

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

September 1, 2011

**1. Call Meeting to Order**

Chairman Robert Aldrich convened the Board at 10:01am in the Wheelwright Room of the Town Office Building. Other members of the Board present were: Selectman Frank Ferraro and Selectman Don Clement along with Town Manager Russ Dean.

**2. A/P and Payroll Manifests**

**Mr. Ferraro moved to approve an accounts payable warrant dated August 26, 2011 in the amount of \$ 370,098.44. Mr. Clement seconded. Big Ticket Items: a Fire truck payment of about \$35,000 and a water tank payment of about \$270,000. Vote: Unanimous**

**Mr. Ferraro moved to approve a weekly payroll warrant dated August 24, 2011 in the amount of \$ 165,090.76. Mr. Clement seconded. Vote: Unanimous**

**3. Discussion Items**

Public Works Director Jennifer Perry brought a recommendation to the Board regarding the design work for the Norris Brook Culverts. After a full review of the qualifications of the submissions, she recommends CMA Engineers to complete the work. Ms. Perry said that CMA seems to have the best handle on the project and that the Town has used them before for the Industrial Drive culvert and their overall performance on that project was very good.

Mr. Clement asked if all of the design and construction on the Industrial Drive culvert was done by CMA and Ms. Perry responded that some of the work on that project was done in house, but that is not an option on this project due to the timeframe and available resources. CMA gave a complete bid for the entire project where other bidders did not bid the complete project. Mr. Aldrich asked if it was normal that the bids differed so much and Ms. Perry said that it is common for the variation and it is due to the approach that each firm takes to the project. Mr. Clement asked for a timeframe for the project. Ms. Perry stated that if the permitting process can be expedited, which she believes it can, then the Water Street culvert could be done by the end of the year.

**Mr. Clement moved to approve the recommendation of CMA Engineers for the design, bidding and construction administration and residential inspection services for the Norris Brook Culverts in the amount of \$67,800 and that the funds be taken out of the Capital Reserve Fund. Mr. Ferraro seconded. Vote: Unanimous.**

In reference to the 277 Water Street project, Mr. Ferraro apologized to Ms. Perry and Town Engineer Paul Vlasich for voting against a motion to support this project at a prior meeting. Mr. Ferraro said that he spoke with a representative from DES and that he will support the project when it is revisited at a future meeting. Ms. Perry thanked Mr. Ferraro for his support and noted that choosing a bidder based on qualifications as opposed to bid amount is necessary and that the general thinking is that it will pay off in the long run.

Mr. Dean said that he had received a request from Parks and Recreation Director Mike Favreau regarding the closure of Swasey Parkway for the Halloween Parade. The Board agreed that this closure is fine and Mr. Dean said he would confirm this with Mr. Favreau.

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Mr. Ferraro asked about a letter that he read from Mitchell Municipal Group stating that the Town is not in any pending litigation except the Bailey matter. Mr. Ferraro thought that the phrase “claims or assessments” may be applicable to some other recent things that the Board has discussed but Mr. Dean said that the only things that would fall into this category are official legal cases, of which there is only the Bailey matter.

### **11. Adjournment**

**Mr. Ferraro moved to adjourn at 10:26am. Mr. Clement seconded. Vote: Unanimous.**

Respectfully submitted,

Kelly Geis  
Recording Secretary