

**TOWN OFFICE COMMITTEE
MEETING MINUTES
MAY 2, 2006**

Present: Steve Pro; Chairman, Rick Carrier, Shirley Philbrick, Lester Fairbanks,
Nelson Fegley, Neil Jenness

Absent: Deb Hogancamp

Guest: Tim Butterworth

Weller & Michal Architects: Charles Michal and Andrew Saffron

Stevens Associates: Bob Stevens

Steve called the meeting to order at 5:07 pm, and turned the meeting over to Andrew.

Discussion:

Andrew ran down the agenda that he had prepared.

Old Business

Andrew explained that the committee is right on schedule. WMA had sent a Draft RFQ by e-mail to each of the Town Office Committee members. Rick explained that he is waiting to hear back from the Selectmen on their review. Rick also explained that he had sent the document to Dave Provan. There was also a decision to take the length of the Charrette out of the document.

The committee proceeded to review the RFQ. There was a lengthy discussion.

II. The length of the Charrette will be removed, from the last paragraph.

IV. AE ok to proceed with contract.

V. If review of 1 story vs. 2 stories shows a significant difference, CM will be addressed with 1 Schematic Design. The Charrette will give the committee a direction. Charles explained that part of this contract protects the CM that they will not be advised to totally redesign based upon what the CM says unless the cost is significant. WMA will ask for a preliminary cost or a percentage based upon 1 vs. 2 stories. Rick assumed that a basement would be part of the new building and asked that this be added to the program. Andrew explained that by adding the basement would increase the cost by needing another 2 sets of stairs and an elevator. Andrew explained that this is the phase where the committee will decide on Slate, Stone, etc. Rick explained that the GMP will need to be presented to the Selectmen, then to the Budget Committee, and the Budget Committee will present to the public. Under Provide Guaranteed Maximum Price, Budget Committee will be replaced with Selectmen.

- VI. The construction cost estimate is \$1,530,000 including site improvements base on July 2005 Needs Assessment Study.
- VIII. Charles would like to have the CM retained over the last 3 weeks of June, according to the schedule. Charles would hope to have the advertisement out by the end of next week.
- Request for Qualifications for CM's Issued out by 5/12/06
 - Qualifications Due 6/02/06
 - Selection of Short-listed firms (choose 3) 6/05/06
 - Interviews of Short-listed firms 6/06/06
- The TOC will set interview times. Bob noted that when opening the envelopes that the committee is very careful to make sure that they are comparing apples to apples. Bob suggested that part of the process be to ask for a detailed list of what the price includes.
- Selection Design 06/12/06
- A Selectmen decision will be made on 06/22/06. The committee should assign 1 member of the board to speak on behalf to the negotiations of the CM.
- IX. Rick explained that he would need a GMP at the latest by January 5th or 6th. Rick explained that this price is in the Warrant, which goes out 3-4 weeks prior to Town Meeting. If there is a small change the change can be made on the floor at Town Meeting. Rick explained that if he could just know by the last Friday in January if the price is within 5% they should be all set. There was a decision to table this discussion.
- X. Charles is mostly interested in if the CM has done a project of this similar design. The committee decided to change X, 3.A to read "Projects of similar size and scope within the past ten (10) years in which you served as Construction Manager." Andrew explained that under X, 3.9, that the TOC should review with legal counsel to come up with the insurance requirements. Steve noted that the TOC would like to make sure that the CM knows that we would like to use sub-contractors when possible.
- XI. This category was removed as per the TOC.
- XII. The percentages that the firms will be based on will be removed from the document. XII, 3 will be changed to read "The firm's experience on similar project for other Towns.
- XIII. The document will be changed to read that the TOC has adopted the 2-envelope process. Bob suggested that this is the time to make sure that the detailed description of fees is included in envelope 2. Charles suggested that the firm also include a narrative of what we might encounter and what's included and not included.
- XIV. The written number of ten will be changed to five in the first sentence.
- XV. Rick asked that this section be removed.

Rick will call the insurance company tomorrow, and will e-mail the numbers to Andrew.

The committee reviewed the poster designed to advertise for the Charrette. Rick asked that the grammar issues be addressed. The TOC also expressed the poster being wordy, and that the title should be moved to the top of the page. The TOC will distribute the poster. Tim will work on condensing and will add that the hours will be 9-12 with lunch served.

There was a short break. Charles asked that while the TOC was on break that they do a test run on the Architecture Styles and Images proposed boards for the Charrette. Voting for your favorites with dots. Tim left.

Andrew explained that he would present a 15/20-minute PowerPoint presentation before the public votes. Bob will be addressing the site process including information on the building blocks and site analysis, and stop for a review. After the review they will spend 15 minutes or so on a Purpose and Needs Assessment Study for the site. Bob plans on day 1 working through what is heard and for day 2 to bring in different solutions and come out of day 2 with preferred direction. Charles explained that on day 2 he would like to see Bob use the dots for votes. Steve commented that a list of disadvantages/advantages not be shown. Bob will present a list of alternatives and filter through them. There was a discussion on how to hang the images. Andrew will check out the Town Hall. Charles will speak on the Green Design with a PowerPoint presentation and an exercise. Charles showed this PowerPoint presentation to the TOC. Neil asked Charles to list more ideas on how the Town can save. Nelson explained that each idea has a pay back period, and that's what people want to hear and can relate to. The exercise should be handled with yes/no dots. Bob suggested that each be addressed with "would you like this option if" and list the negatives. Neil suggested that Lester and Rick figure out their current electrical spending'. Charles also explained that they will need to think about the other types of electrical use they will be using in the new building, that are not being used in the current buildings. Neil suggested that Charles start out this presentation with an explanation of what Green Buildings are, and that the standards are dropped and layman terms are used. Bob suggested asking the question "Would you be willing to support this cost if it is no more than % of cost". There was a lengthy discussion on how to ask this question. There was a decision that this should be something that the TOC does themselves. Lester suggested saying that the TOC is looking to incorporate some Green Building standards where the cost is significant. Charles then reviewed his presentation again. Neil suggested taking a picture of the site. Bob explained that he would have a series of images. Neil also suggested putting up pictures of buildings from other towns.

The agenda for the Charrette will include Steve with a 2-3 minutes intro with agenda for the day and ground rules. Bob with a Site Analysis Presentation for 30-45 minutes. Andrew with an Architecture Style and Image presentation for 1 hour and a presentation by Charles on the Green Building. Steve will work out the order of the Charrette.

Andrew will revise the RFQ. The next meeting is scheduled for June 7, 2006 at the firm at 5:00 pm. Rick explained that he would not be available for the interview committee. Nelson will take Rick's spot.

There was a motion to adjourn at 9:15 pm.

Respectfully submitted,

Jody Moreau
Town Office Committee Secretary