

Town of Lebanon
Town Center Parking Lot Building Committee

Minutes
Special Meeting
Monday, Sept. 28, 2009 at 6:30 p.m.
Community Center, Panel Room

Present: Lynn Russo, Chairman, Bev Duntz, David Fields, Joyce Okonuk, Alicia Wayland

1.0 Mrs. Russo called the meeting to order at 6:47 p.m.

2.0 Mr. Fields moved, Mrs. Duntz seconded, to approve the minutes of the November 3, 2008 regular meeting. Vote: aye, unanimous with one abstention (Mrs. Okonuk).

3.0 Business.

3.1 The town of Lebanon has received a STEAP grant of \$250,000 for the parking project at the Alden Tavern site. The grant is part of a package that the bond commission approved Sept. 25. The governor has not signed off on this yet but she is expected to do so shortly. Mrs. Okonuk will bring this to the Board of Selectmen at their next meeting and to the Board of Finance at their meeting on Oct. 15. The Board of Finance will then request the Selectmen to call a town meeting to accept the grant funds. Potential dates for the town meeting are Nov. 9 and Nov. 16. Mrs. Okonuk will check with the planner and the school to see which works best.

3.2 The town has received approvals for the parking lot plans from SHPO, PZC and the town meeting. DOT approval was also received but will have to be updated.

3.3 Brandon Handfield, Anchor Engineering, said the bid package is now three years old and needs updating. He expects the STEAP grant to cover costs. Low bids are expected because of the economic downturn and he will add alternatives to the bid so we can get more for the money. He said construction should not begin until spring. Starting now would leave the parking lot subject to frost heaves because it would not have settling time before winter sets in. It was noted that Peter Huckins, the grant consultant who prepared and filed the application, gets a percentage of the total grant and Mr. Handfield needs to factor this in.

3.4 It was agreed that we should go out for bid in December for an April construction start. Applications can be reviewed in January, interviews held in February, with recommendation to Selectmen for awarding the bid late February. Bid award by early March. Mrs. Okonuk moved, Mrs. Duntz seconded, to authorize Anchor Engineering to update the bid specifications and prepare documents for bid and to advertise invitation to bid. Vote: aye, unanimous. There is \$30,088.66 in donated funds in the committee's fund balance to cover costs.

Noted for the record: The next meeting is the regular meeting scheduled for Nov. 2 at 6:30 p.m.

4.0 Mrs. Okonuk moved, Mr. Fields seconded, to adjourn. Vote: aye, unanimous. Meeting adjourned 7:18 p.m.

Alicia Wayland, Secretary