

Town Hall Building Committee  
Town Hall Meeting Room  
May 2, 2018

Present: Bill McGrath, Walter Vail, Jason Balboni, Joan Hughes, Richard Toole, Colleen Morris, Jim Dearing, Karen Finley, Marilyn Miller.

Also present: K&K Architects, Joe Sullivan (Daedalus) Town Administrator Robert Whritenour.

**Meeting called to order at 9:31 a.m.**

A check for \$91,390 to pay the Eversource bill will be available on Monday and picked up by Charlie Tavares.

**New Business**

Signage for the interior of the temporary trailers is being developed. An employee of the Tax Department will have a desk in the hallway to answer questions and give directions.

Joe Sullivan will provide a layout for contractor parking space behind the building. Easement for the septic leaching field must be considered.

There is no plan yet for where the FOBL book shed will be placed during construction.

Joan Hughes reported on the landscaping. She is working with two engineers, Rich Klaytor and John Lolley about the drainage system. John Lolley will sign the final plan.

K&K Architects on the status of the bid process.

It was a mistake to say that the three high sub bids could be rejected. They cannot be eliminated because bid is too high. It is necessary to change the scope, use less expensive materials, eliminate painting in the basement, etc. If over budget, perhaps install less expensive windows etc.

Six general contractors have requested bid documents. Bid opening date is May 16, 2018.

Town Clerk is waiting for the Highway Department to clean space before moving their documents to the Police Department vault.

Old Fire Station Trailer could be used as an office for the General Contractor. The Airport will move it once to a site. The project does not want to take on a trailer. The Fire Department is responsible for the return of the trailer.

**Bills**

Johnson Printer	\$106.57
Daedalus	\$8,000.00

**Minutes**

April 4, 2018

*Walter Vail motioned to accept the Minutes of April 4, 2018, seconded by Richard Toole.*

*Passed*

April 25, 2018

*Walter Vail motioned to accept the Minutes of April 25, 2018, seconded by Richard Toole.*

*Passed.*

**Next meeting May 16, 2018 at 3:00 p.m. Bid Opening.**

**Temporary trailer**

Ramp needs to be moved.

Counter set up for the Clerk

IT and security company from Marshfield needs final numbers.

Paving

Library pump has been installed

Movers review and meeting with Department Heads

Movers – options for handling archives. Maybe the people who set them up (King) could advise.

Need “check and balance” for stuff going to the Police Department vault.

Archival Plans (rolled) Sterling Movers has plan boxes for moving.

Cole Powers finish their installation so Eversource can do their installation.

*Walter Vail motioned to adjourn at 10:26 a.m., seconded by Jason Balboni. Passed.*

Respectfully submitted,

Alice Ryan Butler,  
Clerk

Approved 5/16/18