

**Select Board Meeting, Monday, August 21th, 2017 in the Cavendish Town Office
Meeting Room at 4:00 pm**

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Mark Huntley, Brendan McNamara (Town Manager), Bruce McEnaney (Assistant Town Manager), Jen Leak (Recording Secretary), and citizens as listed on the attached sheet.

Absent: Jill Flinn

1. Call the meeting to order

Bob Glidden, Chairman, called the meeting to order at 4:01 p.m.

2. Act upon minutes of the meeting of August 14th, 2017

The Board decided to consider these minutes at the September monthly meeting.

3. Sign Orders

Bob Glidden, Chairman, informed the Board there were no orders to sign.

4. Adjust agenda

Brendan said there were no adjustments.

5. Hear Citizens

There were no citizens wishing to be heard.

6. Select Board to review and consider proposals for new Municipal Highway Garage.

Brendan reminded the Board that he had provided them with copies of two proposals at the August 14th meeting to review today, Armstrong Steel's proposal for \$102,628.00 and Heritage Building System's proposal for \$44,545.90. The Armstrong proposal includes 4 bay doors and motors, greater insulation and higher wind/snow loading than the Heritage proposal. Brendan said that he asked Heritage to change their proposal to match the proposal from Armstrong, but they did not respond.

The Board discussed the building dimensions, which are the same for the two proposals. George asked if more detailed building plans were available. Bruce said that it's customary for those plans to be released only after a contract is signed and a deposit paid. Mark asked if both companies could deliver in time to have a building in place before winter. Brendan said that they could. He added that he has asked both companies to provide local references.

Brendan passed the draft warning for the information meeting and vote to approve the borrowing of funds up to \$400,000 for the garage construction to the Board members to review.

George asked Brendan to explain how he reached the "up to \$400,000" amount to be borrowed. Brendan said that he and Bruce had added together estimates on all the components involved. He said that they believed \$400,000 was a high estimate on the total cost for this project and

hoped that actual costs would be lower. He said that he could get those figures together for the Board but did not have them all today.

Brendan said that he is still negotiating with our insurance company, but he thought the settlement would be around \$125,000. Mike Smith, Weston & Sampson Engineering, estimated that the foundation/slab and drainage work would cost \$45,000. Bruce added that using frost walls instead of a flat slab would probably decrease the actual building construction costs, since the walls would be 4' shorter. Brendan said that the Town can advertise RFPs for the electrical, plumbing and heating systems once we have detailed drawings of the building. Bruce commented that it would be prudent to include the preliminary plumbing for a sprinkler system. The system itself could be installed later. Although not required, having a sprinkler system in place would lower our insurance costs as well as preventing this kind of disaster in the future.

George said that he thought \$400,000 seemed too high and he needed a more detailed cost estimate. The Board agreed to wait for those figures before signing the warning.

Mike said that he thought having more insulation and higher snow/wind loading capacity were important and worth paying for. He also suggested that the doors might work and fit better if they were included with the building rather than added on later, leading him to favor the Armstrong bid. Mark agreed, and added that ordering and installing doors from another company might delay the completion of the building.

Bruce reminded the Board that they had discussed borrowing money from the Capital Equipment Fund at the August 14th meeting in order to begin the site work soon, so that the building can be placed as soon as possible. The fund would be repaid when the voters approve borrowing money for this project. Brendan said that he spoke with Diane McNamara, Town Treasurer, and there is enough money in the Capital Equipment Fund to do this. George questioned the legality of borrowing money out of that fund. Brendan said that he thought the Board could make that decision, but he could check with Diane again and also the Secretary of State or Town Attorney. The Board decided to wait for more information before approving borrowing money from the Capital Equipment Fund.

Bob Glidden moved/Mike Ripley seconded a motion to accept the proposal from Armstrong Steel for a new Town Garage building for \$102,628 (or less). All voted in favor.

Brendan said that he will talk to Mike Smith about drawing up the plans for the foundation/slab and put an RFP together. He said that he will email it to the Board for review.

The Board decided to meet again in order to review and sign the warning, consider borrowing money from the Capital Equipment Fund, and further discuss the town garage construction process. The Board agreed to meet on Wednesday, August 23, 2017 at 4 p.m. in the Town Office.

7. Other Business

Brendan said that he spoke with Doris Eddy, Town Health Officer, regarding the abandoned building on Pie Alley in Proctorsville that was discussed at the August 14th meeting. They visited the site and found that there are some holes but most of the building is boarded up. Brendan said that he spoke with Kasey Mann from the Northcountry condos and told her they did not believe it was a health threat. He added that he believed it was a civil matter between property owners and not a Town issue. Brendan said that Kasey did not feel that was acceptable and that the condo owners would likely come to future Select Board meetings to discuss this issue again. Brendan said that Doris will write a written report for the Board.

Bruce McEnaney – none.

Mark Huntley – none.

Mike Ripley – none.

George Timko – none.

Bob Glidden – none.

8. Adjourn

Mike Ripley moved/George Timko seconded a motion to adjourn at 4:46 p.m. All voted in favor.

Minutes Approved: _____

Date: _____