

**SPECIAL COMMITTEE ON THE
MANCHESTER MUNICIPAL COMPLEX**

January 24, 2011

4:30 PM

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, O'Neil, Long, Shea, Ouellette

Messrs: K. Sheppard, B. Stevens, T. Clougherty, T. Clark, A. Martino

Chairman Lopez addressed item 3 of the agenda:

3. Introduction of the Harvey Construction, Inc. Project Manager.

Mr. Kevin Sheppard, Public Works Director, stated this being the first meeting of this Committee, I wanted to introduce Bill Stevens, the President of Harvey Construction, and he can introduce the project managers who will be reporting to the Committee.

Mr. Bill Stevens, President of Harvey Construction, stated we are under contract with the City of Manchester to build the Municipal Complex. We are excited to work and add this to our portfolio. With me tonight is Larry who is the Junior Vice President. He will be involved and Andrew Martino, our project manager who will do the day-to-day management of the budget and the schedule. Not here tonight is Patrick who will manage things on site.

Chairman Lopez asked Kevin, can you get us a complete list of all the players, the status and their titles?

Mr. Sheppard replied sure, we can do that.

Alderman O'Neil stated as Mr. Stevens said, they are very happy to be under contract with us. We're very happy, Bill, from our side that we have a contract with you as well. I'm still waiting for that opportunity to be on the wrecking ball.

Chairman Lopez addressed item 4 of the agenda:

4. Project Update to be provided by Kevin Sheppard, Public Works Director, if available.

(Note: Communication to be submitted by the Public Works Department)

Mr. Sheppard stated we passed out a lot of information tonight. I apologize for waiting until tonight, but that contract was just signed today. We have been working with Harvey to finalize some of the minor details of the contract. We do now have an executed contract. The Committee members all have a copy of that. The project is moving forward. We do have weekly meetings with Harvey Construction and Lavallee Brensinger and I can ask Tim to give any further updates on where we stand with the project.

Mr. Tim Clougherty, Deputy Public Works Director, stated as Kevin mentioned, we did finalize the contract and that is fully executed. It is obviously an important step in the process. Our architect, Lavallee Brensinger and their sub-consultants, are finalizing the design details and over the next six to ten weeks we are going to be going through subcontractor procurement along with Harvey. We have closed on the two properties that were contemplated for purchase. That was the former railroad right away along Valley Street as well as the surplus office furniture building. The purchase and sale agreement for that building contemplated the owner staying in there a little while so we are working with him to give him some time to move to his new location, which I believe is going to be on Granite Street. In the meantime, we are going to be finalizing plans for our temporary move into that location. We also have our folks at Highway who have been entrenched there, some of them, for literally decades who are starting to clean up their stuff, getting ready for that move over to the surplus office furniture building which we are hoping will be early to mid-March. With that, right now, I would ask Andrew to talk a little bit about what is going to happen between now and the time that Lavallee gets on site and mobilizes, which would be some time around the first of March.

Chairman Lopez stated before we get started, a big question came up about what we are doing over there. Can you enlighten us? You see digging over there on Valley Street. What has been happening there? Everyone has been asking us.

Mr. Sheppard replied what people have seen over there is us undertaking some of the work in between snowstorms, which hasn't happened much in the last two weeks, but we felt it necessary to undertake some of the work and put in some conduit underneath Valley Street which is needed for us to move over to the office furniture building. We want to have that in place by the beginning of March so we can move from our building to there. That was originally part of Harvey's

contract, but we have been working with Harvey because there is some work, such as the triangular site, and Andrew will talk about the budget schedule, item six, that we are looking to do with some of our own forces. That is the Highway Department crews installing some conduit for the project.

Alderman Long asked with this new contract signed, is there still flexibility for what you feel that the City can undertake? Is there flexibility if there is an aspect that you feel that we could do?

Mr. Clougherty replied we are working with Harvey and preparing the bid packages with add or deduct alternatives for those scopes of work that we think that we could undertake. For example, Kevin mentioned the triangular site. We also contemplated doing some of the work with the employee parking that would be on the former railroad right of way that runs southwest to northeast along the mill building. There are a couple other things, like Kevin mentioned, such as the fiber optics and how they align along Valley Street. We are trying to give ourselves as much flexibility as we can, should we find the opportunity to do the work ourselves or benefit the project financially.

