

Highway Building Committee Meeting Minutes

February 9th, 2017. Meeting started at 7:30am.

WTPD 454 State Road WT, MA 02575

Conference Room, 2nd floor.

Meeting was called to order at 0732. Attendance: Chf. Rossi, Doug Ruskin, Richie Olsen, Kent Healy, Chf. Estrella, Kathy Louge, Joe Sullivan via phone.

First Item Approval of Invoices: Foggy Bottom \$600.00 waxing and sealing of VCT tile. Motion to approve, Chf Estrella. Seconded, Doug Ruskin. All in Favor.

Next Item Approval of last meeting minutes: 1/26/17

There were a few changes and typos fixed. Richie Olsen Motion to Approve, Seconded Doug Ruskin. All in favor, Approved as amended.

Chf. Rossi then brought to the floor a letter that has been drafted to Joe Teirney. This is because the specs called for a handicap accessible bathroom. The bathroom in fact was not built to those standards by code (Sink is too deep, the toilet is too far off the side wall). So Joe advised that while the handicap bathroom is not required we cannot advertise that it is; meaning that we have to remove the men women and handicap placard that is on the bathroom door (this was done). Another point was that because the original specifications called for a handicap bathroom we need to call for compensation from John Folino for this mistake. Joe Sullivan has since talked to John about this. He has a meeting set up with John for next Wednesday to discuss this and any other little items that are outstanding. Because moving the toilet and plumbing and such is such a huge job, Joe will be looking for a fair amount of credit back from this in which we can then use for gravel that is needed around the highway barn. This has been discussed with Richie and Chf. Rossi and is warranted at approximately \$1,600.00. Joe is aware of this need and will communicate with John about using this amount as a credit. In regards to this entire topic, in order to make these changes, the letter that was drafted was written to change the access of the building to 'employees only'. Changing the original idea of allowing public access. All have to be in favor of this before the letter can be sent.

Another letter will be drafted in say that while the specifications allow for a handicap accessible bathroom, we did not get it. In lieu of that we will be getting compensation of whatever is decided between Joe Sullivan and John Folino in their meeting on Wednesday. (Approximately \$1,600.00). This letter will be drafted to Bruce. This letter will only be drafted if these changes create a change order, for a paper trail. If these changes are just negotiated and it is awash, in regards to equaling out for the gravel needed, then we do not need to draft the letter and we will just note what has been negotiated in the minutes.

Doug Ruskin then asked a question (for Joe Sullivan): From a documentation standpoint if we have a building that specified one thing and it is delivered a different way, do we need to document the reason we are accepting the building as it is, with that deficiency?

Chf. Rossi and Joe Sullivan advised that the letter will take care of the documentation aspect.

Kent Healy then asked if there is any requirement that the building have the handicap accessible bathroom. Chf Rossi and chief Estrella then pointed out that it is only if it is a public building. Kathy then also questioned that if we were sure we don't need the access even though it is just for these public employees, and if these public employees have to satisfy a particular physical requirement for the job, nevertheless are we sure this won't come back to haunt us later down the road? Joe Sullivan then explained that it is perfectly fine and that it will not be a problem down the road, since the building is for employee use only and it falls within the parameter of the validity of the building.

Next Item: Lack of Smoke Detectors

Chf Rossi: Just so that it is on record, when Joe Teirney came to do the final inspection, there was no smoke detectors in the building. Chf Rossi expressed concern over how this could have slipped past the builders, Joe and John or anyone else.

Ralph Aeillo has since been spoken with and he had discussed several systems we could install. After speaking with Joe the system that was talked about is not really needed. Chf Rossi then suggested we go strictly by code and what is on the plan. The quote for this is \$4,700.00. This will not be billed through the town and will be paid by Folino since it should have been installed in the course of the project.

Doug Ruskin: So this won't be a change order for us?

Joe Sullivan explained: He owns the intent of the building and in owning the intent of the building John has to meet state code and part of that code requires a fire protection, fire alarm system to be installed. John did respond via email and stated that he didn't feel he owned it. Joe Sullivan then replied to his email stating it was clearly on the plans and needed to be done. And in order to get the occupancy John needs to complete this task. He agreed to put in the system. Jackie then sent ESS and email to move forward with the install of the system.

This system will be monitored 24/7 on a central alarm system through ESS, according to what the town wants.

Joe Sullivan then inquired with Chf. Estrella, if it is a monitored system and it goes from one device to the other and then to the central alarm panel, is it required to have a radio box to send the signal to dispatch. Chf Estrella advised that yes this is indeed required per code.

Part of this thing that the town and committee didn't know is that there is a \$50.00 monitoring fee every month for this system. Chf Rossi has since put in a call to the system to see if we can get that fee waived. The install start date of this system is possibly by Tuesday of next week.

There was then brief discussion over insurance of the building at this point. Right now we are on builders risk with the exception that the building inspector did give the go ahead to move in equipment. Unfortunately Kathy advised that until we are transferred over from Building Risk to the main insurance company with the certificate of occupancy we are not covered. Chf Estrella advised with the exception of having a temporary permit from the Building Inspector. It was then decided that we need to get a temporary permit from Joe Tierney, and then we have to get Jen switch the insurance over, so we are protected.

Joe had no other updates for the committee and only ask that when the furniture is installed they notify him to be able to walk through with Richie to note and damage or anything.

Kathy Logue then asked for a brief update on the where we stood on the budget. Right now we budgeted a total for the project of \$857,500.00. Today we have spent to date \$406,354.40 with a balance of \$451,145.60. To date we have only spent \$35,000.00 of the contingency to date and out of the \$105,000 originally budgeted we have about \$70,000. We have also spent approximately \$15,000 on equipment for the building. So we are down to about \$50,000.00 and have a few bills that are floating in. In very good shape. Goal of the quoted project in total should be done by March 15th.

There will be a walk through at the next meeting, 2/23/2017.

Meeting adjourned at 0808.