



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

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*Minutes  
Public Works Building Committee  
March 2nd, 2022*

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

6:33pm - **Eddie** called the meeting to order.

**Minutes**

**Mike moved, seconded by Todd, to approve the February 17th meeting minutes as written; Vote Yes 5-0.**

**Update on Generator**

**Mike** said no progress had been made since the last meeting. He said we need to wait for the ground to thaw before the propane lines can be dug up and the proper piping installed by Ciardelli. **Tad** said that they will also tie the two tanks together to ensure there is sufficient propane to run the generator when the fuel gets low. He also said that Rymes will be sending us a check for around \$600 as reimbursement for the charges on the improper propane lines. **Mike** said he will need to dig up about five feet of ground to replace the lines.

**Update on Fire Pump**

**Tad** said we received word today that the fire pump will arrive tomorrow morning and installation will begin. He said we have not gotten a recent update on how long the installation will take, but it was noted an earlier estimate was about two weeks. **Eddie** said he was concerned that some of the duct work in the pump room had been removed for the pump and that we had paid to have it installed, but now it was apparently unnecessary. **Tad** suggested **Mike** meet with **Dan** and Hampshire Fire tomorrow to discuss the changes in the duct work and get assurance that all will work well. **Tad** noted that he had received written confirmation that **Richard Parks** had been consulted on the alternations to the duct work.

**Other Business**

**Cindy** asked if we had received any of the close out documents. **Tad** said no and that he would follow up.

**Tad** asked about next steps once the pump is operational. Members agreed on the following:

*Public Works Building Committee Minutes*

*March 2<sup>nd</sup>, 2022*

*Page 2*

- Obtain closeout documentations (electronic and two hard copies)
- **Kurt** and **Richard** issue substantial completion documents
- We receive an update on contingency funds
- Town does a walk through and reviews latest punch lists
- Obtain Certificate of Occupancy from **Steve** and **JP**
- Receive final paperwork and invoice from North Branch, including lien waivers

**Next Meeting**

It was agreed the next meeting will be on Monday, March 14th beginning at 6:30pm.

Meeting adjourned at 7:00pm. Minutes submitted by Tad Putney.