

Town of Groton
Select Board Work Session Minutes
June 6, 2017

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

Absent: John Rescigno

Christina called the meeting to order at 4:33pm.

Building Committee Meeting

The Building Committee met before meeting with Turnstone and CCI to prepare.

Robert Ellis (Bubba) thinks we may be too early for questions. Bubba said when he was comparing the submissions and they are not even close to being the same. He isn't even sure if the phases are what we are looking for. Bubba is wondering if we should have them break the phases down.

Christina thinks we need to meet with them tonight and have them explain their project. Then we can come up with the hit/wish list and send it back out to compare apples to apples.

After the meetings we could pick someone but we would need to hold off until Town Meeting to know about the funding.

The game plan for the meeting, is to let them talk first, ask them questions and then we can discuss. We need to be more specific about what we are looking for. After this meeting we will need to meet again and see what we need to do and come up with a final wish list.

Highway Garage

Bubba has a guy that can come in and give a free quote on what it would cost to change out the lights that are there to new lights. This person will also reach out to the NHEC so he can get an accurate quote because the NHEC will cover some costs. The Select Board gave Bubba the okay to move forward with this.

Christina asked that the no trespassing signs be hung up at the garage. Bubba said he had put them back up and chained them so they should still be there.

Meeting with Turnstone Corporation

Christina explained that the Building Committee is here along with the Select Board and we are meeting with Turnstone so they can explain their proposal and then we can go over any questions. All individuals introduced themselves.

Present were Stacy Clark- President of Turnstone Corporation, William Clark- Vice President of Turnstone Corporation, Tony DaCosta- Vice President of Operations and also Project Manager President of Turnstone Corporation, Jim Delisle- General Supervisor President of Turnstone Corporation, and John- CEO of Horizons Engineering.

Committee Members consisted of Robert Ellis, Slim Spafford, EJ Thompson, Glen Hansen, Kyle Andrews, and Christina Goodwin.

Stacy explained that the way they decided to propose for this project was that they came up for the information session and it sounded a lot like we needed a management firm to help guide with the process which is what Turnstone Corporation does. At that session the Town talked about wanting to do the process in phases such as the septic, well and foundation in one year and the building the next year. She explained the reason she split it into three phases and not a full design right away is because doing the full civil package and then looking at the building from the budget perspective would be better. Then when they sit with the Town, they will walk through all pieces and they could come up with a budget idea for building to present to the Town. Then we can always work around what the Town approves. They chose a design build from an electrical, mechanical, and fire protection perspective which is less expensive to go this route. They work with the contractors to make sure the Town gets what they want but not by overpricing the materials.

However, the plan can be redone to incorporate it all if that is what the Town wanted. She said they can go back to the drawing board and get the entire engineering package together which costs more and usually is more upfront. Stacy asked if the Town had any questions regarding this part.

Slim explained that he came on board because of the solar power. He thinks the Town may want to keep this in mind for the future. She explained that when it comes to solar they do have the experience in this as they just did the Veterans Home in NH. She said she would like to review what the important pieces to the Town are and then present the costs of this. They can definitely get the cost of solar and then compare it to the more traditional types of energy.

Glen said that the Town usually likes the set costs and this project cannot be an open check book type of deal. He said that we cannot present a 7 figure deal or else the Town will throw it right out. William explained that they are not trying to come up with a number first. They need to build a building for the Town based on the Town needs and once this can be established then they can come up with solid numbers.

Christina explained that we are not talking about exact building structure tonight. She explained after we get their input we will get the exact idea of what we need and exact building we want and then come back to them. Stacy said the feeling she got from the informational session was to break it down to the three phases. They are currently doing a project for Weare which is similar. They contracted with them and they manage everyone else. They understand that some Towns like to use local contractors. When they get to finalizing the design they then put out for bid besides fire, electrical, etc. as that is contracted. The rest of the work they get at least three quotes and make sure they are apples to apples. They take the towns input but also like to review the sub-contractors themselves. They issue all contracts and stick to schedule. They always have someone on site. They are on the cloud and have a project management system that they use that they log into and they do daily logs which states who is there and the work being done. Tony explained that they meet each week and they update the schedule to make sure on task and see if anything needs to be changed. They do meeting minutes on these. They also do as built drawings in case something is going a little different then as planned they mark that. They mentioned that they update the schedule as well throughout the process as long as the critical path stays on schedule.

Christina asked if the committee thinks it would be beneficial to have a quote of an upfront design. Stacy said the quote is a full design. They won't do a full design right away but until they get to the GMP to get the full pricing. Christina explained that in order to get the Town to buy in we need something to present to the Town. Christina thinks the phases would be good to start with since we understand that they cannot give an exact price. They explained that they would complete phase 1 and phase 2 to get to a GMP. We would need a layout.