Alderman O'Neil stated I don't think this will go into the Harvey discussion, but Tim, you mentioned being out six to ten weeks on subcontract procurement. Where are we? We heard a lot of talk, not that long ago, about levels of documents. If you had to summarize the construction documents, are they are 100%?

Mr. Clougherty replied I would say that in total they are probably about 95%. I know we were just talking with Lavallee about that today and I think they had some internal deadlines for their subcontractors for 100% documents for the 28th, which I think is this Friday and then they give themselves a couple of weeks to make sure that everything is coordinated. We are looking at mid-February to finalize those documents and get those bid packages on the street. We also want to make sure that we are taking enough time to make sure that they are fully completed and coordinated so we don't have any holes.

Alderman O'Neil stated just to make sure that I understand, it is hopeful that no later than mid-February all construction documents will be finalized and you will have electrical ready that can go out, but you may have mechanical that still needs some design. You will hold on that?

Mr. Clougherty replied no, we're talking about having 100% documents for mid-February. The thing is, I don't know how many bid packages Harvey is planning on putting out, but they don't really need to put out all the packages all at

once. They are already working on a foundation package and a site package, things that we need to get now to get in the ground.

Alderman O'Neil asked this is consistent with the discussions we had over the past few months about early to mid-February being the time period? To the best of your knowledge we will meet that?

Mr. Clougherty replied we have some site bids due next week.

Chairman Lopez addressed item 5 of the agenda:

5. Project Budget Summary to be provided by Kevin Sheppard, Public Works Director, if available.

(Note: Communication to be submitted by the Public Works Department)

Mr. Sheppard stated we put together a budget summary that we hope will be acceptable to the Committee. This is a summary that we want the Committee to take a look at. The top half is the project soft costs. By soft costs we mean City costs. Down below we have construction management or Harvey Construction costs which totals \$38 million and change. Up top, the soft costs are about \$4.8 million for a total project cost of \$43.5 million. I'm not sure if this layout is good for the Committee. A couple of items I would like to note on here are the office furniture building purchase, item two under soft costs, and the B&M Railroad purchase, item four. You can see the budget that was originally presented to the Aldermen was \$950,000 which is their actual purchase price, same thing with B&M. The purchase price was \$30,000 and the actual cost is a little bit higher. The purchase of the surplus office building included a broker who was involved with the City in negotiating when we were looking at properties so that was \$6,000. That brought that \$950,000 up to \$964,000. Also in there are recording fees and tax stamps and the same thing with the B&M purchase. It is \$176.72 over the original budget. I'm not too sure how the Committee wants to handle that and if they want me to bring that to them. My recommendation is that overages come out of item number one, owner contingency. I think that's what the owner contingency has been set up for. We can bring items like this back to the Committee. I'm sure that there will be some items that we won't spend the complete amount while there are other items that may be a little over budget, but that's what that item is and I see all of this going through that line.

Chairman Lopez stated I don't have my document with me. The Board of Mayor and Aldermen had a \$5,000 limit. I wanted to go over that again. Do you happen to have that document? I want to make sure that we are all on the same page.

Mr. Sheppard stated these items are actually owner controlled. It is not really a change order with Harvey Construction. We can work very similarly under the soft cost. Under this document all change orders up to \$5,000 or less may be executed by the Pubic Works Director.

Chairman Lopez stated in a type of emergency you would make that decision and come back and report to the Board if I recollect.

Mr. Sheppard stated right. Anything over \$5,000 that is not time sensitive will come to the Committee and then any change order exceeding \$5,000 that is time sensitive may be executed by the Public Works Director without approval of the Committee, but must be reported back to the Committee.

Chairman Lopez asked now that we have the contract signed, you're satisfied with that?

Mr. Sheppard replied yes, I think we can work with that. I think we will continue to work with the Committee once we get into construction. I know the Chairman said that you are willing to meet when necessary.

Chairman Lopez stated we said that we would meet on a weekly basis. Do you still want to do that?

