



**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

<http://www.brooklinenh.us>

*Minutes
Public Works Building Committee
November 23rd, 2021*

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

6:31pm - **Eddie** called the meeting to order.

Minutes

Mike moved, seconded by Todd, to approve the November 9th meeting minutes as written; Vote Yes 5-0.

Review Construction Manager Contingency Report

Tad shared the most recent report from **Roland** at North Branch, which included a summary table. **Tad** said the starting balance was \$160,526 and it is showing a balance remaining of \$32,301.44. Members discussed and expressed concern about the recent charge of \$38,205 against the contingency for “projected supervision cost over budget through December 10th.” **Todd** asked if we should audit that figure. **Cindy** said the project supervisor always works over 40 hours a week. **Mike** said it should have been billed during the project and not shared with us at the end. **Cindy** calculated that the \$38,205 equates to about 270 hours of supervisor time over budget assuming a time-and-a half hourly rate of \$142. **Eddie** said he understands the town paying for unexpected supervisory time, but much of this time cannot have been unexpected. **Cindy** noted the GMP has a total of \$125,000 for the project supervisor. She said they have booked about \$140,000 in costs for the supervisor’s time and have billed us for about \$112,000 to date. It was noted our contract may allow them to charge us for these costs as they are an “exclusion”, but it was agreed that surprising us at this late date is improper. **Tad** said we could push back on the \$38,205 figure. **Eddie** suggested we get time records for **Dan** that show the amount spent over the standard hours expected for oversight. **Cindy** said what North Branch is looking for on this line item is not unexpected or unforeseen for this kind of project. **Cindy** read from the AIA contract, paragraph 2.3.2.8, which noted North Branch was to provide monthly reports to the town showing monthly costs and variances. **Eddie** said we think the \$38,205 is excessive and equates to 270 hours of overtime. **Mike** said he does not doubt the cost numbers, but North Branch should have known the cost and we should have been told much earlier in the project. *Todd moved, seconded by Mike, for Tad to send an email to Roland requesting Dan’s time and payroll records no later than our project meeting on December 1st; voted Yes 5-0.*

Sprinkler System and Fire Pump

After discussion, *Todd moved, seconded by Eddie, to have Cindy draft an email to Roland requesting relevant information related to the fire suppression system contract and delivery and requesting the information be provided to the town by the December 1st project meeting; Voted Yes 5-0.*

Eversource Energy Efficiency Credit

Tad said he contacted Eversource last week about doing an inspection, so they can sign-off on the credit we are due for the project. He said Eversource has said they will await the completion of some lighting in the building and may only require documentation and not conduct an inspection.

Punch List

Tad said we are scheduled to do a walk thorough and develop the punch list on December 9th. Members said they would like to start at 7am for maximum attendance. **Tad** will reach out to **Roland**.

Safety Fence

Mike said he would rather use the funds for equipment in the building and he will take care of installing the fence.

Next Meeting

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

Meeting adjourned at 7:41pm.

Minutes submitted by Tad Putney.