

## **Highway Building Committee Meeting Minutes: Approved**

**November 4<sup>th</sup>, 2016. Meeting started at 8:30am.**

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

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

Meeting was called to order at 0830. Attendance: Chf. Rossi, Doug Ruskin, Chf Estrella, Kent Healy, Richie Olsen, Joe Sullivan.

First item on the agenda is electrical. Electrical is all set.

Next Item on the agenda is the approval of minutes for the meeting of 9/16 and 9/30. Chf Estrella, motion to approve. Richie Olsen, seconded. All in favor. Kent Healy: abstention for both. Doug Ruskin abstention from the vote for 9/30.

Next item on the agenda: approval of invoices.

- \$1500 Daedalus Invoice. Chief Estrella Motioned to approve. Doug Ruskin Seconded. All in favor.
- Vineyard Propane Invoice. Before the total was read Chf Estrella Motioned to not pay the bill until we get the bill with the tank included. This current invoice omitted the cost of the actual tank but charged for the install, fees and fuel fill. Chf Rossi advised that we bought the tank and all the parts that went with it. Doug Ruskin agreed that we should have wait till we have the full bill and seconded the motion. Chf Rossi then reiterated and agreed that we should hold off on paying this bill until we have the bill with the tank as well. All were in favor of waiting for the correct bill. Doug Ruskin then suggested someone should call to make sure we get the exact bill, Chf Estrella advised he would do so.
- \$952.81 David A. Merry and Sons Invoice: Trenching and tank placement. Doug Ruskin motioned to approve. Chf Estrella, seconded. All in favor.

Joe Sullivan then went over the most recent Payment Requisition (Rec # 5) For Cape Building Systems. Total payment is \$75,050.00. This is now 54% completion. Joe Sullivan signed the rec. Chf Estrella motioned to approve. Doug Ruskin, seconded. All in favor.

Next Item is the update from the contractor, John is not present so Joe Sullivan will be giving the update. They have finished the back wall and are hoping to start framing the office. Joe will be sending a CAD file of the drawings that were made to WB Mason, so they can do an original layout of the building for Richie. Richie has went over and has a good idea of what he wants for the area. So WB Mason will provide the layout for the furniture, and will send it to both Joe and Richie for a quick review. Joe at this point went over the choices for the office spaces: Richie's office will have an L shaped desk facing the back exterior door, with a small conference table (that has a leaf that folds out to give extra seating space) under the window looking out into the bay. There will be an additional desk across from him facing the wall. Joe suggested adding an additional 4 drawer file cabinet next to the second desk in order to give a bit more storage and also privacy for someone walking into the office not to see exactly what is on the second desk area. Joe then directed to Richie that he wait until the sketch comes through and then tweak it

as necessary. But the order should go in at the end of this month. Chf Rossi then brought up the break room area and questioned if there were countertops, a sink, and cabinets. All were included. Chf Rossi then advised Richie he should have a fridge and microwave to accommodate the space as well. Richie agreed.

Chf Rossi then brought up a question in regards to the partition from the bays to the office. Originally this question was for John Folino but since he is not here Joe took responsibility for answering. Chf Rossi wanted to make sure that the partition is insulated, 12x52 area. Joe answered that it is indeed insulated. As well as the areas between the office and the breakroom to the utility room. This is for acoustic reasons as well. Richie wants to see all walls insulated for acoustic reasons as well as warmth.

Chf Estrella then brought up a question about how there is not a partition in the plans between the garage and Richie's room. For parking purposes we don't want someone accidentally backing up into that wall. It was agreed upon to put a parking bumper in order to prevent those type of problems.

Richie had a question on flooring in the office. Joe advised it was vinyl composite tile, throughout and concluded his update portion.

Next item on the agenda is the new business. Chf Rossi brought up a change request that Joe had asked for. His request was for a change in the meeting day. If possible from here onto the end of the project having our meetings on Thursdays instead of Fridays. He then discussed that he is already here all day on Thursdays due to another project on island so it makes more sense to have the Highway Department meetings on the same day. Thursdays seemed to work fine for all and agreed to change the meetings from Fridays to Thursdays for the duration of the project.

