

Town Hall Building Committee
Minutes
September 19, 2019

Members Present: Robert Tessier, Brian Lenzi, Casey O'Brien, Conner MacIver, and John Huckins

Members Absent: George Bailey and Paul Sanders

Casey O'Brien called the meeting to order at 1:00pm.

The group reviewed the responses received and discussed the plan moving forward.

Scheduling meetings with firms

Andy is not available Tuesday

9:30-10:30am busy on Monday

The group agreed to provide a list of general questions up front; allowing the firms to be prepared to answer.

What type of building are you envisioning you building for us for this money?

The interviews will be 45 minutes and 15 minutes between interviews.

October 7th. Careno 1:00pm confirmed with Ben Careno, Witcher 2:00pm confirmed with Michael Witcher, North Branch 3:00pm confirmed Bruce Blazon GM, and Groen 4:00pm confirmed Joe Groen

The group discussed the RFP for Clerk of the Works and indicating the insurance limits. Carrying insurance could put some of the liability on the clerk of the works. If they were an employee, they would be covered by the Town's insurance.

John asked if a firm or an individual would be more appropriate. Brian said that an individual would be less expensive. Andy said that they don't need to be there 40 hours per week, 20 hours per week is to be expected. Brian agreed, adding that we are not building a rocket ship.

Bob, we don't need a clerk of the works. If the Select Board wants one, it could be an additional operating expense.

John, I spend a half hour doing inspections; I do spot checks. It is important to have someone there on a regular basis. You need someone there more often.

Brian, I see how the right person can make a better job. I don't know if we have the money. For the simplicity of the building it shouldn't cost you more than \$50,000. John suggested that 20-30 should be enough.

Brian, interviews with these people will be useful.

Casey O'Brien made a motion to adjourn. Brian Lenzi seconded the motion and it passed unanimously.

Meeting adjourned at 2:00pm.

Upcoming Meetings (7:30-8:30am)

September 25th (review/deliberate responses), September 30th and October 1st (finalist interviews),
October 2nd (discussion of interviews), and October 7th* (Select Board decision)

*Select Board Meeting 6:30pm