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TOWN OF BROOKLINE, NEW HAMPSHIRE

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Minutes - DRAFT Public Works Building Committee June 22, 2022

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

6:32pm - **Eddie** called the meeting to order.

Minutes

Mike moved, seconded by Todd, to approve the April 21st meeting minutes as written; Voted Yes 5-0.

Certificate of Substantial Completion

Tad said he had been holding off on signing the certificate until the punch list, including values, was attached to it. He said that in conversations with **Mike** since the last meeting, they felt the punch list items had been completed and he signed the certificate on June 3rd, so that the final billing could be generated. **Mike** said there is a leak in the nitrogen system, which **Dan** is aware of and has said he would contact Hampshire Fire. **Tad** said he would follow up with **Jim** at North Branch about it.

Review North Branch Invoice #13

Following review and discussion, *Cindy moved, seconded by Eddie, to approve payment of North Branch invoice #13 in the amount of \$148,987.55 Voted Yes 3-0.* **Todd** and **Tad** not voting. **Cindy** noted that the invoice includes two change orders with credits to the town totaling \$33,718.68. **Mike** said there are a few issues that need to be addressed and he is not sure if they would be covered under warranty. **Tad** suggested that **Jim** at North Branch be contacted and asked to do a final visit to see the items on **Mike's** list. **Jim** can then advise if they are items that are covered under warranty. **Tad** will contact **Jim**.

Review Accounting of Bond Funds

Tad reviewed a spreadsheet with all expenses paid to date, including the final payment to North Branch. He said it shows \$44,115.51 left in bond funds to be spent on equipment for the building. He said the figure still needs to be reconciled with the town treasurer and also excludes interest that has been earned on the bond funds, which he estimates at \$700-\$800. **Mike** asked about the process for getting approval to spend the remaining funds. **Eddie** suggested he prepare a list of items and share it with the Selectboard for approval.

Public Works Building Committee Minutes

June 22, 2022

Page 2

Close out Documents

Members noted that two hard copies of the close out documents have been provided to the town. One set, including “as built plans”, is at the public works facility and another set is at the town hall. An electronic copy has also been provided.

Open House – June 25th

Tad noted that the Public Works Open House will be Saturday from 12-2pm. There was discussion about blocking the “Do Not Enter” signs to the facility and traffic flow.

It was agreed that this would be the final meeting of the committee.

Meeting adjourned at 7:06pm.

Minutes submitted by Tad Putney.