



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

FACILITIES WORKING GROUP  
MINUTES

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REGULAR CONFERENCE CALL – DECEMBER 4, 2013 – 9 A.M.

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10 Jim Maggiore, Tom McCormick and Paul Apple participated from the Town Offices. Ron Lamarre and John Ricci  
11 participated from their offices. Mr. Apple noted that Mr. McCormick is the Town's Finance Director and is the second  
12 contact in the Town Administrator's absence.

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14 The group considered what immediate steps were necessary to ensure a guaranteed maximum price ("GMP") by December  
15 23, 2013. Mr. Ricci suggested a: (1) meeting between stake holders (architect, building committee, administration); and (2)  
16 bring in a MEP designer for assistance regarding mechanical, framing, sprinkling, etc. Mr. Ricci believes that mechanical,  
17 electrical, plumbing, and thermal envelope are the essential functions in the GMP process.

18 Mr. Lamarre said an initial meeting would probably not be necessary because he plans to have general specifications later  
19 this week, and in no event later than Monday morning. He believes given the discussion with the Library building committee  
20 and the Select Board that the specifications will reflect community preferences. He has talked to Yeaton Associations as  
21 MEP engineers about consultation on essential functions (e.g., mechanical, electrical) and Mr. Ricci agreed with this choice.

22 Mr. Maggiore confirmed that we have a functioning majority for a building committee. Mr. Apple suggested it would not be  
23 seated until after December 9, 2013. There was general agreement that the committee would focus on exterior appearances  
24 and landscaping items rather than essential functions.

25 Mr. Lamarre said that he would send over specifications on essential functions by the end of the week, and in no event later  
26 than Monday morning. He gave examples of mechanical systems that are all air, or hybrid air-water. There was discussion  
27 about the difficulty of empaneling the Select Board to make this type of decision between now and December 23, 2013. The  
28 group agreed to follow an options model, pricing both for purposes of GMP. Options are to be limited and concise. Mr. Ricci  
29 confirmed he could estimate for both. Mr. Lamarre said that a great deal had already been decided: siding, stone around the  
30 building, roofing materials, etc.

31 Mr. Ricci suggested that he collaborate with Mr. Lamarre regarding a list of sub-contractors with an intent of sending out an  
32 advisory email that a request to estimate would be forthcoming. Mr. Lamarre agreed to look at the list and add his own and  
33 work out an acceptable list. The goal is to get quotes back by December 19 so that Mr. Ricci could have a few days to put  
34 things together. Mr. Lamarre said he would send plans to Mr. Ricci today.

35 Mr. Ricci also asked about having on-site demolition contractors to get estimates for that process. The consensus is that the  
36 demolition process probably wouldn't be that involved.

37 Mr. Lamarre said he would put together the rest of the project budget this week so that the construction number can be  
38 dropped in. He will have that done by Monday morning. He also said he needed to have an off-line talk with the Town about  
39 pre-bond fees.

40 Mr. Ricci asked if Mr. Lamarre had a preference on civil engineers. There was consensus that Eric Weinberg, at Atlus, was a  
41 reasonable choice.

42 Mr. Ricci asked for direction on space and sprinkler designs. Mr. Lamarre said he anticipated cold attics.

43 Mr. Apple asked about necessary contracts. Mr. Lamarre confirmed that the architectural contract is in place, but that the pre-  
44 bond fee needs to be established. Mr. Ricci said he'd prefer to wait until after December 23 to get the contract in place, but  
45 that he is not charging for pre-bond work.

46 The group discussed basic ground rules. They agreed to meet every week from now until December 23 and set Monday,  
47 December 9, 2013 at 2 p.m. for the next conference call. There was agreement that every other week would be sufficient for  
48 after December 23 until the vote. Everyone agreed that five or six bids from sub-contractors would be the general rule unless  
49 particular trades couldn't do that. Waivers of this general rule are to be discussed in advance by the group. Mr. Apple  
50 suggested that a written quality control process be developed in response to Phil Wilson's questions during the interview. Mr.  
51 Ricci believes that can be incorporated into the safety planning and that he'd work on that after December 23. Mr. Apple

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52 stated that deadlines set by the group were important and that time is of the essence. Waivers of deadlines should be  
53 discussed prior to the deadline by the group. Additionally, any confusion as to direction should be addressed in writing and  
54 circulated to the group. Mr. Ricci suggested that enquiries about bidding should be answered by Administration with “You  
55 need to be bonded,” to which all agreed; and, this suggested a larger question of working as a team. Everyone agreed that if  
56 you’re not sure if your colleagues would agree with a statement, that you should wait before saying it. The group discussed  
57 and agreed that group respect for individual roles is essential to teamwork. Mr. Lamarre reiterated that the number on the  
58 ballot would have to be accurate and that this is incredibly important to getting the project passed.

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60 Respectfully submitted,

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62 Paul L. Apple, Town Administrator