

BUILDING COMMITTEE
MINUTES November 22, 2013
APPROVED

Building Committee: Mike Bouchard, Clerk; Don Black; Val Prest; Jeremy Januskevich; Halsey Platt

Also Present: Mark W. Haddad, Town Manager; Chief Joseph Bosselait; Don Walter Dore and Whittier; Peter Koczera, ACG; Steve Boucher, ACG, Edward Cataldo, Building Commissioner; Alan Brown, Dore and Whittier; Jason Bulger, Town of Groton IT Director

The meeting was called to order at 8:00am.

The objectives of the meeting are to

- Provide a project status update
- Begin process of review of Fixtures, Furniture and Equipment (FF&E) for the fire station

Project Status

Building construction is on track. Windows are on site and will be installed as soon as prep work is finalized. The roof decking is complete, and shingling is in process. Building sheathing is installed. November 25 is still on target for a weather-tight building.

The Architectural Access Board denied our request to waive a depth requirement on two public access doors. These doors will be retrofitted. The cost estimate is \$1000 per door plus materials.

Fixtures, Furniture and Equipment (FF&E)

The list of FF&E items was reviewed as to

- Completeness
- Quantities
- Necessity
- Equipment re-use
- Ordering schedules

The wiring for phones, computers, cable, and radio will be done by the contractor under the direction of Jason Bulger. A server and 8 computers will be re-used. A new phone system, which will integrate with the Town Hall and Public Safety systems will effect a second failover. Cost if the phone system is estimated at \$20,000.

FF&E purchases will be timed to when necessary. Some items are required to be installed before completion of the building. Others can be installed after completion. The warranty begins with the delivery date, so items should be ordered when necessary. Mark Haddad will schedule a meeting with Boston Showcase (Jack Starr), an appliance wholesaler, for advice on product selections. Purchases will follow the Mass Procurement Law.

Total IT costs are expected to be less than \$50,000.

MOTION offered by Mr. Black to approve expenditures not to exceed \$50,000 for IT FF&E

VOTE: Passed by a Unanimous Committee vote.

Mr. Januskevich will take the lead to specify equipment and a budget for the fitness center. Donations will be sought.

The F&E preliminary list and Fire Station IT items are to be considered part of these minutes.

Meeting adjourned at 9:00 AM.

Respectfully, Michael Bouchard, Committee Clerk