

**TOWN OF SALEM
BUILDING COMMITTEE
SPECIAL MEETING MINUTES
MONDAY, JUNE 28, 2021 – 6:00 P.M.
SALEM TOWN HALL, CONFERENCE ROOM 2**

PRESENT

Salem School Director of Facilities Donald Bourdeau, Jr.

Selectman Ed Chmielewski

Selectman Hugh McKenney

W. Albert Jacunski, Jacunski Humes Architects, LLC (*via speakerphone*)

1. CALL TO ORDER

Salem School Director of Facilities Bourdeau called the meeting to order at 6:00 p.m.

2. PUBLIC COMMENT – *no public*

3. REVIEW & APPROVAL OF INVOICES FOR SALEM SCHOOL OIL TANK REPLACEMENT

The Committee reviewed the plans and specifications for the Salem School Oil Tank Replacement Project. Director of Facilities Bourdeau stated that a new above-ground ConVault tank oil tank, which will be encased in a concrete vault, will be relocated down the hill from the location of the current underground oil tank due to its mechanics.

Architect Jacunski, who was contacted via speakerphone, stated that the plans were submitted to and approved by the State; they are currently waiting to receive a formal letter from the State that would allow them to either put the job out to bid or procure a State-approved vendor. The School has opted to award the project to State-approved vendor Service Station Equipment, Inc. Following the receipt of the letter, which he expects to receive by week's end, a formal estimate will be submitted by the vendor and an agreement will be signed, allowing the work to begin. Service Station Equipment, Inc., has conducted a preliminary review of the plans and provided a rough estimate of approximately \$155,000.00. He estimates that the project will be completed in September. Architect Jacunski responded to the following questions posed by the Committee:

Procurement of Oil Tank (Selectman McKenney) – The Engineer has provided a current estimated time of four to six weeks to procure the oil tank.

Precautions that will be taken to minimize disruptions and ensure the safety of the children (Selectmen McKenney and Chmielewski) – Once the school year resumes, all of the work will be coordinated with the Superintendent of Schools. Children are not allowed in the boiler

room, where very little work will be conducted; most of the work will be conducted outside of the building. The primary safety concerns involve the removal of the existing underground tank, which will take no more than two days and will be completed prior to the onset of the school year. Perimeter fencing will be installed around the excavated area, as required. The placement of the above-ground oil tank is minimally disruptive.

Pre-Construction Conference – A conference of the relevant parties, including the Contractor Liaison, Superintendent, and Committee, will be held following the signing of the agreement to discuss the process and timeline of the project.

Removal of Large Trees (Selectman McKenney) – A meeting will be held with the Contractor and Crane Operator regarding which trees will need to be removed from the area where the new oil tank will be placed. It was noted that the Crane Operator has reviewed the site and confirmed that the placement of the oil tank was acceptable.

Laydown Area in relation to School Operations (Selectman McKenney) – Discussions regarding the laydown area will take place during the Pre-Construction Conference.

Selectman McKenney stated that he looks forward to working with them on the project. Selectman Chmielewski thanked Architect Jacunski for his time, providing the information, and answering their questions.

M/S/C: McKenney/Chmielewski, to approve Jacunski Humes Architects, LLC, Invoice No. 21139 in the amount of \$6,860.00. Discussion: None. Voice vote, 3-0, all in favor.

M/S/C: McKenney/Chmielewski, to approve Jacunski Humes Architects, LLC, Invoice No. 21171 in the amount of \$6,860.00. Discussion: None. Voice vote, 3-0, all in favor.

4. ADJOURNMENT

M/S/C: McKenney/Chmielewski, to adjourn the meeting at 6:23 p.m. Voice vote, 3-0, all in favor.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem