

**Town of Barkhamsted
School Fuel Tank Replacement Building Committee
Meeting Minutes
Monday, April 1, 2019
Barkhamsted School**

Attendance: Al Neumann, Don Stein, Rich Winn, Rob Brainard (by phone) and Caprice Shaw. Also present was Jim Agostine.

Meeting called to order at 5:15 PM.

Motion: On a motion by Rich Winn, seconded by Caprice Shaw, Al Neumann was nominated and elected as chairman of the committee.

Motion: On a motion by Rich Winn, seconded by Caprice Shaw, the RFP for a contractor was approved to be put out to bid with the following stipulations. The responses will be sealed bids and the town website and the Hartford Courant will be used for advertising. The advertisements will be available by April 12 and they will be due back by April 29, 2019 at noon. The bids will be reviewed at the next meeting (May 1).

Discussion: The following information was provided by Jim Agostine:

- Lenard Engineering was selected to provide a preliminary estimate and to prepare the RFP.
- Contract documents have been prepared and were reviewed by the Town Attorney
- Jim Ericson (Lenard) and Jim Agostine are meeting in Hartford on April 5 with the Department of Administrative Services to make sure we are following all of the necessary procedures to be reimbursed. The reimbursement rate is expected to be 51%.
- All necessary resolutions were presented at a Special Town Meeting held on March 7. At the Annual Town Meeting, the capital project will need to be approved for a total of \$201,000 to demonstrate to the State that the Town has approved the full value of the project as estimated by Lenard. It is expected that the final cost will be below that value.
- The current tank (10,000 gallons) must be removed by October and will likely be replaced by a 6,000 gallon tank, which will be further away from the building and will be longer, but with a smaller diameter, so that it will be flush with the school parking lot.
- The plan is for construction to start June 19, the day after school lets out.

The next meeting will be held on May 1 at 6:30 PM to review bids and select a contractor.

The meeting was adjourned at 6:15 PM.

Respectfully submitted,

Donald S. Stein

First Selectman