



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

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*Minutes  
Public Works Building Committee  
April 21, 2022*

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

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

**Minutes**

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

**Update on Generator**

**Mike** said an alarm is going off every day related to the generator. **Dan** is working with Longchamps to fix it. **Tad** said a final programming entry was due to occur today on the generator based on an email from **Dan**. **Tad** will get an update from **Dan** tomorrow.

**Fire Pump Room Punch List**

**Tad** said there were two lists in the meeting packet – one with items identified by **JP** a couple of weeks ago and another from **Mike**. **Mike** said he will check on progress versus the lists and report back.

**Architect's Final Invoice**

**Mike moved, seconded by Eddie, to approve payment of the final invoice from Lauer Architects in the amount of \$380; Voted Yes 3-0. Todd and Tad not voting.**

**Review North Branch Invoice #12**

Following review and discussion, **Mike moved, seconded by Cindy, to approve payment of North Branch invoice #12 in the amount of \$15,451.37 contingent upon the receipt of the closing documents; Voted Yes 3-0. Todd and Tad not voting.**

**Contingencies**

There was discussion about the latest CM contingency charge and acknowledgement that it included a charge of about \$600 for circuitry, which had already been included in the earlier change order for the nitrogen system. It was decided to wait for the project's final accounting report before raising the issue as members would like to raise any issues at once as part of the project's final review.

**Certificate of Substantial Completion**

**Tad** said he had received the Certificate of Substantial Completion, which has been signed by the architect. **Cindy** noted that it needs to have punch list items, including values, attached to it before we can sign it. It was agreed the punch lists for the fire pump room as well as **Jerry's** remaining work needs to included, with values, before the Certificate can be signed. *Mike moved, seconded by Todd, to authorize Tad to sign the Certificate of Substantial Completion once we get accurate punch lists, including associated values, so long as Tad is comfortable with the sufficiency of the values; Voted Yes 5-0.*

**Final Invoice**

**Tad** said that he was copied on an email from **Jim** at North Branch today that they would plan to send the final project invoice next Friday, April 29<sup>th</sup>. **Cindy** suggested **Tad** remind **Jim** that they also need to provide, consistent with Section 7.2.1 of the contract the "final accounting for the cost of the work." **Tad** will reach out to **Jim**.

**Potential Items for Purchase with Remaining Funds**

**Mike** reviewed a list of items for potential purchase using remaining project funds, including:

- Two post lift: \$7,000
- Flammables cabinet: \$2,000
- Spill containment pallets: \$1,200
- More concrete bunker blocks: \$2,000
- Roll around stairs: \$2,500
- Lockers (BIG): \$3,000
- Big mobile fan: \$1,200

It was agreed no purchases would be pursued until we had final cost figures from North Branch.

**Next Meeting**

It was agreed the next meeting will be on Wednesday, May 4th beginning at 6:00pm at the Town Hall assuming we have the final North Branch invoice, otherwise we will meet on Tuesday, May 10<sup>th</sup>.

Meeting adjourned at 7:05pm.

Minutes submitted by Tad Putney.