Mr. Sheppard replied I can get in touch with you. At the present time I'm not sure there is a need to meet on a weekly basis until we get under construction. We could maybe meet in another three or four weeks. In three or four weeks we will have the complete construction documents from Lavallee and there may be some updates to the schedule. Once we get into construction it may be best to go to weekly, but construction is not anticipated to start until March.

Alderman Long stated we will be meet whenever we need to. I don't know if we need to set a schedule every week if there is no need. I have a question if I may, Mr. Chairman. Are you looking for us to advise the full Board to spend \$15,077.94 for the overage of the office building and the B&M Railroad and for that to come out of the owner contingency? Is there an action needed on this?

Mr. Sheppard replied I guess that is a question because it really isn't a change order to Harvey's contract and I understand the original intent of the action taken by the Board. The soft costs are managed by the City and I'm not sure...it is not a change order. I guess I'm looking for guidance as well.

Alderman Long stated I think any financial matters should go to the full Board. This is \$15,000. Just to keep the full Board abreast of this project...

Chairman Lopez interjected why don't we go over that item one more time. We budgeted \$950,000 and it is \$964,000.

Mr. Sheppard stated like I say, there were a couple of reasons. For the B&M as well as the office furniture building, there were recording fees and tax stamps. Tom Clark could probably expand on that a little better than I. Under the office furniture building there was a \$6,000 fee for a broker who was working with the City when we were looking to purchase certain properties. As a part of that, we owed that broker \$6,000 so that went under the office furniture building purchase.

Mr. Thomas Clark, City Solicitor, stated it is not really recording fees or taxes because the City doesn't pay those. On the B&M purchase, the B&M had paid the real estate taxes and we had to prorate those taxes because they were due back \$176. On the office furniture property, it was the same issue. There was a \$6,000 broker fee that the City had agreed to pay and then there were taxes that they had already paid on the second build that were prorated back that were due back taxes because they didn't own the property anymore. Those are items that we can't bring to the Assessor's for abatement because they don't abate them. This is something that happens every time we buy property.

Chairman Lopez asked is this something that we should report back to the full Board indicating in a position paper to explain why it is like that on this particular item because it was \$950,000?

Mr. Clark replied if you would like to we can prepare something. It probably won't be ready for tomorrow, but we can prepare something for the next Board meeting if you'd like.

Alderman Shea stated I think it is a good idea to do that and then we can decide at the Board meeting. Does it have to be paid within a certain period of time?

Mr. Clark replied we already paid it when we bought the property.

Alderman Shea stated you already paid these two bills so it is a matter of finding out where the money should be taken from. I would say let them prepare a statement.

Mr. Clark stated we'll prepare some information for the Board that is just informational.

Chairman Lopez stated Kevin and Tom will prepare something for information at the next meeting of the Board.

Alderman O'Neil asked are we still moving towards a LEED certified building or are we using LEED principles or whatever the correct principle is?

Mr. Clougherty replied we have been evaluating the whole LEED situation from day one. All of the design is centered on a LEED certified building. We followed through with the steps to certify and register the project. You will see those fees for \$9,200 that have been expended at this point in time. Right now, we are not confident that we are actually going to follow through with the formal certification process. We have designed the buildings in accordance with the LEED standards and principals, but there is about \$60,000 in costs that we would have to incur in order to formally register the project and document all of the design steps that we took in order to receive that plaque of certification from the federal government. At this point in time, I would say that no, we're not going to follow through with the formal process, but at the end of the day, we will have a building and a project that is designed in accordance with LEED standards and certifications.

Chairman Lopez stated I'm not familiar with that.

Alderman Ouellette asked could you define the acronym of LEED?

Mr. Clougherty replied LEED stands for Leadership in Energy and Environmental Design. It is basically principals of design along with a rating system, a certification system. If you use no-flush urinals for example, they give you a point for that because it is an environmentally conscious thing to do. If you exceed building standards for the amount of insulation that you have on your roof you may get another point for that. If you are using high efficiency light bulbs you may get a point for that, carpeting that doesn't contain any volatile organic compounds, VOCs, you get a point for that. There are two pages of specifications that we have. In order to certify it with the federal government, you have to go through these steps. The subcontractors and the architect have to go through it and the general contractor has to participate in it. We have to document the fact that we actually used XYZ type of product from ABC manufacturer and then we have to get documentation from that manufacturer that says that it doesn't contain any VOCs or if it was a wood product that there wasn't any clear cutting or none of the products came from the rainforest. There is a significant amount of effort involved with certifying that you have actually done what you said you were going to do. We put a value on that between \$50,000 and \$60,000.

