

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 17, 2017

PRESENT: John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Ivan Quinchia, Norman Larson (architect with Christopher P. Williams), Peter Carey

ABSENT: Patrick Moriarty

9:00 A.M. **TOWN OFFICES EXPANSION AND REFURBISHMENT PROJECT:** Member Lonske explained the situation that the town was in with regards to the Special Town Meeting to be held on May 16, 2017 regarding ratifying the 2017 March Town Meeting votes and asked Norman Larson what this means for the Hebron Academy Building Project. Mr. Larson replied that this delays the project start date for about 90 days. Peter Carey outlined the steps that need to happen with regards to the Special Town Meeting and the timeline. Mr. Larson noted that the contractors bidding on the project may have another project that they are in the process of completing which could also delay the start date. Vice-Chair Dunklee noted that the project needs to start by December 31, 2017 in order to keep the funding. Peter Carey pointed out that the Board was not allowed to spend any funds approved at the 2017 March Town Meeting until the meeting had been ratified.

Peter Carey mentioned two contractors that might be interested in the clerk of the works as Dick Batchelder and Steve Rosen. Member Lonske asked Norman Larson for clarification for the clerk of the works. Mr. Larson noted that he usually covered that role, but the Select Board could definitely have someone closer to the project to keep an eye on the project. Mr. Larson suggested that the person hired for the clerk of the works position should be familiar with commercial construction building codes and be available to view the project as different steps are in the process of happening, not after the fact. Ivan Quinchia volunteered to keep an eye on the project and pointed out that he had been the General Contractor for three building projects recently. Vice-Chair Dunklee noted that the town should hold out 10% of the project price to ensure that the project would be completed as specified. Mr. Larson stated that 10% retainage was common practice. Member Lonske discussed the billing process. Mr. Larson outlined the normal billing would be done and approved by his office and submitted to the town once a month for payment. The town would only be responsible for the certified amount. Member Lonske asked Mr. Larson to clarify the items included in the project price. Mr. Larson agreed to include this in the building project proposal before it would be put out for bids.

Vice-Chair Dunklee commented on the newsletter article drafted by Peter Carey, Moderator, explaining the reason for the Special Town Meeting. Member Lonske noted that along with the article by Mr. Carey there would be a link to the letter from NH DRA and the proposed timeline by Town Counsel.

Member Lonske noted that the letter was sent to Bruce Platts and Faye Foster regarding the Boundary Line Agreement and inquired about a timeframe to wait for a reply. Member Lonske reviewed the requests made by Platts/Foster if the addition was ever constructed and ways to address the requests (ex: privacy fence, water testing, water run-off from the roof of the addition, etc...). The Board discussed how this issue may impact obtaining a loan.

10:47 A.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 10:47 a.m., seconded by Selectman Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.