

Selectboard Special Meeting

Unapproved Minutes

January 28, 2016

Present: Doon Hinderyckx, Robert Meagher, Jim Bowen, Joanne McDonnell, Cricket McCusker, Dan Gendron, Joan Allen

Agenda: West Hill Slope Failure engineering bids review; Report on budget update and reconciliation done by the Budget Committee, Joanne, and Becky.

Meeting called to order at 5:05 PM

Engineering Bid Review: Cricket prepared a bid analysis in accordance with the requirements of VTrans. She explained the analysis, which must confirm that the bid process was acceptable, measured in part by the number of “competitive” bids received, defined as those that came in within 20% of the lowest bid. We needed two, in order to have an “adequate competition”. We received 2 that met that criterion, from Hoyle, Tanner & Associates/Terracon and Holden Engineering & Surveying/HTE Northeast. Cricket also consulted with Chris Bump (VTrans) for an empirical comparison, which was to compare the bid amounts with the cost of engineering for a similar project in Granville. Using VTrans’s Recommended Bid Analysis Procedures, Cricket concluded that the town’s hbid process should be accepted.

She then discussed the merits of both proposals, and recommended Hoyle, Tanner as the least costly, best qualified, and most responsible proposer of the two.

Doon motioned and it was unanimously agreed to award the bid to Hoyle, Tanner & Associates.

Cricket will notify all the bidders of the results and Joan will send the official award letter to Hoyle, Tanner, requesting that they prepare a contract for our review and suggest dates for a kick-off meeting as soon as possible.

Budget: Joanne reviewed the latest changes and reconciliations made that morning by herself and Becky, and then by the two of them working with Budget Committee members Nancy Woolley and Barb DeHart for much of the afternoon.

Doon motioned and it was unanimously agreed to accept the budget as presented, with a tax rate of \$.562635.

Dan then provided an update on his research to purchase a new pick-up truck, recommending working with Green’s Ford. No decision was made; this will be discussed further at the next Selectboard meeting.

Meeting adjourned at 5:40 PM

Minutes submitted by Joan Allen

