

1 Town of Lincoln

2 Town Office Committee

3 May 18, 2015

4 Draft Meeting Minutes

5 Called to Order at 6:05 PM

6 Present: Bill Finger (BF), Barb Rainville (BR), Judith Harris (JH), Jeremy Perfect (JP), Kudd Rood (KR), Sally  
7 Ober (SO) and James Needham (JN) Absent: George Truax (GT)

8 BF – The main objective for this meeting is to recommend a response for the Select Board to make to  
9 Stewart Construction viz. bid on the Town Office Project. Our response was promised NLT May 26.

10 Reviewed and discussed minutes of the May 12 Select Board/Town Office Committee meeting.

11 JN noted that several of Stewart’s explanations for high costs did not seem entirely valid. Perhaps a  
12 straight gable roof v. the hip design and single phase v. the two phase approach seemed to make some  
13 sense.

14 BR & BF The comparisons between the similar size new house for sale in Middlebury that were brought  
15 to Stewart’s attention were not thoroughly addressed.

16 JH if there are misgivings at this point either with the single bid or the efforts to adjust the components  
17 that make up the total bid we should decide now not to continue with consideration of the bid.

18 BF hopes that whatever recommendation is made and whatever decision is made by the Select Board  
19 will ultimately be a unanimous decision of the full board. Otherwise the project could be burdened by a  
20 lingering sense of mis-trust or doubt.

21 We should consider as one possible option, managing the project ourselves (the Town would be its own  
22 general contractor). This approach should only be considered if the Town is willing to procure services of  
23 a licensed architect to complete the drawings and provide the required legal, professional stamp. The  
24 Town would also need to hire part-time services for management and administration of the project to  
25 assure that all the i’s are dotted and t’s are crossed with sub-contractors and vendors and make certain  
26 that timely payments are made only for services actually rendered etc. This person or firm would work  
27 closely with the project superintendent to assure time delivery of materials and services and monitor  
28 quality of work being done.

29 JH – suggested consideration for hiring architect Tom Keefe who is on the verge of retiring to provide  
30 the level and quality of architectural services necessary to get the project underway. Whatever architect  
31 is engaged will need to know the absolute boundaries, specs and criteria set for the project. These  
32 would include, but not be limited to staying within the proposed footprint on the existing site,  
33 reorienting the entrance to face south toward the store if possible etc.. They will also need to be able to  
34 do code analysis to assure compliance with all applicable building codes. It appears that the \$16,000  
35 proposed for architectural fees in the design-build process should be more than adequate. JH noted that  
36 Mr. Keefe had recently provided similar services on an approximately \$2M project for around \$10,000.  
37 KR has also discussed the project with another architect in Burlington. In any event it will be the next

38 task for the Select Board to affirm the process recommended by the committee and then for the  
39 committee to interview an architect and determine his/her scope of services and fee.

40 General discussion of speculative costs for cutting doors through the existing vault or the complete  
41 demolition of the vault and rebuilding. SO suggested the existing vault and Town Clerk's office location  
42 on the south side might be very suitable in light of the added expense of tearing down and rebuilding.  
43 She suggested that it might be feasible to have two vaults.

44 KR distributed a "quick and dirty" summary estimate for the project using numbers from a variety of  
45 sources. He strongly advised that there was still a lot to be determined (TBD) in his summary. We need  
46 to establish a control budget from the start to prevent running out of money before finishing the  
47 project.

48 **MOTION** by BR, 2<sup>nd</sup> by KR to recommend to the Select Board send a letter of thanks and appreciation to  
49 Stewart Construction for submitting the only bid and for further consultation with the committee on  
50 May 12 and to begin to weigh the Town's options, with advice from the committee, for moving forward.

51 **PASSED**

52 Other discussion around making sure this project is properly designed, engineered and managed and  
53 does not become a repeat of the process used to build the town garage 15 years ago.

54 Also discussion about making sure the hired architect keeps working for the Select Board and  
55 Committee rather than the committee and Select Board working for the architect.

56 Brief discussion with JH regarding "In-sourcing" a concept for saving money through owner  
57 management of large projects (attached)

58 Discussion that Spafford should drill the new well ASAP as it will be needed no matter what the final  
59 project design is. This work could be paid from the capital fund and eventually reimbursed by the  
60 permanent project financing (VMBB or Merchant's Bank)

61

62 Next Committee meeting will be held on June 1 (tentatively) at a TBD location.

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64 Respectfully submitted:

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66 Sally Ober, Note Taker transcribed by Bill Finger