

Town of Huntington — Selectboard Meeting

May 02, 2012

Town Office, Downstairs

APPROVED MINUTES

RECEIVED *[Signature]*

DATE May 8, 2012

Agenda: Emergency Selectboard meeting	<p>Administration – Jim Christiansen / Roman Livak</p> <ul style="list-style-type: none"> ▪ Examination of contractor bids for Town Office excavation work ▪ Selection of contractor for Town Office excavation Work ▪ Communication of bid selection ▪ Time-line for Town Office repairs
Selectboard members present	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Roman Livak
Staff present	Barbara Elliott (Town Administrator)
Others present	n/a
Call to order	Christiansen called the meeting to order at 7:50 am
Town office excavation bid review	<p>As part of the request for a bid process, interested contractors received a packet of information with detailed site plans and an on-site tour from Livak of the work needed including: removal of parking lot asphalt, finish grade to accommodate the parking lot elevation, landscaping, & making a swale on the north side of the building.</p> <p>The following bids were received and examined by the Selectboard:</p> <ul style="list-style-type: none"> \$11,290.00 – RM Concrete (Ronnie Maynard) \$11,040.00 – John Scott Excavating \$ 7,909.84 – Innovative Landscaping & Excavating (Scott Hansen) \$ 6,911.80 – Jeff Palin Excavating
Bid award – MOTION	Livak moved to hire Jeff Palin Excavating to perform the excavation work for the Town Office at the estimated price of \$6,911.80. Seconded by Barton. Motion passed unanimously with 3 members present and voting.
Communication & Next Steps – FOLLOW-UP	<ul style="list-style-type: none"> ▪ Livak will speak with Jeff regarding the bid award and the timeline for completing the work. ▪ Livak will notify the 3 other bidders of the contract award and our hope that they will continue to submit bids in the future. ▪ Elliott will contact Dig Safe regarding the tree removal & swale (Done: Confirmation #2012-1807770).
Next Steps in bid process for Town Office exterior renovations	Bids will be opened & reviewed at the 05/07/12 Selectboard meeting and a contractor will be selected at that time. (Need 15-30 minutes on the agenda for this.)
Adjournment	Barton moved to adjourn the meeting at 8:14 am. Seconded by Livak. Passed unanimously.
Dates	<p>05/02/12 – Meeting date</p> <p>05/03/12 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors</p> <p>05/07/12 – Final minutes approved by Selectboard</p> <p>05/08/12 – Approved minutes sent to Town Clerk</p>