

**Town of Tinmouth
Select Board
Tuesday, January 26, 2021
Virtual Meeting Due to COVID-19 Pandemic
Meeting Minutes**

Members present: Frank Sears, Cathy Reynolds, and Michael Fallar

Others present: Stan Wilbur – Public Works Project Manager and Gail Fallar – Select Board Assistant. Road crew was unable to attend due to snow storm duties.

Frank called the meeting to order at 7:05.

Stan apologized for the confusion – he understood this meeting was to finalize questions for the design/build contractors with the interviews to be held at a future meeting.

Public Works Facilities Design/Build Proposals ~

Stan asked for comments or changes to the proposed questions for the design/builder contractor he had sent to the Board. They dealt with staffing, budgeting, permitting, construction schedule and warranties.

Board reviewed and suggested including a question about how they anticipate keeping the cost at \$500,000. Wondered if the contractors would have questions for the Board, what they might be – what are the needs of the project?

Board discussed process, warranty, builder's insurance, bonding – whether to require the contractor to be bonded, review of a proposed contract (should have an attorney review), how to ensure cost does not get out of control, etc.

Board decided hold a special meeting for the interviews on Tuesday, February 2, 2021, with ½ hour for each company, in executive session due to possible negotiations. Stan advised he will send the questions to the 3 contractors so they can submit written answers before the interviews.

Stan also advised that Craig Jewett, Otter Creek Engineering, was close to completing a new application for a storm water permit for just the town garage. Salt/sand shed stormwater permit would be addressed in the future. Stan noted that Craig was not charging for this permit application. Stan asked for this to be added to the agenda for the meeting on the 2nd.

Meeting adjourned at 7:45 PM.

Next Meetings Schedule ~ Special February 2 at 6:00 and regular February 11th 7:00.

Meeting adjourned at 8:07 pm.

Respectfully submitted,

Gail Fallar

Select Board Assistant