

Highway Building Committee Meeting Minutes

January 26, 2017. Meeting started at 7:30am.

WTPD 454 State Road WT, MA 02575

Conference Room, 2nd floor.

Meeting was called to order at 0736. Attendance: Chf. Rossi, Doug Ruskin, Richie Olsen, Chf. Estrella, Joe Sullivan, John Folino.

First item on the agenda was the approval of last meeting minutes 1/20/17. Motioned, Richie Olsen. Seconded, Doug Ruskin (no changes issued). Chf. Estrella, abstained.

Next Item on the agenda was the approval of invoices:

- Cape Building Systems, Requisition #9. In the amount of \$40,850.00 Motioned Chf. Estrella. Seconded, Doug Ruskin. All in favor.
- Daedalus, in the amount of \$6,000.00. Motioned, Doug Ruskin. Seconded Richie Olsen. All in favor.

Next Item on the agenda, Update from Contractor.

Plumbing is finished but not signed off. The electric has also been completed and is signed off by the electrical inspector. The hood for the intake vent had arrived and was installed. John has a bit of contract work still left to do, odds and ends; fixing a couple leaks, installing the dispensers, there is also a piece of plywood on the lower level near the eye wash station that is damaged and the baseboard is coming up and should also be replaced. And John Folino has between now and next Wednesday to finish the contract work.

Next Wednesday Joe Sullivan will be on island and will stop by the site. A punch list will be made and by the following week Folino should have it completed (within the 10 day allowance). Monetize it and close out the following week.

By the end of today, Joe Sullivan will have an updated financial outlook for the project. We will see how much we have left in what areas and proceed with the ordering of equipment for the functionality of the building. By tomorrow a hard number should be provided.

John Folino then advised that while it is up to him to wire the air compressor it is not up to him to order it, so that should take precedence in the list so we can get it here to install as soon as possible. All agreed. Joe Sullivan believes we will have enough money left over to buy what is on the list. He suggested that we make a motion to approve the list as long as it does not exceed the \$16,000.00, Joe will reconcile against the budget and as long as they are necessities for the operation of the building we can go ahead and get this stuff ordered, especially the air

compressor so Folino can get that wired in. All agreed to this: Motioned, Chf. Estella. Seconded, Doug Ruskin. All in Favor.

We did receive a quote for the waxing and sealing of the floor through Foggy Bottom LLC. For \$600.00. All agreed that this is fair and reasonable.

Door frame and location of door stop. We will be having a floor door stop installed and it will stop 6-8 inches before it hits any of the plumbing behind the door. The door stop s installed approx. 1 ¼ into the concrete and should not be anywhere near the radiant heating.

Joe Sullivan then inquired with John when he expects to get his substantial completion. John advised this will happen as soon as they get the plumbing signoff and the plumbers should be done with their work today and have already contacted Joe Teirney. Joe Sullivan advised that he will meet up with Joe Teirney today to make sure we are on track and to check the plumbing signoff status. So Substantial completion gets Richie to occupy at that point, less the punch list and give him 5 days after that and the feeling is that given the timeline he expects John to be done within 10 days and we should be able to sign off on him, less the warranty, training and closeouts which John Folino is currently putting together. The only thing that Joe Sullivan has to sign off on will be the furniture and appliances and they will be good to go. Joe and John walked through the building today and wrote down a few things that need to be done to finish the projects. Between now and next Wednesday when Joe is back on island John expects to have these things done so only a few little odds and ends are on the punch list.

Meeting ended at 0804. Next meeting is 2/9/2017. 0730 am.