

Meeting called to order at 7:00 pm by Gene Cordes. In attendance were Selectmen Neal Janvrin, Roger Barham and Gene Cordes, Bruce White of FCTV and resident Rick Pinder who is assisting with managing the Town Hall basement renovations and HVAC replacement project. The sole purpose of the meeting is to discuss the project.

At 7:01 pm Janvrin moved to enter non-public session under 91A-3, II (c), Barham seconded the motion and it was approved 3-0.

Initial discussion focused on the FCTV control room. Bruce reviewed the following:

- The need for a total of 6 outlets - three existing on the back wall which will stay and three in the proposed new wall
- No hardwired video connections are needed and the existing Comcast connection is adequate. There was no discussion about a land line phone connection
- Sound insulation to be installed in the common wall with the meeting room
- Acoustical rated ceiling tiles to be installed
- Carpeted floors
- Leave equipment in the room but cover it for dust and other protection during the construction.

The spread sheet on the remaining scope of work was reviewed. Rick did not seem to have any questions. The flooring intent and finish carpentry was clear. The intent around the framing over of brick walls was discussed as well as framing around the brick structural support columns, all of which were thought to be a good practical plan. There was some discussion around wall sound insulation in that it is already between offices. It was felt like it was not necessary in the walls between offices and the meeting room. (Obtain optional pricing?)

There was considerable discussion around how to engage a general contractor to finish the project including working with the trade contractors already contracted on the project. It is understood that this is an unusual situation that some contractors would avoid and that contractors are really busy right now. It is felt that:

- Tomasz is near complete with their work
- Fitzpatrick is roughed in and has just the finish to do
- Ideal (HVAC)is substantially roughed in
- KP (electric) is partially roughed in and has the most work to do yet
- Phones / low voltage cabling is to be determined

Cordes is going to write up a project narrative (plan to have available by the beginning of the week of February 6th) to accompany the remaining work spread sheet and the CAD plans from last August. The information will be shared with commercial general contractors (GCs) that may have an interest and availability for the project. Rick is going to approach potential GCs and see who may be interested and available. They will be offered tours. He will begin that next week. Rick stated that he already discussed this with one contractor and there was some interest.

Other discussion items included:

- That a “lynch pin” to the work being done is to have the office operations relocated temporarily on another floor (discussed 1st floor with cubicles and the need for power, phones and data connections).
- Obtaining a pod and emptying out the basement. There was a discussion about packing and movers (Rick is going to discuss this the GCs for suggestions)
- The need to review scopes of work and progress to date (and payments) on the existing contracts (Heidi is still really busy for the next couple of weeks).
- The need to meet with existing contractors to bring them up to speed on what the plan is, once it is clearer.
- The potential need to meet with those that will have their offices temporarily relocated and review with them the plan and time line (once it is clearer).

No new project meeting date was set.

At 7:55 pm Barham made a motion to return to public session. Janvrin seconded the motion and it was approved 3-0 after a roll call vote.

At 7:56 pm Janvrin made a motion to adjourn the meeting. Barham seconded the motion and it was approved 3-0.

Notes taken by Gene Cordes

At the next regular Board meeting (02/02/2017), these minutes were reviewed and the Board accepted them for full release. The meeting had been held in non-public session anticipating that there could be discussion about contractors specifically and performance matters. With none of that, the full minutes were voted to be released publically.