

Highway Building Committee Meeting Minutes: Approved

November 17th, 2016. Meeting started at 7:30am.

WTPD 454 State Road WT, MA 02575

Conference Room, 2nd floor.

Meeting was called to order at 0736. Attendance: Chf. Rossi, Doug Ruskin, Chf Estrella, Kent Healy, Richie Olsen, Joe Sullivan, John Folino.

Approval of last meeting minutes: Doug Ruskin brought up 3 typos. The minutes were amended with the typos fixed. Doug Ruskin: Motion to accept the minutes as amended. Chf. Estrella, seconded. All in favor.

Approval of Invoices: Bardwell Electronics \$3142.00 Antenna, Mount, Brace kit, Radio, Power Supply, Speakers, Coax and connections. Chf Rossi then advised that he had requested two radios within the building, one area in the work area and one in Richie's office. Though this bill is only for one Chf Rossi will speak to Bardwell in regards to the other but we should pay this bill now. All agreed. Doug Ruskin then questioned where this comes out of the budget. This will come out of FF&E (Furniture, Fixtures, and Equipment. Motion to pay: Chf. Estrella. Seconded: Richie Olsen. All in favor.

Approval of Requisition. Joe Sullivan then advised that there was a change made on the Req. John Folino over billed by \$15,000 on bond and insurance. The correction has been made and we would like to approve the amount not to exceed in the amount of \$111,350.00. John Folino will then make a new revised copy and Joe Sullivan will submit to the town accountant. Motion to pay the requisition as adjusted: Chf Estrella. Seconded: Richie Olsen. All in favor.

Chf Estrella advised that the corrected Vineyard Propane bill has come in and he will bring it next meeting.

Next Item on the agenda: Update from Contractor. John Folino then took the floor. Brown overhead doors have been ordered to replace the white ones that have already been installed. Folino stated that back in August he had ordered brown but that the order was delivered with the wrong color. In the next three weeks we will be finishing the overhead doors, shingling and trim work. The fans will be installed as well. The intake fan and the damper are interlocked so when the fan comes on the damper opens pulling air away from the office area along the bay and vented out wards (by creating a negative pressure to draw the air through). This keeps exhaust and work area air away from the office and day room areas. There was then some discussion on the budget between Joe Sullivan, Doug Ruskin, and Richie in regards to what we have left for FF&E and what else we have to purchase. Richie then brought up getting the fireproof cabinets for hazardous materials. John Folino the suggested getting them used from American Surplus in East Providence in order to save some money approx. half of what they usually cost. Richie will look into this. Richie then brought up a question of how to pay for and where to get items like the air compressor or tool boxes etc. Joe Sullivan then advised Richie that it will be paid for out of the allotted budget that they already have. It was discussed that we go online and find out relative prices for what Richie needs and then we go about either getting bids or just purchasing them from on island retailers if the prices are under the bidding threshold. Joe Sullivan instructed Richie to try to come up with a list of

what he is looking for and we can go from there in trying to find the most reasonable prices. John Folino then continued with his update: the framing and drywall install will be continued once the last door is on. The walk through for the electrician has not been planned yet but will be discussed today when Folino meets with Bob Perry. Joe Sullivan then interjected and stated that in speaking with the workers earlier the framing of the walls need to go up before they can open up the trade; so they are looking at getting the offices framed off and then when the electrician is ready to start then the walk through can be scheduled. Doug Ruskin requested to be present for the walk through as well as Richie. Folino then advised that the conduit will be surface mounted after the melamine is up. Once framed and sheet rocked, all walls will be insulated. Joe Sullivan then asked if there was the same crew doing the insulation, drywall, and siding? Folino then advised that he has different crews doing the insulation, drywall and painting (one sub) and a different crew doing the siding and framing. Folino stated he was trying to keep those crews together so that if there is something wrong with one thing the other can fix it and continue on. This opens it up so that the framing can be done inside, to then open it up to different trades and the framing crew can then go outside to finish the siding work or etc. Folino then brought to the table the different color options for paint, flooring, baseboard and cabinet colors. We discussed briefly then it was decided that Richie would look at them and choose accordingly with Samantha. Choices will be penciled in on the plans and given at the next meeting but can be emailed when they are chosen.

Inspections: Joe Tierney has inspected and has signed off on all. There was one issue with the absent insulation behind the electrical panel. Daedalus also did not pick up on it and neither did Jim Dunn. This could have been an issue but Joe Tierney did find it and in turn it was fixed.

Joe Sullivan then directed at Folino about the time table of the building. It is still expected to be completed by the end of the year with occupancy to be by the second week of January. Furniture delivery will be hinged on the completion of the project, so the dates are imperative. Joe Sullivan then advised that him and John will be putting together a comprehensive schedule together from this date to January 15th of what needs to be done including sign offs and inspections. This will be done for the next committee meeting.

Joe Sullivan then advised quickly to Richie that the Needs and Wants list needs to be done asap so we can tap into contingency for any one line item and bring it to the committee to get approved so we can purchase them. Richie agreed to get the list together. Chf Rossi then brought up something that was wanted that they did not include to keep the budget down. This was a lift for vehicles. It was then discussed that it was a possibility but that we cannot drill into the concrete floor due to the radiant heat. We could possibly get a ramp model to advert that problem. This was discussed and is a possibility, we will see that we have left in the budget for FF&E and other line items and bring this up again at a later date if the funds are available.

Next item on the agenda: New Business.

Chf Rossi brought up that Paul Bettencourt left two empty conduits one for cable one for telephone. The question that is brought up is where did Perry leave his conduit to tie into? Joe Sullivan advised that it is in the same trench since there was pictures of it. Richie then brought up that Perry also left two stub hubs and they were not in fact connected in the middle. So since our guy brought it to where it needed to be John Folino will discuss this with Perry today why it is not connected. Chf Rossi then brought up the point that this could hold us up so that connection needed to be made ASAP.

Chf Rossi then brought up the pedestrian entry way. There is a white resin all over the door than cannot be removed by hand. Joe Sullivan stated that it will have to be mechanically removed and repainted. John Folino will take care of it.

Richie then brought up the sealing of the crack in the floor and the walls. He is not pleased with the way it looks and stated it was like a 12 year old did it. Richie also brought up that he initially requested for it not be fixed at all or to grind it out, and that is exactly what they did. Requested that it be fixed. Joe Sullivan and Folino will take care of that as well.

Chf Rossi then brought up the cracks on the foundation on the outside walls. Looks like they tried to fix them with some sort of clear resin, but it also looks terrible. Not only does it look terrible but Chf Rossi stated he will not feel comfortable with it (structurally) until Kent looks at it. Discussion was had and Kent will be looking at it after the meeting. Joe Sullivan advised that since it is an outside wall it should either be injected with a sealant or parged but that a parge would look like a patch job so an injected sealant would be best; Kent will look and discuss the options.

Dented piece of the gable trim. Needs to be replaced. Joe Sullivan and Folino advised that there will be a punch list and it will be fixed. Chf Rossi then advised that he understood that but that we thought the contractor should know now in order to fix it before that list (one less thing to worry about). Sullivan agreed and Chf Rossi will show Folino where it is.

No Old Business.

Next Meeting December 1st, 2016.