

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

**December 1<sup>st</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 0740. Attendance: Chf. Rossi, Doug Ruskin, Chf. Estrella, Kent Healy, Richie Olsen, Joe Sullivan, John Folino.

First item on the agenda approval of November 17<sup>th</sup> minutes. Motion to approve, Chf Estrella. Seconded, Doug Ruskin. All in favor.

Approval of Invoices: We held off on paying the first vineyard propane bill until we received the bill for the tank as well. The new bill has arrived for the tank and set up in the amount of \$4,946.08. This includes the town owned tank and all the piping, install and burying. Motion to approve, Richie Olsen, Seconded, Doug Ruskin. All in Favor. Abstentions: Chf. Estrella (due to the employment of Chf Estrella's brother at Vineyard Propane).

Next Item on the agenda is the update from the contractor: John Folino checked in with Perry in regards to the cable and advised that it is all set and ready to be installed. They are ready to tie into Paul Bettencourt's section and run it through the conduit. Shingling is being continued with good weather should over the next few days and should be finished up by the end of next week. The partitions are up and John has notified Perry and Bettencourt for above slab work. Joe Sullivan then advised that the HVAC should be started as well due to the use of larger equipment. John stated this will be started simultaneously with the plumbing and electrical. The HVAC work will be mini-splits. It was decided after a brief discussion that HVAC and plumbing should work together so that the coordination is done appropriately and they are not crossing each other. John agreed. John went onto say that the interior is completely framed and they will be installing plywood all the way up to the hand rail and throughout the back wall, (there will be sheet rock in the office and breakroom areas). The mezzanine will also be getting a plywood surface up to the gable and the backside above the mezzanine. Upstairs on the 3 sides where the mezzanine is John will also be installing melamine up to the girth to protect the insulation. John stated that yesterday he had the work bench measured for a stainless steel countertop to be installed (the wood portion of the work bench will be painted black). Also the work bench will have to be shimmed a bit since the floor slopes in two different planes Richie stated that is not a problem and that they can work with it. Joe Sullivan then asked Folino if the 1<sup>st</sup> week in January still looking towards our competition date. John advised that this is still what is projected. The sheet rocker is also ready to come in to finish the office areas with insulation, sheet rock, tape and finish and paint. He will also be repainting the door because of the unknown splatter that ruined the paint job. The garage doors was also a subject of conversation in regards to changing them out for the brown doors; as soon as they are shipped out they will be changed; at this point they have still not arrived. No potential date of delivery was given.

John Folino was then given the color choices and samples for the VCT tiles, paint and baseboard by Richie and Samantha. They were also written out on the plans as to not cause confusion.

John Folino then inquired about the installation of the antenna bracket. It has been installed and is sound via Bardwell. John then asked who was wiring it. Doug Bardwell had asked that when the electricians are doing their work to run the wire while they are finishing. Bardwell will be supplying the wire to run. It was discussed that between Bardwell, Perry and Richie they will come up with the placement of the radios (within the office and the work area) and where the termination points will be.

Next Item on the agenda is the update from the OPM. Joe Sullivan brought up the following 3 points during this discussion.

Joe has spoken with Bob Thorpe about the furniture. He will be sending over the rendition of the spaces today with the measurements and we just have to pick out the furniture to match those spaces. All the furniture for this space can also be received within 3 weeks. Joe then instructed Richie and Samantha to pick out the items and colors, make sure they match up with the rendition, make a detailed list and send it over back to him so he can get the prices for the next meeting. Once that is done we will give Thorpe a green light to proceed.

Joe has since sent around an updated budget that shows where we are with expenditures from Bruce. This paints a pretty clear picture as to where we stand. You will see that some line items are over. For Example some of the FF&E that Richie was looking for we had budgeted approx. \$5,000. But we will need more than that, so money has been moved around a bit in order to cover those expenses. Those type of movements of money are expected throughout the project; there are areas in which we are under budget, which is where Joe has been moving from in order to cover the expenses. Any overage on any line item, if we don't have credit on any of the other items it will come out of the contingency and will be tracked accordingly.

Chf. Rossi then brought up the discussion he had with Richie about getting a vehicle lift if there is any money left over. Though it wasn't in the original plan it was discussed that we could add scope to the project in order to be able to purchase one. It was discussed that even if we cannot get one now, it is an item that is needed at some point. One thing we have to keep in mind is that there is radiant heat under the concrete so it will have to be a 4-post lift if or when we decided to go ahead with acquiring one. After a bit of discussion on this topic and it was decided that we will wait until the end of the project and see what there is left before making any decisions.

Richie then inquired as to whether or not a back-up generator was in the scope. This was decided that it was indeed not included within the scope but it is imperative to a highway barn (since during storms and such they will need power to be able to do the necessary work for the town). It was then discussed that Richie will get a quote for one and then add this to the scope as a priority as opposed to a lift that could wait.

Joe then stated his goal is to have the building substantially complete by the first week in January and get Joe Tierney over with the signed affidavit. Directed at John Folino, Joe then advised that he needs his Engineers, Architects of design of record also needs to give affidavits to Joe Tierney so he can sign off on it all. With 6 weeks towards the goal date, Joe Sullivan is strongly requesting that Folino line all of that up so it is ready for Tierney.

Chf Estrella then inquired about the shingling John then advised him that within the next couple weeks that should all be done and the grading and such around the building can commence. John then advised that he also needs to put the downspouts on. Joe Sullivan then clarified by stating that once the exterior façade is complete and their portion of contraction is done then we (Richie etc.) can go ahead and start the grading and fill.

Chf Rossi then inquired about all the items (tools and such) that need to be bought such as the fire retardant cabinets, tool chests etc. it was discussed that we should go price them out and compile a list of needs for the department. The list can then be brought in front of the committee to vote discuss and approve and then order. Joe Sullivan then advised that we should also price out the appliances that we would like to have as well. Richie agreed to do so. Joe Sullivan request that we start getting quotes on items, preferably from state vendors. Chf Rossi will be speaking with Ron Burson about computers and printers needed since he is also the state bid for this type of equipment.

No Old Business

Next meeting 12/15/16.

Motion to adjourn Chf Estrella. Seconded, Doug Ruskin.