

## **Highway Building Committee Meeting Minutes**

**February 23<sup>th</sup>, 2017. Meeting started at 7:30am.**

**WTPD 454 State Road WT, MA 02575**

**Conference Room, 2<sup>nd</sup> floor.**

Meeting was called to order at 0734. Attendance: Chf. Rossi, Doug Ruskin, Richie Olsen, Chf. Estrella, Joe Sullivan, John Folino.

First item is the approval of invoices.

We have an invoice from Bardwell for the radios and the hookup for \$1,302.00 Chf Estrella motioned to approve, Doug Ruskin seconded.

We then have the final invoice for Daedalus and then they will be 100% paid. \$6,000. Doug Ruskin requested that we hold this back until the project is completed. Chf Estrella brought up the point that we do not yet have our final permit. It has since been requested but has not been granted. Chf Estrella motioned to approve the invoice, Doug Ruskin stated that it was nothing personal but that he believed the invoice should wait until the end of the project. Chf. Rossi then asked that we hold off on paying the invoice until next meeting. All Agreed.

Next item was a quote for blinds for the office area, from Budget Blinds, in the amount of \$902.00. Doug Ruskin questioned the price with strong opposition. He believed that it was entirely too much for 3 blinds and install. Brief discussion was had about the products and specs and the install. The rest of the committee thought it was a fair price. Chf Estrella motioned to approve the quote, Richie seconded the motion and Chf Rossi voted to approve. Doug Ruskin was opposed. Vote had it and we accepted the quote.

Next Item is a requisition from Folino. With a release of retainage we will still be holding \$35,376.72 and is looking for payment of \$10,292.74. Folino then advised that this requisition is for contract work and is not a release of retainage. Chf Estrella motioned to approve. Doug Ruskin then read the requisition and clarified that this requisition would leave the balance of \$1,000.00 plus retainage and seconded the motion. All in favor. No change orders.

John Folino stated that he forgot to bill out for the electrical work for the compressor. It has since been hooked up and piped. Richie will be running the air compressor lines in the garage, flex off of the hot pipe; the only thing Folino should be billing for is the electrical part. The GFI plug has since been replaced for the Sump Pump/condensation pump. This is because we have since been in there twice and it had stopped working. There was a significant amount of water in the area because of it. Richie also mentioned he talked to Fullin and we can do away with the entire thing; it should be gravity keyed (fed) anyways.

The furniture has since been delivered with a couple mistakes. They sent us two shelving corner units when we ordered one tall rectangular shelving unit. They have since credited us for those two units and ordered the correct one. There was also a set of missing legs and hardware for the small conference table and they are trying to locate where they are. The new shelving unit will not be here till the 8<sup>th</sup> of March. Bob Thorpe the rep will also be updating our invoice.

The two new laptops from Ron Burson have been set up and are in working order. Internet fax and printer are also hooked up.

John Folino then took the floor about the restroom that was not up to handicap code. After brief discussion he advised he could fix the problem by moving the piping for the toilet and lowering the sink and adding a grab-bar. The committee explained that we have since changed the building to be non-public so we do not need to change the bathroom code. The cost to have this fixed to make the bathroom up to specification is around \$1,200-\$1,600. Folino agreed with Richie to allow Richie to order \$1,200.00 worth of gravel for the front to even out the cost.

The next item is the discussion of the fire alarm system. There are currently no fire alarms in the building and will be installed. On the quoted price from ESS it was discussed that Folino will be paying for the basic alarm system but that the 2 items (silent 5700 fire alarm panel, with rechargeable standby, and a radio control box) on the quote, that the town requires to be a part of the system, will be paid for by the town and not Cape Building Systems. Joe Sullivan advised that he thinks these two items will be a 'change to the scope of the project' and that they town should be paying for it if they need/require it. All agreed on this matter. The cost for the town will be \$2694.00 Folino will be covering the rest of the quoted price.

Joe Sullivan then brought up the last item for the building, training on the systems that are installed. He would like everyone that are employees of the highway to coordinate their schedules to be available for the end of project training. It would also be a good idea to record these trainings for future use. John Folino is to set up an appointment with the installers of these systems (mini-splits, radiant heat, fire alarm system etc.) to meet with Richie and his workers for an hour or so of training.

We would also like to make a West Tisbury Highway Department sign. Black with gold lettering. And ships scroll on the end. Joe Sullivan will be looking into getting it designed and made and will come back with some prices for next meeting. Chf. Estrella also brought up making a sign that matches the others out front, to hang on our Public Safety Sign on the main road.

Next meeting we will make sure the training has been done, the closeouts are done, the occupancy permit and signoffs are done and this will be the final meeting. Next meeting will be on 3/9 at 10:00am.

Meeting adjourned at 0804.