

West Windsor Selectboard
Draft Minutes
August 12, 2016

Present: Dick Beatty (by phone), Tom Kenyon, Win Johnson, Martha Harrison, Jason Booth (Aldrich + Elliott; by phone)

1. Call to Order – Vice Chair Tom Kenyon called the meeting to order at 10:32 AM.
2. Changes or Additions to Agenda – Tom noted that he is filing a fire & safety permit for closing the openings left by the removal of the old heating system. Tom also said he intends to hire Dave Silvester to fix the flooring upstairs, related to the clock project. Win said he'd like to discuss the speed limit ordinance under "Other Business."
3. Review Aldrich + Elliott's Bid Analysis & Recommendation for Award for the Water System Improvement Project – Jason Booth said A+E has tabulated the bids, prepared an updated project cost, and reviewed references for Manosh, the low bidder. Jason said all the references were good, including the banking and bonding references. Based on their review, Jason said, A+E found that Manosh was a responsive and responsible bidder and A+E feels the company can complete the job satisfactorily. Jason reviewed the specific components of the Total Project Cost and noted that the contingency amount is conservative to bring the total to \$575,000. Dick asked if the low bid on the booster pumps is reflected in the Total Project Cost. Jason said no; the booster pump bid was \$11,435.29. Jason noted that the amount included for the Resident Project Representative is a not-to-exceed amount. Win asked about the size of the existing line serving Mountainside. Jason said the contractor needs to dig test pits to determine the size and location of that line. Win asked if it would help to have the town dig test pits next week. Jason said that's an option if the town wants to do it. Tom asked when the contractor would dig the test pits. Jason said Manosh anticipates mobilization the day after Labor Day so by the end of that week, we should know the size and location of those lines. Dick asked about the easements. Jason noted that A+E's recommendation is contingent on receiving the Certificate of Title to Site from the Town Attorney; the state will not allow the contract to be awarded until that document is in hand. Tom said, according to the Town Clerk, the paperwork is being processed today. Win said it's his understanding that Matt Birmingham has the easement from Mountain's Edge; it's only Mountainside's easement that is up in the air. Jason said it would be worthwhile having a conversation with Matt because, if he feels comfortable doing it, the certification can be provided with exceptions. Dick asked Martha to check with Matt on the status of the easements. Win asked if we are waiting for anything else. Jason said no; everything else is ready to go. Win asked about the electrical work. Jason said the Green Mountain Power estimate covers the cost of getting power from Ski Tow Road across the ravine. Win asked if the rest of the electrical work is included in the contract. Jason said yes. Tom said he just spoke with Matt and Matt is prepared to certify that everything is in order on Monday. Dick asked about the cost of removing the trees for the power line. Tom confirmed the estimate from Rice is \$1,000. Jason said it could be considered a small purchase and included in the total project cost. Martha asked about Act 250. Jason said Nate has been pursuing that this week but we haven't heard back from them. Dick suggested that the Selectboard approve awarding the contract to Manosh, subject to receiving the Certificate of Title to Site from the Town Attorney. Jason agreed to edit and re-send the Notice of Intent letter.
4. Authorize signature of Notice of Intent to Award Contract – **Dick moved to approve the revised Notice of Intent letter and authorize Tom to sign it on behalf of the Selectboard. Win seconded the motion, which passed unanimously.**

5. Authorize signature of Letter re: DBE Effort by N.A. Manosh Corp. – Win suggested revising the letter to reflect the fact that A+E has reviewed the disadvantaged business enterprise (DBE) effort of Manosh and that the Selectboard concurs with A+E’s review. Dick agreed. Jason said he will revise and re-send the letter. **Win moved to approve the revised DBE letter and authorize Tom to sign it on behalf of the Selectboard. Dick seconded the motion, which passed unanimously.** Jason noted that the pre-construction meeting will be on Thursday, August 18, at 1:00 PM at the Town Hall.
6. Town Clerk’s Orders – **Tom moved to sign orders. Dick seconded the motion, which passed unanimously.**
7. Other Business – Speed limit ordinance: Win summarized the speed limit discussion that occurred at the Selectboard’s last meeting. Win said West Windsor currently has a number of speed limit ordinances and suggested consolidating them into one ordinance. After discussion, the Selectboard agreed to consider a consolidated ordinance at their next regular meeting.
8. Adjourn – **Tom moved to adjourn at 11:30 AM. Win seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison