

## 20080729 WTTOWN HALL RENOVATION COMMITTEE MEETING MINUTES

1700 Town Hall

Present: Bea Phear, Kent Healy, Chuck Hodgkinson, Bruce MacNelly, Virginia Jones; Kathy Logue, Staff Liaison; Mike Josefek OPM; Jim Osmundsen arrived at 1725

MINUTES: July 15, 2008 MSV as written

### TEMPORARY TOWN HALL ARRANGEMENTS:

Verizon: Mike has spoken with Kevin Nagle at EduComp about the Verizon hookup and emphasized that all arrangements must be in place for the tie in by late August/early September. Mike will follow up on this and will speak with Pat Gregory of EduComp.

NSTAR: Kathy and Tom Colligan filed the work order for the tie in but no acknowledgement has been received. Mike will follow up.

Packing and Moving: Mike suggested that all TH contents be color coded according to their location during renovation, and carefully labeled with their contents. Custody of paperwork is to remain with the Town, and only the Staff is to dispose of any papers as per State mandated guidelines. Ginny urged that a log be kept of where any files, books, and materials are moved and/or stored. Bea will request Jen to circulate a memo to the whole staff and all boards and committees providing directions on how to organize and label as well as how to dispose of any stuff. A dumpster will be provided. Mike will write a scope of work for the movers.

Trailer locations – Kent will stake out the locations of the trailers and storage containers as well as potential hook up locations for utilities. Kent will draw a map of the location of the handicapped ramp and deck, Bruce will provide drawings, and Mike will draw up specs, will talk to the Exec Sec about using the Town Carpenter, and to Scottsman Trailers about what they can provide. Kent will be away from 1 – 15 September and Mike will have to oversee the installation and trailer hook ups during that period.

CPA MONEY: Kathy provided clarification about the borrowing process, which will start off with short term borrowing (12 mos) and then move to long term bonding. Kathy recommended, and the committee MSV that Bea write a letter to the CPC advising them that we anticipate requesting the first \$100,000 portion of the authorized \$500,000/5 year allocation, in April of 2009. The letter must be to the CPC by 17 September.

MERRY CONSTRUCTION: Through an oversight David Merry did not include the cost of new sand to fill in trenches and holes in his estimate for site preparation. He will be paid \$2000 for the removal of of stockpiled soil via a change order. It was noted that David and Richard Olsen (sub contractor) still have several parts of the project to complete, including location of a septic tank which will take place after trailers and storage containers are installed.

ADDENDUM ITEMS: Mike, K & K, and the Exec Sec are working on resolving some issues to do with estimates and bids; the figures are still in flux. Chuck suggested that in the future, the committee have a chance to review budget figures; the deadline for this addendum did not allow for committee review this time.

K & K: Has asked for \$25,000 due at the second half of bid opening. We discussed the request and will vote on it when we have received a review of the bids and K & K's recommendations, as provided in the contract extension for the second phase. We will request proof of payment for all consultants and sub contractors be provided before we vote on the request, which is scheduled to take place on August 12<sup>th</sup>.

MEETING: Because of the bidding dates, the next meeting will be held the 7<sup>th</sup> of August rather than the 5<sup>th</sup>.

Respectfully submitted

Virginia C. Jones

*Approved August 12, 2008*