



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Public Works Building Committee
May 4, 2021*

Attendees: Eddie Arnold, Cindy LaCroix, Todd Croteau, Mike Wenrich, Tad Putney, Roland Pothier, Carol Card, Dan Salmonson, Kurt Lauer, and Richard Parks.

6:30pm - **Eddie** called the meeting to order and said we were meeting under Executive Orders, which allow for remote meetings. All committee members stated where they were located and that they were participating remotely due to COVID-19.

Nominations

Mike nominated Eddie as committee chair, seconded by Todd. There were no other nominations. Roll Call Vote Yes 5-0.

Mike nominated Cindy as vice-chair, seconded by Todd. There were no other nominations. Roll Call Vote Yes 5-0.

Mike nominated Tad as secretary, seconded by Todd. There were no other nominations. Roll Call Vote Yes 5-0.

Roland - Project Updates

Roland said we are expecting to start cutting trees tomorrow. Once cleared, he said **Chad** from Fieldstone will do the layout and control points. **Roland** reviewed the project schedule, which calls for the foundation to be done in June and the project substantially complete in mid-December. **Roland** said 90% of the subcontractors have been locked in. It was agreed that all committee members will get access to CMIC and receive emails with project updates. **Kurt** said it would be good to get samples of the Hardee exterior to committee members so a final selection can be made.

Builders Risk and Bond

Carol said she has both the builders risk and bond documentation ready to go. She said she will send it to **Tad** for review and to see if any additional names need to be added.

Regular Meetings

It was agreed that there will be weekly meetings on site Wednesday's at 11am – beginning May 19th. We will plan for a Zoom/call-in function to allow committee

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members not in attendance to participate in the meetings. It was agreed that committee meetings will be tentatively scheduled every other Tuesday evening (6:30pm) at this point and will be held by Zoom. The first meeting will be on May 18th. **Kurt** suggested the day before the evening Zoom meetings an email should be sent out to confirm if having the meeting is necessary. Members agreed.

Subcommittee for Invoice Approval

Tad noted the committee charter allows for a subcommittee to review and approve invoices. It was agreed that **Eddie, Mike** and **Cindy** would serve as the acceptance sub-committee. **Tad** mentioned that we need to be mindful of the timing of Selectboard meetings for making payments as they only occur twice a month. He said North Branch is aware of the timing of the Board meetings. **Kurt** noted he will review and approve the invoices. **Tad** said that once approved by **Kurt**, the town will need to have the approved invoice by the Wednesday before a Board meeting for the subcommittee to complete its review.

Other Business

Mike asked when **Dan** will be on site. **Dan** said normally 7am to 3:30pm. **Cindy** asked if any signs have been put up for users of the trail that will be impacted. **Mike** said he will do so tomorrow.

Inspections

Tad asked about the frequency of inspections. **Kurt** said that he is planning on five for him, plus two for the structural engineer. He said that he is also doing a project in Milford, so will likely stop by our site at times after visiting the other site. **Richard** said he expects to do two or three inspections. **Roland** asked if he wants to do one of the radiant floor before the concrete is applied. **Richard** said he can do one then for a total of three inspections. **Cindy** asked about materials testing. **Roland** said he has contacted SW Cole and Miller Engineering for proposals. He said he will also be getting specs for the material that is used. **Cindy** asked about **Richard** reviewing the systems inspections. He said he will be doing so.

Selecting Colors

It was agreed that **Kurt** will provide recommendations on colors, etc. for final approval by the committee.

Meeting adjourned at 7:39pm.