

TOWN OF NORTHBRIDGE
TRUSTEES OF SOLDIERS' MEMORIALS MEETING
NORTHBRIDGE TOWN HALL

Tuesday, December 13, 2016 - 7:00PM

MINUTES

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MEMBERS PRESENT: Dan Beneway, Frank DeFazio, Tom Farley, Jim Gallagher, Dick Trier, Town Selectmen Chair, James Marzec.

GUESTS:

APPROVAL OF MINUTES: The minutes of the October 5, 2016 meeting were unanimously approved.
(Gallagher/ DeFazio)

I. DISCUSSION ITEMS AND PROGRESS REPORTS

A. FINANCAL REPORT

- Jim Gallagher noted that the bill of \$2,500 for the RFP listed will not be given to us until Mr. Shure is satisfied that he has met all of our needs and the RFP (now completed as an IFB) can be presented for bids.
 - Current balance: \$9,446.09
 - Outstanding bills
 - a. RFP (2,500)
 - Available funds: 6,946.09
 - Additional Funds:* 25,000

*Appropriated at the 10/25/16 Town Meeting

B. R.F.P. ROCKDALE WWI MEMORIAL RFP COMPLETION

- Dan Beneway discussed his meetings with Jamie to complete the RFP and officially change it to the required IFB (Invitation for Bid). He noted that the critical revised paperwork had been emailed to all of the trustees.
- Dan noted that all of the changes recommended by Jamie have been completed by Mr. Shure.
- The following schedule was recommended to the trustees:
 - By January 15, 2017: Out to Bid
 - By February 15, 2017: All bids due by 11:59 PM
 - By February 21, 2017: Bid Review
- **ACTION:** A motion was made and seconded (DeFazio/Trier) that the trustees approve the presented IFP with allowance for any required changes made by the DPW. This action was unanimously approved.

C. KOREAN & WWII MEMORIAL REPAIRS

- Dick Trier contacted (by text) Latimore Masonry letting them know that, due to current budgetary constraints, the trustees will not be able to consider repairs until late spring.
- Dan Beneway noted that the lighting at the memorial has been repaired.
- This item was tabled for future consideration

D. MEMORIAL PARK LANDSCAPING

- Nick Jane" could not attend this meeting but would like to be invited to the January meeting. He noted that he has been unable to find any blueprints or plans for the development of the park.
- Tom Farley noted that Ken Warchol (sp) might be a good resource and that he would contact him.

II. OTHER DISCUSSION ITEMS

A. UPDATES / NEW DISCUSSION ITEMS

- Frank DeFazio again noted his concern that the trustees do not have an accurate inventory of the monuments and squares in Northbridge. He recommended that we develop a complete data inventory that would include up-to-date pictures, maintenance needs and necessary repairs.
 - Jim Gallagher noted that he had a lot of pictures and information that was given to him in paper for but everything needed to be put into the computer.
 - Frank and Jim agreed to work together on this project.

B. NEXT MEETING:

- Tuesday, Tuesday, January 10, 2017, 7:00PM at the Town Hall
- Agenda Items
 - Finalized IFB Review for WWI Memorial in Rockdale
 - Nick Jane' Property enhancement
 - Mock Up of February 6th IFP Review
 - Memorial and Square Inventory Project

III. ADJOURNMENT: 8:05 PM

Respectfully submitted,

Richard T. Trier

Richard T. Trier

Secretary

Approved: *1/10/17*