Chairman Lopez asked is there any financial benefit for us to do that?

Mr. Clougherty replied in my humble opinion, no.

Alderman O'Neil asked am I correct, and I may be over simplifying this, but through the design process, utilization of more natural light windows would help meet some of those requirements?

Mr. Clougherty replied that's correct.

Alderman O'Neil stated you may get values for specific windows, but just window lighting in general, more natural light, is going to give you some value. That is something we're not going to pay a premium for and it is just good common sense to be honest.

Mr. Clougherty stated we are doing a lot of things right already. Our Facilities Division is doing a lot of things right as it stands. We are using high efficiency condensing boilers for example. We are using air to air heat recovery units that are extremely energy efficiency and we're not just throwing heat out into the environment. We're using day lighting controls like you were talking about, Alderman, where we will have sensors in the building that shut off lights if we have enough natural light coming in. You won't even have to think about shutting off the lights if it is a nice sunny day. We have skylights in our garage that we are going to be using to mitigate the necessity for more electrical fixtures. All those types of things are already incorporated into the design. We know that we could obtain a certain level of LEED certification. We could potentially be as high as a silver rating of LEED certification, but there is a value associated with that. I think everyone is aware that when we started off with this project from a price standpoint we were around \$51 million. We needed to get that down to \$43.5 million. Every \$10,000 counts for something and it is our recommendation that we put that \$50,000 or \$60,000 into the building proper, knowing that our design accommodates the structure of Leadership in Energy and Environmental Design already.

Chairman Lopez stated I'm just trying to understand it and I thank you for your explanation. I cannot relate it to something like putting new windows in a house and I get credit for those energy efficient windows, where if I buy this material and put it in a construction job there is not a savings.

Mr. Clougherty stated let me try to give you a parallel. If you put those energy efficient windows in and let's say that you had to fill out a bunch of paperwork in order to get a plaque to put on the wall of your living room and you don't know how to fill out the paperwork so you call someone, an architect or an engineer, and ask them to fill out the paperwork. They say sure, Alderman, we'll fill it out for you, but it is going to cost you \$500. If it cost you \$4,000 to put the windows in you have to ask yourself if it is worth that \$500 to put that plaque on the wall or

are you happy with the understanding that you have good windows and you are saving money from a fuel perspective.

Mr. Sheppard stated there is no financial benefit to getting LEED certification. If you put in those windows you may get a tax credit when you fill out your taxes, but for us there is no financial benefit for LEED certification.

Alderman O'Neil stated I just want to say that I appreciate that explanation. The home windows is a great example. I agree with you. I'm not sure it is worth the value at the end. Where we are already incorporating many of those practices and standards and we're not paying a premium for it.

Alderman Shea asked are we going to provide this information that we received to the rest of the Board? I think we should because I think it would make sense for them to understand what is going on.

Chairman Lopez asked all of this or just the financials and the diagrams?

Alderman Shea replied the three sheets that Kevin gave us, the financial report project summary and then the way the Municipal Complex will progress. I think that's important.

Chairman Lopez stated I agree with you. Do we have books for all the Aldermen?

Mr. Sheppard replied we can get copies if you'd like for all the Aldermen.

Chairman Lopez stated I think we should because we said we would keep all the Aldermen informed. Work with Matt and send it out to all the Aldermen. The Committee has met, the contract is signed, everything is on target and we are moving forward. I don't think we are taking any other action other than for information at this stage of the game.

Alderman Long stated if we could put some of this electronically, I don't know what kind of budget you have to start duplicating what this Committee is going to be getting for the next two years and handing it out. I know with some of this information, if we had a link to this Committee, anything financial, I think they should receive directly, but I think we should put links rather than duplicating. That might be helpful. Could we go back to the budget sheet? I'm trying to figure out the totals at the end. We know the office furniture building is a final price and B&M Railroad is a final price. Is that the final price for the commissioning or can that be negotiated? I know we had \$150,000 budget.

