

## 20081008 WT TOWN HALL RENOVATION COMMITTEE MEETING MINUTES

Held at 1500 at the Howes House

PRESENT: Bea Phear, Kent Healy, Ginny Jones, Chuck Hodgkinson, Jim Osmundsen (arrived at 1510); Kathy Logue, staff liaison; Mike Josefek, OPM, and Daniel Cabot, press

MINUTES: No action

TESTING CONTRACT: We have received 2 proposals which Mike has analyzed. He has worked with Briggs (as has Kent) and feels that although both would do a good job, Briggs has more to offer and a more advantageous price overall. MSV to recommend Town hire Briggs.

CAPE LIGHT COMPACT: Bea reported that she has discussed the memo received last week from Cape Light, with K & K. They stated that if we follow the Cape Light recommendations we will probably save some money long term although they cannot give a differential price on the recommended changes. Changes involved lights, front door, and heating units. Mike will request a change order form Scanlan to get exact prices and then we can decide.

FIRST CONSTRUCTION MEETING: this morning, and attended by Bea, Chuck, and Mike, with reps from Scanlan. The contractors presented a rough estimate of values which Mike will review, and use to make financing projections for Kathy. Owner/contractor meetings will now take place every other Wed at 0930 in the Scanlan trailer, with the next meeting on 22 October. We have a first invoice from Scanlan of \$58,536, which includes charges for bonding and insurance. We need to have a certificate of insurance (builder's risk and liability) from Town's insurance agency and provide one to Scanlan. Scanlan is currently estimating completing construction by the 30<sup>th</sup> of June, 2009, although there will be punch list items and paper work following. They plan to have the building elevated by early November, foundation in by Thanksgiving, and building lowered back down by mid December.

It was reiterated that all communications between the committee/town and the contractor will take place through Mike.

K & K schedule of payments was approved as presented, further Mike recommended accepting the option that all change order work will be billed at a specific hourly rate rather than the optional proposal of 6.5% of the total change order charge. This was MSV.

STATEMENTS: We MSV the following: MV Refuse: \$308.80, David Merry: \$1,839.30, Scanlan (as above): \$58,536.00. We agreed to postpone paying K & K invoice payment #1: \$7,006.45 as it is not due until November 1,

Chuck stated that we need to have the name of the propane vendor for the town for Scanlan.

The meeting adjourned to Town Hall for the groundbreaking ceremony. For the record, it was a beautiful day  
Respectfully submitted

Virginia Jones

*Approved October 14, 2008*