

**CANAAN FIRE DISTRICT #1**

**SPECIAL MEETING MINUTES**

**OCTOBER 5, 2018**

1. OPEN MEETING - Chairman Jeff Richards opened the October 5, 2018 Canaan Fire District #1 Special Meeting at 4:05PM. Those present: Jeffrey Richards, Jeremy Labrecque, Norman Labrecque, Noreen Labrecque and David Ceppetelli.

2. REVIEW AND SIGN DOCUMENTS:

Dave Ceppetelli (Tata and Howard) presented the board with the FY17 Project Agreement between Owner and Contractor (Courtland Construction, Inc.). The board members reviewed the Agreement. Motion was made by Jeremy and seconded by Norman to approve and execute the Agreement. Board approved unanimously and Chairman Jeff Richards Executed.

The second document to review was Change Order #1 which reduced the original bid of \$216,944 to \$180,395. Dave explained the reductions. (See the attached description). On a motion by Jeremy and seconded by Norman the board unanimously approved and executed Change Order #1.

The third document to review and approve was the Notice to Proceed. Courtland Construction will be mobilizing on October 22<sup>nd</sup> with substantial completion date of December 20, 2018. Dave explained that if the contractor needs to do a winter shut down then the completion date would be extended. Noreen asked if Holmes Street could be done first and Dave said he will relay that to the contractor. On a motion by Norman and seconded by Jeremy the Notice to Proceed was unanimously approved by the board.

3. OTHER BUSINESS: No other business was conducted.
4. ADJOURN MEETING: Chairman Jeff Richards adjourned the October 5, 2018 Canaan Fire District #1 Special Meeting at 4:20PM.