



**Office of Board of Selectmen
Town of Mason**

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Selectmen HD Special Meeting 11/30/2020
Approved Minutes

Present: Selectmen Louise Lavoie, Charles Moser, Pete McGinnity; David Morrison, Kathy Wile, Erin Darrow of Right Angle Engineering. All attending via the zoom platform, votes by roll call.

Called to Order: The meeting was called to order at 6:31 PM.

Purpose of the meeting was to review bids received for the Russell Rd culvert project. Proposals had been submitted by invitation, and 3 bids have been received.

Erin began with the proposal submitted by Cornerstone Excavation. As the high bid, she felt it included everything she had asked for with the submission. The accounting for dewatering and culvert installations seemed high and could perhaps be negotiated some. Cornerstone had also included a contingency fee of roughly 10%, as well as traffic control (which would not be needed, as the road will be closed during construction). Overall the bid made sense and was all inclusive.

The second bid reviewed had been submitted by Terraform, and was the middle bid. The breakdown of costs was formatted differently than requested. A bit challenging to make direct comparisons, but the total for dewatering and culvert installations was the bulk of the bid, and a bit on the high side. All the information requested was presented and organized by aspect of the project, and showed a clear understanding of the project.

The final bid had been submitted by Earthworks. Erin liked the cost estimate, yet it seemed to be not inclusive of necessary items. Very low mobilization fee, and the assumption is they have all the equipment necessary. The dewatering and culvert replacement fees were also low - there is labor cost savings working with family? The total bid was the closest to Erin's estimate for construction, and they had asked many followup questions of Erin. Concern was that it was perhaps too low, and that a contingency amount could be added?

Erin summarized that she felt all contractors that bid would be capable of doing a good job. They all live in/are tied to Mason, and have done work for the town in the past. She will draft a contract for the preferred contractor, send a copy to the road agent and selectmen office, and get back to selectmen after discussion with the contractor for approval at their meeting next week.

She further stated the wetlands permit has been accepted as complete by DES. She did not ask for an expedited review, as the new timeline for the project is late spring and expedited projects sometimes carry more scrutiny than those that go through the normal process.

Erin will also develop an invoice for her final expenses for this year, and get that in in the next few days. At this time, Erin left the meeting.

Dave had some questions about spending from some budget lines that still had funds – particularly, chains, plow edges and gravel for erosion control (road washouts). Request to encumber funds from the signs line that had been ordered but not delivered yet – firm quote is good enough.

Jeds Lane culvert was discussed – Dave is to get a couple of contractors to look at the work needed as suggested by the engineer, get their observations, then come up with a written narrative/scope of work for the repairs. It was clear that the culvert repair had priority before other spending that wasn't essential.

Pete mentioned he had both bids for the truck lease, and with some minor adjustments they could be easily compared. Short discussion about dealer locations relative to Mason for warranty work, both would come in under the placeholder amount added to the 2021 HD budget.

Dave asked if his crew could open the bottom of Scripps Lane for plowing purposes – discussed where the boulders and trees should go and when to put them back in place in the spring. At this time Dave left the meeting.

Brief discussion about an email Kevin had forwarded regarding a request for information. The information requested does qualify as public information; any action or agreement entered into on behalf of the town by an employee would be considered public information. Will add this discussion to the agenda for the next PD staff meeting.

Special paycheck requested as a separate manifest, can be done at the same time as the next scheduled payroll. Regular mail sufficient.

Charlie will check in with his contact in Portsmouth on a different matter.

Adjournment:

There being no further business, Louise motioned to adjourn, second from Pete. Roll call showed three votes to adjourn at 7:41 PM.

Respectfully Submitted,
Kathy Wile
BOS Administrative Assistant