

**Town of Chesterfield
Board of Selectmen**

**MINUTES
April 29, 2010**

Call to Order

Chairman Jon McKeon called the meeting to order at 2:05 pm.

In Attendance

Jon McKeon – Selectman
Robert Brockmann – Selectman
Cliff Emery – Selectman
Rick Carrier – Town Administrator
Gus Sack – Wesfield
Jim Loney – Wesfield
Kerriann Harrington – Wesfield
Charles Michal – Weller and Michael Architects
Wayne Wippee – M&W Soils
Mark Vincello – M&W Soils
Bob Stevens – Stevens & Associates – arrived 2:15

For Discussion

The meeting was called to discuss outstanding issues regarding the Town Office/Police Department/OEM building.

McKeon reviewed the list of items not completed since the April 2009 walkthrough. Exterior items were passed over to discuss with Bob Stevens when he arrives.

Interior items: There were several flooring issues that were noted. Kerriann will follow up with the installer.

PD booking room tiles had become wet and damaged. Terry Winn had fixed the problem but used the stock of tiles that were left for the Town's use. Wesfield will provide a case of tiles to resolve this issue. The door to the Administrator's office was noted having a crack in it, and the Police Chief office door has a seam/jointing issue. Gus Sack will follow up on remedying this. The manufacturer's recommended repair will be used for this item

Mechanical items: Radiant heating, particularly the Town Clerk's office and public restrooms being too warm, was discussed. Vincello noted the process for balancing. Sack to follow up with Winn to resolve this issue. Charles Michael recommended the Town hire a mechanical maintenance firm to bring things to a more comfortable level and for ongoing maintenance. Loney suggested "throttling down" the Town Clerk's office and public restrooms to see if this fixes radiant heating issues. Emery noted

that the OEM room gets warm during meetings. McKeon noted that a final balancing of the system has not been completed. Loney stated he did not know what good this would do now. McKeon stated that the issue is that the town had not received a final balanced system for the project and the Mechanical engineers design may not be adhered to.

With no other mechanical issues to discuss, Wippie and Vincello left the meeting.

Exterior items: Stevens inquired if the front entryway heaving had improved and was informed it had gotten slightly worse, perhaps by as much as ¼ inch. Stevens feels the heaving is from the ground water levels, as the French drain appears to be working since the ponding issue is resolved. Stevens felt that the solution to the heaving problem may lie with finding a way to remove the water under the walkway, using nonfrost susceptible soils, or preventing the frost from forming by using a heat coil under the slab. Stevens will look at a couple of design solutions and come back to the Board of Selectmen in a couple of weeks.

Stevens left the meeting.

Materials on site items: The letter to Wesfield from the Board of Selectmen dated January 13, 2010 was reviewed.

Paint left on site was noted that a gallon of each color used or 5% will be left on site.

Carpet on site. Wesfield will provide for all types used per specifications.

Hardiplank. Harrington inquired if the Town will accept a credit for this and the Board agreed to a credit in lieu of providing the specified amount of material.

Warranty items: The letter to Wesfield from the Board of Selectmen dated January 13, 2010 was reviewed again. Only those items that had not been previously resolved were discussed.

#3 - 10 year warranty for the manual closers resolved.

#6 – warranty for coated glass resolved.

#8 – warranty for fire extinguishers resolved.

#9 – a credit will be provided for the microwave and refrigerator warranty.

#10 – Wesfield will get the plumbers contractors warranty from Terry Winn.

#14 – training media now on dvd, issue resolved.

#15 – 3 copies of O&M manuals provided, issue resolved.

#16 – piping diagram, McKeon will follow up on this

#17 & #29 – NFPA manuals not submitted. Town already owns a copy. A credit will be applied.

#19 & #20 – balance reports. Loney noted this was an issue of comfort and the system had been modified since the balancing. Issue resolved.

#21 – Record submittal sheets having engineer stamped approval resolved.

#23 – Mylars to be provided. PDF documents will be provided instead of mylars. Issue resolved.

- #26 – Test reports for three phase equipment. Wesfield will provide.
- #28 – same as item #15, resolved.
- #33, #35, & #36 – Lightning protection certification. Wesfield provided 3 copies. Issue resolved.

In summary: Harrington will send an invoice for the balance of the project, with the credits noted for review and acceptance by the BOS. Sack will follow up with Spectrum Flooring, the 2 doors will be taken care of; Wesfield will carry the extended warranty for the microwave.

Adjournment

With no other business to conduct, Brockmann moved to adjourn, Emery seconded and the motion carried.

The meeting was adjourned at 4:30 pm.

Respectfully submitted,

Rick Carrier
Town Administrator

Approved by:

Jon P McKeon, Chairperson

Date

Robert E Brockmann

Date

Clifford D Emery

Date