

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
April 15, 2019**

**APPROVED**

**SELECTBOARD MEMBERS:** Carrie Spear, Fritz Tegatz, Frank Tenney, Louise McCarren, (Matt Krasnow, absent)

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Scooter MacMillan, Peter Trono, Margaret Woodruff, Nan Mason, Robert Mack, John Quinney, Jonathan Silver, Christina Booher, Deirdre Holmes and others

**AGENDA ITEMS:**

Adjustments to the agenda  
Request for Bids for Library addition  
Approve Request for Bids  
Authorize Selectboard Chair to open bids on May 20

**CALL TO ORDER**

Frank Tenney called the meeting to order at 7:08 p.m.

**APPROVAL OF REGULAR AGENDA**

No changes.

**Request for Bids for Library addition**

**MOTION by Louise, seconded by Fritz, to approve the bid as presented in the packet.**

**Discussion**

Fritz requested a change in language under Conceptual Design to include specific titles Floor Plan, Site Plan and Conceptual Design in the document.

Frank amended minor grammar and a typographical error and asked about the construction manager. Fritz said he was volunteering to be the construction manager.

Fritz said the important thing to understand is this is the “design build” stage of the project. He noted that many of the questions in the emails he has received will be answered in bids and certainly included in the contract. The fact that they are not included at this stage in the process should not be alarming, he said.

Peter Trono said he was confused about the proposal for bids. He mentioned the need for zoning permits and site plan. He said there are still many questions regarding parking and

wastewater. He added that the bid documents are vague and asked, "How do you give this to contractors to bid on with barriers that are not spelled out in the bid documents?"

Fritz said these questions will be answered and it is all taken into account when the bids are evaluated.

Peter asked to make it more specific in an effort to make it easier on the bidders. He said the numbers are "crazy" and suggested coming up with a parts list to get solid numbers from each bidder.

Fritz said traditionally a design build contract is not specific and that he has many years of experience in this arena.

Peter asked what the problem was with putting together a list of materials and Frank and Fritz both said "time."

Robert Mack said what is proposed will take until next year to evaluate and get the project rolling. Fritz said it would take five to ten days to evaluate the bids. Robert disagreed.

Louise read the clause that said the Town has the authority to accept or reject any part of the proposals and that everyone on the Selectboard was very aware of the process. Louise said that Peter and Robert made good points and that the Selectboard will take the time to get it done right.

Christina said the Town just went through a bidding process with ash trees that need to be removed. She said Dean had to go back after bids were submitted and ask the bidders if they bid on all of the ash trees or just the roadside ash trees. She asked how the Town was going to do that with carpet and light fixtures and windows.

Peter said it is not that hard to list out the parts and material needed. The numbers are huge numbers to get this job done, he said, and then asked again about the permits. "This isn't that hard," he said.

Fritz said this is the first step in gauging the price and that the hope is it will not be 1.4 million dollars. This initial process is to get a ballpark figure, he said, to get an initial list of what it is going to cost to get this done. Fritz said some people might be unaware of how the process works.

Peter said what the Town is doing with this is asking for the design work. He said to look at page 5 where it says earth work and excavation. He asked, "How can that bidder bid that with no site plan?"

Frank said the sketch plan has been completed.

Peter said this is the biggest project the Town has ever done and he suggested slowing down.

Fritz said he agreed with Peter's previous statement that it is a simple process. The original site plan shows what needs to be seen, he said, the original site plan is there for everyone to see.

Peter said there are many questions that need to be worked out and that he had never seen this done this way. He explained how he conducts his business and how successful he is and he asked again about wastewater any why the project was being rushed along.

Frank said this is part of the process.

Robert said "the devil is in the details" and there needs to be more time and then he asked why this was all happening now when groundwork could have been done a long time ago to be better prepared.

Fritz said the bond needed to get passed first.

Christina asked if there is anything in the current document that Planning and Zoning could disagree with that would result in it needing to be altered.

Frank said that was not known as it has not gone through site plan, only sketch plan. It was noted that parking was not included at this point in the process.

Christina asked who was going to pick up the extra cost for the parking. Fritz said they will work that in before June. Christina asked if the permits will be ready by June.

Fritz said Planning and Zoning are aware of what is needed and all of the bidders know how to comply with regulations. He said any competent bidder is fully aware of the permits needed.

Louise said everyone was making good points and the Selectboard has complete and full discretion. She said she understood there are many people who feel it is rushed but this is the next logical step. This is a path forward, she said.

Frank said if we send this out we are getting a whole lot of information. Robert said it would be a lot easier to go to Rice Lumber and have them put something together for you so the Selectboard would understand more about what should be in the document.

Fritz said Rice can give you a small scale of what you need but it is better to have design builders do it where there will be much more detail. He offered that some of the bidders might be using Rice Lumber.

Frank agreed and said the Town will be getting back all of the answers to everyone's questions by putting this out. Rice provide materials only.

Peter said the Selectboard will chase bidders away by not being more specific. He suggested the energy committee should be involved. It was noted that the energy committee was very involved in the process.

**MOTION by Louise, seconded by Fritz, to call to question. VOTE: 4 ayes, 1 absent (Matt Krasnow); motion carried.**

**MOTION by Louise, seconded by Carrie, for the chair or vice chair to open bids on April 20<sup>th</sup> at 5pm. VOTE: 4 ayes, 1 absent (Matt Krasnow); motion carried.**

#### **ADJOURNMENT**

The Planning Commission meeting was adjourned at 7:54 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.