

20100126 WTTOWN HALL BUILDING COMMITTEE MEETING minutes

5:15 pm Town Hall. Attending: Bea Phear, Kent Healy, Virginia Jones, Jim Osmundsen; Kathy Logue, Staff Liaison. Absent: Chuck Hodgkinson and Bruce MacNelly.

LANDSCAPING: Bea had a call from sub-contractor Tea Lane Nursery as they have not been paid the outstanding balance of their statement by Scanlan. Bea has left a message for Seth Adams asking why. We were reminded that we need to have a letter from Scanlan (and from K & K) confirming that all sub contractors have been paid (A Release Of Liens). Bea will write a letter requesting the Releases and she will pursue Scanlan to ascertain why Tea Lane has not been paid.

SITE PLAN: The "as built" Site Plan in a suitable size and appropriately stamped has not been received. Until Scanlan provides a satisfactory Plan we are holding \$5000 back from their final invoice.

SIGNAGE: Melissa Patterson submitted revised drawings of the proposed signage and a quote of \$4200 for the signs and \$60 an hour for the installation. The committee liked her designs and layout but suggested, following receipt of a message from Ernie Mendenhall, the Zoning Inspector, that the exterior traffic directional signs be higher off the ground; corrected spelling of executive, and requested 5 small "STAIRS" signs for the interior. In addition we wish to have the black portion of the large exterior TOWN HALL sign done in "schmalt."

SURPLUS: Jim has prepared a list of the surplus materials (wood for trim and flooring, lights, brackets, etc.) which Bea will give to the Board of Selectmen with a request for guidance on how to dispose of these items. Suggestions range from EBay to a legal ad in the paper to a list circulated around to all contractors. John Christensen (Town EM Preparedness director) has approx. 3 pallets of materials stored in the County building. He has been asked to move them but because they are materials which cannot withstand freezing he wants to store them in the Town Hall cellar until another location is available. He will work with Scotty Young (contractor) to value the wood and other items.

INVOICES: Scanlan invoice of \$5000 is on hold pending receipt of a satisfactory As Built site plan. We set a deadline of February 16<sup>th</sup> (next meeting) at which time we will hire an engineer to prepare the plan for us.

We voted unanimously to approve payment of MV Hardwood Flooring invoice of \$4,400 which is for two more coats of urethane on the stair treads and landings.

MINUTES: Voted to accept with minor revisions the minutes of 12 January, 2010.

NEXT MEETING: February 16, 2010.

BUILDING ISSUES: Kathy reported that the leak in the electrical room in the cellar seems to be resolved but there is still a leak of unknown origin in the elevator mechanical room.

The elevator has spontaneously descended twice to the cellar with people in it, who have not pressed any buttons; we need to ascertain the “at rest” default location when power is off. Jen will be asked to contact the elevator people to make sure that in the event of a power outage that the elevator descends to, and remains at, the ground level.

This week the Mass Sec of State announced that Meeting Agendas must be posted, and may require that they be posted externally as well as internally in the building (foyer). We will know shortly what this requires.

Respectfully submitted

Virginia C. Jones

*Approved February 19, 2010*