

**Lewis County Health Systems
Planning and Facilities Committee**

Date: September 21, 2020 **Call to Order:** 4:03 pm

Adjourn: 5:20 pm

Present: Jerry Cayer, Peter Farney, Jeff Hellinger, Denise Hirsch (recorder), John Lehman, Phil McDowell, Donald Musnicki, Frank Pace, Karen Rennie,

Excused: Susan Ross

Mission and Vision statement: Mr. Musnicki opened the meeting with reading of the facilities Vision and Mission statements.

New business:

Mr. Musnicki thanked everyone for attending the meeting. The reason for today's meeting is to ask Mr. Rick Tague with BCA to discuss the role of the Clerk of the Works. Mr. Musnicki thanked Rick for the draft narrative of what the job would possibly consist of.

It was later agreed by all the term Resident Project Representative would be used in place of Clerk of the Works.

Mr. Cayer asked Mr. Tague to share with the committee his experience, perspective, and insight into the role of a Resident Project Representative.

Mr. Tague reviewed the roles and responsibility of a Resident Project Representative, and explained the difference between a Project Manager and a Resident Project Representative. The position of a Resident Project Representative would need to be on site daily, they hold project meetings, progress reporting, ensures the five contractors are all working together. The Resident Project Representative works directly for the Hospital, they are the facilities "eyes and ears" and he/she would report back to Frank and his team. This is different from the Architect and they are on site only two times a month, who will come on site for job meetings, progress reports, answer questions.

Mr. Musnicki asked if soil boring tested was required. Mr. Tague stated that this has already been completed.

Mr. Lehman requested the committee be provided with copies of the project manual, so they know what the project looks like. Mr. Tague stated yes, he can provide hard copies and electronic copies of the plans and specifications. Mr. Tague added that BCA will also be doing regular progress reports.

Mr. Musnicki asked if BCA will present the bid packets to the three candidates interested in the Resident Project Representative.

Mr. Musnicki asked who sets the requirements for the bonds.

Mr. Tague stated that there are some that are not allowed to bid due to history.

Mr. Musnicki asked if the roof would be a separate bid or part of the General Contractor.

Mr. Tague stated the roofing project is not large enough to do separately, and stated it is preferred that it is the General Contractors responsibility.

Mr. McDowell asked how the economical municipal law is doing.

Mr. Tague stated that it is pretty good at this time.

Prevailing wages were discussed.

Mr. Musnicki asked if it is recommended that the Resident Project Representative has worked in hospital setting in the past.

Mr. Tague stated yes, and all three of the interested candidates have health care experience. We can discuss to add in the bid that they are required a certain amount of experience in a health care organization.

Mr. Cayer added that Frank and his team along with other members of the Administration team will be highly alerted of safety and infection control issues.

Mr. Tague reviewed the phasing process of the project.

Mr. McDowell asked about noise control.

Mr. Tague stated that there will be some noise, but that some projects that will produce loud noise will be scheduled during certain times of the day.

Mr. Cayer added that communication is the key, on what and how we are doing. So, if patient care in an area needs to be adjusted, we will make that adjustment.

Mr. Hellinger asked Mr. Tague to share with the committee his experience on the three possible candidates.

Mr. Tague shared his experience.

Mr. Cayer asked if there were any further questions.

Mr. Musnicki stated he feels well informed and suggested we move forward with the process.

Mr. Pace and Mr. Tague are working on a date to go to Albany to discuss the project and CON with a representative from the department of health.

Mr. Lehman added he would like to have the Resident Project Representative on board as soon possible.

Mr. Cayer noted, the interviews with the three candidates will take place in November. This committee will take their recommendation back to the board.

Mr. Pace suggested that Mr. Tague be included in the interviewing process as BCA will be working with them directly as well.

Mr. Lehman stated he did not think this was a good idea, and the presents of the Architect may cause intimidation.

Committee will decide on this when the interview process gets closer.

Mr. Pace asked if everyone approved of Mr. Tague preparing the Request for Proposal.

All in attendance agreed to move forward.

Mr. Musnicki stated he is excited about this project, and this committee being able to speak positive about this project in the community.

Mr. Musnicki thanked Mr. Tague for attending the meeting and stated look forward to working with him.

Mr. Tague left the meeting at 5:10 pm.

Mr. Musnicki, Mr. Cayer and Mr. Hellinger discussed the bond and the boards commitment to the bond.

Mr. Musnicki will give an update to the Board of Managers regarding this project.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Frank Pace', with a long horizontal flourish extending to the right.

Frank Pace
Director of Facilities