133 format, appropriate for Construction Management at Risk delivery of services. The contract will be the “rule book” for the project and was the contract format anticipated by the architect. Gould confirmed with Horton that the Town could opt out of the construction phase with DEW, should we be dissatisfied with the work product from the design phase.

Horton asked Fillion to speak to the committee about the status of work at 14 Church Street. Fillion reported that the Phase 1 review was nearing completion. Phase 1 has been funded by the State of Vermont; ECS had been hired to perform the work. The Phase 2 work has been accepted into, and will be funded by, the Windham Regional Commission’s Brownfield Program, The Phase 2 work will take at least 6 weeks to complete.

Horton asked O’Connor to speak to the committee about the status of the bond. O’Connor distributed a summary of the \$5 million bond, comparing the expected cost of financing to the actual cost. It was anticipated earlier in the year that a rate of 2.89% might be possible. The bond however closed at 3.5%, resulting in an increase to the cost of financing the project of \$255,257 over the life of the 15 year bond. Reasons for the rate increase in the bond market were limited to recent statements by Federal Reserve Chairman Bernanke. Philips reminded the committee that they had done what was asked of them; making a sound recommendation to the board. Market forces simply worked against our objectives. O’Connor was thanked for his participation.

Horton described the survey work getting underway. Di Bernardo and Associates had been hired to perform a boundary survey at each of the 3 sites. It was noted that survey more than a few years old, would need to be updated, to insure accuracy.

Horton distributed a financial update from the Town's accounting software, in a budget versus actual format developed by Horton, Moreland and O'Connor. Dowd asked to see regular updates of the report at future meetings.

Philips queried the room, asking if the committee believed that DEW and NCA understood that they were expected to deliver cost saving options for consideration. Some agreed that they did, others were not as sure. It was agreed that both NCA and DEW should be reminded that the designs from Black River should be revisited. Philips made clear his view to Horton and Moreland that the firms should be directed to bring forward cost saving options as part of their work. Moreland acknowledged the point

The committee decided to meet next on 9-26-13 at 4:00pm, and to cancel the proposed meeting on 9-12-13. It is anticipated that the meeting might last 2 hours, as Horton plans to come with a revised budget from DEW for the Black River conceptual designs. The purpose of this exercise is to confirm that the overall project budget is adequate. Future options will need to identify cost savings opportunities.

E. Adjourned at 5:30 by a motion from Dowd. Second by Philips. Motion carried.