Stacy said they looked at the site and we have a challenging site. We may need to look into moving the logging trail. Christina thought we moved it behind the ridge line. The skid row may be able to be moved. The deed doesn't mention this so we would have to check the minutes from when this was discussed. Stacy presented

everyone with a draft that they drew up after looking at the site which was a rough sketch of where the building would go along with the sand piles, etc.

Kyle asked if there is a reason the building is where it is on the layout they presented. They said that one side is steep and wanted to try to stay away from the Town Pound so that is why they put it there but it could be moved. The Weare project was moved 6 times due to budget but they lay the choices out.

It was explained that regarding the driveway we need to reach back out about the renewal of the driveway permit as we have not heard back from them regarding this. Sara will follow up.

The first step to get it started would be surveying and then walking the site. This would point out any potential concerns, such as maybe needing to get wetlands out there.

Stacy mentioned she hopes that the Town has no issue with distance as they have worked all over the state and has been up this way a lot and have no problem with traveling. She said she runs the projects with open communication and being honest with their clients. They work hard to give options to allow the Town to make the decisions.

Christina asked about the price for phase 1. Christina explained that we have a fund that only has so much money in it which we would be able to start with, which is less than the \$87,600.00 that they have listed for phase 1. Stacy said that they would be able to break this down further if needed so we can do some of this phase.

Stacey asked about timeframe and when they might hear from the Town. Christina explained we are meeting with the other company tonight and then we will schedule a Building Committee meeting to get input and then the board would make a final decision. It will probably be about three weeks.

Meeting with Conneston Construction, Inc (CCI)

Christina explained that the Building Committee is here along with the Select Board and we are meeting with them so they can explain their proposal and then we can go over any questions.

Present were Mark Bolstridge from CCI, Peter L Stewart from Stewart Associates Architects LLC, and Bryant Lehr, the Vice President of CCI.

Committee members consisted of Robert Ellis, Slim Spafford, EJ Thompson, Glen Hansen, Kyle Andrews, and Christina Goodwin.

Bryant explained that they built the proposal based on the wish list that the Building Committee submitted. They would facilitate a schematic design based on the Town's needs. They have worked on several Public Works facilities with most recently being Sanbornton, Lyme, and Tilton. They found what worked well was to make trips to other Towns buildings to get ideas of what works and what doesn't. In a nut shell they would facilitate a schematic design based on the needs, supply input on prices, what has worked in the past, what will improve the building, etc.

Peter explained that he would like to produce a schematic design for the first phase which would be floor plans, views around the outside of the building, layout, materials etc. This would be the documents that CCI would use to get competitive pricing and a budget. This would then supply a design and budget to the Towns liking that the Town can take to the voters. The very beginning of this phase would be sitting down and finding out the exact needs, wishes, tour facilities, come out with spaces, what's in those spaces, and come up with square footage. Once there is a square footage they can come up with a ballpark of what they think the range of cost may be. Then they would proceed from there. They asked if there were any questions so far.

Slim asked about solar. They have not worked with solar. Mark mentioned that they have a few people that they work with that do this but they don't get asked for it a lot because of the pricing, etc. They would be able to work with someone and get a cost for the Town if needed.

Bryant said that at the informational session the Town stated that they are planning on doing it in a 2-3 year plan and wanted to know if that is still the plan. Christina explained that it is the plan. First would be site and concrete and then would be the building. Christina explained we would need a plan to get the buy in from the voters to appropriate the money and then the Town could proceed with the next step.

Peter asked if there was an exact plan as to where the building would be going. Christina explained that there is not one at this time and thought that would be part of the phases that they would take care of, such as the survey. Peter originally supplied a breakdown of costs but Christina asked if they would be able to break it down into phases. They stated they could absolutely do this and will and email it to us.

Christina explained we wanted to get a better idea of what each proposal was, get any information we need, and the building committee will be meeting again to discuss this. She explained that we are hoping to make a decision within three weeks.

Discussion about both companies

It was agreed that the Building Committee should meet next Tuesday, June 13th at 5:00pm to discuss. Then they can meet after to follow up on the bridge. Bubba cannot attend this meeting but he stated that he liked the first group more because they went out of their way.

Christina motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 6:45pm, Kyle 2nd, so voted.

Christina motioned to seal all of the non-public minutes, John 2nd, so voted.

Having no other business to conduct, Kyle motioned to adjourn at 6:55pm, Christina 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant