

RECEIVED TOWN CLERK
GRAFTON, MA

2022 SEP -8 1 AM 9:42

DPW FACILITY BUILDING COMMITTEE

MEETING DATE April 25, 2022
LOCATION In-person at DPW Bldg. w/ Conference Line (As Posted in Meeting Agenda)
COMMITTEE J. Bechard, P. Cournoyer, S. Robbins, R. Rodak
OPM Not in attendance
WESTON & SAMPSON Not in attendance
Guests: Kevin Gallagher, Hwy Supt.

**CALLED-TO-ORDER &
OPEN CONFERENCE LINE** 6:02 PM

Item 1: Project Finances and Wrap-up

Discussion Points

- Sue went through the invoices from the Town Accountant's Office and prepared a brief summary of the finances.
- Bob conducted a separate review of the finances from the Accountant's Office to confirm the balance remaining. Bob also identified left over equipment purchases that were put on hold during litigation with Castagna, prior to the contract settlement.
- Remaining balance for equipment and punch-list items corroborated between Sue and Bob's calculations approximates to \$107,539.
- Based on the equipment purchases that had been placed on-hold, Kevin reached out to vendors/suppliers for updated pricing. He will produce a list of remaining items with updated costs for the next meeting.
- With the OPM no longer employed, Invoices/Purchase Orders must be signed by a dept. head after approval by DPW Bldg. Com.
 - **Motion made by Sue to authorize Paul C. as signatory for invoices/purchase orders, seconded by Bob. All in favor, motion carries 4-0**
- The Bridge Crane Extension was on-hold but is needed, an older quote for the work was between \$31-35K. With current supply issues, an updated quote is needed; however, due to timing of the order, the delivery and installation would take approx. 3-4 months.
 - **Motion made by Sue to authorize approval of the quote up to \$35,000 for the Bridge Crane Extension, seconded by Bob. All in favor, motion carries 4-0**
- Next discussed the need for an Open House at the DPW Bldg. based on requests by town residents through various committees. John offered that National Public Works Week is the third week of May, many DPW's schedule events ('touch a truck', 'fill a bucket' etc...) that week; the group settled on Sat. May 21, for an Open House between 9:00-12:00. Sue will contact the town and invite Rep. Muradian, Sen. Moore, Town Admin. Brassard and post on the Town's Facebook Page/Web-site.

Item 2: Review/approve invoices

Discussion Points: None Presented

Item 3: Review/approve meeting minutes for Town Clerk

Discussion Points: None Presented

Item 4: Future meetings

Discussion Points: meeting to be scheduled 5/19/22 to review final details for Open House on 5/21 and to review equipment purchases presented by Kevin G.

MOTION TO ADJOURN P. Cournoyer
MOTION SECONDED B. Rodak
All in favor

CHAIR DECLARES THE MOTION CARRIES 4-0.

ADJOURN & 6:55 PM
CLOSE CONFERENCE LINE