

Brownfield Steering Committee
March 22, 2012

Members Present:

Ron Couture
Brian Plumb
Bruce Clarke
Donna Neylon
Herb Chaffee
Richard Magwood

Members not present:

Doug Cameron
Michael Dean
Terrance Smith
Lucinda Thompson

Representing Fuss & O'Neill, Inc.:

David Foss, CPG, LSP
Leslie C. Burton, PE

Others present:

None.

Chairman Clarke opened the meeting at 9:00 am in the Kitchen of the Town Hall and then proceeded with the posted agenda:

Agenda:

1. **Review bid process**

Leslie Burton reviewed the bid process and indicated that Precise Paving, Inc. of Palmer was the lowest qualified bidder. She checked their references and found them excellent. There will be a site meeting this morning at about 10:00 am when Fuss and O'Neill representatives will review various items regarding the project with representatives of Precise Paving.

Leslie said that Mr. Kevin O'Malley of Precise Paving indicated to her that they plan to begin actual site work about April 1st and do not expect to have any problems with completion of the project by the mandated June 1st.

Donna had reviewed the draft contract and was concerned that the Town's payment schedule would not match what was in the draft contract. Leslie will work this out with Mr. O'Malley.

Donna explained that the Selectmen had already voted (with the recommendation of Fuss & O'Neill) to award the project to the apparent low bidder, Precise Paving, Inc. of Palmer and had authorized the Chairman to sign the necessary paperwork as soon as it is ready. This will greatly expedite the project as the Selectmen are not scheduled to meet again until April 3rd.

2. **Determine whether or not to accept Alternate #1, #2**

Alternate #1 (chain link fence): This Alternate, if accepted, would extend the chain link fence (all black vinyl components) across the front of the site. The same fence is already part of the contract along the other three sides.

This alternate was bid at \$6,500 by Precise Paving and they need the Town's decision as quickly as possible so that they can include this in their bonding paperwork.

Eventually, with Brian's motion and Ron's second, the committee voted to NOT accept the Alternate 1. This means that there will NOT be a fence across the front of the project site.

Alternate #2 (disposal of contaminated soil): David Foss explained that this cost of \$1,000 will probably not be needed but should be accepted, just in case.

Donna moved to accept Alternate 2; Herb seconded; so voted.

3. **Complete paperwork relative to the bid award**

Leslie will give the necessary paperwork to the contractor at the site meeting this morning; they complete the bonding paperwork, sign the contract and return the documents to the Selectmen's office for the Chairman's signature.

4. **Discuss purchase of the lawnmower**

Donna explained that she had been originally told that we could purchase a lawnmower with value up to \$10,000. New information was received that changed that amount to \$5,000 as the purchase has to fit the category of "supply" under the EPA grant. More than \$5,000 would be "equipment", would be owned by the Federal Government and would require significant additional paperwork.

The Committee discussed this and agreed to authorize Bruce and Donna to write to the Selectmen to request a Special Town Meeting article for \$4,000 from the Brownfield Mill Street Account to be used for the balance on the mower (about \$3000), a sign and a weed wacker.

5. **Discuss matters relative to the signs on the site**

Ron is nearly done with the design of the sign and will forward the order information to Precise Paving so that they will order it. He will continue research on quotes, etc. for the other sign.

6. **Approve minutes**

Ron made the motion to approve the minutes of February 21, 2012 and March 8, 2012; Richard seconded; so voted.

7. **Other**

Fuss & O'Neill provided the Committee with a request for an increase in the authorized budget for engineering and LSP services. After brief discussion, no action was taken.

Donna asked the members to think about having a "ribbon-cutting ceremony" – for discussion at a future meeting.

At 10:01 am Donna moved to adjourn the meeting and Brian seconded; so voted.

Respectfully submitted,

Donna L. Neylon

Approved: 7/12/12