



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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*Minutes
Public Works Building Committee
January 20, 2022*

Members in attendance for the meeting: Eddie Arnold, Cindy LaCroix, Todd Croteau, Tad Putney and Mike Wenrich (by phone).

6:15pm - **Eddie** called the meeting to order.

Minutes

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

Review of Invoices

Members discussed invoice #9 from North Branch in the amount of \$231,723.77.

Cindy said the subcontractors included in the invoice show about \$60,000 in retainage still held, but North Branch is showing only about \$24,000 in retainage. She said North Branch's retainage should be no less than the total of retainage for the subs. **Cindy** noted that some of the subs have released their retainage, but still had items on the punch list. **Tad** asked about our options. **Cindy** said we could short pay the invoice again or we could have them reissue it. She said we also need to get the warranty book as soon as possible, so we have time to review it in advance of substantial completion. She said no subs should be paid out 100% until we have reviewed the warranties, manuals and other close out documents. **Tad** said he will reach out to **Jim** for the warranty and manual materials. It was also agreed that **Tad** will reach out to **Jim** to try to schedule a call tomorrow to discuss the committee's concerns about retainage. **Cindy** will join **Tad** on the call. **Tad** will also reach out to **Kurt Lauer** to ask about the retainage issue. Members agreed they were unable to approve any amount of the invoice at this point until there is a conversation with North Branch. It was agreed that another meeting will be held soon after the clarification, so payment can be approved.

After reviewing the invoice, ***Mike moved, seconded by Eddie, to approve the payment of the invoice to OneSource in the amount of \$156.00 for key FOBs; Roll Call Vote Yes 3-0. Todd and Tad not voting.***

After reviewing the invoice, ***Cindy moved, seconded by Eddie, to approve payment of invoice #11085 to WV Engineering in the amount of \$330.00; Roll Call Vote Yes 3-0. Todd and Tad not voting.*** It was agreed the committee wanted to wait for the completion of WV Engineering's work before approving the balance of fees for \$550.00.

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Update on Mechanical Punch List

Members confirmed that the updated mechanical punch list walkthrough will occur at 1pm on January 25th.

Update on Generator and Fire Pump

Tad said we have been advised that the generator will be here January 31st, but a crane was not available until February 4th, so that is when it will be installed. He said despite **Jim's** efforts at getting an update for tonight's meeting, we do not have any additional information on the timing of the fire pump.

Next Meeting

It was agreed the next meeting will be on Wednesday, February 9th beginning at 6pm.

Meeting adjourned at 6:53pm.

Minutes submitted by Tad Putney.