

CHARLOTTE SELECTBOARD SPECIAL MEETING
Monday, April 4, 2022
Charlotte Town Hall 159 Ferry Road and via teleconference

DRAFT

SELECTBOARD MEMBERS: *In person:* James Faulkner, Chair, Frank Tenney, Vice Chair, Matthew Krasnow, Lewis Mudge, Louise McCarren

ADMINISTRATION: Dean Bloch, Town Administrator (*in person*)

OTHERS:

In person: None

Remote: Paul Plante, Scooter MacMillan, Peter Joslin, Rebecca Foster, Junior Lewis

AGENDA ITEMS:

- 6:30 PM Town Garage
- Contract for Preliminary Design
 - Contract for Estimating Cost of Construction
- 7:00 PM Discussion with CVFRS [possible executive session; 1 VSA §313(a)(1)(A)]

CALL TO ORDER

James Faulkner called the Selectboard meeting to order at 6:30pm

Town Garage Contract for Preliminary Design & Contract for Estimating Cost of Construction.

James Faulkner stated that in order to go for a bond vote there are two things that are needed: a design and a cost estimate. Both of those issues are a bit challenging due to needing an architect and an estimator. A proposal has been made. There are currently three companies: Centerline Architects, Russell Construction and Rabideau Architects, that are able to help get this design and cost estimate. The proposal is for drawings a quote for coming up with a cost estimate. A legitimate estimate of the construction cost as opposed to sending it out to design builders and getting an estimate with all kinds of contingencies. “In order to get an accurate estimate, you have to pay someone to do it and that’s the bottom line”

Frank Tenney agreed with James Faulkner stating that all estimates needed to be based on the same information in order to compare apples to apples.

James Faulkner stated that if it simply went straight out to Request for Bids the estimates would be all over the place with countless contingencies. In James’s opinion he feels that it will save the town money in the long run to get a design and a cost estimate to begin with.

The other concern is that when it goes out for a bond vote the town needs to know what the accurate estimated cost will be. Research has shown that this is the typical proceedings for this type of project. Centerline Architects is working in conjunction with Russell Construction and Rabideau is working by himself. Rabideau would be working on basic design of the building. Centerline architects would be working with Russell Construction to get accurate costs and design.

Matthew Krasnow asked for clarification about the process and the goal for tonight's discussion to be sure that there was no conflict of interest for his participation, due to his employer. It was determined that there is no conflict of interest because currently the site has been chosen and the Selectboard is simply looking at architects. James Faulkner stated that the site is chosen but that the contractors haven't been chosen yet. The goal for tonight's discussion is to potentially vote on someone to do the estimate of the cost of the project to build the town garage. Dean Bloch stated that this would likely be an architect linked to a construction firm. Matthew agreed that once the project goes out to bid for a contractor to do the work, he will recuse himself but at the design and estimate level he feels he has no conflict of interest and could add to the process. James Faulkner and all board members agreed.

James Faulkner went on to explain that the process of getting an estimate for the estimate is for the purpose of informing whoever the town gets to bid on the project what exactly is expected to be done.

Matthew Krasnow stated that there are two estimates for the estimate. James confirmed this to be the case. James Faulkner stated that Rabideau doesn't have an estimator with him, he's an architect. The request was put to Rabideau to come up with a design for the bond vote.

Lewis Mudge stated that if the Selectboard chose Centerline Architects, which is affiliated with Russell Construction, it doesn't mean that the board would have to choose them as the contracted builders when it comes time to choose a bidder for the project's construction. All agreed with this statement.

Frank Tenney asked if the Selectboard would want to look into getting another estimate to go along with Rabideau's design in order to compare apples to apples or instead move forward? Louis McCarren stated for the sake of time and because the Centerline Architect estimate is very thorough, she feels that moving forward would make sense.

Lewis Mudge asked where this money would come from to cover the cost of this estimate? James Faulkner answered stating that it would come out of the Highway Reserve Fund which is approximately \$600,000 currently.

James Faulkner expressed the concern of both having too much money or not

enough money with the bond. Lewis Mudge asked what the consequence was of having too much money with the bond? Lewis pointed out that if it's too much money it could be used to pay back the bond.

Matthew Krasnow stated that estimating is going to be difficult since pricing is changing on an average of every 5 days or so. He suggests a higher amount of the bond sum by about 10% as a buffer.

MOTION by Louise McCarren, seconded by Lewis Mudge to accept the Centerline Architects and Russell Construction's proposal for cost estimate not to exceed \$19,605.

DISCUSSION: Matthew Krasnow asked that the Board add into the discussion or the motion the provision in the Town's purchasing policy that the Board will be adhering to.

Dean read from Section V(A)3. of the Town Purchasing Policy, which allows the Selectboard to award or authorize contracts for the purpose of meeting a public emergency without complying with the bid process. Emergency expenditures may include repair or maintenance of Town property, equipment or infrastructure if the delay in such repair or maintenance would result in substantial impairment of the delivery of important Town services.

Louise McCarren stated the provision of road maintenance is a critical Town service. Others agreed.

VOTE: 5 ayes, 0 nays; Motion Carried.

Scooter MacMillan asked for clarification as to who exactly will be included in the executive session and James Faulkner said he would state their names momentarily. Scooter also asked if the documents for the bids would be available online and Dean Bloch stated that he would get them to him tomorrow.

Discussion with CVFRS [possible executive session; 1 VSA §313(a)(1)(A)] to take place at the fire house.

MOTION by James Faulkner, seconded by Matthew Krasnow to enter into executive session for a discussion with CVFRS board under 1 VSA §313(a)(1)(A). The participants in the session that are CVFRS board members are as follows:

Fritz Tegatz, Board President

Jared Bomba, Board Vice President

Devin St. George, Treasurer

Tom Cosinuke, Secretary

Patrice Machavern, Business Operations Manager

Dick St. George, Chief

Caitlin Herr, Member at Large

Jules Polk, Community Member

Dave Schermerhorn, Community Member

Selectboard members will be

Lewis Mudge, Frank Tenney, James Faulkner, Matthew Krasnow, Louise McCarren; and Town Administrator Dean Bloch will also join.

VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by James Faulkner, seconded by Louise McCarren to exit executive session and reconvene as the Selectboard. VOTE 5 ayes, 0 nays; Motion Carried.

No action taken with the discussion with CVFRS.

Adjournment

MOTION by Louise McCarren, seconded by James Faulkner, to adjourn. VOTE: 5 ayes, 0 nays; Motion Carried.

The meeting was adjourned at 9:15 p.m.

Minutes respectfully submitted, Brooke Milo, Minute Taker. Edits by Dean Bloch.