

Shepherdstown Special Town Council Meeting Minutes
Monday, July 20, 2010
6:00 p.m. – Town Hall

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Wanda Grantham Smith (arrived at 6:10), Josh Stella, Dave Springer and David Rosen (arrived at 6:50).

Absent: None

Staff: Amy Boyd, John Brady and Frank Welch

Visitors: Andy Singletary and Michael Theis

Agenda Items 1-Call to order/approval of agenda:

Call to order by Mayor Auxer at 6:05 pm. **Motion made by D. Springer, Second by J. Stella to approve the agenda. Motion carried unanimously by those present at 6:05 pm.**

Agenda Item 2:

Approval of bid for construction of the new Town Hall (vote required)

A. Singletary spoke at length explaining the bid process. He stated it was a three part process; #1, recommendation of bid review to Council. #2, the construction budget and #3 the contract.

D. Springer asked for an update from Andy. There was no change in the floor plan, the shed was removed, the detailing in the lobby was changed to reflect the old building, the Fire Marshall required him to add a second door on the second floor and there were a few tweaks in the office spaces.

Andy stated there were 12 bids, three came in under \$1 million dollars and the lowest was \$857,000. The highest was almost \$1.2 million. There was a bid bond set for 60 days. He took the top six and reviewed them. There were no issues with completeness from all six. He then looked at the top three and did an excel chart and there were 3-4 variables; the price bid, geothermal alternate and unit price for excavation of solid rock as well as the subcontractors.

He then looked at the two top bids and they were \$26,000 apart and interviewed those two. A. Boyd, J. Brady and A. Singletary interviewed Callas and Brechbill & Hellman, both of which are capable.

Callas has more experience. They are at Shepherd Univ. a lot working as well as the Coast Guard base.

B & H are based out of Pa.

Callas realizes geology is an issue with the Corporation and understand the dynamics of the town. They came in as the lowest bidder.

D. Springer asked if Andy had a positive recommendation from both contractors and Andy stated he did.

J. Brady pointed out that mobilization costs would be less with Callas as they are already on Shepherd campus.

Andy stated the lowest bid came in around \$192.00 a sq. ft. which is a legitimate price. There is no sprinkler system specified for the building due to its size or a built in fire alarm system.

J. Stella asked about the rock removal and blasting. Andy stated the contractors understand there is to be NO blasting but it's ok to drill. A chemical can be inserted into the rock then it expands the rock to crack it. It's better than chipping it.

J. Stella asked about the geothermal alternate plan. Andy stated that the up-change for the geothermal alt. came in at \$70-95,000, he was surprised by the number as he thought it would come in around \$30,000.

There are two components to this;

-the system excavation for piping, pumps and manifold

-fan unit

Andy stated that there are three "zones" in the building; town hall, police dept., and the meeting room that would require 5 tons or less for each zone. Because the building is more like a residential building instead of a commercial building there are cost savings there.

The geothermal alt. wellheads and manifold require a specific area of space and would require a space 3-4' wide and 20' long area cut below the building.

Andy eliminated the geothermal alt. from the budget because it came in too expensive. Instead he's going with three home style units to stay within the budget.

Andy recommended the lowest bidder, Callas because he feels they are capable, local and familiar with our town. He stated the bids were received on time by July 6, 2010.

The contract

Andy stated the contractor would sign a standard AIA 2007 contract with related conditions. The retainer request is 5-10%, Callas recommends 10% the first 6 months then switch to 5%. It works out in this order-owner/architect/contractor. Andy stated in actuality the contract favors the architect, the town and Callas in that order.

The budget

Andy handed out the new budget and the Mayor read the reasons to go into executive session to discuss the budget.

Motion made by L. Robertson, Second by J. Stella to go into Executive Session at 6:50 pm. Motion carried unanimously.

Motion made by L. Robertson, B. Schill to come out of Executive Session at 7:55 pm. Motion carried unanimously.

The Mayor stated asked how soon Council could meet again after Andy meets with the contractor/s. July 27, 2010 at 5:30 pm was set to meet with Andy again and to vote on the bid. **No action taken tonight.**

Agenda Item #3

Committee, Commission and Board appointments (vote required)

The Mayor requested to change the day the Finance Committee meets to accommodate J. Stella to a Monday.

Finance-Mayor Auxer, J. Stella, B. Schill

Police – L. Robertson, Mayor Auxer, W. Smith, D. Springer

Personnel-L. Robertson, W. Smith, M. Auxer, D. Rosen

Public Works-Mayor Auxer, B. Schill, D. Springer

Parks and Rec- L. Robertson

Planning- J. Stella, D. Rosen, D. Springer, B. Schill

Tree-L. Robertson, B. Schill

Water Bd-B. Schill

Sanitary Bd. Mayor Auxer

Motion made by L. Robertson, Second by W. Smith to approve the appointments to the above Committees/Commissions and Boards.

Motion carried unanimously.

Agenda Item #4

2010-2011 General Fund Budget Revision #1 (vote required)

The Mayor explained the budget to the Council. The revisions have to be made one month into the new fiscal year. If any member has any specific questions please refer them to Pat.

Motion made by L. Robertson, Second by J. Stella to approve the 2010-2011 General Fund Budget Revision #1. Motion carried unanimously.

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**Motion by L. Robertson, Second by W. Smith to adjourn at 8:20 pm.
Motion carried unanimously**