

**Town Hall Building Committee
Minutes**

October 16, 2019

Members Present: George Bailey, Conner MacIver, Andrew Knapp, and John Huckins

Members Absent: Casey O'Brien, Robert Tessier, and Brian Lenzi

Conner MacIver called the meeting to order at 7:30am.

The Request for Proposals for a Clerk of the Works/Owner's Representative was due at noon on October 15th.

The Town received one response from Casey O'Brien at a contract price of \$32,800.

The group reviewed the proposal and was impressed with the experience and interest detailed in the response.

After interviewing the four General Contractors during the Request for Qualifications process, the group developed a trust and confidence in the team at Careno Construction. The group discussed that the trust and confidence, paired with third-party review, reduce the need for a Clerk of the Works.

The Committee discussed that the \$30,000 may be better spent on the project or, if possible, to reduce the total project budget. During the decision to advertise a Clerk of the Works RFP, the Building Committee decided to base their final recommendation, in part, based on the cost of project oversight.

By consensus, the Building Committee recommends not to use a Clerk of the Works.

The group agreed that the Town Administrator should be the primary project leader, using the Building Committee and Select Board for guidance and support. The Town Administrator can schedule regular site visits that will be open to members of the Select Board and Building Committee. The Building Committee agreed that visits could be scheduled to coincide with the project schedule and important milestones. Members should not visit the site outside of scheduled visits.

The Town Hall Building Committee will present their recommendation to the Select Board at the October 28th meeting.

Meeting adjourned at 8:15am.