

West Windsor Selectboard  
Draft Minutes  
August 4, 2016

Present: Dick Beatty, Tom Kenyon, Martha Harrison, Jason Booth (Aldrich + Elliott), Patrick Finn (Aldrich + Elliott), Don Haddox (VT DEC), and representatives from: Willey Construction, Kingsbury Construction Co., S.U.R. Construction West Inc., All Seasons Construction Corp., and H.A. Manosh Corporation

1. Call to Order – The meeting was called to order with Jason Booth announcing that the bid period for the West Windsor Water System Improvements Contract No. 1 was now closed as of 11:00 AM.
2. Bid Opening: Water System Improvement project – Jason opened and read the bids as follows: Willey Construction bid \$499,837; Kingsbury Construction Co. bid \$521,568; S.U.R. Construction West, Inc. bid \$471,417; All Seasons Construction Corp. bid \$618,551; and H.A. Manosh Corporation bid \$380,878. Jason noted that H.A. Manosh Corporation is the apparent low bidder, subject to Aldrich + Elliott’s bid analysis and tabulation. Dick asked Jason if the total project cost estimate has been updated. Jason said yes; A+E updated the estimate after the direct purchase bids came in. Jason added that the contingency amount is usually reduced from 10% to 5% after the low bidder is identified. Martha asked about approving the installation of the electrical service. Jason said he wants to review the bid details before the town makes any commitments. Jason said he expects to have the bid analysis done by the end of next week. Tom said the town was planning to remove the trees that are in the path of the proposed electrical service. Jason said that’s the town’s decision. Dick said he thinks we should hold off on taking the trees down. There was brief discussion about the substantial difference between the high and low bids.
3. Changes or Additions to Agenda – Cemetery deeds; People’s Bank resolution
4. Authorize signature of bond bank document – **Tom moved to authorize the Chair to sign the Bond Bank’s Distribution Authorization form. Dick seconded the motion, which passed unanimously.**
5. Town Clerk’s Orders – **Tom moved to sign orders. Dick seconded the motion, which passed unanimously.**
6. Other Business – Cemetery deeds: **Tom moved to sign the cemetery deeds. Dick seconded the motion, which passed unanimously.** People’s Bank resolution: Cathy had a resolution for the Selectboard Chair to sign giving her permission to order business cards. **Tom moved to authorize the Chair to sign the resolution. Dick seconded the motion, which passed unanimously.**
7. Adjourn – **Tom moved to adjourn at 11:30 AM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison