

Permanent Building Committee Meeting Minutes
Wednesday, April 27, 2022
Zoom Meeting
Approved: May 4, 2022

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Pablo Carbonell; Guy Herman; Steve Moeser.

Attending: Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Guy Oliva, COA Representative; Beth Williams, COA Committee; John Zychowicz, Christopher Lucchetti, Kim Buhl, DAI; Lieutenant Andrew Perry, Fire Department; Joan Eliyesil, The Harvard Press; Ellen Leicher, Harvard Energy Advisory Committee.

Ms. Russo called the meeting to order at 9:00 a.m. and provided remote meeting instructions.

REVIEW AND APPROVE MINUTES OF 4/20/22

Mr. Carbonell made a motion to approve the Minutes; Mr. Dufresne seconded. All were in favor by roll call vote.

UPDATE ON THE COA PROJECT

Ms. Russo asked that the group consider delaying approval of the Spec. Book by one week to allow the Members adequate time to review it in its entirety and for Mr. Moeser to receive a hard copy of the plans. Ms. Russo confirmed that doing so would delay going out to bid by one week. Mr. Lucchetti and Mr. Moeser agreed to meet via Zoom on Friday morning to discuss Mr. Moeser's comments. Ms. Russo asked for a revised draft by Monday for approval by the PBC on Wednesday. Mr. Lucchetti confirmed for Ms. Leicher that the heating and cooling system is a heat-pump, electric system. Mr. Zychowicz agreed to provide an updated front-end of the contract by Monday, reflective of Mr. Moeser and Mr. Lucchetti's meeting. Ms. Russo stated she will e-mail Mr. Zychowicz her notes of dates and contract language that needs to be revised. Mr. Lucchetti introduced Ms. Buehl, who works in the architecture department and is assisting with preparation of the bidding and construction documents; Ms. Buehl will e-mail Ms. Russo her contact information. Ms. Sobalvarro will update Project Dog with the shifted dates. Ms. Sobalvarro confirmed that the Construction Documents will now be available on Wednesday, May 4th, the On-site Non-Mandatory Site Walk-through will be Tuesday, May 17th at 10 a.m., Sub-bids will be due Wednesday, May 25th at 2 p.m., and General Contractor bids will be Thursday, June 2nd at 2 p.m. Mr. Carbonell agreed to be present for the Site Walk-Through; Ms. Thompson will also attend with the building key. Mr. Lucchetti agreed to provide Mr. Moeser with an answer to his question regarding the return air.

Ms. Russo asked the Members to consider DAI Invoice No. DG000037895, dated 4/19/22, for 100% design and 60% construction documents. Mr. Maiore made a motion to approve the invoice; Mr. Moeser seconded. All were in favor by roll call vote.

UPDATE ON THE FIRE STATION PROJECT

Lieutenant Perry confirmed that there is no update on the Fire Station Project.

UPDATE ON THE OLD LIBRARY PROJECT

Ms. Sobalvarro advised that MDM will not be onsite this week as planned, as they are scrambling to obtain nails and snow guards. She indicated that MDM was contemplating sending a truck to White Plains to pick up the materials, and that they now intend to be on-site on Monday, 5/2. Ms. Sobalvarro stated that the preconstruction meeting run onsite by Gale was very quick and efficient. Ms. Sobalvarro confirmed that the roof is not currently off. Mr. Carbonell stated that he does not believe the whole roof will be stripped at once because they are using moving lifts. Ms. Sobalvarro indicated that the next meeting will be May 5th at 9 a.m. on-site and reminded the Members that as Gale is paid by T&M their meetings are efficient.

Ms. Russo adjourned the meeting at approximately 9:16 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 4/20/22
- DAI Invoice No. DG000037895, dated 4/19/22
- COA Project: Revised Document 00 8000, SUPPLEMENTARY CONDITIONS, dated 4/27/22
- COA Project: Full Spec for Owner Review, received from DAI 4/23/22