

**Town of Tinmouth
Select Board
Thursday, September 17, 2020
Virtual Meeting Due to COVID-19 Pandemic
Special Meeting**

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

Others present: Sherry Johnson, Kim Harbaugh, Eric Buffum – Road Commissioner, Stan Wilbur, and Gail Fallar – Select Board Assistant.

Frank called the meeting to order at 5:37 PM and welcomed everyone.

Frank noted that the purpose of the meeting was to discuss the need for a project manager for the public works facilities upgrades– town garage and salt/sand shed. He set ground rules for participation to avoid interruptions and speaking over one another. A speaker needs to identify themselves, no one else will be allowed to speak until the first speaker says, ‘thank you I’m done’. There could be questions asked of the first speaker and when that is finished, the next speaker could introduce themselves.

Frank then noted the first item was to formulate a job description for a project manager – he had prepared a draft and asked for comments.

Cathy noted she preferred to hear from Stan Wilbur first, given his experience, to get his perspective. Frank and Michael concurred.

Stan advised that he had wanted to listen first, to determine where the town was regarding the public works upgrades. He outlined his expectations: 1) make sure everyone was in line with the scope of the project; 2) complete the project within the scope/budget/time; and 3) look at what’s been done, who the players are – NBF- architect: Otter Creek Engineering: and interface with all vendors. He noted that the Select Board makes all the decisions, the project manager implements what the SB wants done. He added that specs should be kept simple so that the buildings were biddable and buildable. There needs to be developed a set of plans that all can agree upon, maintain a schedule, meet budget and permitting requirements, keep it rolling and moving.

Board members commented: that there is no defined scope of work, that the Building Committee has many threads that need to be woven together, that there are a number of decisions still up in the air – 3 bay or 2 bay garage for instance, that cost estimates from 2019 may not hold for 2021 given the current economy, that design/build perhaps should be considered, that the amount of site work the road crew can/should do needs to be determined, etc.

Everyone then discussed how to define the scope of work, the amount of information available to compile, who should/could do that. Building Committee members have visited a number of other towns and have information/recommendations from them.

Stan noted it appeared the town was not quite ready for a project manager. He volunteered to take a look at everything done to date and report to the Board with suggestions to move forward.

The Building Committee was discussed, it was noted that they are in the process of compiling town garage information, could be helpful with discussions and gathering more data if needed.

Compensation for Stan was discussed. Stan advised that he did not want to be paid, his services work be his contribution to the project. Board thanked him for his willingness to provide guidance.

Frank moved and Cathy 2nded to bring Stan Wilbur on as project manager for the public works facilities upgrades. All voted in favor. First order of business will be to determine and define the scope of work to be done.

Stan requested permission to speak with NBF, Otter Creek Engineering, Bart Eaton (who has done salt/sand shed research as a member of the Building Committee), ClearSpan, etc. Frank as SB Chair, advised that Stan could speak with whomever he deemed necessary. Stan advised he will check with Frank before speaking to anyone. He will report to the Board at its October 8th meeting.

Cathy raised a member's concern that can't wait until the Board meets next week on the 22nd. A member of the road crew has been out west fighting forest fires – what will be the Covid guidelines when he returns? Board decided he will not be able to return to work until it considers and issues guidance on the 22nd. The matter was added to the agenda for the 22nd.

Meeting adjourned at 6:31 pm.

Respectfully submitted,

Gail Fallar
Select Board Assistant