

**BOARD OF SELECTMEN
WORK SESSION MINUTES
August 26, 2013**

PRESENT: SEAN P. MURPHY, CHAIRMAN; RICHARD H. HARTUNG, SELECTMAN; PRISCILLA R. LINDQUIST, SELECTMAN; SALLY THERIAULT, ADMINISTRATIVE ASSISTANT

Chairman Murphy opened the work session at 7:35 pm.

The Selectmen met with the Police Station Building Committee members, S. Londrigan, J. Beaudoin, K. Emerson, J. Worthen, Paul Wentworth, and J. Tabbi

The purpose of the work session was to go over the RFP (Request for Proposal) for the new police station. There are specific bidders' documents that will be required such as trade name, bank information, projects for the last 5 years etc. The Contractor's Qualification Statement will come from Kyle Barker, using the standard format.

There was some discussion about restricting it to companies within a 50 mile radius and those that use local subcontractors. It was suggested that in the proposal it state "use of local contractors encouraged". It will need to be reviewed by Town Counsel before going out. Selectman Murphy stated that he would contact Attorney Gorrow.

A statement that allows acceptance or reject all bids needs to be in the proposal along with the insurance liability which is believed to be at \$2,000,000. This will also be confirmed with Town Counsel.

Mr. Worthen explained that the stumps from the site may be able to go to the transfer station or removed and recycled. Selectman Murphy asked about burning them. He was told that they are too wide in diameter to be able to burn. Mr. Worthen knows of two places that recycle and grind the stumps but there may be costs involved in that so it may not be cost effective. He also stated that he asked some of the local trash companies what costs would be for a dumpster for the construction waste. He was looking to see if there was a way to save money rather than the cost being incorporated into the bid.

It was suggested to cut the trees now, stake the property and then when the project is awarded negotiate some cost savings.

There was small conversation regarding "clerk of the works" position and that the person would oversee the project and see that the work gets done per the contract. It was noted that Mr. Wentworth from the committee was interested in the clerk of the works position. Mr. Emerson said that there should be something put together to layout the numbers of hours per week, (15-20 max), list of responsibilities and time line of project into a job description and get it to the Selectmen. It was also noted that the cost of the clerk of the works is included in the cost of the station. Mr. Emerson will do an outline and present it to the committee for their August 28th meeting and to get an idea of an hourly rate. Someone needs to be there to protect our interest.

It was asked who was doing proposals, Mr. Barker or the Selectmen. Mr. Emerson stated that it would be the Selectmen, but the proposal would be available electronically. The plans are at a print shop and the bidder would have to purchase a set of plans for about \$100 direct from them. Mrs. Theriault asked if there would be a sitewalk or prebid meeting. She was told that the bidders, once they received the plan they would have site location and would be able to walk it

Chief Beaudoin asked if the list of contractors that purchased plans would be sent to the town. It was agreed that the bids would be due in 10/16 and a decision for 10/21.

Mr. Londrigan asked if it was possible to send out the Qualification Statement prior to bid. Selectman Hartung said that they need to be careful to not weed people out.

Selectmen's Work Session Minutes

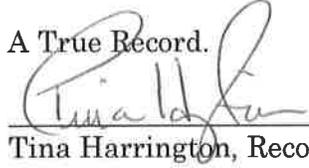
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It was agreed that they would plan meetings for 7:00 pm, ask for 4 copies (three Selectmen and one for the record) the bids would be due 10/16/13 and awarded on 10/16/13.

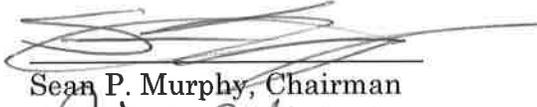
Selectman Hartung made a motion to adjourn at 8:27 p.m. Selectman Lindquist seconded the motion. The motion passed unanimously.

A True Record.



Tina Harrington, Recording Secretary

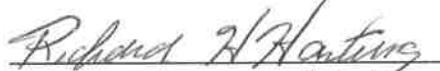
Approved By:



Sean P. Murphy, Chairman



Priscilla R. Lindquist, Selectman



Richard H. Hartung, Selectman