

Town Hall Construction Committee
4/29/15 Meeting Minutes
7:30 a.m. at Town Center Firehouse

Members present: Laura Andrews, Bill Barton, Pablo Carbonell, Al Combs, Jack Guswa, Rick Maiore. Others present: Marie Sobalvarro (Assist. Town Admin.)

Rick called the meeting to order at 7:30 a.m. and the committee approved the 4/10 minutes.

We discussed the need for a hard budget now that we have a contract with GVW. Rick said that Vertex would prepare it. That will be the budget we use from now on for reporting to the Board of Selectmen and tracking spending. Change orders (ECNs) will effect the construction budget; items like Clerk of the Works hours, redesign costs, or engineering fees are soft costs that will effect the contingency allowance.

Financial: Al said the Red Team would like to review the bills after Vertex and LLB have reviewed them. Also the Red Team will handle the May BOS report and bills.

Schedule: We talked about the need for a timing chart, flow chart, or standard critical path chart. Rick said the GVW has a person dedicated to this, who will work with Jack and the Red Team.

Jack recommended that we change our meeting time to follow the weekly construction meetings. We agreed to meet at 7:30 a.m. Thursdays, starting May 7.

Hildreth House: The original OPM bid included the two projects – Town Hall and Hildreth House. The next steps now are 1) Tim and Marie negotiate with Vertex as OPM, 2) Vertex prepare an RFP for an architect, 3) the process as followed for Town Hall to prepare for the construction bid.

Ken Swanton said that the BOS would like the THCC to handle the Hildreth House project. We voted unanimously to do so.

Pablo requested that any pre-construction meeting agendas or notices be sent to THCC before the meeting.

Next meeting: Thursday, May 7, 7:30 a.m. at the town center firehouse.

Rick adjourned the meeting at 8:25 a.m.

Laura Andrews, recorder