

**Municipal Building Committee
Long Sands Bathhouse
Minutes for April 1, 2015**

Present: Michael Sullivan, Director of Parks and Recreation, Dean Lessard, Director of Public Works, Dylan Smith, Jim Bartlett, Nelson Giordano, Joseph Lipton, James Smith, Tim Ward, Erin O'Dea

Absent: Stu Dawson

The Municipal Building Committee held its second meeting on April 1, 2015. The committee accepted the meeting minutes from March 18, 2015 and those minutes will be posted to the Long Sands Bathhouse Project website.

Discussion began with the tasks that are outlined in the project Master Plan. It was determined that the committee needs an update from Ransom regarding:

- Data collection (Survey plans & documents)
- The preliminary design report
- The permitting process

Project costs were discussed as to how to best monitor and pay each monthly bill. Due to the lengthy payment process, Mike Sullivan will receive the bills and approve them for payment. He will then forward the information to Nelson Giordano for review of the warrants. The financials will be available for the committee to review if they wish. It was pointed out that some of the billing will include work that has been completed for other projects and that Ransom Consulting should provide a break out of the dollar amounts.

Jim Bartlett offered to have any and all questions regarding the project directed to him. He would then share the answers via email with all interested parties including the committee members to keep everyone on the same page.

It was determined that there are real estate title issues that still need to be addressed regarding the bathhouse project. This topic is scheduled to be discussed with the Board of Selectmen on April 13, 2015.

Steve Bradstreet will be asked to attend the next committee meeting in order to determine how often he should meet with the committee for the project duration. The committee will do its best to ensure that the project remains on schedule. The current goal for the project final approval is September 17, 2015 so that the bidding process can begin in October. The projected date of the bathhouse completion is May 1, 2016.

Steve Bradstreet will also update the committee on what is complete, what is in process and what needs to be done in order to move the project forward.

The next committee meeting is scheduled for April 15, 2015.