

Oil Tank Replacement Building Committee Meeting Minutes Wednesday, February 14, 2018

**Members of Oil Tank Replacement Building Committee:**

Adam S. Burrows

Paul Ricard

Diana Ingraham

Jack Wesa

Jim MacBride

Wendy Gauthier

Barbara Gileau

**Citizens/Guests: Rachel Ricard**

The meeting was called to order at 2:00 p.m.

Adam S. Burrows distributed the Educational Specifications, a Draft RFP and Form SCG-053 to the committee and pointed out that the main purpose of the committee is to follow state guidelines for the project.

A brief summary of the current oil tank was given. It was installed in 1989 with a 30 year warranty. It is mandated by state law that the tank needs to be removed/replaced every 30 years. The Director of Maintenance reviewed the possibility of getting a 10 year extension but is not cost effective.

It was discussed that prior to receiving bids, Form SCG-053 needs to be submitted (before June 30<sup>th</sup>) and that there would also need to be a Town meeting before June 30<sup>th</sup>. It was also discussed that the committee consult with OSCG&R prior to submitting Form SCG-053. The project would need state legislation approval in order to receive eligible state reimbursement.

There was discussion about who should be responsible to pay for a consulting engineer.

Adam S. Burrows opened up nominations for chairperson.

**A motion was made (Wendy Gauthier, Jim MacBride) to nominate Jack Wesa as Chairperson.**

**A motion was made (Diana Ingraham, Paul Ricard) to close nominations for Chairperson. Unanimously approved.**

**All in favor of Jack Wesa as Chairperson Unanimously approved.**

Adam S. Burrows gave the floor to Jack Wesa.

**A motion was made (Diana Ingraham, Wendy Gauthier) to nominate Paul Ricard as Vice Chairperson.**

**A motion was made (Diana Ingraham, Wendy Gauthier) to close nominations for Vice Chairperson. Unanimously approved.**

**All in favor of Paul Ricard as Vice Chairperson Unanimously approved.**

**A motion was made (Paul Ricard, Wendy Gauthier) to approve the Educational Specifications as presented. Discussion. Unanimously approved.**

**A motion was made (Wendy Gauthier, Jim MacBride) to authorize the Superintendent to submit the RFP for the committee to the Board attorney for review. Unanimously approved.**

There was a discussion of the schedule of events and tentative meeting dates. The next meeting is on Wednesday, February 21, 2018 at 2:00 p.m.

Meeting adjourned at 3:06 p.m.

*Respectfully submitted by Rachel Ricard*