

**Highway Department  
Advisory Committee  
Meeting Minutes  
Thursday, August 3, 2023  
**DRAFT****



**1) Open Meeting**

Jim Hanson called the meeting to order at 6:15 pm.

Committee members present:

- ◆ Jim Hanson, Chair
- ◆ Dave Barton
- ◆ Steve Barton
- ◆ Jon Champagne
- ◆ Les Fenton
- ◆ Neil Turton

Also present:

- ◆ Roland Carter, Select Board
- ◆ Donna Crisp Duclos, Budget Committee
- ◆ Kimberley Edelman, Town Administrator

**2) Highway Garage Bids**

Only one bid had been received for the HW Garage Project.

The committee reviewed the bid received from Construx, Inc of Plymouth, NH that showed a total construction cost of \$1,140,700. Discussion followed.

Jim noted that the bid appeared to be completely filled out and appeared to follow a predefined business template.

Neil asked what construction cost number was given at the 2023 Town Meeting. Jim replied 2.4 million dollars.

Neil stated that the bid appeared to cover everything: Septic, water, utilities

Jim noted that change orders would not be done without authorized signed change orders. He would want to know more about the change process.

Jim commented that ventilation & exhaust systems, unless noted, was listed under "Qualifiers & Exclusions". Les pointed out that under "Division 15: Mechanicals", an exhaust fan & louver with motorized intake damper, controlled by CO & Nitrogen sensor, Humidistat and a manual switch was listed.

In discussion, it was confirmed that 3' x 7' (3070) doors would be used.

Les spoke about the apron around the building. No paving was a possible "deduct" at \$59,220.

Les noticed that as-builts were not mentioned in the bid. The Town would want that documentation.

Roland asked if test pits had been done on the property. It was believed that they had been done.

Steve brought up the subject of unsuitable material. He saw no mention of that in the proposal. It was agreed unsuitables would be retained onsite for possible re-use later. Jon said he could provide suitable materials at fair prices.

Les asked about slump testing of the concrete. Would that be specified in the design? Jim added that he would want to know the pounds, as well. They would ask Construx about that.

Steve asked about the mezzanine, defined in "Division 9: Finishes" as "light gauge framed mezzanine above office area". It was agreed the mezzanine was for storage, but one didn't know how it would be used years from now.

Steve recommended putting in a dry hydrant to allow the department to draw from the river. Likely this would require a permit. Jon said the State owns that land, adding that Fish & Game had once talked about putting in a boat ramp there.

Steve asked what "Basic Fire Alarm System", shown in "Division 16: Electricals", would include. It was unclear.

Roland asked if there would be sufficient power for a welder? It was recommended that a 200 amp drop be included.

Steve suggested that the electrical be setup for a future generator. Everyone agreed that would be good.

Les asked if power would be overhead or underground. In "Division 2: Sitework", "excavate & backfill for foundations & utilities" hints that it might be underground. Clarification was needed.

Bonding: The committee wants to know if bonding would be required for the project. This would be investigated.

Roland recommended that a Clerk of the Works be used for the project. Everyone agreed.

### **3) Moving Forward / Next Steps**

The committee members agreed that the bid looked good. They had some questions that needed to be answered. These were:

- ◆ Does the contract include the as-builts at the completion of the project?
- ◆ Is concrete subject to slump-testing and what is the rating of cured concrete?
- ◆ Can a generator switching device be added into project?
- ◆ We would like to see all utilities underground to the facilities.
- ◆ Ledge & undesirable materials during excavation are not covered in bid. How will this be handled, if found?
- ◆ Will Construx be required to post a bond for this project to be returned to them after one years time?

Les Fenton made a **motion** to recommend the proposal and project to the Select Board with an understanding that the above questions still remained. Steve Barton **seconded** the motion. There was no discussion on the motion. All committee members **voted in favor** of the motion.

### **4) Adjournment**

With no other business to conduct, Chair Hanson adjourned the meeting at 6:55 pm.

Respectfully Submitted,  
Kimberley Edelman  
Recording Secretary