



# Warner Board of Selectmen

## Meeting Minutes Friday, January 26, 2018 APPROVED

Chairman Dabuliewicz opened the meeting at 9:10 am

Attendance: Selectman John Dabuliewicz – Chairman, Selectman Kimberley Edelman, Selectman Clyde Carson and Town Administrator – Jim Bingham

### **1. Nonpublic Session**

Chairman Dabuliewicz moved to go into nonpublic session at 9:10 am. under RSA 91-A:3 II (b) hiring Selectman Carson seconded the motion. Roll call vote was taken: Selectman Carson - yes, Selectman Edelman – yes, Selectman Dabuliewicz – yes.

Present: Selectman John Dabuliewicz – Chairman, Selectman Kimberley Edelman, Jim Bingham - Town Administrator

The Selectmen made an offer of employment for the Selectmen's Secretary position, but the candidate turned the offer down, the second candidate was not a strong candidate either. After which, the previous secretary, Mary Whalen, who left the position, contacted Jim and asked him if the Board would consider hiring her back at the same level she left. Mary sent Jim an email stating that she will have no future intention of seeking employment else wear until she retires. Jim is recommending to the Board to re-hire Mary at the level she would be at if she stayed. Seniority would remain but will begin at zero accruals. The probation period will also be waived.

### **Board Action**

Chairman Dabuliewicz moved to re-hire Mary Whalen with existing seniority and salary with the understanding she won't be leaving again. Selectman Carson seconded the motion, motion passed unanimously.

Chairman Dabuliewicz moved to come out of nonpublic session at 9:20 am. Selectman Carson seconded the motion. Roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Edelman – yes.

### **2. Public Session**

Chairman Dabuliewicz re-opened the meeting at 9:33 am

Attendance: Selectman John Dabuliewicz – Chairman, Selectman Kimberley Edelman, and Town Administrator – Jim Bingham (Selectman Carson was not in attendance for the public portion)

Others present: Ed Raymond, Martha Mical, Ken Holmes, Bruce Blazon, Anthony Mento

### **3. Selectman's Secretary**

A. John explained the Board open today's meeting with a nonpublic session under hiring for the secretary's position in the Selectmen's Office. John explained the Board interviewed four people, offered the job to one of the candidates who turned it down. John said the previous secretary, Mary Whalen, contacted Jim and asked if the Board would consider re-hiring her because the position she left for wasn't what she thought it would be with the guarantee she would stay until 4 years or when her husband retires. John said the other 3 candidates were not strong candidates, the Board believes this is the appropriate thing to do, to re-hire Mary Whalen at her former salary, keeping seniority. Martha Mical asked the Board to state the rate of pay for the record. Jim said \$19.94. John said a correction will need to be made by the Budget Committee for the Selectman's Secretary salary.

### **4. New Fire Station - North Branch Construction Company**

A. Ken Holmes and Bruce Blazon from North Branch Construction met with the Board to talk about the bids. A binder was presented to the Selectmen, the binder is North Branch's backup and their estimate for the guaranteed maximum price estimate for plans and specs issued by SMP Architect for construction drawings.

It was either Ken or Bruce that provided an overview on what's included in the binder and how it works. The estimated amount at this time is \$2,742,363. Anthony said that number is the current value of construction only, the hard cost. There is another component, the soft costs, which is for over-site of the work through construction administration by Anthony's team, engineering, construction, testing that is required and other items including a bonus contingency that is highly recommended the owner have a pool of money for things that are found to be needed or unforeseen. A copy of the soft costs was provided. The complete cost is just over \$2,900,000. There is no money budgeted for furniture, computers etc., that is why Anthony would like to see the contingency in-place. There is a chance furniture will be purchased through an Emergency Operation Center grant that Ed Mical has been working on.