Mr. Clougherty replied that is not the final price. We are still negotiating with the commissioning agent and we'll be defining a final scope of work. There may be testing that is involved with that that we want to undertake during the project so we feel it is best to leave that \$150,000 in there as a budget.

Alderman Long asked what is the \$98,700?

Mr. Clougherty replied that is the initial contract that we are looking at right now or the proposals that we have received.

Alderman Long asked number eight, the architecture and engineering, that's not a final number or has that been negotiated as final number?

Mr. Clougherty replied that is a final number, although Lavallee Brensinger has asked us for additional monies associated with services due to changes in the project that have taken their course over the past year or so. We are currently negotiating with them and we're hopeful that that number is final and will remain as it is.

Alderman Long asked so the \$1,161,366 is the final number?

Mr. Clougherty replied no, I am saying the \$2.1 million.

Mr. Sheppard stated the \$1.1 is what has been spent to date.

Alderman Long stated so the only final numbers are the properties purchased?

Mr. Sheppard replied right. One item, item 15, the furniture FF&E, we may move that down to the bottom of this sheet because I think the Committee will remember that that was actually taken out of this budget with the intent to find that money at a future date. We want to keep it in front of the Committee, but we may potentially move that below so we have it as a note that it is going to be needed at some time in the future.

Chairman Lopez stated put a note on it because we did say that.

Alderman Long asked did I hear correctly that the difference of \$14,926 with the purchases of the properties is coming out of the owner contingency? Is that where that would come from?

Mr. Sheppard replied at this time, I think that is the only place where there is money available for that.

Alderman Long stated so that would be adjusted too. What is that process?

Mr. Sheppard replied I think this Committee would probably accept that recommendation and then we would make that change in future reports. It would show that we tracked that it went over budget, but it was taken out of contingency.

Chairman Lopez stated Tom Clark and Kevin are going to write a position paper to explain that particular item.

Chairman Lopez addressed item 6 of the agenda:

6. Project Schedule to be provided by Kevin Sheppard, Public Works Director, if available.

(Note: Communication to be submitted by the Public Works Department)

Mr. Andrew Martino, Project Manager, stated it is a pleasure to be here and we are looking forward to starting this project and the successful completion of it. Just to run through these documents you have in front of you, you have the first page which is our construction phasing plan. It is a colored plan of the site. The second sheet is a simple construction schedule which corresponds to this phasing plan. We are currently, as Kevin and Tim said, in the planning procurement phase. We are on the street currently with site work, demolition and abatement bid packages looking for number bids to be back to us hopefully by the second of February. We are set to release a second grouping of bid packages this week which would be the construct steel foundations, rebar and concrete. The balance of the packages will follow up on the completion of the documents and will be put on the street accordingly. We are currently set to begin mobilizing on site on or about March 1st and that's what you'll see in this simple plan. We will begin with abatement and demolition. Our schedule will begin at phase 1A, which you can see on the phasing diagram. That will be the abatement and demolition of the current carpenters shop, adjacent to the incinerator smoke shop on the site. That is followed by phase 1B, which would be the demolition and abatement of the auto body shop on Hayward Street. Phase 2A is demolition and abatement of the incinerator and boiler plant. Phase 2B is the demolition of the current DPW office administration building. Phase 3 we have designated as the Water Works building which we have also serving as the vehicle storage area and the stockpile and lay down area during construction. Phase 4 and phase 4A are basically the completion of the railroad right of way parking lots and the Police secured parking area and the teardown of the existing DPW garage area. On the bar phase diagram for each phase we have the schedule. We start phase 1A in March, finishing up in April of 2012. Phase 1B we start in March 2011 and finish in March 2012. Phase 2A, the fleet maintenance area, we have starting in March 2011 and finishing in April

2012. Phase 2B, the Police Station area, starting in March 2011 and finishing December 31, 2012. Vehicle storage is starting in February of 2012 and finishing up November 2012. Final completion which we look at as being the Police secured parking lot and the right of way parking lots beginning in April of 2012 and finishing in December 2012. A lot of these buildings all stack up on each other, but we have staggered the starts of each one of these hopefully in a way that makes sense where the work will flow concurrently. There are a couple of buildings where we will have foundations going on at the same time, but for the most part, we have tried to stagger the workload so it makes sense. Essentially phase 4 is when we do the finishing on the site: the paving, landscaping, fencing and the site features of the project.

