

Permanent Building Committee Meeting Minutes
Wednesday, May 25, 2022
Zoom Meeting
Approved: June 8, 2022

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Guy Herman; Corey Dufresne; Jeff Hayes, Building Commissioner.

Attending: Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Representative; Debbie Thompson, COA Director; John Zychowicz, Kim Buhl, DAI; Chelsea Knott and Chris Musorofiti, Gale Associates.

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

REVIEW AND APPROVE MINUTES OF 5/4/22

Mr. Dufresne made a motion to adopt the Minutes with one correction Mr. Herman seconded. All were in favor.

UPDATE ON THE COA PROJECT

Ms. Buehl advised that there have been two addenda issued relating to the doors and hardware; she will provide the PBC with copies. She indicated that they also reissued some of the drawings sheets with the new revised door schedule and to correct a drafting error related to the smoke detectors and light fixtures. Ms. Buehl reported that they also plan to answer the few questions received related to the General Contractor bid. Ms. Sobalvarro stated that four, printed pages of contractors have downloaded the package from Project Dog; Ms. Buehl added that about 12 contractors attended the walk-through. Ms. Russo advised that she and Ms. Sobalvarro will meet the following day with the DAI architects to get their initial impression on the sub-bids responses; the other PBC Members were invited to join. Ms. Sobalvarro agreed to circulate the sub-bid responses, as well as the estimate ahead of the meeting.

Ms. Russo asked the Members to consider DAI's Invoice No. DG0000037912, dated 5/12/22, for full payment of the drawings in the amount of \$24,000. Ms. Sobalvarro confirmed that the invoice looked appropriate. Mr. Moeser made the motion to approve the invoice; Mr. Maiore seconded. All were in favor.

UPDATE ON THE FIRE STATION PROJECT

Ms. Russo stated that the Fire Chief informed her that he received a draft from Kaestle Boos and is awaiting a revised version based on his request for more parking.

UPDATE ON THE OLD LIBRARY PROJECT

Mr. Hayes stated that he has been very impressed by the job performance on the project to date. He indicated that the contractors are very professional, are working well with the neighbors, and has observed no evidence of leaks inside. Mr. Hayes confirmed that he has not seen any indication of extras on the masonry. Ms. Sobalvarro agreed to circulate the weekly meeting Minutes to the group. Mr. Hayes indicated that he has received drone footage of the

project which has been very helpful. Ms. Sobalvarro confirmed that the weekly meetings are held at 11 am on Thursdays, and the PBC Members are welcome to join.

Ms. Sobalvarro stated she anticipates a change order for cleaning a gutter blockage. Mr. Hayes confirmed that the drainage was explored on-site, and with the exception of one gutter, all were easily cleared. Mr. Hayes stated that they will need to bring in equipment to bore the one gutter. He indicated that, though not yet confirmed, they believe the drainage terminates into an off-site catch basin which will need to be addressed.

The PBC Members noted that Gale's letter of recommendation indicates 15% project completion, while the contractor's application reflects 30% completion. Ms. Knott and Mr. Musorofiti joined the meeting to clarify that the 15% reflects the completion percentage of project construction labor, while the contractor's application includes high percentages of materials obtained and stored. Mr. Musorofiti confirmed that all the materials billed are on-site, including copper locked in the job trailer. Mr. Hayes confirmed he is comfortable with this storage of the copper. Mr. Musorofiti stated that the tent ridge and hip copper is currently being fabricated off-site and is not included on this invoice. Mr. Musorofiti also confirmed that the stored materials are currently at the risk of MDM, and the Town is not effectively purchasing the materials by paying the invoice.

Mr. Maiore made the motion to approve the contractor's recommendation; Mr. Dufresne seconded.

Mr. Maiore made the motion to approve the Gale invoice; Mr. Dufresne seconded. All in favor.

MEMBER REPORTS

Ms. Sobalvarro reported that the Shaker Herb House project did not pass at Town Meeting.

NEXT MEETING

Ms. Russo suggested the PBC next meet in two weeks; Mr. Dufresne stated he will not be able to attend. Ms. Sobalvarro will provide the group with the bid responses to the COA project, but also encouraged the Members to review the project online at Projectdog.com. Ms. Russo suggested a phone call with the DAI architects to review the bid responses prior to the meeting.

Mr. Maiore made a motion to adjourn the meeting at 9:32 a.m.; Mr. Herman seconded. All were in favor.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 5/4/22
- DAI Invoice No. DG0000037912, dated 5/12/22
- Gale invoice No. 2204237, dated 5/9/22
- M.D.M. Engineering Inc.'s Application and Certificate for Payment No. 01, 5/16/22 and supporting letter from Gale Associates
- Ms. Russo's spreadsheet of expenses for the Old Library Roof Project