

Town of Ashford

Established 1714

**SPECIAL SELECTMEN'S MEETING
ASHFORD SCHOOL ROOF CONSTRUCTION COMMITTEE
WEDNESDAY, DECEMBER 27, 2023 at 1:00 P.M.
ASHFORD TOWN OFFICES
LOWER LEVEL CONFERENCE ROOM
TO BE HELD IN PERSON**

MINUTES

1. Call to order at 1:00 p.m.
2. Selectmen present: Silver-Smith, Phillips, Falletti
Construction Committee present: Jim Rupert, Cindy Ford, Mike Mellady. John Calarese and Ron Standley were absent.
Guests: Tom Hibberd, Rich McKinnon
3. Plan acceptance
 - Following a brief presentation by Architect Tom Hibberd relating to preliminary Ashford School roof construction plans (prepared by Hibbard & Rosa), Mike Mellady moved that the Ashford School Roof Construction Committee recommend the acceptance of said plans to the Ashford Board of Selectmen. Jim Rupert seconded the motion. Voting yes on the motion were Jim Rupert, Cindy Ford and Mike Mellady. The motion passed.
 - Acting on a recommendation received from the Ashford School Roof Construction Committee, Roger Phillips moved that the Ashford Board of Selectmen accept Ashford School roof construction plans as prepared by Hibbard & Rosa. William Falletti seconded the motion which passed unanimously. At this time project manual and plans were signed off by Ashford Building Official, Rich McKinnon and the ADA 504 Coordinator, Cindy Ford. The Fire Marshal and the Eastern Highlands Health District representative will be contacted for provision of their signatures.
4. Authorization of partial fee payment
 - Rupert moved that the Ashford School Roof Construction Committee recommend payment in the amount of \$23,000 to Hibbard & Rosa for preparation of preliminary roof replacement plans. Said payment represents 50% settlement of the contracted fee for preparation of the schematic and design development phases of the construction documents. Mike Mellady seconded the motion. Voting yes on the motion were Jim Rupert, Cindy Ford and Mike Mellady.
 - Acting on a recommendation received from the Ashford School Roof Construction Committee, William Falletti moved that the amount of \$23,000 (representing 50% of the contract amount) be paid to Hibbard & Roas for preparation of the schematic and design development phases of the Ashford School roof project. Falletti further moved that this payment be drawn from Capital Projects account number 227-61000-58815-010. Phillips seconded the motion which passed unanimously.
5. A preliminary roof replacement project timeline was reviewed and will be modified as needed.
6. Establish project responsibilities

- The Town's insurance carrier is currently reviewing an owner's representative agreement drafted by Al DiVincentis of Halloran & Sage. Finalization of this document is dependent on review by CIRMA. Once the agreement is finalized, Mr. Hibbard will put together an RFQ/RFP for an Owner's Representative/Clerk of Work for posting on the DAS website.
- Established relationships will be as follows: Ashford School Superintendent/Architect, Architect/Clerk of Work, Clerk of Work/Board of Selectmen, Board of Selectmen/Bond Counsel/Financial Advisor/Treasurer

7. Adjournment at 2:51

Christine K. Abikoff