

## **Highway Building Committee Meeting Minutes**

**April 20<sup>th</sup>, 2017. Meeting started at 10:00am.**

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

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

Meeting was called to order at 0730. Attendance: Chf. Rossi, Chf. Estrella, Joe Sullivan, Richie Olsen, Kent Healy, Kathy Logue.

First Item is the approval of last meeting minutes 3/9. Motion to approve, Chf. Estrella. Seconded Richie Olsen. All in favor.

Next item is the approval of invoices.

- \$1755.86 for RD Crane (Appliances). Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.
- \$7,788.89 for WB Mason (Furniture and Install) Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.
- \$192.51 for Goodale (Gravel) Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.
- \$203.92 for Cottles (Fence Posts) Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.
- \$215.82 for Cottles (Fence Rails) Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.

The committee then voted on a few items that were not invoices.

- Chf. Rossi made a motion to approve the funds needed but not to exceed \$2,500.00 for the hydro seed. Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.
- Chf. Rossi made a motion to approve the funds needed, but not to exceed \$20,000.00 for finish work, landscape, etc. to close out the project. Motioned Chf. Estrella. Seconded, Kent Healy. All in favor. There was then a discussion about edging being included in this total cost to finish up the building. Chf. Estrella and Richie then discussed some options for what to put along that area. Steel edging and shrubbery were both brought up. Richie also would like to put cedar lattice long the sides of the building. All agreed on this as a good option for around \$1,000 and Tony will install it.
- Chf. Rossi made a motion to approve the funds needed for release of the retainage or the last closeout requisition. \$34,561.42 Motioned Chf. Estrella. Seconded, Richie Olsen. All in favor.

The next item of discussion was the signage for the building. (one for the top of the building for identification, and one to match our roadside public safety sign.) Joe Sullivan discussed

having these made off island with a company he is familiar with (*Signs by Jay*) in order to save some money since buying made to order signs on island are quite expensive. This was talked about in short and everyone seemed to agree. Richie will be put in contact with the sign company off island for design and finish. This cost will come out of the \$20,000 left for the finish and closeout of the building. Joe Sullivan will pick it up and deliver to the island.

The next item of discussion is the open house. There was a discussion about having this be an open house showcasing the new highway department, but making it more of a public safety day. All agreed on this as the best course of action. Chf. Estrella said he would cover the costs for food and refreshments through his association. A Tri-Town Ambulance squad member will also be bringing it up to their association to help offset the fire department costs. Chf. Estrella was on board with this idea. A date was set for May 13<sup>th</sup>, 2017 from 12-3 pm. This was then relayed to Selectmen Kent Healy and Selectman Skipper Manter to bring to their Selectman's meeting next week.

The committee does not expect to meet again but we will not be dissolving the committee until further notice.