

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 11, 2014 9:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

PRESENT: Commissioners Pratt, and Zerba (Commissioners Rogers absent with notice)

STAFF: County Administrator Wozmak, Director of Finance Trombly, Superintendent Van Wickler and Assistant County Administrator (ACA) Bouchard.

GUESTS: Dale Pregent and Westmoreland Selectperson J. Hammond

At 09:30AM – Commissioner Pratt opened the meeting and recognized a contingent from the Employer Support of the National Guard and Reserve (ESGR) (<http://www.esgr.mil/>) New Hampshire unit who presented the Department of Corrections staff with certificates of recognition for their support of DOC personnel who have been called to active military duty. Superintendent Van Wickler, James Erwin, John Mousseau, and David Morey were all presented with individual certificates and medals for their ongoing support of the deployed military personnel. A separate award was presented to Chairman Pratt as the employer representative for the County's continued support of the program and employees.

County Administrator Wozmak was then recognized for the purpose of providing the weekly operational update.

Administrator Wozmak brought the Commissioners up to date on the progress of the reconstruction of Winter Street that the City is currently engaged in upgrading.

Wozmak then discussed an existing grazing lease of County land to an abutter at the County Farm. He outlined some of the issues that had arisen in the last year between the leasee and other members of the public who wish to access the land for hunting and other purposes. Wozmak asked the Commissioners to consider holding a meeting at some time in the near future to allow anyone who wishes to be heard on the use of the land an opportunity to speak directly with the Commissioners.

Wozmak then discussed the analysis being completed between Group I and Group II retirement plans to ascertain the relative benefits and shortfalls of the each of the plans. The analysis will help the County to understand how to offer an optimum benefit plan that best meets the needs of new employees who may not accumulate enough creditable time for retirement before leaving County employment.

Commissioner Pratt then discussed his meeting at the New Hampshire Association of Counties on June 6th and discussed the new rules being put in place that will affect the hiring and certification of Correctional Officers at all County correctional facilities across the State. An extended discussion of the impacts of the changes and the potential financial impacts on the County were reviewed and discussed at length.

UNH Cooperative Extension Field Specialist, Natural Resources & County Office Administrator Steve Roberge then presented an update on the Cooperative Extensions activates for the first half of 2014.

Roberge said that on average the Coop staff present one (1) or more workshops or events each week with thirty (30) completed thus far this year and had hosted over 1,100 attendees / visitors. He said that

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Carl Majewski, the Extension Field Specialist for Food & Agriculture has completed 26 farm visits and conducted seminars on varied topics such as fruit tree pruning, spray calibrations, alternative cover crops, and organic farming methods. He said that as the County forester, he had visited 65 woodlots and examined approximately 5,900 acres of forest land so far this year. He explained that part of the Extension mission is to also provide soil analysis for County residents and that they have completed 64 soil tests.

Roberge then discussed the Extensions 4H program and said that twenty (20) towns in the County currently run 4H programs and between 300 – 400 children participate each year.

The proposed timber cut for this year on the County Farm was then discussed and Roberge said that the income for the County from the planned cuts bring on average about \$5,000.00 per year of income to the County.

Roberge then discussed the increase in local deer population that is becoming a concern. He said that a population of over 9 deer per square mile can be a problem and that at present the number is appears to be between 12 – 14 deer per square mile. This density forces the deer to forage in yards and gardens in order to find sufficient food and can result in damaged landscaping and gardens.

The spread of the Emerald Ash Borer and the increase population of wild boar's in the County was discussed and Roberge covered the way the Ash Borer is spread and spoke of the tremendous damage that wild boar's cause when they root for food. He said that wild boar's can be very dangerous and can cause very significant destruction to forests and woodland habitat and even populated neighborhoods if left unchecked.

Roberge concluded his report and the Commissioners thanked him for the overview of the Extension activities and praised the many high quality, high impact initiatives that the Coop Extension runs and supports.

The Commissioners then reviewed the Master Item List and received an update on the gully erosion problem occurring on River Road. Administrator Wozmak spoke of the scope of the problem and asked Selectperson Hammond to assist in arranging a meeting between the County and the town to review the options to repair the problem before it impacts River Road. Selectperson Hammond agreed that something needed to be done soon and will help set-up a meeting on-site.

