

**Town of Woodstock
WPS Facilities Upgrade Committee
Special meeting Thursday November 12, 2015
7:00 am – upstairs selectmen’s conference room
Town hall**

Present; Mike Dougherty, Mike Bernardi, Jeremy Serwer, Chandler Paquette, Karen Monroe, Victor Toth, Mitchell Eaffey

Minutes

1. The meeting was called to order by Chandler Paquette at 7:05
2. Approve minutes of February 27, 2015 meeting. Motion to approve the minutes of the February 27, 2014 meeting was made by Mitchell Eaffey and seconded by Mike Bernardi. Motion passed unanimously.
3. Approve the contract with Silver Petrucelli. Mike Bernardi made a motion to sign the contract for architectural work per the proposal provided by Silver Petrucelli. Mike Dougherty seconded the motion, and it passed unanimously. It was also decided that the projects will be bid both separately and combined to increase the odds for a better price for the project.
4. Report on Meeting with the state department. Paquette gave a short wrap up of the prep meeting with the state. See attached bullet point list. WPS facilities upgrade committee-meeting with the state
 - There was a miss filing with the EDO49. The project was listed as a complete roof replacement, but the Quasset school and the outer classroom build are on school grounds so it should have been listed as a partial project (EDO49 is now an EDO50 but they are accepting our 49 version)
 - We need to decide if we want to have the 2 projects bid separate, together, or both.
 - Clerk of the works/ administrator
 - Roofs are not a priority with the state which means it goes in front of the legislation then the governor. However because roofs are a priority to the school the commissioner can override the process and give us approval which takes approximately one to two weeks after the filings are complete.
 - Gutters and drains are not reimbursable (unless you prove they are essential to the job)
 - Bonding is not reimbursable

Next steps;

- Prep meeting with the state (done)
- Architects finish and date plans and submit to the state along with manuals, cost sheets, etc...
- BofE approves and dates the plans
- Our committee approves and dates the plans
- 4 officials need to approve the plans (building, fire, health, and accessibility)

- Once the checklist is complete we go back to the state for another meeting then wait for the approval letter. We will get verbal, but we can't go to bid until we actually have the letter in hand.
 - Public bid is our only option because the state has no bids for roofs
 - Most of this is in the process now, and believe it or not we may be out to bid by the first of the year
5. Payment of Bills. There were no bills due
 6. Correspondence and Announcements. None
 7. Citizens comments. None
 8. Adjournment - Mitch Eaffey made a motion to adjourn, seconded by Mike Bernardi. The motion passed unanimously