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MINUTES

Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, January 21, 2021 at 5:00 PM

Meeting Place: Online in accordance with Emergency Executive Order #12

Nina Gardner called the meeting to order at 5:06 PM.

Chair Gardner read the following statement:

Good Evening, as Chairman of the Building Construction Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. If you wish to speak, please wait for the Chair to recognize you, then state your name and make your statement.

Please note that all votes that are taken during this meeting shall be done by Roll Call Vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call of Members Present on the Zoom Meeting

Regular Members present: Nina Gardner (Citizen Rep - Chairman), Steve Cobb (Citizen Rep – Vice Chair), Chuck Flanders (Citizen Rep), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep). None of the members had anyone else present with them.

Regular Members absent: Brendan Morrison (Citizen Rep)

Others Present: Clifford King

Old Business

- a. The Committee reviewed the cost estimate updates from BPS. Jim Dick explained that he and Nina met with Keith McBey to go over all the cost numbers and assumptions. Keith did a detailed review of the cost reduction candidates and found that about \$75,000 of the reductions had already been included in the most recent cost estimates. So the actual reductions are about \$51,000. Jim asked Keith about reducing the Owner's Contingency down to 5%, but Keith recommended against it. He recommended eliminating the Clerk of the Works position (\$50,000), explaining that with the architect and a construction management firm overseeing the work, there really isn't a need for the Clerk. The Construction Manager is the Town's agent to see that the work is done correctly. This was

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the approach taken with the Center Harbor and Belmont PD projects, as well as the recent renovations to the Life-Safety Building.

- b. Jim also reached out to Chief Hankard and Chief Dexter on the possibility of grants for the generators. Chief Dexter was very confident that grants could be obtained for both buildings and recommended leaving those items out of the cost estimate. Cliff King asked if fire suppression was included in the cost. Jim explained that full fire suppression would be installed at the PD but only the interior piping would be included at the Town Office, in order to save the additional \$205,000. The Committee discussed the two recommendations and agreed to accept them. Jim Dick made a **motion** to accept the updated cost estimate for the project with a gross budget of \$2,981,152 and a final bonded total of \$2,208,517, which was seconded by Steve Cobb. Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.
- c. The Committee discussed the draft press release prepared by Steve Cobb. Steve asked what the publication deadlines were. It was agreed that the release should run in the 2/4 edition of the Winnisquam Echo, so it needs to be submitted by noon on 1/29. It was also agreed to submit it to the Laconia Daily Sun on 2/4 for weekend or early week publication. Social media will also be updated on 2/4. Since not everyone got a chance to review the draft, Steve will send out an update and it will be finalized at the next meeting.
- d. Nina Gardner brought up preparations for the bond hearing. Jim provided a draft of a handout for the hearing, which he will send to everyone for review. Once it is finalized, it will be put on the Town website with hard copies available at the Town Office and handed out at the Transfer Station as discussed at the last meeting. Nina recommended using the same brief from the December Board of Selectmen meeting with updated numbers. Jim will update the brief and it will be reviewed at the next meeting. Nina asked about Keith McBey's participation at the bond hearing. Everyone agreed that it would be a good idea to have him there to answer any technical questions about the construction or the issue of material pricing/availability, but that the Committee members would make the presentation.
- e. The Committee discussed its input to the Town Report. Jim will send out a copy of the updated draft for everyone to review and finalize at the next meeting. Nina noted that the discussion of the other expired bond payments needs to be included to make sure everyone has the full picture.
- f. Jim Dick has been in contact with Bond Counsel and they provided the wording for the warrant article. He posed the question about the limits of changes to the article that can be made from the floor during Town Meeting. He also pointed out that the Board and the Moderator agreed at last night's Board meeting to delay the business portion of Town Meeting until 5/15, which is a Saturday. They expect higher-than-normal turnout because of the bond issue. Details are still being worked out, but the intent is to hold it outside to allow for social distancing.
- g. Nina said that Tom Salatiello's letter to the Board providing his endorsement of the project was read into the record at last night's Board meeting. Jim will provide a copy of the letter to the Members.
- h. The Committee agreed the next meeting will be January 28 at 5 PM via Zoom.

Review of Minutes

A **motion** was made by Steve Cobb and seconded by Ken Carleton to approve the minutes from January 7 with any changes. Some minor edits were offered and accepted. Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

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A **motion** was made to adjourn the meeting by Steve Cobb and seconded by Ken Carleton. There was no discussion. Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

Meeting adjourned at 6:20 PM.

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