

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for July 23, 2020

Location: Virtual Meeting

In Attendance:

B Bourque, Chair (Remote from Home)
 C Harrison, Vice Chair (Remote from Home)
 E MacDonald, Board Member (Remote from Home)
 R Meyers, Board Member (Remote from Home)
 T Hershberger, Board Member (Remote from Home)
 Dr. Michael Jette, Superintendent (Remote from SAU Office)
 Cory Izbicki, Business Administrator (Remote from SAU Office)
 Michele E. Flynn, Administrative Assistant (Remote from SAU Office)

In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu's [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public and only 3 people will be in the physical presence. The meeting will be broadcast live on Litchfield TV, and a phone number will be provided for the public to call and listen to the meeting. Public comments, including concerns about accessing the meeting, must be sent via email to Christina Harrison, School Board Vice-Chair, at charrison@litchfieldsd.org, and Michele E. Flynn, Administrative Assistant, at meflynn@litchfieldsd.org.

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

PUBLIC CALL IN NUMBER: 1-413-471-0813

ACCESS CODE: 468-220-994#

I. PUBLIC SESSION

9:30 a.m.

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 9:30 a.m. and took roll call attendance.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Awarding of Bid

Dr. Jette and Mr. Izbicki, along with David Ely from Windy Hill Associates, will present bids that were received from JM on the Level and Solid Roots for the construction of the LMS secure entrance and canopy project.

Mr. Bourque asked if the vendor, Solid Roots, understands the whole scope of the project. He commented that the two bids are very far apart in price.

Mr. Meyers asked if the equipment rates include rentals. He was concerned about the 30% labor rate listed in the lower bid.

Mr. Ely commented that he was concerned when he saw the large difference between bids. He indicated that he investigated Solid Roots and they are a vendor that specializes in smaller projects, but they have the experience needed for this project.

Dr. Jette commented that the project was budgeted at \$325,000 and allows for Mr. Ely to have more oversight of the project. He indicated at the budgeted cost if there is a change order, we can absorb it. He mentioned that Solid Roots completed a similar project in Raymond.

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Dr. Jette spoke with the Facility Director in Raymond who informed him that the vendor delivered the project on time and on budget. He mentioned that they had to frame out the timelines with Solid Roots because they subcontract out some services, but it was managed closely. Dr. Jette noted he received a similar response from the Facility Director in Hudson, for whom Solid Roots completed a construction project.

Mr. Ely added to keep in mind that the security windows typically have a longer lead time. He commented the construction management portion will be critical, as well as making sure all the contractors and supplies are there when ready to go.

Mrs. Harrison asked Mr. Ely for his impressions of the vendor. Mr. Ely commented that he has not worked with either vendor. He indicated he was a little concerned about the size of the project in comparison to the smaller projects the vendors have taken on.

Mr. Bourque asked if there is a possibility to have a pre-meeting with the vendor.

Mr. Ely indicated it would be more than one pre-meeting to go through the supplier list, contract list, and materials and labor list, which is all pre-construction management.

Mrs. MacDonald asked if the Board can approve the contract contingent on the pre-construction meeting.

Mr. Ely indicated that is an appropriate motion and will provide a letter once everything works out correctly and they are hired as the vendor.

Mr. Meyers asked Mr. Ely if he felt it was a mistake to hire Solid Roots.

Mr. Ely commented that he does not feel it is a mistake. He indicated they are a small company, but as long as they have the contractors that will give them the allegiance they need, everything should work out fine.

Mrs. Harrison made a motion to award the bid to Solid Roots. Mr. Meyers seconded.

Dr. Jette commented he is not sure that is the correct motion since the awarding of the bid is contingent on the pre-construction meeting.

Mrs. Harrison withdrew her motion and Mr. Meyers withdrew the second.

Mrs. Harrison made a motion to hire Solid Roots and authorize the Business Administrator to work with the David Ely, Windy Hill Associates, to finalize the LMS Secure Entrance/Canopy project with a cost that is less than was budgeted. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

E. Community Forum

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There was no public input.

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II. ADJOURN

Mrs. Hershberger made a motion to adjourn the meeting at 10:00 a.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board