

**TOWN OF CENTER HARBOR  
BUILDING COMMITTEE**

**Meeting Minutes  
Thursday, June 25, 2009**

Chairman Pete Loudon called the meeting to order at 6:00 p.m. Present were Steve Condojani, Police Chief Mark Chase, Trevor Chase, Gary Goudreau of Goudreau & Associates Architects PLLC, Selectmen's Rep Richard Drenkhahn. Julian Shlager, Bob Chance and Secretary Janet Kimball were absent.

The minutes of this meeting are as relayed to Ms. Kimball by Chief Mark Chase.

**APPROVAL OF MINUTES:**

A motion to accept the minutes for June 11 was made by Steve Condojani and seconded by Trevor Chase. All were in favor and the minutes were accepted.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**LEED:** The committee chose not to discuss the LEED process at this time. Chief Chase will schedule a meeting with the Energy Commission to jointly discuss the issues.

**INTERVIEWS:**

The following questions were asked of each of the three candidates (Baybutt Construction, Bonnette Page and Stone, Hutter Construction) chosen for interview:

1. Is the 7 month schedule outlined by the Owner in the RFP appropriate given the size and nature of this project? Can it be shortened without adverse effect? And if so, what might the monthly savings be in General Conditions.
2. Explain your cost estimating procedures during the pre-construction phase. How many estimates are done, and at what stages?
3. Of the list of general conditions that were provided in the RFP, are there any changes or revisions you would suggest or plan to make, or is the list comprehensive enough? Are any of the items to be put onto the scope of subcontractors?
4. How would you help market this project to the voters?
5. Will the jobsite superintendent be on site full-time for the duration of the project?

6. How much time do you envision the project manager spending on the project on a weekly or monthly basis?
7. If you were to imagine a stumbling block on this project, what would it be and how would you resolve it?
8. Why do you want to be the CM for this project?
9. How will LEED effect this project?

There was general discussion of each candidate with input from Gary Goudreau, Architect regarding the fee schedule, qualifications and local knowledge of subcontractors.

The motion was made by Chairman Loudon and seconded by Trevor Chase to recommend Bonnette Page and Stone. The vote was unanimous in favor. Chief Chase will go before the Board of Selectmen on July 1, 2009 to seek approval to engage their services.

The next regularly scheduled meeting will be on July 16, 2009.

**ADJOURNMENT:**

At 8:40 p.m. Trevor Chase motioned to adjourn the meeting. Pete Loudon seconded the motion and the vote was unanimous

Respectfully submitted,

**Janet Kimball**  
Building Committee Secretary