

# MEETING MINUTES



Project: **Belknap County Community Corrections**  
Meeting #: 06  
Date: Aug 6, 2015 9:00am  
Location: County Complex - Meeting Room  
NEXT MEETING SCHEDULED: - Aug 13, 2015 9:00am  
Future Meetings: 8/13, 8/19, 8/27

**Present:**

Comm. DeVoy, Admin. Ms. Deb Shackett, Supt. Eric Palson, Anthony Mento (SMP)  
Keith Gray, Dustin Muzzey (Belknap County) Andre Kloetz (Bauen)  
Ross Cunningham (Alternative Solutions Assoc.)

**Not Present:** Kevin Warwick (Alternative Solutions Assoc.)

**New Business:**

**Action:**

**6.0** Update on recent meetings:

**SMP**

- Northpoint engineering & SMP met with Eversource on site earlier in the week to review the right-of-way.
- One Source Security and SMP met to review existing jail doors.

**6.1** SMP presented the completed estimation set for Bauen. Including all the architectural drawings, structural, mechanical, electrical, plumbing and security. A copy of the outline specifications which accompanies the drawings was also provided. All documents are saved in to the projects Dropbox folder.

**SMP**

**6.2** Andre asked if the deadline of Aug 20<sup>th</sup> for the final estimate was set in stone, and if an additional week was possible. Committee saw no issue with adding an additional week.

**TEAM**

**6.3** Supr. Gray asked about how the construction scheduling would occur and if shifting inmates would be needed. Andre explained the contractor would plan out the renovations of sections one at a time. Ross explained that you develop a plan of action and adjust as needed while maintaining a secure envelope.

**TEAM**

**6.4** SMP explained how Bauen is pricing out the construction or “hard costs” of the building, but there is also the “soft costs” of permitting, engineering, architectural, furniture fixtures and equipment that are added to Bauens’ numbers to be the Total Project Budget.

**TEAM**

Comm. Devoy asked that costs say for a metal roof vs asphalt roof be broken out so they can make selections. Andre explained the dwgs and specification allows for flexibility like that, but should price the dwgs as is, and then as a group come back and look at individual items.

**6.5** Committee discussed how best to promote the building project.

**TEAM**

- Positive information in the press currently about the Drug Court;
- This group needs to turn it around and show exactly what the team have been developing.
- Supr. Gray shared how his staff and County members are working on “getting-the-word-out”. Already working on an email network.
- Andre suggested to identify a list of key people and organizations who would be best to pitch the message to. Each needs to be
- Ross: you need to bring the message to the people. Build a power point, adjust the message as needed to answer the questions. The message needs to be consistent. Gov. has a list of 22 issues and Belknap County is tackling many of these items.

- Comm. DeVoy: need a fact sheet, front side about the program, back side what's the program
- Press releases need to be given to the papers so the message is controlled.
- Ross: Bring the naysayers to the table, just share the facts don't try to convince them.
- Team needs to roll out info in a controlled way talking about the benefits of the programs, then follow with the costs and speak about how it's far less than the previous \$42 mil figure, all the while meeting with community leaders to build support, then call a meeting with the delegation in Oct / Sept.
- Ross has copies of the power point presentation used for Sullivan, which can be updated with current trends and data, staffing plans,
- Need actual data on the counties recidivism rate.
- Debra suggested the need to get the criminal justice committee back together.
- Comm. Devoy believed the same courtroom should be used, same people invited.

**6.6** Construction: Comm Devoy asked when could we begin construction? Andre suggested that the best time of the year to get estimates is mid-winter in preparation for a spring start. Earliest would be spring of 2016. For this to occur, SMP would need to continue with the design drawings to have them completed in time. Comm Devoy asked SMP to submit a proposal for the next phase of work. **TEAM**

**6.7** Andre explained the different project delivery systems to available for construction: **TEAM**

- CM construction management system is open book, where the construction manager gets a fee to be an advocate of the Counties behalf. Any savings found goes back into the project or back to the County. This CM should be selected soon, during the same time frame when SMP is developing the documents. Allowing the CM to assist with check estimates and helps steer the project to the desired costs. Potentially fewer change orders, a possibility of use of local sub-contractors. A CM has a full time superintendent verifying the every detail is correctly completed.
- Alternative is have SMP fully complete the dwgs and put them out to bid. Where every GC general contractors submits a bid for the work. This method does not provide as much county involvement / control. Low bidder will make adjustments to the project to save money, not all returns to the county. Change orders are typical priced out at a higher percentage. A clerk of the works should be involved in bid job to confirm every detail is correctly completed.