



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213

Fax (603) 673-8136

[Selectboard@brooklinenh.us](mailto:Selectboard@brooklinenh.us)

<http://www.brooklinenh.us>

*Minutes  
Public Works Building Committee  
November 9th, 2021*

Members in attendance: Eddie Arnold, Cindy LaCroix, Todd Croteau and Tad Putney.

6:32pm - **Eddie** called the meeting to order.

**Minutes**

*Todd moved, seconded by Cindy, to approve the October 28th meeting minutes as written; Vote Yes 4-0.*

**Mike Wenrich** arrived.

**Review of Signed Substantial Completion Document for Site and Salt Shed**

**Tad** shared the signed Substantial Completion document for the site and salt shed. He said he contacted Primex the day the document was signed by **Drew** and added the salt shed to the town's insurance coverage. Members reviewed the punch list and \$10,000 estimated cost for the items and had no issues.

**Review of Construction Manager's Contingency**

**Tad** said at the last committee meeting **Eddie** asked about the amount of funds left in the construction manager's contingency. **Tad** said he spoke with **Roland** on November 3<sup>rd</sup> and was advised it was at about \$77,000. **Cindy** said the latest report showed a lower amount and about \$38,000 being removed from it for "supervision". Members speculated that cost may be for **Dan** to be on site for an additional 10 weeks while we await the installation of the fire pump and generator. Members were not comfortable with this and will discuss it with **Roland**.

**Review and Approval of Invoices**

The Invoice Approval Subcommittee members reviewed the latest monthly invoice from North Branch in the amount of \$445,601.78 on a line-by-line basis. **Tad** noted the invoice had been approved by the architect. ***Eddie moved, seconded by Cindy, to approve North Branch invoice #7 in the amount of \$445,601.78; Voted Yes 3-0.*** **Todd** and **Tad** not voting. Members reviewed the latest invoice from Miller Engineering for materials testing. **Tad** provided a project cost spreadsheet showing full payment for Miller's services would result in \$7,415 left in the owner's contingency. He noted the subcommittee had previously approved a payment to Miller of \$691.74, but that check had not been included on the last project warrant. As a result, he said the next public works special warrant would include a check to Miller Engineering in the

*Public Works Building Committee Minutes*

*November 9, 2021*

*Page 2*

amount of \$1,759.90, if full payment is approved. *Mike moved, seconded by Cindy, to approve a payment to Miller Engineering in the amount of \$1,759.90; Voted Yes 3-0. Todd and Tad not voting.*

**Generator Delay**

Members discuss the recent notification that the generator delivery is delayed. **Tad** said **Roland** advised it was caused, in part, by our switch from diesel to propane.

**Cindy** said we should push for a cost estimate and plan for a temporary generator to ensure sufficient heat in the building this winter should power be lost. It was agreed that this would be addressed with **Roland** tomorrow.

**Safety Fence**

Members agreed that the availability of funds was limited and the safety fence was still tabled for now.

**Next Meeting**

It was agreed the next committee meeting will be November 23rd at 6:30pm in the Town Hall Conference Room.

Meeting adjourned at 7:20pm.

Minutes submitted by Tad Putney.