

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

**December 15<sup>th</sup>, 2016. Meeting started at 7:30am.**

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

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

Meeting was called to order at 0735. Attendance: Chf. Rossi, Doug Ruskin, Chf. Estrella, Richie Olsen, Joe Sullivan, John Folino, Kathy Logue.

First Item is the approval of last meeting minutes. Motioned Chf. Estrella. Seconded, Doug Ruskin. All in favor. No changes mentioned.

Next item is the approval of any invoices:

- Daedalus \$4,000.00 Motioned Chf. Estrella. Seconded, Doug Ruskin.
- Cape Building Systems payment requisition for \$76,950.00 Motioned Doug Ruskin. Seconded, Chf. Estrella.

Kathy Logue then brought to the table an invoice for the bond counsel (Locke and Lord). There was a question as whether or not this bill included the payment for the Howes House roof. After some discussion, we will hold off on this invoice until Kathy finds out more information.

Next Item: Update from Contractor

John advised that he has the crew bringing over some more materials today to finish up some things within the building for example the melamine for the mezzanine and a few more supplies. There will also be casing around the windows. Richie then inquired about the seams between the melamine and if they can be fixed. Unfortunately the way that the melamine expands and contracts with heat and cold will prevent seams from being filled in. Richie understood and we continued the update.

John Folino then continued the update. Plumbing hook up for the well: a pressure tank is not needed according to the Well installer and just needs to be hooked up within the building. The electrical on the outside of the building has also been all signed off. Comcast pipe needs to be pulled into the building by Comcast but the electrician has done the tie in. The downspouts will be installed by Monday. Exterior siding is completed on the 3 sides and just finishing up the face of the building. There exterior trim piece that is broken on the back side will be replaced Monday. The exterior lights will be installed by Perry as well and have been roughed. The grading and underground drainage will be taken care of by Olsen and Son next week. This week Richie and crew installed the septic system. It has also been inspected and backfilled.

John then advised that the floor tile selection will have to be chosen again since the color we had picked is out of stock (this was done in the meeting by Richie and the choice was given to John for ordering). Color Chosen: V217

Inside the building all the rough has been done, plumbing and electrical and was inspected. HVAC are in and will have an inspection scheduled. Insulation has been inspected as well. The workbench is also being

delivered today Joe Sullivan then asked that next week we walk the building and put together a sequence of lists together to be able to go from section to section and button up each one. The idea is also that we are trying to get the furniture delivered and the sequence of how the building will be completed will affect that delivery. We then scheduled a meeting/walk through for next Thursday the 22<sup>nd</sup>. John continued to say that he will also be scheduling Bettencourt to install the boiler for next week as well. Joe then advised that all outside work should be completed so we can focus on the inside finish work, bringing the building up to temp and starting to paint and finish each area.

There was then a brief discussion with Richie and John in regards to the plywood and the finish color. He would like the paint color changed to a dark grey because the color that is on it now you can see all the imperfections and it looks terrible. Everyone agreed and John will be painting it a dark grey color.

Once John feels that the building is substantially complete Joe and John will make a punch list and then he will have 10 days to complete it.

Richie then had a couple questions for John: There is a slice in the insulation cover in the garage bay almost in the middle can you fix it? John advised that he would. Also, when are the new garage doors coming? John advised they should be delivered the 23<sup>rd</sup>, the overhead fans are also coming on the 27<sup>th</sup>.

Joe Sullivan then brought up the water tie in. apparently there was confusion as to what the plumber was responsible for. The tie in to the well the plumber initially felt he did not own, and that the contractor would be bringing that in. John felt that this was not his responsibility. During the conversation about this it was determined that Richie and crew brought the pipe from the well to the building and inside. Joe advised that the plumber would be tying it in and making the connection from where the line was brought in by Richie's crew.

Chf Rossi then brought to the table a problem that was brought to light last week. During a talk with the plumber it was discovered that he was looking at the wrong set of plans, we had to correct him and give show him the correct set of plans. The plans that he had had a slop sink in the day room, but in fact there was a regular steel sink in the day room with a kitchen cabinet underneath. This was noted to the committee.

Richie then brought up that we have a 30" fridge and the opening on the scaled plans shows 28 3/4" opening for the fridge. John advised that we can make an adjustment for this.

There was then a discussion on the generator and costs associated. John has since received the quoted prices from Perry for tying on into the building. Joe Sullivan advised that we have to wait to see where we are at, at the end of the project to figure out purchasing one. The quoted price under \$9,870.00 and also included the fact that there is an ability to have the work for the generator done on island (and under 3 hours).

There is some extra electrical work for TV jacks and outlet, piping for the radios, wiring and material for the generator. The quoted price for this work is \$5,514.99. This was discussed and seemed fair to the committee for the extra work that was requested. This would make the most sense to approve it now and get it done while the rough is being done. All agreed. Motion to accept this, Doug Ruskin. Seconded, Richie Olsen. All in favor. Joe will be giving John the green light to proceed.

Richie and Chf Rossi will be meeting with Jen on Monday to price out through the state bid process to purchase all of the items needed for the shop (FF&E). There was then a discussion on the bid process and what the possibilities were in order to acquire the items needed for the building. It was decided that they will meet with Jen and if any problems arise they will bring Joe into the process.

Meeting adjourned at 0814.