

Town Hall and Hildreth House
Construction Committee
8/17/15 Meeting Minutes
7:30 a.m. – Interim Town Hall Hapgood Room

Members present: Laura Andrews, Al Combs, Connie Larrabee, Rick Maiore. Absent: Bill Barton, Pablo Carbonell, Jack Guswa. Others present: Tim Bragan (Town Admin.)

Rick called the meeting to order at 7:30 a.m. Minutes from 8/10 deferred until next meeting.

Town Hall

Town Administrator Report:

Tim explained the Change Order approval process and supplied an 8/10/15 report of Preliminary Change Orders, including the status of each. Four PCOs marked “approved 8/10” and reported to the Board of Selectmen had not been approved by the TH3CC because of a chain of incidences that are not expected to happen again.

Action Item: Tim will send a copy of the Preliminary Change Order report to the committee as soon as an update to the report is made.

Rick reiterated that a member of the Red Team attending the weekly construction meetings can approve a PCO to prevent construction delays, but the TH3CC is required to approve any spending.

Action Item: Tim will send Laura the draw document reports (Accts 101 and 103) whenever he makes a change. Those reports track construction and contingency spending.

Tim showed us a floor plan of the customer service area developed by Gabe Vellante. Counters will be bolted to the floor during construction. Tim is getting quotes for the counters and cabinets, which will be expensed as part of the furniture, fixtures, and equipment budget.

New open item – rot found in SE corner foundation sill, as expected.

We reviewed the working document listing new, open, and closed construction issues.

Hildreth House

Connie reported that the Hildreth House Improvement Committee awarded the replacement window bid to Moore Lumber \$35,272, which does not include the upstairs door.

Tim clarified that Phase 2 is not included in the RFP currently being developed by the OPM. The RFP will include a procurement statement that the Town retains the right to continue to use the same contractor without going out to bid again if Phase 2 is funded. He expects that the construction project will go out for bid in February.

Next meeting: 8/31 at 7:30 a.m. in the Hapgood Room of the old library. Our next report to the BOS will be 9/22.

The meeting was adjourned at 8:25 a.m.

Laura Andrews, recorder