

Hildreth House Improvement Committee  
Minutes of the 8.14.15 meeting  
9 am at the Hildreth House

Present: Pat Jennings, Connie Larrabee, Fran Nickerson, Ann Taylor, David Vannicola  
Also attending: Debbie Thompson, Director of COA  
Absent: Laura Andrews

Connie called the meeting to order at 9 am. The committee approved the minutes of the June 29<sup>th</sup> meeting.

The HHIC met to review the bids received for the replacement windows at Hildreth House. Three bids were received.

Pella - \$36,844.51  
Harvey - \$14,787.70  
Moore Lumber Co. -\$35,272.28

The Harvey bid was conditional on so many changes that did not meet our specs that the committee voted unanimously to disqualify it. So the committee discussed the Pella and the Moore bids.

Both bids seemed to meet our specifications, but Moore had failed to submit 2 required documents, and had noted the paint color as white on the outside. A phone call was made to Moore's asking them to submit the missing documents and to change the paint color. They were informed that the HHIC was meeting at that time to decide which bid to accept.

The two required documents were:

- Certificate of Vote
- Statement of Non-Collusion

The change of paint color was to BerCovitz Green on the outside and a stain on the inside compatible with what is on the existing windows.

A motion was made to recess the meeting until 4 p.m. (then changed to 3 p.m.) in order to get a complete bid from Moore's and finish consideration of the bids.

The meeting was reconvened at 3:05p.m. All requested information to complete the Moore bid had been delivered.

The Hildreth House Improvement Committee voted unanimously on Friday, August 14, to award the Hildreth House replacement windows bid to the lowest qualified bidder, Moore Lumber Company, for \$35,272.28.

There are several unresolved issues that should be addressed in the contract:

1. Revised delivery date
2. Who supplies sealant, insulation, and other miscellaneous materials for installation?  
(Presumably the installer, Wade Holtzman, reimbursed by the town)

3. Storage of windows prior to installation. Moore's representative Dave Dakin has said the windows could be stored in a Moore warehouse and delivered as needed. If so, would there be a storage charge?

Connie will notify Finance Director Lorraine Leonard and Town Administrator Tim Bragan of the committee's decision and of the items we want addressed in the contract. The committee agreed it wants to review the contract before it is signed, and will post a meeting for Wednesday, August 19, for that purpose.

The meeting was adjourned at 3:25.  
Ann Taylor, recorder