Wozmak then discussed the RFP review just completed for the hiring of a Construction Manager for the renovation of the Old Courthouse. Wozmak walked the Commissioners through the scoring process and explained in detail the criteria used for area that was ranked and rated. Commissioner Pratt strongly expressed his desire to make sure that the Construction Manager make every effort to include the contractors that attended the previous RFP walkthroughs that were held prior to the decision to engage a CM for the project. **Following an extended discussion Commissioner Zerba moved to accept the**

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recommendation of the review committee and to award the Construction Manager bid for the Old Courthouse Project to DEW/MacMillin Construction of 277 Blair Park Road, Suite 130 Williston, VT and 17 Elm Street, Keene, NH, who was determined to best meet all requirements of the bid and offered the best overall package of experience, professional services, and pricing options at a competitive price. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.



CHESHIRE COUNTY COMMISSION
OFFICE OF THE COUNTY ADMINISTRATOR
Memorandum

TO: Cheshire County Board of Commissioners
FROM: Jack Wozmak, County Administrator
DATE: June 6, 2014
SUBJECT: Courthouse Renovation review of Proposals

Three proposals were received in response to the Amended RFP that the County published for the courthouse renovation project. That Amended RFP is attached to this memo for reference. The proposals were reviewed by the County Administrator, the Assistant County Administrator and the Architect for the County, David Lay from S.MRT. The review took place on June 6, 2014. The proposals that were received were from Williams Construction Group from Keene, MacMillin Company from Keene and Turnstone Corporation from Milford NH. The proposals were evaluated using the following criteria:

- Team Strength (20 points max)
- Location (within the County 10 points max)
- Fees for cost estimating and planning (10 points max)
- Fees for CM services (10 points max)
- Bonding as required in RFP (5 points max)
- Aggregate fee score (3 points max)

As a result of the review, MacMillin scored 52 points and Turnstone 35. As a technical matter, the Williams Construction Group proposal was not able to meet the bonding criteria posted in the RFP. The non-compliance caused Williams to score a total of 39.

On the basis of this evaluation, I recommend MacMillin to provide the requested services. Attached is the evaluation sheet.

Ad Number:	9394272	Start Date:	Tue, May 20, 2014
Current Date:	Fri, May 16, 2014 - 2:26 PM	Status:	Proof
Advertiser:	Cheshire County Commissioners	Total Insertions:	3

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Sales Rep: Ellis, Lorraine
Current User: Nicole Glover

Size: 4 x 8" - Actual Size: 5.128" x 8"
Proofs Created: 1



County of Cheshire
Old Cheshire County
Courthouse Renovations
Request for Proposals Addendum

As a result of the State of New Hampshire moving the Cheshire County courts to a new location, the old Cheshire County Courthouse will be renovated for re-use by other county departments. The Initial phase of renovation will include wiring for telephone and data and potentially alarm systems. This will be followed by patching and painting the walls within an area of approximately 35,000 square feet. Finally floor coverings will be installed. In addition to this work, a reception window will be installed for the County Sheriff's Department and the County Attorney's Office constructed of ballistic glass with reinforced walls.

Addendum since the Initial posting of the RI=P for this project, additional information regarding the necessary scope of the project has come to light. The envisioned work will require wall, door, ceiling, mechanical, and electrical modifications not previously anticipated. Because of this increased complexity, the coordination of trades on this project will not be performed by County personnel, and instead, the County is seeking a single proposal for assistance in scoping the project to match the budget. In bidding the work to trade contractors, and in managing the performance of the work.

The initial scope of work is being funded by a current appropriation of \$250,000. The total scope of work will potentially be approximately \$1.3 million subject to continuing appropriation by the County Delegation as the work progresses. The total project must remain within the funds appropriated.

To facilitate the fair comparison of proposals, all proposals shall include a contractor's qualification statement, summary of related construction experience and history, list of projects that best illustrates the contractor's comparable experience, a fee for cost estimating and planning services, and a percentage overhead \$r profit fee for construction management services.

