

Waterbury Select Board Meeting
March 25, 2014
Steele Block 2nd Floor Conference Room

Present: K. Miller and C. Viens, Select Board; W. Shepeluk, Municipal Manager; B. Farr, Long Term Community Recovery Director; L. Oates, VISTA; and C. Lawrence, Town Clerk.

Public: A. Nelson, VIA; E. Coffey, T. Wood, N. Howell-Sherman, L. Parks, and D. Luce.

Construction Methods

A discussion was held at the last meeting about the construction method. Some members participated in a conference call on March 19th with Ray Marzbani (VCDP Senior Grants Management Analyst) about construction method options and those notes were distributed. A. Nelson described the pros and cons of Construction Manager versus General Contractor, and how each process works. He stated that both are acceptable processes, and that the Construction Manager process takes more time and effort.

At 2:37pm, Chris Nordle joined the meeting and called the meeting to order.

Discussion continued with regard to construction methods. C. Nordle stated that the Construction Manager would do the job procurements, and that the bid opening would be a public process with approval from the Select Board.

C. Viens expressed concern about a late start to the construction season and asked what additional costs might be incurred if the project is delayed. W. Shepeluk stated a preference to go through the bond sale this summer. Given the permitting process, the earliest date to break ground is the end of September.

Discussion continued about the Construction Manager method. A. Nelson suggested that the Town needs to have legal expertise to manage the RFP process, and suggested the use of AIA contracts. If a Construction Manager is hired, the contract with VIA would have to be amended to take out their estimator.

To move forward, it needs to be determined if construction starting in September is feasible. C. Viens stated the using a General Contractor seems cleaner and less of a burden on the Town. C. Nordle responded that there are steps under the Federal Procurement Guidelines that have to be followed. A. Nelson stated that the Construction Manager process is more complicated, but has more value up front.

K. Miller made a motion to do an RFP for a Construction Management delivery method for the construction of the Municipal Complex project. The motion was seconded by C. Viens and passed by those present. It was suggested that the RFP could be out in 3 weeks, after review by a lawyer. The response time should be 2 to 4 weeks, and the top picks would be interviewed.

Agenda Items

Additional items were added to the agenda, including an easement deed for the roundabout project, moving a picnic shelter from the State Complex to Town property, and the contract with Armada.

B. Farr asked about the status of the rescission petition. E. Coffey stated that there are 5 to 10 people working on it. L. Parks stated that there are a larger group of people out there who have opposing interests.

Minutes

K. Miller made a motion to approve the minutes of the March 12th meeting. The motion was seconded by C. Viens and passed by those present.

VIA Draft Project Development Timeline

A. Nelson went through the proposed timeline and stated that the schedule is very tight without many relief valves. T. Woods asked about Town spending during the rescission period. C. Nordle responded that some work needs to be done regardless, and that the RFP can be sent out. W. Shepeluk stated that there is no prohibition against spending money while waiting for the vote, and that it comes down to prudence.

With regard to timing, one option is to begin foundation work in the fall, hold construction during winter and commence in the spring. This allows for work into the winter if applicable and/or necessary and also relieves concerns over doing foundation work during the wet spring.

Phase II ER

B. Farr is working on Phase II ER RFP, using language from A. Nelson. The RFP will be reviewed by the Select Board at the 4/7 meeting and, once approved, sent out to a list of known, quality companies on 4/8. Proposals will be due end of April and will be evaluated at the 5/5 Select Board meeting.

VIA plans to meet with user groups on 4/10 and will meet with the Select Board at 3:00pm that same day.

HMGP applications

B. Farr mentioned an upcoming round of Hazard Mitigation Grant Program (HMGP) funding due May 2nd. There are several homeowners interested in the program, though these applications would cover basement fill-in work only (no structural elevation), which would lead to reduced flood insurance premiums and risk of property damage/loss in future flooding events. A letter of intent is required by April 1st. K. Miller made a motion to authorize W. Shepeluk to sign a letter of intent to apply for HMGP funds for the May application deadline. The motion was seconded by C. Viens and passed by those present.

Utility easement

As discussed at a previous meeting, a utility easement is necessary to complete the roundabout project. C. Viens made a motion to authorize W. Shepeluk or A. Tuscany to sign the Green Mountain Power document authorizing the easement rights for the roundabout. The motion was seconded by K. Miller passed by those present.

State Complex picnic shelter

W. Shepeluk was approached by BGS regarding a picnic shelter at the State Office Complex, which is expected to be torn down in the coming weeks. BGS offered to take down the shelter and donate it to the town. The Recreation committee would like for it to be transferred to the Anderson Field complex. A concrete pad would need to be poured as foundation for the shelter, which is expected to cost between \$2,000 and \$3,000.

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This money would come from the Recreation's CIP funds, primarily from the profits of Winterfest. The shelter would be no cost for the taxpayers. K. Miller made a motion to allow W. Shepeluk to get the picnic shelter from the State for free and to install it at the Anderson Field recreation area with the \$2,000 to \$3,000 cost of the concrete pad to come from the CIP fund. The motion was seconded by C. Viens and passed by those present.

There being no further business, the meeting was adjourned at 4:43pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: April 7, 2014