

Town of Groton
Select Board Work Session Minutes
July 3, 2024

In attendance: John Rescigno, Tony Albert, Ron Madan and Sara Smith (Town Administrator)

John called the meeting to order at 6:00pm.

Meeting with Casey Kuplin and Heath Matthews- Public Works Building Update

Sara mentioned that she emailed Rena to make sure we are all set to move forward with awarding the project. Rena had sent an email on 6/24/24 stating that we were but the preconstruction requirements state that the loan specialist would issue correspondence and we have not received anything besides the email. Rena emailed back stating "Based on my review of the Letter of Conditions and items needed for step one (with the exception of those needing to be signed by the contractor) you can move forward with awarding the bid and signing of the contract." **John motioned to award the project to Kuplin Land Services, LLC who was the lowest bidder, Tony 2nd, so voted.**

Sara also reached out to Rena regarding the preconstruction meeting. It can be a virtual meeting and the Select Board, Bubba, Sara, Casey, Doug and USDA all need to attend. We are shooting for next week. USDA is going to look at their schedule and compare it to Doug's availability and send us the available dates and times. Sara will let everyone know when she hears back on this but wanted to give everyone a heads up that we are trying for next week so we can get this moving forward.

The Select Board met with Casey and Heath and explained that we are now able to award the project so Kuplin Land Services, LLC was awarded the project with the lower costs and changes that were discussed. Sara explained that there are different steps of the compliance process for the USDA grant and different compliance forms. These are all outlined on the preconstruction requirements letter. Sara provided Casey with a copy of this so he has the list as well. Sara mentioned that they want a contract as well. Casey said that he will work on the contract which will have a pay schedule as well. He asked how the payments will work. The Select Board and Sara explained that they have money that the Town raised that they can use. Right now, they have all the money except for the grant money. The grant money will probably be the last to receive. We need to spend it and then put in the reimbursement request.

The preconstruction requirements letter states: "Once the bids have been received and the qualified low bidder has been determined, please provide the following information for review and concurrence prior to award of the contract":

1. Proofs of publication. Sara sent this over to USDA on June 27, 2024.
2. Complete "bid tabulation". Sara sent this over to USDA on June 27, 2024.
3. Architect's recommendation to the Owner of the qualified low bidder. Sara sent this over to USDA on June 27, 2024.
4. Contractors signed (low bidder only):
 - a. Bid form & Bid bond. Sara sent this over to USDA on June 27, 2024.
 - b. Form RD 400-6. We need this from Casey. Sara emailed this to him when he was on vacation but also brought the forms with her.
 - c. RD Instruction 1940-Q, Exhibit A-1. We need this from Casey. Sara emailed this to him when he was on vacation but also brought the forms with her.
5. Final As-Bid Project Budget (MPBR). Sara sent this over to USDA on June 27, 2024. Sara explained she used the costs that Casey sent over on May 29, 2024 so we may need to update this.

To complete step one of the compliance processes, the Select Board explained that Casey has to fill out the following, which Sara emailed him and brought here:

- Form RD 400-6
- RD Instruction 1940-Q- Exhibit A-1
- An updated W9 for payments

Casey took these documents and will have them back to Sara by Monday. Sara will send these to USDA on Monday, before the preconstruction meeting, so that step one will be complete before that meeting.

Sara went over the following forms with everyone, which the Select Board and Casey will need to sign these tonight.

- RD 1942-A, Guide 19, Attachment 7, Notice of Award of Contract. **John motioned to sign the RD1942-A notice of award of contract, Tony 2nd so voted.** Sara gave Casey a copy for his records.
- RD 1942-A, Guide 19, Attachment 8, Notice to proceed. The Select Board and Casey discussed when work would begin and how long they will need for the project. It was agreed the start date would be 7/15/24 and the completion date would be 7/15/25. **John motioned to sign the RD1942-A notice of notice to proceed, Tony 2nd so voted.** Sara gave Casey a copy for his records.

The Select Board, Casey and Heath discussed the next steps for the project, besides the paperwork, which the major items are:

- The preconstruction meeting which we are hoping will be next week.
- Casey said the site work will begin after that meeting.
- Once site work is complete, the concrete work will be next.
- Casey will get the building ordered. If he orders it now, it should be here the second week in October.

Sara said that there will be more forms to complete the steps that they will need to sign. Some will be from Casey only and some the Select Board need to sign. She printed most of them and brought them with her but we need to wait until we complete step one so we will hold off on these for now. Some of these forms are very long and detailed but we will take it one step at a time. **John motioned to allow Sara to contact Casey for other forms that he will need to sign and to let the Select Board know when other forms they need to sign are ready and they will come in and sign them, Tony 2nd so voted.**

Sara mentioned to Casey and Heath that they should put together any questions that they may have for USDA and the architect for the preconstruction meeting. This will be a meeting that everyone will be at and Sara will be taking notes so it will be good to get clarification on anything they still have questions on. Casey and Heath said they will work on this and stated they do have questions on the concrete specs. They asked if anyone will be coming out to check on the work. Tony said the architect will since he is also the clerk of the works. He said it will depend on what they are working on to determine how often he comes out. John mentioned that would be a good question to ask at that meeting.

Sara told Casey to let her know if they have any questions on the forms or need assistance during this process.

Having no other business to conduct, Tony motioned to adjourn at 6:40pm, Ron 2nd, so voted.

Respectfully submitted,

Sara Smith
Town Administrator