

20100219 WT TOWN HALL BUILDING COMMITTEE MEETING MINUTES

0830 at Town Hall, Present: Bea Phear, Kent Healy, Virginia Jones, Chuck Hodgkinson, Jim Osmundsen; Kathy Logue, staff liaison. Absent: Bruce MacNelly

[Note: This meeting originally scheduled for 2/16/2010 but unable to reach a quorum.]

SIGNAGE: The Commonwealth is mandating that all meetings must be posted (with agendas) in full sight 24 hours a day. Bea reviewed several possible locations including a free standing exterior sign (“sturdy, reliable, weatherproof and hideous”); Chuck suggested a easel arrangement on wheel so that a posting tableau could be updated and moved outside during hours when Town Hall is not open, and inside, when it is. Bea will investigate.

SITE PLAN: Still not received although Seth Adams of JK Scanlan avers that it was sent approx. 10 days ago. UPS will be asked to track it once the tracking number is obtained. If sent on time we will ask to have it re-sent. If not we will employ Scholfield, Barbini and Hoehn to do a site plan (which they have agreed to do for approx. \$4900).

SURPLUS STUFF: Jim compiled a list of surplus materials which will be supplied to the Board of Selectmen and the Exec Sec so that they can deaccession appropriately.

WHITE BROTHERS: Has 4 outstanding invoices. Bea has reviewed them with Mike Josefek; three are definitely the responsibility of JK Scanlan according to Mike and to the committee. The 4th (grading to do with the swale and sand drain on the east side) is more fuzzy. The total is \$1859 and it appears that the change order was never executed; further, it was after Jim Hudson had been assigned part time to another project. The committee voted to authorize Bea to write JKS a letter indicating that the Committee will be willing to authorize payment for this item, as a good faith gesture, once appropriate paperwork (change order and separate invoice) is received. Bea will instruct White Brothers to invoice JKS directly for the other three invoices.

NOTE: Ginny asked about the outstanding statement of monies due to Tea Lane – as far as we know this remains outstanding and is due from JKS to Tea Lane.

COMMITTEE COMPOSITION AND SIZE: With the wind down in the Committee’s responsibilities, and as members assume other responsibilities it has become difficult to achieve a quorum. Bea asked the BOS for direction. They suggested that one or two committee members resign so they can reconstitute the committee in a smaller number until the project is completed.

MAP: Bea mentioned that the Assessors need map cabinets (\$ 3800 plus/minus); it was voted to approve the purchase of map cabinets.

INVOICES: Michael Hull \$247.00; WB Mason \$350.00 and Julie Robinson \$107.75 were approved for payment.

CAPE LIGHT COMPACT: Bea and Kathy reported that to date no reimbursements have been received. Jim will investigate.

MINUTES: Minutes of January 26, 2010 were approved as distributed.

Respectfully submitted

Virginia C. Jones

Approved March 5, 2010