

Town of Lunenburg  
DPW Building Committee  
Lunenburg, Ma. 01462

Minutes of 9-16-10  
Location: DPW Building  
520 Chase Rd. Lunenburg, Ma. 01462  
Meeting time: 4:30pm

Committee members present:

David MacDonald Chairman - Citizen at Large  
Joanna L. Bilotta Vice Chairman - Planning Board member  
Jay Simeone Secretary - Citizen at Large  
Jan Carrier Citizen at Large, Cemetery Comm.  
Steve DeBettencourt: Board of Selectman member

Absent:

Leigh Mezzetti Alternate Secretary - DPW Administrative Assistant  
Jim Breault DPW Facilities Manager

Also in attendance:

Jack Rodriquez – DPW Director  
Dave Mathews – Board of Selectman

Meeting called to order at 4:30 pm

General discussion:

The RFP revisions that had been requested were approved by Town Counsel.  
The date and location for the pre-bid conference was confirmed for September 20, 2010,  
at the DPW Facility, 520 Chase Rd. Lunenburg, Ma. 01462 at 1:00pm  
The DPW Director will set up chairs and a table for the meeting in one of the garage  
bays.

Laura Williams – Chief Administrative Assistant, requested any questions and answers  
be recorded to be distributed to all registered bidders.

This project will be an “open renovation”. The DPW and personnel will still be working  
in the building during the renovations. The construction and renovations will be done in  
phases, the existing garage, the office area, and the new garage addition.

During the office renovations, the office personnel may need to be moved. The Brooks  
was suggested as a possibility, rent an office trailer to put on site, or possibly use the new  
addition, depending on the construction schedule.

The Chair gave a review of the building plans, asking for comments and questions.

The existing garage:

Steve Debettencourt questioned the roof skylights and the condition of the roof. The  
Feasibility Study did not include a new roof in the cost figures. The DPW director stated  
there have not been any issues with the roof and believes the roof s original to the  
building. Steve is concerned about cutting open the roof to install sky lights will cause  
problems. Jay Simeone also was concerned about the installation of the sky lights.

RECEIVED & FILED  
RECEIVED  
OCT 11 2010  
LUNENBURG TOWN  
BY CLERK OFFICE

Depending on what final cost figures come in at, the committee will look at possibly replacing the roof. Roof replacement is a maintenance issue that could be addressed at a later date.

If possible, having the contractor install the new heating appliances in the existing garage for winter would be a priority.

Jay Simeone recommended erecting a wall to separate the Mechanics two bays from the parking garage area. Also eliminating the garage door on the side, and using that bay for a tool and parts room, and the Mechanics office. The committee will consider this option depending on what the cost figures come in at.

The area over the office was discussed. The present break room, sign machine and parts and stock stored in the mezzanine will need to be removed. It was intended for this area to be used for long term storage of files and records from the different departments that will housed at the DPW.

The new addition:

The new building addition is a Butler type expandable building, set on a concrete foundation. The size of the doors was discussed; the original building has 13 foot wide doors, which is an odd size. 14 foot wide doors would allow easier access and ingress for the heavy duty truck with plows on. Depending on how cost figures come in, there is room for adjustment with the door and building dimensions.

The committee then toured the building. There were some concerns regarding how the existing roof line over the office will tie in with the new addition. We will have to see what the architect comes up with.

No date was scheduled for the next meeting. The Chair will advise after the pre conference meeting.

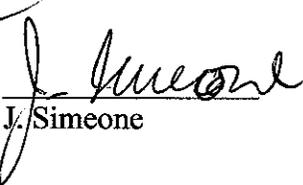
Motion to adjourn at 6:30 pm.

Respectfully Submitted by:

Jay Simeone

Secretary

  
D. MacDonald

  
J. Simeone