

**Town of Winhall Selectboard**  
**“Special Meeting Minutes for Wednesday, October 22, 2014”**

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**PRESENT:** Bob Oakes, Bill Schwartz, Steve Blanchard, Lissa Stark (Town Administrator), Lucia Wing (Secretary), Marcel Gisquet (Clerk of the Works)

**CALL TO ORDER:**

Oakes called the special meeting to order at 11:00 AM at the Town Hall

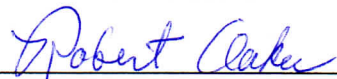
**TOWN GARAGE: CONTRACT WITH VMS:**

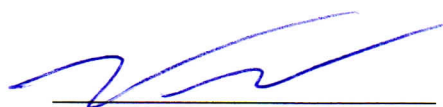
After review of the contract proposed by VMS, the Selectboard agreed to the following:

- 1) The Contract should reflect the new base price of \$638,700.
- 2) The contractor will need to furnish a new schedule of values which reflects the Contract price of \$638,700.
- 3) The Clerk of the Works will handle contract administration with the help of the Town Administrator for the owner(s). The architect will assist as needed on a fee basis.
- 4) The Contract and Project Manual along with Addendums 1,2,3,4,5 conflict with regard to multiple items. The resolution to these conflicts will have the Addendum supersede the Project Manual which will supersede the Contract. This must be stated in the new Contract.
- 5) Any Owners' signatures required under the Contract will be provided for by the Selectboard with the exception of "change orders" under \$1,000 which may be signed by the Clerk of the Works for the Owner(s).
- 6) The new Contract should refer to the new plans Project Manual and Addendums.
- 7) A partial list of areas of conflict that have been found in the review of the Contract include but are not limited to:
  - a) The architect is not providing any contract administration services.
  - b) Periodic payment requests are provided for in the Project Manual 00500 Agreement 5. c and d.
  - c) Retainage is provided for in the Project Manual 00500 Agreement 5. a and b.
  - d) Retainage will be released no more than (90) days after completion of the "punch list."
  - e) Insurance required from the contractor is specified in Addendum 02 #12
- 8) The contractor will need to complete 00500 Agreement provided in the Project Manual.
- 9) Owner(s) will provide fuel for the temporary heat and submit the electric bill to the contractor for payment.
- 10) Owner(s) will "post" construction site after the contractor places the construction fence.
- 11) The Town Administrator will confirm the Town has proper insurance as Owner(s) on the building as it progresses towards completion.
- 12) It was agreed that the Clerk of the Works would coordinate with VMS to generate a new contract ASAP to sign and get the project started Monday, October 27, 2014.

As there was no other business to conduct, the meeting was adjourned at 11:50 AM; ***motion by Oakes; seconded by Schwartz; unanimous.***

Meeting minutes respectfully submitted by,  
Lucia Wing, Secretary  
Winhall Selectboard

  
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Robert Oakes, Chair

  
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William Schwartz, Vice-Chair

  
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Steve Blanchard, Member