



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

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*Minutes  
Public Works Building Committee  
December 6th, 2021*

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

6:30pm - **Eddie** called the meeting to order.

**Minutes**

*Mike moved, seconded by Eddie, to approve the November 23rd meeting minutes as written; Vote Yes 4-0.*

**Review of North Branch Invoice #8**

**Todd** arrived at the meeting. Invoice Approval Subcommittee members reviewed the invoice and confirmed the percentage of work completed for various trades as compared to the invoice. All were confirmed as accurate. It was noted that North Branch had included \$29,934.88 in "General Conditions" in the latest invoice, which we had requested not be included until we could review the requested documentation related to supervision. **Tad** noted that the requested documents have not yet been received. *Mike moved, seconded by Eddie, to approve North Branch invoice #8, except for \$29,934.88 for General Conditions, as we have not yet received the requested documentation related to this line item; Voted Yes 3-0.* **Todd** and **Tad** not voting. **Tad** will contact **Roland** about the change to the invoice.

**Project Cost Spreadsheet**

**Tad** reviewed the updated project cost spreadsheet with members. He said he has broken the owner's contingency items into two sections. The first includes change orders, which are eventually included in the North Branch invoices. He said the second section is for other direct invoices that are spent from our contingency such as materials testing. He noted we have about \$7,400 in owner's contingency funds remaining.

**Request for General Conditions Documentation**

**Tad** said we have not received the information that was requested relative to **Dan's** time. He said he had asked for it by the end of last week.

**Review of Drafted Request for Fire Suppression Documentation**

Members agreed that they were all set on the draft of the email request to **Roland**. There was discussion on how long we should give for a response and member agreed to request the information by December 21<sup>st</sup>, which is two weeks. **Eddie** suggested following up on our documentation request of last week. **Tad** will contact **Roland**.

*Public Works Building Committee Minutes*  
*December 6, 2021*  
*Page 2*

**Certificate of Occupancy**

**Tad** shared information from **Chief Corey** regarding a Certificate of Occupancy with restrictions. **Tad** said this is not a “temporary” CO as we will initially be using the building in a way that is consistent with building codes that do not require a sprinkler system. He said once the sprinkler system is operational, vehicles will be permitted in the building, but not before.

**Next Meeting**

It was agreed the next committee meeting will be December 21st at 6:00pm in the Town Hall Conference Room.

Meeting adjourned at 7:20pm.

Minutes submitted by Tad Putney.