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**TOWN OF
BROOKLINE, NEW HAMPSHIRE
BPW BUILDING COMMITTEE**

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*Minutes
BPW Building Committee
Tuesday, January 19, 2021*

Members present via Zoom at the start of the meeting: Eddie Arnold, Mike Wenrich, Cindy LaCroix, Todd Croteau, and Tad Putney.

Eddie called the meeting to order at 6:32 and said we were meeting under Executive Orders which allow for remote meetings. Members all stated where they were located and that they were participating remotely due to COVID-19.

Minutes

Mike moved, seconded by Todd, to accept the January 14th meeting minutes as amended; Roll Call Vote Yes 4-0-1 with Tad abstaining.

Contingencies

Cindy said she spoke with **Roland** about the contingency for the ledge. She confirmed that the GMP is a lump sum in the contract and North Branch gets 5% of the contingency even if it is not spent. She said that while that is unusual for projects she works on, such projects are much larger and have more scale and that is not the case with this project. **Brian** joined the meeting at 6:42pm. **Cindy** said she told **Roland** that he cannot influence the cost of the ledge and therefore any amount for this work should not be subject to North Branch's construction management fee. There was discussion about what costs would impact the owner's contingency as opposed to the contingency within the GMP. **Cindy** said if we decided to make **Mike's** office two offices, that would come out of the owner's contingency. If **Roland** decided he needed to use another vendor for some reason and the new vendor costs \$20,000 more, that would come out of the GMP contingency. **Tad** asked if the GMP contingency amount is typical. **Cindy** said yes. **Cindy** said that **Roland** is going to get unit pricing for the removal of ledge and that can then be added to the fixed costs (such as mobilization) for the contractor. **Dana** joined the meeting. **Cindy** said there will be several different levels of pricing based on the amount of ledge removed given economies of scale would be realized if larger amounts are involved. **Cindy** said **Roland** will create an allowance for the ledge so that we are not paying North Branch a 5% construction management fee on the ledge removal.

Investigation of Ledge

Tad referenced an email from **Roland** saying we could probe the area of the cistern for ledge at a cost of \$2,000. **Mike** said he thought it was a good idea to have the probing done. He said we had been given the option of doing a geotechnical analysis of the site for substantially more money and we opted not to do it. **Dana** asked why **Roland** did not suggest it earlier when ledge was identified as a possibility. **Cindy** asked how many probes will be done for the

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\$2,000 and noted if they only do the four corners, they could miss ledge. **Todd** agreed that we need to know how many probes will be done. **Eddie** asked **Tad** to get information on how many probes would be done for the next meeting.

Owner's Contingency

The discussion of whether we should have an owner's contingency above the GMP was revisited from last week's meeting. **Mike** said he feels our job is to bring a reasonable cost figure to the town for approval and he thinks it should include a 3% contingency. **Cindy** said delay of town meeting could push us to winter conditions and weather-related costs would come out of the owner's contingency as there is no money in the GMP for it currently. **Eddie** said he does not like how the owner's contingency suggestion came about so late, but he thinks it is the responsible thing to do for the project. ***Tad moved, seconded by Mike, to add a 3% contingency to the GMP as an owner's contingency; Roll Call Yes 6-1 with Dana voting no.***

Town Meeting Delay

Cindy said that even with a modest delay in the meeting, she and **Roland** expect that the building can be closed in by winter, so the project can then continue to progress during the winter with minimal costs such as temporary heat. **Tad** asked about the typical impact on a project budget for working in winter conditions. **Cindy** said on two of her projects winter conditions added about 1.5% in costs over the past two winters. **Dana** asked about how the funds for the project are paid out and asked that **Tad** get information on how the contract is structured for payment, so it can be discussed at the next meeting. **Dana** said she wants the project manager to be aware that if they see a potential issue/change/idea that they bring it to the town's attention immediately.

Presentation

Tad said he updated the presentation slide on tax impact to reflect a \$2.7 million bond and updated the figures in the table to reflect the bond amount. Members reached agreement on a couple of changes to the bond bar chart slide and **Cindy** will update it. **Eddie** said it was suggested that we do a video of him making the presentation as a second video for residents. He said he would like to also schedule some public Zoom meetings to start the public outreach for the project. **Brian** asked if we think the presentation will be similar to the one given at town meeting. **Mike** said he thinks we should use the same presentation for town meeting. Others agreed. **Tad** said he will contact **Dave Pease** to schedule him to do a video of the presentation in the meeting room.

FAQs

Tad said he added an item to the FAQs on the savings from eliminating the sand shed and second backhoe rental. **Eddie** said there had also been discussion about time being saved by having the sand and salt in one location at the new facility. **Dana** suggested adding this information later in the FAQs where there is discussion of where residents can get sand and salt.

Video Changes

Eddie said he was okay with the video as is. **Dana** said she would like to modify the road agent reference and that the \$2.6 million cost reference needs to be updated. **Brian** said he would like to add pictures of the future equipment. **Mike** said he will get pictures to **Tad**. **Eddie** suggested adding a picture of the chipper as well.

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Next Meeting

The next meeting was confirmed for Thursday, January 28th, 2021 at 6:30pm via Zoom.

Adjourned at 7:40pm.

Minutes submitted by Tad Putney.