

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
March 20, 2014**

Members present: Chairman Sarah Silk, Vice-Chairman Linda Murray, Dave Bowers, Brad Harriman, and Dave Senecal.

Members excused: None.

Staff present: Town Manager David W. Owen, Planning and Development Director Rob Houseman, Finance Director Pete Chamberlin and Recording Secretary Amelia Capone-Muccio.

Chairman Silk opened the meeting at 6:00 PM.

Non-Public Session

Mr. Owen stated a non-public session is needed to discuss personnel.

New Business

A. Board of Selectmen Meeting of March 19th to update Brad Harriman

Chairman Silk stated that the purpose of this meeting is to bring Mr. Harriman up to speed on the Town Hall renovations as he was unable to attend the meeting last night.

Mr. Harriman expressed his concern about the RFQ process for the renovations and is seeking to get some information on such as he believes the bid is three years old and questioned if they should put it back out for bid due to the time lapse. He would like to go through the bid process again for the architect and general contractor services as he thinks there are others out there that may provide a more competitive price.

Mr. Owen stated that Mr. Houseman is preparing a request for qualifications (RFQ) for the architectural services and the intent of that is to do a short-form procurement process due to the latest architect has provided good work and plans to do the work for a discounted price. He explained the short-form procurement process should satisfy the town procurement policy requirements.

Chairman Silk stated the current architect has been working with the town since June of 2011 after they were engaged by the Friends of Town Hall. She noted the construction work was bid out originally in 2008 and they received 6 at that time.

Chairman Murray noted the difference now is previously it was bid on with full plans and specifications but they have since changed to the Construction Manager process.

Mr. Owen stated in the RFP for Construction Management, CCI was recommended for the project and that CCI has done work on a number of Town projects and reports from those

projects have been satisfactory. He stated from a staff perspective the Town has already complied with the procurement policy and there is no need to go through that process again and we can award CCI with the contract. He noted that Mr. Houseman is drafting a RFP for a Clerk of the Works position to oversee the project.

Chairman Silk also noted the Board voted last night to appoint Linda Murray and Dave Senecal to assist staff in working with the staff for the renovation project.

Mrs. Murray stated that CCI did provide the Town with the estimates for the project and it is hard to use their services for that and then put it back out to bid, it's not good politics.

Mr. Harriman questioned if anyone has been in contact with CCI.

Mr. Houseman replied he spoke to them last week and they are interested in the project and wish to proceed.

Chairman Silk stated she spoke to the Tax Collector and she has a concern about moving in July as that is when tax bills are due. It has been suggested by Mr. Owen to close the offices to the public for a week to allow the staff to pack and move. She stated in regards to the contractor, she would like to see a financial incentive to have the project completed on time.

It was moved by Linda Murray and seconded by Dave Bowers to continue with CCI for construction management services for the renovation of Brewster Memorial Hall per results of the 2010 RFP.

DISCUSSION:

Mr. Senecal expressed his concern with the time lapse and feels that in three years things can change and it would be beneficial to the Town to put it out for bid.

Chairman Silk stated that since there is no contract at this point she would really like to see a completion date with incentive included.

Members voted, Dave Senecal and Brad Harriman opposed and all others in favor, the motion passed.

Chairman Murray questioned when the RFP's would go out for the architectural services and the Clerk of the Works.

Mr. Owen replied the architectural services are going out as soon as possible and the Clerk of the Works is not as critical at this point.

Public Comment

None.

Questions from the Press

None.

Being no further business before the Board, Chairman Silk entertained a motion to enter non-public session.

Member Brad Harriman moved the Wolfeboro Board of Selectmen to enter non-public session at 6:20 PM to discuss personnel. Dave Senecal seconded. Roll call vote: Sarah Silk-yes, Dave Bowers-yes, Brad Harriman-yes, Dave Senecal-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 6:25 PM.

Chairman Silk stated the non-public session minutes of March 20, 2014 were sealed by a 2/3rds vote as required by law.

Being no further business before the Board, Chairman Silk entertained a motion to adjourn.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 7:26 PM. Member Linda Murray seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary