

**Town of Chesterfield
Board of Selectmen
Preconstruction Meeting**

**MINUTES
May 9, 2007**

Call to Order

The meeting was the preconstruction meeting for the Town Office/Police Station and held at the construction site. Present were selectmen Jon McKeon, Dan Cotter, Bob Brockmann; Wesfield Construction Rick Harrington, Steve Wadsworth, Scott Castine; Stevens and Associates Kathy Williams; Weller & Michal Charles Michal, Town Office Committee Lester Fairbanks and Nelson Fegley; Town Administrator Rick Carrier. Charles opened the meeting at 10:00 a.m.

Discussion

Charles started off with introductions with everyone present. He noted that team members WV Engineering and Ted Fellows were not present.

It was agreed that construction meetings will start off as a weekly occurrence on Wednesday mornings at 9:00 a.m.

Charles reviewed the submittal procedures and Requests For Information (RFI). RFIs will go to the Town Administrator who will forward from the Architect to the Town Office Committee and Board of Selectmen. Charles noted that historically, change orders from the Architects office account for less than ½ of 1% of the Guaranteed Maximum Price.

Charles and Rick Harrington questioned the approval procedure that will be in place for change orders that need a decision from the Board of Selectmen. The Board decided to discuss this process at their next regularly scheduled meeting.

Charles noted that there is an allowance for testing, and Rick H. has compared prices with 3 companies who do soil and cement testing. The Board okayed using M&W to do the testing. Rick H. inquired about the responsibility to coordinate with M&W, and he stated it would be happy to take on this responsibility. The Board agreed to allow Rick H. to take on the responsibility to coordinate with M&W for soil and cement testing.

Dan Cotter asked about location of construction trailer. Location will be finalized after review of fire department and police department.

Jon inquired about the construction schedule. Charles noted that it was attached to the final contract that was sent last Friday.

Adjournment

With no other business to conduct, Cotter moved to adjourn, Brockmann seconded and the motion carried.

The meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Rick Carrier
Town Administrator

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date