

Highway Building Committee Meeting Minutes

March 9th, 2017. Meeting started at 10:00am.

WTPD 454 State Road WT, MA 02575

Conference Room, 2nd floor.

Meeting was called to order at 0734. Attendance: Chf. Rossi, Doug Ruskin, Chf. Estrella, Joe Sullivan, John Folino, Kathy Logue.

First item is the approval of invoices.

- Budget Blinds \$862.25: Motioned, Chf. Estrella. Seconded, Doug Ruskin. All in favor.
- Napa Auto Parts & 10,874.73, building tools and equipment: Motioned Chf. Estrella. Seconded, Doug Ruskin. All in favor.
- RDA Soft Net \$1,807.95 Computers, Printer/Fax and set up. Motioned Chf. Estrella. Seconded, Doug Ruskin. All in Favor.
- Daedalus \$6,000.00 Last Invoice and final payment of contract. Motioned, Doug Ruskin. Seconded, Chf. Estrella. All in favor.
- WB Mason \$7,788.89 Furniture and Install. Chf. Rossi request we hold until we receive the last pieces which had to be exchanged since they were not the correct items. All agreed to hold the invoice until the furniture is delivered and installed.
- Requisition #11 \$3,509.30 Last of the contracted price (With a balance of \$34,561.42 for Retainage). Motioned Chf. Rossi, Seconded Doug Ruskin. All in favor.

Next Item, Update from OPM:

We have since received the CO as of last week, for use and occupancy of the building. A list of 6 items have been added to a punch list and will be given to Folino to fix within 10 days. (3 such items are: the back cover on the ac has a crack in it, the door frame on one side has some of that epoxy splatter on it from the floor sealing, a door sweep that needs to be adjusted due it not opening or closing the way it should).

Change order #7: This is the change order that was discussed last meeting over the radio control fire alarm, in the amount of \$2694.00. (No mark up and pass through cost) Motion to Approve: Chf. Rossi. Seconded, Doug Ruskin. All in favor.

Once the punch list is complete Folino will then put in for the release of the Retainage, Joe Sullivan will verify that the work has been completed and bring the Retainage Requisition to the committee.

Kathy requested to know where we stood for numbers. A brief discussion was held as to what we have left (around \$151,000) less the items that were approved, less the retainage, and less the site work when the weather breaks.

Doug Ruskin then brought up the warranty on the building. Joe Sullivan then briefly discussed how this works to the committee and advised the Building is 1 year whereas equipment is different, and also discussed the architect involvement as well.

Since our next meeting is going to be scheduled for when Richie is back, the committee voted to approve no more than \$35,000 to pay the retainage once the punch list items are complete. This voted allowed Folino to be paid without waiting a month until our next meeting date.

Last Item, approval of last meeting minutes (2/9) and (2/23) Both sets of minutes were motioned to be approved as amended. Motioned, Doug Ruskin. Seconded Chf. Estrella. All in favor.

Motion to adjourn at 10:21am.