

Town of Groton
Select Board Work Session Minutes
December 13, 2016

In attendance: Christina Goodwin, John Rescigno, Kyle Andrews and Sara Smith (Administrative Assistant - AA)

Christina called the meeting to order at 4:03pm.

Building Committee Meeting

Companies in attendance: Luke Salame from Meridian Construction, Stacy Clark from Turnstone Corporation, Mark Bolstridge from Conneston Construction Inc, Peter Stewart from Steward Architects and Mike Vignale from KV Partners LLC.

Christina explained that we have the Building Committee and the Select Board in attendance. We are looking to build a Public Works building but we are looking to do it in stages. Christina explained they wanted to give the companies an idea of what we are looking for and request quotes. They would like to present the Town with a quote for the plan and move forward from there.

John mentioned we are looking in phases; first septic and water, then foundation and then the building. John mentioned that the building would be 120x100 with three bays in the front, two in the back so we can drive straight through, an office for the highway department, restrooms with shower, breakrooms. John mentioned we are considering on the other side being a police department with a one car garage, holding cells, evidence room, their own breakroom, their own bathroom, etc.

Mark from Conneston Construction asked if there is a hit list of wants and needs written out. He felt this would be best for them to move forward. We will put this together today and email it to everyone tomorrow. We will also send them a map of the lot.

A few other things we need them to know is that there is a driveway permit through the state, there is a logging right of way, a historical pound that we cannot touch, etc. This is why we are here, we cannot picture it and not sure how to move forward.

It was asked if there would have to be a sprinkler system. Christina explained that the Town does not have any requirements but we would have to see if the state does. We would have to look into this.

Sara gave them each a copy of the handouts that has an outline of the property, an outline of the map and lot, a copy of the driveway permit, and rough sketch.

Christina gave background that our highway department is currently in a flood zone. It has been flooded a few times so we need to move it out of the flood zone. Bubba explained this will put us centrally located as well.

We are first looking for a quote as to what the design proposal would cost. Then once that is approved we will move forward.

We would need to submit something on the warrant article. We would want the proposal design cost, and we would look to have this information before our budget hearing. Our budget hearing is February

7th. The Select Board asked that the companies have the proposal costs in by January 20th so we could discuss this before our budget meeting and make a decision.

Christina explained we have never done anything this large before. We will put together a hit list/wish list and send this out. We can put this together tonight and send this out via email tomorrow. Christina will be talking to Alan Barnard and will request a larger copy of the map and lot.

There were no further questions. Christina thanked everyone for coming. The companies left.

The Select Board and Building committee stayed to put the information together to send the list via email tomorrow along with a larger or better map from Alan Barnard.

To send to each contractor:

Items to consider:

- Right of way for logging access
- Approved driveway location
- Town pound location
- Transfer Station monitoring well

Hit list/wish list:

Buildings

- 1) 120x100 Public Works building
 - 70x100 Garage- consisting of three bays; three bays on the front and two bays on the back
 - 25x100 Public Works side
 - Breakroom
 - Restroom with shower/locker room
 - Office
 - Storage area
 - Utility room- electrical/heating units
 - Animal Control room- with drain
 - 25x100 Police Department Side
 - 1 bay sally port
 - Breakroom
 - Restroom with shower/locker room
 - Office
 - Storage area
 - Evidence room
 - Small Entry room/lobby
 - Two Holding cells
- 2) Salt Shed- with space on each side for sanders
- 3) Solar panels- ground mounted or roof mounted
- 4) Place for sand storage of 500 cubic yards of sand

We will end the email that we need the proposal cost to design the plan and manage the project and provide recommendations by January 20, 2017.

Meeting on Atwell/Orange Bridge

Companies in attendance: Holden Engineering and Mike Vignale from KV Partners LLC.

Absent: Erin Darrow from Right Angle Engineering

Sara handed out the information on the Atwell/Orange Bridge. Christina explained that for years we have been putting money into a fund to replace or repair the bridge. This last year was the first time we have been redlisted.

We are reaching out to get a quote for the cost to replace the bridge. It is currently a 1 ½ lane E2 bridge but we need it to handle maximum weight loads so we understand this may have to change from an E2. There is no other way around so it would need a temporary access while under construction.

Kyle asked if there is a big cost difference between the E2 and maximum weight road. Dan from Holden Engineering recommended to design for maximum load and not worry about the road.

Hit List/Wish List:

- First look at cost for design by December 19th at 4pm
- Then looking for proposal of all costs to replace the bridge
- Increase the weight from E2 to have the maximum weight loads
- Get out of red list
- Temporary bridge access
- Quotes for both one lane and two lanes

We will have to send out a bid request. We would like to have this by January 20th. We will send out email tomorrow with the bid request. The bids can be submitted via email and Sara will seal them and present to the board on the 20th. It was explained it will be pending Town Meeting voting in March.

Sara will check with the attorney on one lane vs two lane.

There were no further questions so the engineers left.

Assessing contract Concerns

Sara explained that Mark Stetson from Avitar came in and has some concerns that we have not sent in the contract yet. His first concern is that if we do not send it in soon, we will have no assessing come January 1st. His other concern is now that they have already submitted an amount for the contract, it wouldn't be considered a sealed bid when we reach out for RFP's so other companies could purposely offer a little lower.

The Select Board went over costs from 5 years ago to this one and went over the one year option as well. Kyle thinks we should just sign a one year and then go out for RFP for 4 years. It was agreed that is the best option and would allow Avitar to submit an RFP with the other companies and the amount would be different. **Kyle motioned to sign the one year contract with Avitar, John 2nd so voted.**

It was agreed to do the warrant article for the Assessing Re-valuation Capital reserve fund like we do every year but to increase the amount to \$7000.00 a year for the next 5 years for the revaluation.

Town Owned Property

The Town currently owns Map 2 Lot 123. A few years ago the Town received an offer to purchase this property by Mourning Dove Holdings, LLC but the land wasn't for sale and the Town likes to wait 10 years for Town Deeded property. October 2016 was 10 years and in the meantime the Town also received an interest from an abutter regarding purchasing this property.

The land still is not listed for sale but the Select Board would like to look into what steps the Town has to take since we have two interested parties. Sara will reach out to Laura Spector to see if we have to put it on the warrant to sell it and what our options are since there are interested properties.

Update evaluation policy

John recommended changing the wording on the evaluation policy. He suggested that for the levels of performance, that on the description for "4" that we remove significantly. He also suggested that we change the wording on the description for "2". The Select Board agreed to change the description of "4" to "Exceeds standards in some areas of performance and accountabilities" and to change the description of "2" to "Meets standards in some areas of performance; requires some improvement".

Christina motioned to go into non-public session pursuant to RSA 91-A:3, II, (a) and (b) at 6:30pm, Kyle 2nd, so voted.

Christina motioned to return to public session at 7:00pm, John 2nd, so voted.

Christina motioned to seal the non-public minutes, Kyle 2nd, so voted.

With nothing further to discuss, Kyle motioned to adjourn at 7:00pm, John 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant