

**Permanent Building Committee Meeting Minutes**  
**Wednesday, October 18, 2023**  
**Zoom Meeting**  
**Approved: November 17, 2023**

*PBC Members present:* Pablo Carbonell; Rick Maiore, Vice Chair; Steve Moeser; Guy Hermann.

*Attending, including but not limited to:* Tony Wespiser & Mike Richard, Weston & Sampson Engineering, Inc.; Marie Sobalvarro, Assistant Town Administrator; Chief Rick Sicard and Lt. Bill Barton, Fire Department; David Fay, Energy Advisory Committee.

*Mr. Carbonell called the meeting to order at approximately 9:00 a.m. and provided remote meeting instructions.*

**Board organization**

Mr. Carbonell agreed to act as temporary Chair of the Permanent Building Committee. Mr. Moeser made a motion that Mr. Carbonell act as Permanent Building Committee Chair going forward; Mr. Maiore seconded. All were in favor.

**Approve Minutes of 9/26/23**

Mr. Carbonell suggested one sentence be clarified. Mr. Maiore made a motion to accept the Minutes of September 26, 2023, as amended; Mr. Moeser seconded. All were in favor.

**Meeting with Weston & Sampson regarding DPW project status**

Mr. Wespiser screen-shared a PowerPoint presentation regarding the status of the project. He reported that the initial kick-off meeting on August 22<sup>nd</sup> was attended by Mr. Kilhart and Mr. Hermann. Mr. Wespiser stated that while the draft timeline was a bit aggressive, they expect to have a schematic to the Town for review by the end of the first week in February as originally planned. He indicated that they expect to have the Update to the Operational and Space Needs Assessment complete by the end of the first week in November, and the Zoning Analysis by the second week in November. Mr. Wespiser explained that they are currently working on the Existing Conditions Plan for the building and the existing building has been measured for input to the software which will generate the 3D model. He indicated that the Existing Building Structure and Systems Evaluation is also underway, and confirmed a first draft of Estimate of Probable Cost was submitted at the end of August. Mr. Carbonell questioned whether it was realistic to expect the project will be completed on schedule considering each component timeline is currently being extended. Mr. Wespiser confirmed that Weston & Sampson (herein "W&S") is still comfortable with the 1<sup>st</sup> week in February endpoint. He explained that some of the individual timelines have slid because they were a bit aggressive to start and because W&S is currently reexamining the program because the Town was surprised by the numbers quoted in the draft Estimate of Probable Cost.

Ms. Sobalvarro noted that the contract calls for monthly meetings with the PBC. She asked that W&S provide at least an administrative point of contact so that she can keep the PBC apprised

of developments. She also indicated that it would be vital to ensure a communication channel between the PBC and W&S. Ms. Sobalvarro explained that at the last PBC meeting, the Members asked that the pole barn be costed out so it could be a potential deduct. Ms. Sobalvarro indicated that W&S's attendance at a PBC meeting once per month ensures these discussions are heard. Mr. Carbonell noted that the described two meetings per month with Mr. Kilhart and Ms. Sobalvarro have also not occurred to date.

Mr. Wespiser explained that lowering the floor in the corridor between the two bathrooms is cost estimated at \$50,000. Mr. Carbonell expressed concern that lowering the flooring could alter the pitch of plumbing lines that likely run between the bathrooms. Mr. Moeser and Maiore indicated that they would be in favor of leaving the floor as-is if W&S is confident that they can meet ADA compliance in another manner. Mr. Wespiser indicated that an alternative to lowering the corridor floor level would be to add an accessible bathroom in the space currently designated as supply storage and locker rooms for future staff members who may need accommodation. Mr. Carbonell stated that the cost to install a bathroom in this area would likely far exceed \$50,000, and the benefit of the use of the full space for storage and locker rooms, as well as the continuity of floor level for travel and transport of materials may outweigh the cost to lower the corridor floor. Mr. Wespiser indicated that they will have plumbing staff onsite on Tuesday to look at whether the floor height can be reduced without restructuring the plumbing. Mr. Wespiser stated he is unaware of any plan that shows the elevations of the existing plumbing.

Mr. Wespiser agreed to forward the timeline and floor plan to the Members, per Mr. Carbonell's request. Mr. Wespiser then screen-shared Ms. Sobalvarro's comparison of W&S's "DPW Renovation Preliminary Cost Estimates" with W&S's comments. He explained what while W&S estimate of 9/18/23 does not include the construction of the pole barn, the cost for the A&E design and OPM should still be percentage of the total project construction cost because the pole barn will have to be designed to be considered as an alternate. Mr. Richard indicated the cost for the pole barn is based on an assumed construction with pre-engineered metal. He stated that W&S does engineering regarding the foundation design and reaction loads so that the contractor can bid the project without the Town risking significant change orders during construction. Ms. Sobalvarro reminded the Board that prior to her report to CPIC in September, CPIC last reviewed the October of 2021 CBI estimate of approximately \$4.1 million for construction without soft costs. She indicated that the current cost estimate of \$9.8 million is before exploratory site-work for which the cost does not usually decrease. Mr. Richard explained that their cost estimate was prepared by looking at the previous estimate from CBI and adjusting it based on what they've seen for competitive public bidding projects and what they know about the project. He stated that the project will be vetted through an independent estimator once the first schematic design is in hand. Ms. Sobalvarro confirmed that if the final cost estimate is provided after the schematic design is prepared in February, they will have sufficient time for Town Meeting. Mr. Carbonell and Mr. Moeser agreed to meet independently as a subcommittee to review the cost estimate, and then meet with W&S representatives within the next week with any questions or comments regarding how to possibly reduce the line items.

### **Update on the COA solar project**

Ms. Sobalvarro reported that Town Counsel and Select have exchanged proposed revisions to the system purchase and installation agreement which have not been acceptable to either party. Ms. Sobalvarro has suggested counsel for both parties meet to come to terms. Mr. Fay explained that Select's pre-existing agreement with non-profit, Power Options, influences how

Select can contract with municipalities. He indicated that this pre-existing agreement also slowed the legal review process with the Hildreth Elementary solar project.

Ms. Sobalvarro reported that the structural contingency and interconnection contingency can be carried within the COA project ARPA monies as long as the project moves forward before the funds sunset.

*Ms. Maiore made a motion that the meeting be extended beyond an hour; Mr. Moeser seconded. All were in favor.*

### **Update regarding the Fire Station project**

Ms. Sobalvarro indicated the next opportunity for the Fire Station project to be considered by the Select Board (herein "SB") is at their meeting on November 7<sup>th</sup>. Mr. Maiore stated that in his research of fire stations in eight neighboring towns, six of these are sited on land less than 4.5 acres. Mr. Carbonell stated that 4.5 acres was a criterion provided by the fire station assessment. Ms. Sobalvarro confirmed that she only received one response to her letter of interest regarding properties for sale. Chief Sicard indicated that the 4.3-acre property across from Hillside Garage percolates and does not have wetlands.

The PBC agreed that the SB should be asked for direction on whether to continue to look at alternate sites; to move forward with the existing site for which site preparation has been estimated to be \$1.6 but temporary housing cost for the Department during construction has not been considered; and any other actions the SB would like the PBC to take for the initiative which does not currently have any funding to move forward. Chief Sicard indicated that he will attend the SB Meeting once a discussion is posted. Lt. Barton stated that he believes the current asking price for the property across from the Hillside Garage is \$750,000. Chief Sicard will ask the architect he has been working with how much it would cost to evaluate that property for development. He agreed to also ask if there is a minimum acreage on which the fire station could not be sited.

Mr. Maiore and Mr. Carbonell or Mr. Moeser agreed to attend the SB discussion.

### **Recruiting Members**

Mr. Moeser, Mr. Maiore, and Mr. Carbonell indicated they have all spoken to potential candidates and will continue to do so.

### **Items for Next Agenda**

Items for the next agenda were discussed. Mr. Maiore suggested occasional in-person meetings would be beneficial to the group's cohesiveness once new Members are added. Mr. Carbonell agreed that might be possible when outside parties are not included because hybrid meetings are difficult to run.

### **Adjournment**

Mr. Moeser made a motion to adjourn the meeting (at approximately 10:22 a.m.); Mr. Maiore seconded. All were in favor.

***Respectfully submitted,***

***Alison Flynn***

***Referenced Documents:***

- Posted Agenda
- Draft Minutes of 9/26/23
- Weston & Sampson PowerPoint Presentation
- Ms. Sobalvarro spreadsheet of cost estimates