

## FISP Committee

Meeting Date and Time: August 31, 2016 at 7:00pm

Members Present: John Hadley, Chair, Jay Duggan, Pat Crowley, Chris Rucho, Phil Mallet, Robert Chisholm, Barur Rajeshkumar, Siobhan Bohnson

Members Not Present: John DiPietro, Marcia Cairns, Ray Bricault

Mr. Hadley called the meeting to order at 7:00 pm.

1. Minutes: It was agreed that the minutes would be reviewed and voted at the next meeting.
2. OPM Report and Schedule/Budget Update:
  - a. Bid Documents; Mr. DiLuzio reviewed the quotes for the printing and distribution of the construction bid documents, and recommended that the committee approve using low bidder Nashoba Blue of Hudson MA. Pat Crowley moved and Jay Duggan seconded to approve using Nashoba Blue for construction documents printing and distribution for a not to exceed price of \$7,000. Vote: All yes. Motion passed.
  - b. Prioritization of Add Alternates: Mr. DiLuzio presented five proposed Add Alternates for committee consideration as follows:
    - i. Exterior veneer stone wainscoting
    - ii. Upgraded interior floor finishes
    - iii. Upgraded personnel lockers
    - iv. Skylight in kitchen roof
    - v. Carport to be constructed in the upper lotAfter much discussion, Chris Rucho moved and Pat Crowley seconded to approve the revised list as:
    - Add Alternate 1 – Upgraded interior floor finishes
    - Add Alternate 2 – Carport
    - Add Alternate 3 – Exterior veneer stone wainscoting
    - Add Alternate 4 – Upgraded personnel lockers
    - No skylight to be added.
  - c. Liquidated Damages: Mr. DiLuzio explained that construction contracts often include a Liquidated Damages provision to be paid by the Contractor for the costs associated with construction completion delays caused by the contractor. These costs include OPM fees, Architect costs, etc. The proposed dollar amount is \$400 per day. Pat Crowley moved and Phil Mallet seconded to approve the \$400/day Liquidated damages provision. Vote: All yes. Motion passed.
  - d. Site Update: Mr. DiLuzio reviewed the August 23<sup>rd</sup> site visit with the Conservation Commission stating there was a very small area of wetlands on site near the corner of the lot by the neighbor's mailbox. The Conservation Commission issued a Notice of Negative

determination, so no Notice of Intent needs to be filed for the project. Mr. DiLuzio is attempting to schedule a meeting with John Scanlon of DCR to determine if they have any issues with the site.

- e. Budget Update: the latest estimate from the architect shows the construction costs to be \$4 million with zero contingency. Design and engineering expenses to date are \$116,000. The current estimated total project cost is \$4,985,000.
  - f. Schedule Update: the Central register ad is to be published on 9/14/16. A project briefing is scheduled for 9/20/16. General bids due on 10/5/16.
- 3. Invoices: Siobhan Bohannon moved and Chris Rucho seconded to approve the Reinhardt Associates invoice for \$12,670. Vote: All yes. Motion passed.
  - 4. Special Election Date: Town Administrator Anita Scheipers explained that the Town Clerk has now determined that the special election cannot be held on October 18<sup>th</sup>, but Ms. Scheipers stated she feels we may be able to allow for the election on that date or within that immediate by borrowing a set of flash drives for the ballot boxes. The committee agreed that every effort should be made to schedule the special election as close to the Oct 17<sup>th</sup> town meeting as possible. Robert Chisholm moved and Siobhan Bohannon seconded to defer to the Board of Selectmen as to the date to be chosen for the election. Vote: All yes. Motion passed.
  - 5. Site for Senior Center: Pat Crowley moved and Robert Chisholm seconded to move forward with siting the proposed new senior center at the old Mixer site at 120 Prescott Street. Vote: All yes. Motion passed.
  - 6. Senior Center Architect: After much discussion regarding the pros and cons of the experience and project approach of the three finalist architectural firms, it was agreed that the firm of Catlin + Petrovick had the best combination of experience and creative project approach for the design of a senior center for our size of community. Chris Rucho moved and Jay Duggan seconded to recommend to the Selectboard to award the senior center Phase 1 design work contract to Catlin + Petrovick Architects of Keene NH. Vote: 7 yes, 1 abstention. Motion passed.
  - 7. Public information for the Police Station Vote: The committee discussed options and timing of the various types of presentations and distribution of information that will be needed to educate the voters about why the police station project is costing more than originally anticipated. It was agreed to hold information presentation sessions at various locations on Oct 4<sup>th</sup>, Oct 6<sup>th</sup>, Oct 8<sup>th</sup>, Oct 11<sup>th</sup>, Oct 13<sup>th</sup> and Oct 15<sup>th</sup>. Time and locations to be determined.
  - 8. Next meeting: September 14<sup>th</sup> at 7pm.
  - 9. Robert Chisholm moved and Chris Rucho seconded to adjourn the meeting. Vote: All yes. Motion approved. Meeting adjourned at 8:45pm.

Respectfully Submitted: Anita Scheipers

Date Approved: 9/28/2016