Chairman Lopez stated one of the other questions that people have been asking me and I said I would bring it up is movement of all the vehicles and the trucks coming in. First of all, the employees' vehicles are going to have places to park and then our vehicles, the big trucks, are they going to be parked some place? All the big trucks coming and taking away the debris, is there going to be a traffic jam? I'm sure you addressed it.

Mr. Sheppard replied during construction, parking for employees is going to be difficult. We probably will have to use off site parking such as Gill Stadium or JFK during that time. As far as our equipment, we are going to be working with Harvey to try to maintain as much equipment on site as possible. I think logistically, once they get on site, it is going to be more important to try to balance or work with Harvey to see what room there is. As you mentioned, we have that site behind Water Works that they will be using for storage, but we will probably be using that for some of our equipment as well. As far as construction vehicles, that is something that we are going to have to coordinate with Harvey to make sure the local roads are fine. I'm not sure that will be an issue between scheduled deliveries. I think that will be well coordinated and if there are any issues, we will be working with Harvey on that.

Alderman Shea asked are you going to close off Lincoln Street in order for parking to be available there so that would provide more parking between Valley and Hayward Streets? I'm not exactly sure what the timing of that is.

Mr. Sheppard replied right now that is a tabled item for the Board of Mayor and Aldermen and I would anticipate in late February or March asking the Board of Mayor and Aldermen to put that discontinuance through so we could close those streets. That will make room available as well. We have to maintain access to Water Works for our customers. They do have a back entrance. They also want to work with Tom Bowen over at Water Works to make sure the customers can get to

Water Works as well. It is probably going to be late February or March when we ask for approval to close those streets.

Alderman Shea asked how about the other restrictions on Hayward Street between Lincoln Street and Rogers Avenue?

Mr. Sheppard replied we will probably be asking at the same time that that be discontinued and closed.

Alderman O'Neil stated Alderman Long and I were discussing this a little bit just a minute ago, but when you go out for site work, that is site work for the entire project even though there is a number of phasing? You will only be bringing on one contractor to do all site work, correct? Would that be true with all the other structural foundation and concrete? Are they bidding all the buildings?

Mr. Martino replied to answer your question, the intent of the site work project or bid is for it to be one contractor. Just given the logistics it would be too difficult to have multiple site workers on site and to manage the cuts and fills of the project and the utilities. As far as steel and foundations, we have structured the package so that we have broken it out per building. It would be our intention to award to one contractor and that is what we would like to do, but we structured it so that we reserve the right to divvy it up if it makes sense, both financially and from a scheduling standpoint.

Alderman O'Neil stated I'm guessing that the first building to go up would be the Public Works facility. Is that correct, the administrative office for Public Works?

Mr. Martino replied correct. We start at the Public Works administration building.

Alderman O'Neil stated you would get a price from a company to do the structural on that. You guys are the professions, but I'm trying to have an understanding of this. Would, at the same time, they be providing you a price for the Police Station which is 2B?

Mr. Martino replied yes, sir.

Alderman O'Neil asked are you allowing some escalation or price adjustment or if they bid now they have to hold that price even though the actual steel may not be fabricated for six months or a year from now?

Mr. Martino replied the steel for the structures is going to be needed earlier on because the schedules happen to stack up. We would lock them into a price. The only way that we would consider breaking the buildings apart is if it made sense

from a buy out perspective financially or from a scheduling perspective. My instinct is that we are going to be better financially on the economies of scale by buying it out as one project.

Alderman O'Neil stated logistically it works better for you as well.

Mr. Martino stated we are evaluating all options and we want all options to be on the table when we are analyzing the bids. My gut instinct tells me the way to proceed is with one contractor, but we have to see how it plays out.

Alderman Shea asked from a control factor point of view, you people from Harvey are going to be in charge of the project, but what role do you play in this, Kevin? In other words, how do you blend the two so they are doing the work, but you are still going to be somewhat involved?

