

## SUTTON POLICE DEPARTMENT BUILDING COMMITTEE

Scheduled Meeting held November 1, 2017

Located at Town Hall Meeting Room

PRESENT: Wendy Mead, Gerry Creiger, Chief Dennis Towle, James Smith, Timothy Harrison, Jesse Limanek, Paul Maynard, Wayne Junnilla

ABSENT: none

GUESTS: Matt Salad (Tecton Architects), Neil Joyce (CMS), John Connolly (CyberComm)

Meeting called to order at 7:01 pm by Wendy Mead

1. Jesse Limanek made a motion to accept the minutes from October 11, 2017, second by Paul Maynard: vote 7-0-0.
2. Neil Joyce reported that NELCO, the apparent low bidder, signed the contract and returned their bonds and insurance forms at the Kick-off Meeting on October 31, 2017, and that "generally things are proceeding in the right direction". NELCO is in the process of applying for and filing for the building permit with the Building Inspector's office and they anticipate beginning to set up perimeter fencing in the next two to three weeks. During that same time frame they will be executing agreements with their sub-contractors. The principal sub-contractor will be the site work contractor to come to the site and dig the hole for the foundation. During November, Neil expects that we will see temporary fencing, job trailers, perhaps temporary electric services and hay bales and shortly after Thanksgiving, a site work contractor on site begin moving dirt and getting the excavations prepared and ready for foundations,
3. Wendy Mead asked about a ground breaking ceremony as a way of thanking the community for their support for this project. She then asked how late into the season can a foundation be poured and Neil advised that a foundation can't be poured on frost and it gets increasingly more difficult with colder weather to keep the concrete warm enough to set and cure properly.
4. John Connolly provided a communications update and reported that the application for licensing for both Police and Fire has been approved for transmit power for four sites which should provide 90 to 95 percent coverage for the town. He then reviewed various coverage maps for mobile and officer portable transmissions. John and Paul Maynard responded to several questions asked by Wendy Mead, Jim Smith, Tim Harrison and Gerry Creiger. Chief Towle expressed his satisfaction with the improved coverage. Jim Smith asked John to take a look at the Pigeon Hill site to provide additional coverage for areas not fully covered.
5. Neil Joyce discussed the budget and how the correction of an earlier error led to an increase in the contingency amount by about \$95,000.00 and raising the project contingency total to about \$280,000.00 (3 to 3.5% of budget). He then emphasized that he would continue to investigate other value engineering incentives and that the subject was discussed at the Kick-off Meeting.

6. Jesse Limanek made a motion to create a Finance Sub-committee composed of Tim Harrison, Chief Dennis Towle, Wendy Mead and Jim Smith, second by Paul Maynard, vote passed 8-0-0. Jesse asked what would be an amount that Chief Towle would be authorized to sign off on. After some discussion, it was decided that the amount of \$5,000.00 would require signatures from both Chief Towle and Jim Smith. Jesse made an amended motion to authorize both Chief Dennis Towle and Jim Smith to jointly sign off on change orders under the threshold of \$5,000.00 that arise in between either the Finance Sub-committee meetings and the general Building Committee meetings, second by Tim Harris vote passed 8-0-0.
7. Tim Harrison presented his plan to show what bills are processed thru the Municipal Accounting System and how they compare with figures from Neil Joyce. Neil explained the process for staying within the budget and projecting any change orders for potential liability.
8. Tim Harrison and Jim Smith spoke about the bond sale to take place on Monday, November 6, 2017, and how the S & P visited Sutton and that they have upgraded our bond rating to AA+.
9. The next regularly scheduled meeting will be Wed., December 6, 2017 @7:00 pm.
10. Stephen LeClaire has resigned and he will be replaced by Rick Deschenes.
11. Matt Salad reported that Tecton has agreed with NELCO to have construction meetings on a bi-weekly basis beginning November 16, 2017.
12. Wendy asked that a representative from NELCO attend the next scheduled meeting.
13. Jesse Limanek made a motion to adjourn @ 7:52, second by Tim Harrison, vote passed 8-0-0.

Respectfully Submitted,

Gerry Creiger,

Clerk