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### Meeting Minutes for April 27 2015

Meeting was called to order at 7:00 PM by Chairman Mark Perkins

#### **In Attendance:**

*Committee:* Chairman Mark Perkins, Vice Chairman Joe Cassata, Charles Steinhart V, Jon Bosma, Paul Kowack, Greg Howell, Bob Shabunia.

*Other:* Owner's Representative Peter Springsteel, Committee Secretary Kati Murphy

#### **Invoices:**

*Peter Springsteel invoice # 042015 - \$1250.*

MOTION by Charles Steinhart V to approved payment. Second by Paul Kowack  
All in favor, motion passed.

#### **Minutes:**

Minutes of April 20, 2015

After a request from Bob Shabunia to clarify Brian Elias' statements on the last page, a *MOTION* was made by Bob Shabunia to approve, second by John Bosma.

All in favor, motion passed.

#### **Correspondence:**

Via e-mail to Committee

- Change Order #3, sent 04/24/2015
- Silver Petrucelli comments re: hot water, sent 04/21/2015

Committee acknowledged receipt

#### **Public Comment:**

Mr. Gitch Geilar informed the Committee that since January 1 of this year, he has been videoing the site progress. Mr. Geilar said that he will continue to do this on Tuesdays and Fridays through the project's completion, at which time he will put everything on a DVD for the Committee.

It was at this time that Charles Steinhart, V informed the Committee that sometime this week a camera will be mounted on the front of the fire house recording progress as well. Once the new building is completed the camera will be moved over on the new building. The camera

was donated to the Ambulance Company. The video from this camera can be shared/combined with Mr. Geilar's video.

Mark Perkins asked Paul Kowack to give a briefing on the spreadsheet he shared with the Committee. The spreadsheet is in sync with the Town's Bookkeeper. He asked the Committee to focus on lines 10 – 25, which is a summary of the schedules developed early in the project. There is no budget for Peter Springsteel or Kati Murphy, which needs to be remedied, particularly if Peter's role is to change to that of Project manager. Mathematically, Silver Petrucelli is 44% complete. A more solid number is needed for legal services. The Suchocki contract, for the sake of the spreadsheet, is the base contract (\$464k) plus the 3 Change Orders and payment requests (\$47k to date). If ledge is encountered then the figure for Suchocki & Son will need to be adjusted.

Paul's calculations have \$5.5m for a fully operational building, everything transferred over, up and running.

Not included in the spreadsheet are numbers for Clerk of The Works or Material Testing. Materials Testing will need to be added, as the estimate came in today at \$6k there are other soft costs and details yet to come

Nick Mullane and Paul Archer have spoken regarding the overpayment. As of today Archer would be sending check back to SP&A

#### **Old Business:**

Peter received 95% construction drawings and specs electronically from Silver Petrucelli. He emailed to the Committee the link to the drop box where they are located. He recommended Committee taking the week to review them so that good dialog could be held at next week's meeting.

Peter has been trying to get in touch with the Town's building official. He'd like to know what his plan is for review. If outside consultant is hired to conduct review we will need to get a set of plans to that individual.

It was decided that Peter will have hard copies of the plans printed through his account at Blue Prints Plus and get them to the Committee. A set for Peter, two for the Committee, one for Kati/Town Hall. Two hard copies of the spec book will be requested, one set red lined copy for Town Counsel.

There will be another set of drawings generated for the bid. These will reflect any changes made during the review process.

Charlie Steinhart and Brian Elias met w/George Brennan the Fire Marshall – Mr. Brennan would like a copy of the code sheet. Peter will send this. Mr. Brennan's calcs were pretty close to Silver Petrucelli's, but he wondered if other methods could be researched, other than the 20k gl. Tank proposed. Peter to check with Silver Petrucelli on this.

Some of the Committee members walked the site prior to the meeting. Mike Godino of Suchocki & Son accompanied them, along with Jim Rossman of Stadia Engineering. Survey will be done this week to determine the front cut and they should know if the dirt pile will be in their way once survey is complete. So far no ledge, just large rocks. They are almost done digging.

Paul asked if Charlie and Brian had a cost of integrating fire and ambulance. Charlie indicated that there would be no cost, they will both work within their current budgets. Paul will add a line item in the event that one is needed. Joe questioned costs associated with actually moving SCBA compressor, that cost is included in the contract. Moving the siren is not in the contract.

The Committee and Peter reviewed the draft job description for the Clerk of The Works for Phase II. An onsite office will be need for the individual and it was suggested that if the contractors trailer cannot accommodate her/him, that there could be space made available at the fire station.

MOTION was made by Joe Cassata to accept the Job Description for Clerk of The Works, Phase II, as edited, and deliver it to the Board of Selectman. Second by Charles Steinhart, V  
All in favor, motion passed.

Peter will edit and forward to Kati for distribution to the Board of Selectmen

There was discussion regarding the position of Project Manager. The Committee was firm in their desire to retain the services of Peter Springsteel for the positon. The feeling of the Committee is that Peter has been involved with the project since its inception and to bring on someone new at this point in time would be a large step backwards.

Joe Cassata wanted to make sure that the Committee was comfortable and prepared for the Selectman's meeting tomorrow. Mark Perkins stated that he was ready. Mark did ask Peter to get the costs for the deduct alternates from Silver Petrucelli so that he would have them for the Selectman. Peter had previously asked for these but Silver Petrucelli had yet to provide them.

**New Business:**

Joe Cassata had forwarded contact information regarding solar power to Peter Springsteel

Yankee Gas contract was discussed. There were modifications necessary in the contract but nobody has heard back as to the status. Peter indicated that he could follow up.

Greg Howell asked if there had been an update on the STEAP Grant. Mark stated that he has asked many times and has not gotten updated information, but will ask again tomorrow at the Selectman's meeting.

Paul Kowack suggested, that with the hiring of a Project Manager, the Committee begin to consider modifying to a smaller group and have the Chairman hand out assignments. He feels project is underway and a building will be going up. Paul asked that the Committee consider his function as filing budgetary information with the Project Manager and reporting monthly to Committee, relative to the project budget. Committee was comfortable with this decision.

Jon Bosma asked for color schemes again. Peter has requested Silver Petrucelli provide this, so far they have not. He will request again. Bob Shabunia had also requested cut sheets on proposed veneer. Peter will follow up.

There was conflicting information regarding who USDA will allow to be paid from project funds. Bob requested that clarification be provided to Committee for the next meeting. Nick, Peter and Paul will follow up on this.

Nick Mullane would like to make the 95% drawings available to the public. He would like to put out an ad stating where the plans can be viewed. That Committee requested that the plans be Posted on the Town's website. Comments on the plans can go to Kati Murphy and she can share with the Committee weekly. Nick would also like to put the project schedule on the web.

#### **Public Comment**

Joe Gross had questions as to whether or not Peter Springsteel's contract was open ended. He was informed that it is not. Peter had previously had provided the Committee with a not to exceed amount for his services. Peter will be preparing figures for the Committee in the event his position changes to that of Project Manager. Mr. Gross also asked if the Clerk of The Works position was going to be hourly. This has yet to be determined but if it is a contracted service then there will be an associated not to exceed number.

Charlie Smith asked if Suchocki & Son would be digging the for the foundation footings. He was informed that is not part of Mr. Suchocki contract. Mr. Smith's concern was what would happen if ledge were encountered when footings are being dug. Peter Springsteel answered that since there is no basement the foundation design could be changed and the footings could then be pinned to the ledge.

MOTION to adjourn was made by Joe Cassata, second by Paul Kowack  
All in favor, motion passed. Meeting adjourned @ 8:00 PM