

The Fremont Board of Selectmen met at 7:00 pm in the basement meeting room of the Town Hall. Present were Selectmen, Janvrin, Barham and Cordes, volunteer project manager Rick Pinder and Mark Minasalli of KTM Properties, LLC.

Since the purpose of the meeting was to discuss KTM's proposal and alternate / optional pricing and the pricing offered by CSNH (the second low bidder), there was a motion by Janvrin at 7:01 pm to enter non-public session under 91:A-3 II (c) and (d) to discuss the contract negotiation details. Barham seconded the motion and the roll call vote was approved 3-0; Cordes – yes; Janvrin – yes; Barham – yes.

Board members met to review the updated information from KTM which was provided late last week, and if the original quote included all of the necessary items without additional cost to the base bid. The discussion reviewed included these items:

- Flat birch doors throughout the basement areas. Five doors to be fire rated (90 minutes). The birch fire rated doors are \$500 each more than the steel doors contained in the original proposal. Total up charge \$2,500.
- Upgrade the 2' X 2' suspended ceiling to a ceiling with a higher acoustical featured ceiling and a higher flame spread rating. Upcharge is \$3,700.
- Re-point the exposed bricks around the windows and doors and remove any paint at an additional cost of \$3,500.
- Remove a brick masonry support column in the proposed meeting room area and install a structural beam to meet the load requirements at an additional cost of \$2,200.

The total of the above four items is \$11,900. New proposed cost is \$85,245 plus net of the adjustments from below items.

Other items that require price adjustments include:

- Installing a "vision kit" in two of the fire doors. They both exit the meeting room, one at either end of the room.
- Research possible credit for changing the non-fire rated doors from a 5 panel door to the flat birch door.

Mark Minasalli was thanked for his time and left at 8:00 pm and the Board continued to discuss the project and reviewed a line item detail of the items contained in the CSNH proposal, with the lump sum total. This was used against pricing provided by KTM, and is believed to include the necessary items, so would have the same upcharges for the changes made by the Board. The base bid of CSNH was approximately \$5,000 higher than that of KTM on initial submission.

At 8:15 pm, Janvrin made a motion to re-enter public session. Barham seconded the motion and it was approved 3-0 after a roll call vote: Cordes – yes; Janvrin – yes; Barham – yes.

Present were the Selectmen and Pinder.

A discussion ensued regarding the two proposals. It was felt that based on, the pricing proposals received, the discussion with Minaselli regarding the content of their proposal and optional pricing, the information included in the CSNH proposal and the past successful projects with KTM Properties that a contract should be pursued with KTM properties.

Janvrin made a motion to accept the KTM proposal and that they be asked to draw up a contract that includes the following:

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Motion was seconded by Barham and approved 3-0.

Minasalli is to be contacted on 3/21 and be asked to draw up a contract that includes the following:

- The pricing as proposed that includes the scope of work in the RFP and the alternate scopes of work and pricing listed above. The Town's RFP document is to be referenced in the contract as is the excel spreadsheet of existing work, schedule of value and work.
- Adjusts the pricing for the two outstanding pricing adjustments listed above.
- Uses the excel spread sheet of the scope of work to create a schedule of values to be utilized in progress invoicing.
- Proposed invoicing frequency. (An upfront payment of 10 or 15 % was mentioned and monthly construction meetings and related progress billing with a 5% retainage was discussed).
- An attached insurance certificate that meets the Town's requirements. Insurance requirements and the non-collusion clause are listed in the RFP document.
- An anticipated time-line for the project.

The Board discussed creating one set of minutes as none of the information discussed in the non-public session needs to remain non-public. Cordes will submit minutes to Carlson for one document to be created for Board review and approval to document the full meeting this evening.

At 8:25 pm a motion was made by Janvrin to adjourn. It was seconded by Barham and motion was approved 3-0.

Notes taken by Gene Cordes