- B. John asked if it's a practice to negotiate further with the bidders if one is not satisfied with the bids being offered? North Branch said it depends on the situation. Typically, the bids are not negotiated unless there is a reason not to follow the typical guidelines which are the pre-qualification process with bids on specific scopes of work in a public forum. Negotiations can take place with the contractor's once the project is approved and passes. Kimberley said but, will it pass with your high figure because what we agreed to is \$2,700,000 for the total (hard & soft costs).
- C. Jim believes the cost of a little over \$2,900,000 will not happen with the town, somehow the figure needs to be below \$2,900,000. North Branch said we need to reconvene and come up with deletions. North Branch said keep in mind with the numbers the Board is talking about there will be two different contingencies, both are essential. If the contingencies are not spent, it would lower the cost to where you want to be. North Branch said they have never seen a project where the contingency wasn't utilized. Anthony added but not all the time. Usually what is effected is the finishes, painting, flooring etc.
- D. Anthony said he wants to start looking at North Branch costs because that's the only place tangible to lower the cost and he does think there is an opportunity to say to the apparent low bidder can you make recommendations on what they can save within their division.
- E. Jim went back to the contingency and asked if they feel the town has done everything they could to minimize any potential use of contingency. North Branch said Warner has done an excellent job. The "what if" they see is the site conditions. Anthony said there will be a time in the project when they feel as though they are past the danger zone and then they will know what will be expected to be used from the contingency. But at that point in time, the project has been approved. Kimberley said it's a plus knowing the unspent contingency comes back to the town, but the problem is it's still part of the package we are trying to sell to the town on March 17th. It's hard to sell a \$3,000,000 project.
- F. Anthony said the components that make up the larger numbers are the mechanical, electric, framing and the site. He feels some things could be reduced in the electrical scope. Jim asked how long will it take to get this cost down. North Branch said a couple of weeks. A public hearing needs to be held before Town Meeting.
- G. North Branch talked about the cost per square foot. Warner's project is under \$250.00 per square foot. The town of Litchfield, for a 5 bay fire station is at \$430.00 per square foot. Hudson recently completed a 4 bay fire station for \$346.00 per square foot.
- H. Jim said another concern of the town is the operation cost of the building after it's operational. North Branch said the town is getting the best pricing they think the town can get for as robust a building the committee has designed. The amount that needs to be shaved from the cost is \$150,000.
- I. John asked Ed Raymond, the Fire Chief, what his reaction is. Ed asked where will you look to cut back. North Branch suggested the vinyl fence, it can be reduced to almost half, about a \$9,000 savings. Anthony said there were 38 lights in the apparatus bay ceilings, the lights were reduced down to 28 and changed the fixtures during design, maybe there is a different fixture that's less money but has the same light spread. Another area to look at is the really high-end telephone, data and communication wiring system. Anthony then said he would want to go back to the mechanical contractor as well, he said there is clearly money there. Anthony talked about how it will be beneficial to talk to the subcontractor's to learn if they have really good numbers, that they don't have a contingency within their number that is just to cover themselves.
- J. Martha Mical asked if there are prices on the kitchen because some of the work will be completed at a later date by the fire department. North Branch said we priced what was currently in the drawings. Martha said

the kitchen could be reduced all the way to just sheet rock, electric & plumbing. Anthony said it was also discussed to leave the administration area as a shell.

- K. Ed Raymond said his idea was the building wouldn't be a turn key operation. The firemen are willing to help with saving money with things that they feel they can do. John asked Ed how he is feeling about the discussions this evening. Ed agrees to look at areas to cut back. Anthony said maintaining the operational and functional needs of the building is the number one priority. Have a shell that's energy efficient and not take anything away from the insulation, he would want and try to maintain the cement board siding, but there are cost savings in administration, in mechanical and site savings to achieve the goal. Kimberley asked how does this happen. North Branch and SMP explained the process of creating a list of items that can be reduced and then a conversation takes place with the two low bidding subcontractor's to work on their figures. Kimberley asked North Branch and SMP to move forward with the process of reducing the cost for the new fire station, John agreed. Anthony will report back to the Board. Ed said he's trying to figure how to get one facility that houses all the equipment under one roof and is what we need, what is wanted can come along later.

## **5. Adjournment**

A motion was made and seconded to adjourn at 10:43 am.

Board of Selectmen  
John Dabuliewicz – Chairman  
Clyde Carson  
Kimberley Edelmann

Recorder of the minutes: Mary Whalen