

Kingfield Selectmen Meeting Minutes

Monday, November 21st, 2022; 6:00 PM Webster Hall 38 School Street

Attendance

Municipal Officers: Morgan Dunham, Walter Kilbreth, Wade Browne, Polly MacMichael and Hunter Lander

Municipal Staff: Leanna Targett (Administrative Assistant); Travis Targett (Wastewater Superintendent)

Public: Susan Davis, Henry Williams, Jeff Maget, Kim Jordan, Annie Twitchell, Charlie Woodworth, Ron Nunes, Jan Royall, Jan Wiegman, Nathan Edwards, Clay Tranten, Tellis Fenwick, Jr., Brett Fenwick, Chad Fenwick +1, Jared Clukey, Annie Davenport, Diane Christen, Brian Collins, JB Jordan, Kim Jordan, Jonathan Jordan, Les Jordan, Donna Miller and Patricia Buck

Via Zoom: Andrea Fenwick, Danielle Mathieu, Penny Hall and Julie Swain

Absent:

Chairman Dunham call the meeting to order.

Meeting minutes from November 7th, 2022 are reviewed. Motion to accept meeting minutes as written by Selectman Browne. Seconded by Selectman Kilbreth. Motion passes 4/1.

Old Business: None

New Business:

Chairman Dunham moves the agenda to Jan Wiegman and Nathan Edwards from Wright Pierce to discuss Tufts Pond bid documents. Jan states that there is 1300ft that will be overlay only at the beginning of the project. The project is a 20 foot wide road that will require 3" of pavement to bring back. The upper portions will need 6" of bedrock and ditching.

Verbatim: *The design plans show the first 1300 feet of the road is paved, that's going to remain paved, were suggesting an overlay over that particular portion as you have a lot of truck traffic in that area and feel that the roads in fairly decent shape however you are starting to see some cracking on the edges and so forth. We feel the overlay will help the longevity of the area. Beyond that where the road has been reclaimed what we are recommending is a 20-foot-wide width of 3" pavement on the rest of the road to bring it back to where it was. The upper portion will need some additional gravels in some places because you have very shallow bedrock and in some of those areas you can not get ditches on the side so we will need bring the road up about 6" and do some ditch restoration to get the water off the road.....*

As far as the bidding and construction process are concerned the bidders that are invited to bid are the only one's bidding. Pre-bid with contractors a week later in which we could issue any addenda if necessary. Usually everything is due in 4 weeks after the bid goes out. The engineer will review the bid to be certain that the contractor has bid bonds and other documentation and then they will make a recommendation then it will be provided to the selectmen to accept. 60 days from receipt to bid awarding the town will issue a notice to proceed, and the clock starts ticking. Someone will be on site 20 hours a week to address and items necessary.

Verbatim: *We will have part-time construction oversight on the project, so 20 hours a week. We will watch what he is doing, we will look at quantities, make sure he is progressing the work and is doing it in a way that is acceptable. We will provide periodic visits to the site as the engineer and not the*

onsite inspector. We will look at pay requisitions along with the town, typically they submit once a month....

The town should also have a site guy who is able to look at change orders, pay requisitions etc. The town will retain 5% of any requisitions. Once it is substantially complete there will be a punch list with cost completed. The town will pay 98% of total costs and will hold 2% for one year to see if anything needs to be done related to the work that was performed. Jan says he has a few questions before these bid documents can be 100% complete. The first is if 60 days is sufficient for competition with 30 days for punch list items. Second is if the Town will be doing the quality control testing.

Verbatim: We recommend that people, towns do the quality control testing so that more like having a testing agency like SW Cole which is best for you to call them, which I am just throwing out there, there are others as well which will do density testing on gravel to make sure yes, we are getting the 95% compaction rate and when they are paving to do some paving tests to make sure they are doing what is in the paving specifications. We don't do those tests but there are other firms that are set up to do that – we recommend you think about that.

Third is the timing of 7am to 7pm okay for construction. Fourth is there a staging area that the contractor can use – does the town have one. What does the town want to do for liquidated damages. This could be waived but generally is \$500.00 per day if the project is not completed on time. More importantly when does the board want this to go out to bid? The board discusses timing and after Jan suggests building an escalation clause for the cost of materials and such. Selectman MacMichael makes a motion to start the bid process immediately with the escalation clause. Selectman Browne seconded the motion. All in Favor. Board agrees the 60 days are sufficient and the 30 days for punch list items. 7 am to 7 pm and as far as the staging is concerned there may possibly be room at the town garage.

Chairman Dunham recognizes Jan Royall and Sue Davis from Village Enhancement Committee to request funds for engineering. The board was provided with a proposal of services from Mainland Engineers in the amount of \$1,800.00 to \$2,200.00. Jan Royall says there will be permits needed and she is hopeful that Billy Gilmore will assist with these. Selectman Browne makes a motion to accept as presented. Seconded by Selectman MacMichael. All in favor.

Clay Tranten, Chair of the Planning Board indicates that the planning board needs some legal advice and there is no one in AVCOG that can assist at this time. One of the items is to look at our subdivision ordinance for the workforce housing shortage. He is not sure if there is money available for work planning so he is willing to get proposals and will bring the costs back to the board. The board gives a nod of approval.

Charlie Woodworth from Greater Franklin Development Council is then recognized. Charlie says with him via zoom is Renee Whitley from Children's Task Force. Charlie says with out aging and shrinking population they have been able to assist Kingfield residents with \$164,000.00 in funding at the County Level which Kingfield's share is \$5,700.00 so that is a 75 to 1 return on investment. He says he continues to work on items that should be funded at the county level which includes his position that should not

be a cost to the town. Charlie suggests that Kingfield send a letter to the county commissioners as a letter of support for his efforts. AA, Targett will draft and will send to the board for review.

The board then reviews the updated mutual aid contract for Freeman Twp fire protection. Selectman Browne makes a motion to sign as presented. Seconded by Selectman MacMichael. All in Favor.

Administrative Assistant Updates/Discussion:

AA, Targett says she has one item of discussion, she received a request for buckets of sand/salt that could be set out in strategic areas so business owners could cover the ice and prevent any accidents. AA, Targett explains that the location that is most needed is on the corner where the old Sugarloafer shop was. Selectman MacMichael says it would be a good idea to put a bucket in that location. The board does not make any motion.

Other:

Chairman Dunham asks for any other. Selectman MacMichael asks if there is a planned work session for the labor policy. The board agrees to December 21st at 5:30. She reminds everyone of the roads work session December 14th for roads. She asks if there are any budget committee openings. AA, Targett says yes there are two and she will get the word out. Selectman MacMichael says that she believes Wade's motion about the town manager form of government was not valid as he said it would be given to Leanna. She called MMA for legal advice and would like an answer. Upon further discussion and agreement of the board Chairman Dunham says she will send an email.

Chairman Dunham asks if its too late to grade Tufts Pond Road. Brian says yes, and with the recent plowing Henry has taken care of the road. Chairman Dunham says she would like to talk about vacation and earned time as she is panicky as to what is owed to some staff. Do we want to pay it out? Wade says everyone needs vacation, that is why they get it, they should take the time. Diane Christen asks if it carries over from year to year and if there are any limits to it.

Diane Christen asks if the town moves to the Town Manager form of government if there will be less selectmen. Selectman Browne says he doesn't think so. Annie Twitchell says in her profession she does see more conflict with three and with five it seems to work better.

Selectman Browne makes a motion to adjourn the meeting. Seconded by Selectman MacMichael. All in Favor.