

## TOWN OF NORTH BROOKFIELD

### Minutes of the Meeting of the Board of Selectmen

Monday, July 27, 2015

The Board of Selectmen met on Monday, July 27, 2015 at the Town Offices. Present were Selectman Mary Walter and Selectman Robert Smith. Selectman Eric Hevy was not present. Ms. Walter called the Meeting to order at 3:00 PM. Ms. Walter chaired the Meeting.

The Selectmen met to review the closeout and project invoice and Budget information available from the Architect and the Chairman of the Advisory Committee relative to the Town House Roof Replacement and Related Renovations Project. Prior to the Meeting, Ms. Walter had reviewed the project budget in detail, and the various invoices submitted for payment. Ms. Walter noted that a number of minor adjustments needed to be made after discussions with both the architect and the contractor prior to the Meeting. She indicated that, as a result of these discussions, an adjustment would be made to one of the requisitions received which reflected a change in the estimated costs of repair/restoration of the building's gutters which had been included in the original bid specifications but which had not required the full expenditure of funds allocated for this portion of the project. A change order dated July 27, 2015 indicated the reduced cost of the gutter repair/restoration discussed (\$12,000.00) and the cost of providing fourteen additional decorative wood brackets for the underside of the gutter at a cost of \$350.00 per bracket, for a net credit of \$7,600.00 on that portion of the project. (Attachments: Letter from the Architect and draft of change order.)

The final close-out will begin with a punch list walkthrough by the Architect on Thursday, July 30, 2015.

Ms. Walter indicated that she would meet with the Town Accountant on the following day to review all of the paperwork associated with the project for the final reconciliation of all invoices with the project budget, and to ensure that all of the funds from previous drawdowns had been spent.

Based on this review the Selectmen agreed that the necessary changes would be made to the Accountant's reimbursement line item, if it was determined that excess funds remained of the initial \$50,000.00 drawdown granted by the State to fund the bidding, permitting and design costs at the beginning of the project. The close-out of the project would be completed thereafter and the final paperwork submitted to

Boston within the required timeframe. Final figures on expenditures would be available at that time.

It was agreed that given the very tight timelines, both the architect and the project contractor had done an excellent job of managing the project and producing the results required by the Massachusetts Historic Commission.

There being no further business before the Board, Mr. Smith made a motion to adjourn the Meeting, which was seconded by Ms. Walter. The vote was unanimous. The Meeting was adjourned at 3:30 PM.

Respectfully submitted,

Robert Smith