Proposed fees shall be for a single project appropriation and bid. Overhead shall include management and expenses **not** related specifically to the contractor's work on this project. Project management, site supervision and other costs specific to this project will be paid as a reimbursable cost against a budget. All proposals shall include a letter of commitment to provide a performance bond for up to 51.3 million dollars.

Those entities that responded to the Initial IFP are invited to submit a proposal for the services now required. Those who are not interested or not suited to provide the services now required are encouraged to either join with another entity for a joint proposal or to submit a bid to the successful firm once design documents are completed for bidding. If you or your company is interested in providing the services described, you are invited to send your proposal to The Cheshire County Commissioners Office, do the Assistant County Administrator, 33 West Street, Keene, NH 03431 or via email to rbouchard@co.cheshire.nh.us.

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Cheshire County Courthouse June 6, 2014 SMRT Project No. 13076 CM/GC Pre-Qualification Evaluation Log												
Company Information	List of Projects/ Experience 10 points	Strength of Team Proposed 20 points	Location within County? 10 points	Fee for Estimating/ Planning 10 points	Overhead & Profit Fee Percentage 10 points	Work in Progress	Average Annual Work	Bonding Agent 5 points	References Points?	Aggregate Fees at 250K	Overall Rating Score	Notes/ Comments/ Concerns
The MacMillin Company, LLC 17 Elm Street Keene, NH 03431 Ken Hoepfner, VP	Cheshire County Court \$6.9M Cheshire County HOC \$32M Caledonia Court St. Johnsbury \$6.2M Milford PD Derby Vt, Public Safety Dublin Town hall Border Patrol Station, Canaan VT Border Patrol Station, Swanton VT GSA Border Patrol Malone, NY GSA Office Williston VT	20	7	\$5000 7	3% 10	\$25M	\$33.7M	Zurich/ Willis Corp. 5	References for project presented are provided.	\$12500 \$44000 3 points	52	Included financial Statement
Turnstone Corporation 51 Franklin Street Milford, NH 03055 Stacy Clark, President	NH Supreme Court \$34K Salem Bus Facility \$1.1M NH Political Library \$467K Amherst Town Hall Reno \$500K	11 years in business 14	5	\$2800 5	6.5% 5	-	-	Berkley Insurance /Cross Agency to \$5M single project 5	See list and letters.	\$19050 \$87300 1 points	35	Turnstone did not attend site walks
Williams Construction Group 181 Washington Street Keene, NH 03431 David A. Williams, CEO	C&S Grocers School Discovery Center Mutual Aid Renovation Peoples Laundry Addition Brentwood Camp Kitchen Reno	30 years in business 10	10	\$7500 9	3.5% 8	\$1.1M	\$1.8M	Masiello Insurance 0	Mike Petrovick Arch Dan Bartlett Arch Frank Marinace Arch David LaPointe at M School Chief Phil Tirrell Mutual Aid David Borden Peoples Laundry Tristan McKenna Cheshire Funeral William Gurney Brantwood Camp	\$16250 \$51250 2 points	39	Cannot provide a bond for the \$1.3M per the RFP – Not qualified

The Commissioners then continued their review of the Master Item Agenda and discussed Master Agenda Item #62: Administration Building 2,000 Gal In-ground Oil Tank Replacement. Wozmak and Bouchard detailed the investigation into the repair / replacement of the 2,000 gallon in-ground tank at the Administration Building and reported that thus far the cost to replace the tank exceeds the previously approved capital expense amount of \$30,000.00 by approximately twice. **Following discussion, Commissioner Zerba moved to authorize the Administrator to move ahead with the tank replacement subject to the additional appropriation of funds by the delegation. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.** The item will be placed on the August Delegation agenda for discussion and review.

The Weekly Census was reviewed and the increase in federal holds at the jail was highlighted.

The Commissioners reviewed the manifest and **Commissioner Zerba moved to accept the manifest as presented and the motion was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

The Commissioners then reviewed the minutes of June 4, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.

The Commissioners then reviewed the Commissioners Calendar and the addition of the August 6th Commissioners Cookout to the calendar was noted.

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At 11:24AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk