

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 05/08/2023, 6:00 PM

Transcribed By: Beth Joslin

Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton NH

Call to Order

Commissioner Auger called the meeting to order at 6:01 PM.

Attendance

Commissioners Paul Auger, Eric Pyra; Timothy Sattler; Chief Michael W. Sitar Jr. and Administration Manager Kathy Tobine

Building Committee: Paul Blaisdell, Dennis Manning, Lisa Martin and Nathan Langione

Old Business

Commissioner Auger commented they were meeting tonight to review the AIA Document A141 Agreement Between Owner and Design-Builder. Chief Sitar recommended Lisa Martin give a run down of the document. The contract was reviewed and discussed by the board and committee members.

Lisa commented that pages 2 and 3 were fine. She noted that page 4 was an incentive program and her recommendation is that they say not applicable at this phase.

Commissioner Pyra asked if it would be better to say TBD? Lisa stated that if there was a program it would be in the next contract phase. Nathan commented that there is no revenue incentive for us to pay them more to move faster.

Owners' Budget lists \$100,000 for phase 1 design build services, which came from their proposal. Paul commented that there was a difference in committee's scope and what the contractor has provided. Discussion ensued regarding layout of meetings. Chief Sitar commented he will contact them to revise. Lisa noted they need to attach a revised schedule of milestone dates because the original stated that they would be starting March 20th which has obviously passed. She added that counsel needs to review, so there will be some time before the contract to be signed. Discussion ensued the regarding schedule.

Lisa stated that Design Builder Proposal and Contractors: next phase can remain same with TBD.

Lisa commented that they will need to come up with criteria and put it in writing. The Board agreed that the building committee will come up with the criteria and present it to them. Discussion ensued regarding possible criteria and space needs.

Lisa noted that the next couple sections are typical contract language and there are no issues with what they have for team.

Regarding the Owners Representative, Chief commented that this was if they wanted to hire another architect to do peer review adding that he has someone in mind. Lisa commented they also need owner representative to be a point person.

Regarding dispute resolution, Lisa asked if the Commissioners want arbitration? Adding that they can specify something else. Discussed options. Decided to get advice from legal council as to the best option.

Discussion ensued regarding who would be named as the authorized representative.

Regarding compensation Lisa stated that they are generally paid monthly and this section is where you would specify that. Discussion ensued regarding billing cycles and when they will be paid. Agreed that the terms should be Net 30 instead of TBD as listed. Lisa commented that 2.1.2 regarding hourly billing should be marked as Not Applicable. Reimbursable expenses were questioned. Discussed ensued and there were questions regarding additional fees. It was decided that that section should be removed.

In regards to progress reports Chief Sitar commented that in this first part they probably want them more than monthly. Lisa suggested they provided a progress report with the invoice. Nathan asked section 3.1.8.2 applicable? Lisa commented this applies to work after execution, during design it will not.

Lisa stated that the indemnifications for legal to review.

Article 4 is what they will decide at next committee meeting when they discuss criteria.

Lisa stated that Article 6 is change orders based on agreement and talks about how change orders are processed.

Lisa noted that 7.1.1 states that the owner's representative must be designated in writing. Also noting that the owner has a lot of responsibilities and will need to respond in a timely manner. Discussed borings that were done at the Sanborn Rd property.

Regarding the owner to maintain insurance, Chief Sitar stated that they would attach a certificate of insurance. Paul commented that it's weird they don't state the insurance requirements. Lisa commented that the rest is mostly related to construction and that claims and dispute resolution will be run by the attorney.

Any Other Business

Next building committee meeting is May 22 at 5:30 PM. Discussion regarding future meetings.

Extensive discussion regarding space needs and locations.

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:37 PM.

Respectfully submitted,

Beth Joslin

Beth Joslin
Clerk

Next Meeting Dates, Time, Place:

June 6, 2023, 5:30 PM
Tilton Town Hall,
Downstairs Meeting Room
257 Main Street
Tilton NH