Mr. Sheppard replied as a minimum, there will be weekly construction meetings and obviously we are the owner of the project so we will be overseeing the project and Harvey takes direction from us, the City and the Highway Department, so they will be taking direction from us so everything they do we will be working with them. When they take their bids in we will typically be there at the time they open the bids so we can see the bids and work with them on the bids, but we will be working with them side by side and hand in hand throughout this project. We have some people from our Facilities Division who will be spending more time on this project. Kevin O'Maley will be very involved, but we will be working side by side with Harvey through the whole project.

Alderman Shea stated that kind of clarifies it in my mind because I was wondering if they would do something and you would approve it or vice versa. It would be together.

Mr. Sheppard stated they will be putting out the bid packages, but they will be reviewing the bid packages with us before they go out and once they are received we will be sitting with them to go through them. We want this project moving forward so we feel that is the best way. I think Andrew covered the schedule fairly well. The critical path is really the Police Station for Harvey Construction and getting it built is the critical path to get this project completed. I think Harvey now has a date of December of 2012 that we are hoping and they believe that they can meet and they will do everything in their power to bring it in sooner than that.

Chairman Lopez stated we won't have a meeting next week until Kevin tells me that he is ready to come back unless there are problems that we want answered. We will have a Committee meeting in three or four weeks. In the meantime,

Attorney Clark and Kevin will make a position paper for the next general meeting and the Kevin will ensure that the rest of the Aldermen get the information.

Mr. Sheppard stated I was remiss, but I just want to introduce Captain Fred Roach from the Police Department. In answering Alderman Shea's question about us working with Harvey, Captain Roach has been working side by side with us. He has been the liaison for the Police Department and it has been great for us because he is their representative and we have been able to get quick answers. He has been there and been responsible so I just wanted to make sure that the Committee knew that the Police Department was working hand in hand with the Highway Department as well.

Alderman O'Neil asked Mr. Chairman, would it make sense, even if we don't schedule meetings, to schedule twice a month? I honestly can't see that we are going to need to meet weekly on this. Most likely, with our team along with Harvey and Lavallee I would imagine that they would work most things out. Could we pick two nights that are convenient to them and maybe it is important that if we are going to meet that we can get it to the Board quickly so we don't hold it up so somewhere around that first and third Monday or Tuesday of the month to coincide with the Board meeting? I'm just throwing that out. I'd rather have something on the schedule and then we don't meet.

Mr. Sheppard stated we have our Highway Commission meeting, which I'm sure could be revised, typically the first Monday at 4:00 PM, but I can work with Alderman Lopez to identify two times a month.

Alderman O'Neil stated I'm just suggesting that if you have to call it at least we have something.

Chairman Lopez stated that's what I tried to set up in the beginning at their request that we do it every week, but since we don't need it every week, I do agree with you that we need a certain timeframe. I know from talking to some of the Aldermen that Monday or Tuesday is the best time.

Alderman O'Neil stated the other thing to throw out, Mr. Chairman, is that they may need an item referred to the Board the next day. It may be that urgent so we need to meet that Tuesday or the Monday after their commission meeting.

Chairman Lopez stated I think it should at least be on a Monday in order to give time to the City Clerk to get ready for Tuesday. The commission meeting I'll leave up to Kevin. Do you want Monday or Tuesday as a Committee?

Alderman Ouellette replied I would suggest the Monday before the full Board meetings makes the most sense. It is not necessarily the first Monday of the month because like next month, the first is on a Tuesday so I would say the Monday before the night of the full Board meeting.

Alderman Shea stated I was going to say that it would be difficult to have it the Monday of the second week because that is when the School Board meets so it would be difficult.

Alderman Ouellette stated Mr. Chairman, I think 4:30 PM is available because we already have the room booked.

Chairman Lopez stated as long as everyone is in agreement, we will have the meeting scheduled for the first and third Monday in order to meet before the Board in case we need action from the Board. We understand that if on the first Monday we have nothing to report from the last meeting then we can cancel the meeting. Is that agreeable?

Mr. Sheppard replied that's fine. We can work around the commission.

There being no further business, on motion of Alderman Shea, duly seconded by Alderman Ouellette, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee