



**TOWN OF
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*Minutes
Public Works Building Committee
December 21st, 2021*

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

6:05pm - **Eddie** called the meeting to order.

Minutes

Mike moved, seconded by Todd, to approve the December 6th meeting minutes as written; Vote Yes 5-0.

Adjustment to North Branch App #6

Tad said app #6 to North Branch was \$9 dollars short due to a difference between the numerical amount on the check and written amount in words, which was \$9 dollars less. He said we will issue a standalone check for \$9 to keep everyone's records accurate.

Eversource Rebate

Tad said he has provided all the necessary paperwork to Eversource for us to receive a rebate check for efficiencies that were included in the project. **Eddie** asked if Eversource will be doing a site visit. **Tad** said no.

Review Mechanical Punch List

Cindy said a number of items are noted as "to be completed". **Mike** said he spoke with **Dan** today about a low point in the compressor line, which will mean it won't be able to be bled. **Mike** will contact **Richard** about it. Members agreed that there was a lot that remained to be done when **Richard** conducted his visit. All agreed that WV needs to come back and provide an updated punch list. Members agreed that one of the two visits by WV should be paid by us, but the other should be paid by North Branch as we should only have to pay for one – and it was North Branch that scheduled the visit prematurely. **Eddie** said he was even willing to pay for the second visit, but we need to have it completed. **Tad** will contact **Richard Parks** directly to if there is a solution to the exhaust from the high efficiency boiler that is causing both a build up of ice on the sill trim and exhaust moisture floating into the attic. **Tad** will copy **Roland** and **Jim** on his outreach to **Richard**.

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Architect Punch List

Members reviewed the list provided by **Kurt Lauer**. **Tad** will follow up with **Roland** and **Jim** to schedule a time to do a follow-up review on the punch list items.

Schedule for Generator and Fire Pump

Tad reviewed the latest schedule he from **Roland** in a December 9th email. **Tad** said the generator should be on-line by February 1st and the fire suppression system should be operational by the beginning of March.

Review of Supervision Time and Costs

Mike said that **Dan** is salaried. **Eddie** said they are charging us for his overtime, but not paying him for it. He said he was unhappy they budgeted only 40 hours a week and surprised us at the end of the project with an unexpected \$38,000 item in the contingency. **Todd** said we still do not have actual payroll records. **Mike** suggested having a call with **Jim** saying the contract calls for monthly variance reports, which would have uncovered the higher cost of **Dan's** time, but it was not done and resulted in a big surprise for us. It was suggested we ask North Branch to reduce the additional \$38,000 expense in recognition that they did not do the reporting that was agreed to.

Balance of North Branch Invoice #8

The Invoice Approval Subcommittee was not comfortable approving payment of the balance of the above invoice, amounting to \$29,934.88, until we get a response to our inquiry about the monthly variance reports.

Fire Suppression System

Todd said we are looking for the order of events between when the fire pump was ordered and contracted. **Cindy** noted the Hampshire Fire contract is not signed and was dated December 8th. **Cindy** said in an earlier project meeting **Roland** said he had sent Hampshire Fire the wrong project schedule. Members agreed that **Cindy** will send a follow up email to **Roland** seeking additional information on the details. Members noted that we will be heating the facility, but will not be able to use it for its fully intended purpose during the most needed season of the year – winter. **Eddie** said we should not have to pay for supervision time during the installation of the fire pump if the delay is the result of an error by North Branch.

Next Meeting

No follow up meeting was set pending responses from North Branch.

Meeting adjourned at 7:30pm.

Minutes submitted by Tad Putney.