No other new business to discuss. Because John Folino is not here Joe Sullivan took the floor to discuss the work done so far and the plans going forward: Right now there is white poly film on the ceiling there are ringlets that hold that insulation up to the purling's. Each corner gets pulled down and they will be filling the whole capacity with insulation. That will insulate the ceiling portion. They are friction fitting the insulation on the exterior walls. At that point then the board goes up (the poly) and then will board 11 feet before the bench goes in. Electrical is all service mounted, so it will all be in conduit since there is no real cavity since it is all blown in insulation Richie then requested that when possible he wanted to see an electrical plan to see where the outlets will be going etc. Joe then advised that when the electrician (Bob Perry) shows up to begin that portion, Richie will meet with him and go over it all to make sure everything is where it needs to be. Looking at end of December to be complete.

Chf Rossi then brought up the fact that the building inspector, Joe Teirney sent a letter to Folino advising him not to insulate until the building was air tight (with garage doors in place). While the insulation was being unloaded Chf Rossi went over to tell Folino that he better check with Teirney before installing it. Since that discussion poly was installed to make it "air tight" and the insulation has commenced.

At this point in the meeting Folino joined. Joe advised him that the update has been given and only added a bit more information. Overhead doors to be delivered on the 18<sup>th</sup> of November. Back wall has been insulated, and by the end of next week the whole building will be insulated. South end first so they can start building the office and break room areas next week. The siding of the building, shingles, are arriving next week. Chf Rossi then brought up again the partition for the office breakroom to get it on the record

with Folino in the room, all will be insulated for noise. Rest room, office and breakroom all to be insulated in between for acoustic reasons.

Joe Sullivan then presented a Knox Box that was ordered, we just need to pay the bill for it. \$283.00

Richie then raised a question about insulating the utility room where the air compressor is to cut down on noise, John Folino said he would take care of it.

Joe Sullivan then brought up again the electrical plans, now with John Folino in the room to explain. John Folino advised that Bob Perry's Electricians are ready as soon as the building is completely enclosed, permanent power and service are there but in order to be able to work they have to have the building closed in and tight. Joe Sullivan then brought up that he was told that bay would be service mount throughout. John Folino then advised that was true and that he will be putting melamine paneling on the top of the kicker wall. This will be so that you have 4 feet of concrete and 4 feet of wood panel throughout the whole garage so you can mount tools wherever they need to be without any issue. The wood paneling is coated in a white color. All you will see are the stainless steel screws holding it in place.

Joe Sullivan then brought up that on one part of the trim in the back, above the entrance to the break room, it looks like someone hit it with the lift. John advised that he saw it and knows it needs to be replaced, and will see to it that it does.

Richie then requests where they are at with cable and telephone. Bob Perry will be doing the rough for it but before it will be installed the mechanical room has to be finished. At that time we will make an appointment with Comcast to hook up the service. Chief Rossi then brought up possibly just adding a few lines to his Carousel contract and hooking up the phone system in the highway building, since the PD is allowed up to 20 lines on the same bill. Only problem is finding out if it has to be from this particular building or if it could be hooked up in a separate building. Possibly even combining phone, cable and internet. This is a possibility that was discussed, but no decisions were made.

The next item John Folino brought up was some problems with the building department that have been resolved. Though nothing with any consequence negative towards the building. Problems with the roof installation, licenses etc. but those issues were resolved. There were also a few issues with insulating, i.e. temporary doors, that issue was also resolved. The structure engineer has also been on site and had all the bolts checked in the building and a letter has been written that states the building has been erected per the drawings and is up to specifications and done correctly. Joe Tierney had requested such inspections and Folino has been following such requirements. Structural inspections have been completed and reports are all written. Overhead doors will be delivered next week and once the building is enclosed they will start building the partitions and start the wiring. When the wiring is to start, Richie, John and Bob Perry will be going in to discuss placement together; this was discussed and agreed upon. John Folino then advised that once the shingles are on they can install the downspouts on the building. Richie commented that he liked where they were so far and John stated that he put them there so they wouldn't block any window or lighting placement. Folino then advised that in regards to the insulation system, his crew is installing the fabric and the ceiling now, and will be blowing in the insulation. No other business to discuss.

Motion to adjourn at 0908

Next meeting: 11/17