

Permanent Building Committee Meeting Minutes
Wednesday, June 8, 2022
Zoom Meeting
Approved: June 22, 2022

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

Attending: Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Representative; Debbie Thompson, COA Director.

Ms. Russo called the meeting to order at 9:01 am. and provided remote meeting instructions.

REVIEW AND APPROVE MINUTES OF 5/25/22

Mr. Maiore made a motion that the Minutes be accepted as presented; Mr. Moeser seconded. All were in favor.

UPDATE ON THE COA PROJECT

Ms. Russo stated that the construction estimate was \$1,296,343 and the lowest bid was \$1,488,000 or \$1,505,510 with the two alternates. Ms. Russo suggested that the contingency account be increased to reflect an actual percentage of the construction costs. Mr. Moeser stated that 10% is a significant amount. Ms. Russo confirmed that the contingency is to cover unexpected expenses. She indicated that the architect suggested a 15% contingency, but that she and Ms. Sobalvarro believe 10% is sufficient as there is no site work. Mr. Carbonell noted that the low bid was from Classic Construction and the prior experience with them was exceptional. Mr. Maiore and Ms. Sobalvarro agreed. Mr. Carbonell suggested the pricing on the HVAC system was incorrect. Ms. Russo agreed and stated that she spoke to DAI about whether it could be redesigned to bring the price down, but there was not much they could do. Ms. Sobalvarro indicated that an update on the COA project was included at the last Select Board Meeting with a discussion of the Climate Initiative Committee's #1 goal which is to convert municipal buildings to more energy efficient, zero admission systems. Ms. Sobalvarro stated that she expects the Select Board to decide at the next meeting how to bridge the gap in funding for the project. Ms. Sobalvarro stated Ms. McBee and Mr. Rich Maiore are disinclined to request this funding at Town Meeting and are looking at alternate options. Mr. Moeser stated that he wants to ensure that change orders are considered and questioned; Ms. Russo and Ms. Sobalvarro reassured him that the PBC will consider these. Mr. Carbonell stated that he does not expect a vast amount of change orders for the site. Ms. Russo suggested that the two alternates are probably unmatchable prices; Mr. Carbonell and Mr. Moeser agreed that they should be accepted.

Mr. Carbonell made the motion to accept the two alternates and maintain the 10% contingency; Mr. Moeser seconded. All were in favor.

UPDATE ON THE FIRE STATION PROJECT

Ms. Russo stated there was no update on the Fire Station project.

UPDATE ON THE OLD LIBRARY PROJECT

Ms. Sobalvarro advised Gale brought to her attention that the accepted 2019 budget of \$22.8K for construction management will not be sufficient to cover Gale's attendance at weekly meetings through the end of July. She indicated that Gale's rates have not changed, but the project duration was extended due to weather. Ms. Sobalvarro indicated that if Mr. Hayes were to cover Gale's visits every other week, they may still come in slightly over budget. Mr. Carbonell recommended the PBC approve every-other week visits, as the project is well underway with any unknowns likely discovered, and that if Mr. Hayes visits and discovers issues he can contact Gale in consult; Ms. Russo and Mr. Moeser agreed. Mr. Moeser suggested that the PBC will not need the level of detail in Mr. Hayes' notes as Gale typically provides. Mr. Hayes confirmed that his visits will be to ensure that the contractor is on track consistent with the prior week's projection with Gale. Mr. Carbonell noted that the contractor is doing a very clean, focused job to date. Mr. Hayes added that he has been impressed; that the contractor has been very thorough, very upfront, and has provided good craftsmanship with no red flags suggesting problems in the future.

Ms. Sobalvarro reminded the group that while drainage issues are not within the scope of the project, there was discussion of jetting one of the drainage downspouts. Ms. Sobalvarro stated that she has not heard back from Mr. Musorofiti as to whether a failure to clear the blockage could impact the masonry. Ms. Russo made the motion to authorize Ms. Sobalvarro or Mr. Hayes to approve an expense of up to \$2,000 to get this fixed; Mr. Carbonell seconded. All were in favor.

The Members considered Gale's Invoice No. Gale Invoice No. 2205213, dated 6/3/22, in the amount of \$7,869.70. Ms. Russo explained that they use a drone to take pictures of the progress. Ms. Sobalvarro confirmed that she has no issues or questions regarding the invoice. Mr. Moeser made a motion to approve the invoice; Mr. Carbonell seconded. All were in favor.

MEMBER REPORTS

Members did not offer reports.

NEXT MEETING

Ms. Sobalvarro confirmed that the contractor contract included in the package was reviewed by Attorney Lanza. Ms. Russo confirmed that the General Contractor will be 100% liable for the sub-contractor's performance. Mr. Carbonell stated that most of the people at the walk-through were sub-contractors. Ms. Russo stated she was happy with the number of respondents.

Ms. Russo stated the PBC will next meet in two weeks. Ms. Russo adjourned the meeting at approximately 9:31 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 5/25/22
- COA Project: Filed Sub-bid results; General Contractor bid results; DAI's 50% CD Estimate; Analysis of the budget showing the Town Meeting estimate compared with bids, options for accepting or not accepting the alternates, and with 10% or 15% construction contingencies
- Old Library Roof: Gale Invoice No. 2205213, dated 6/3/22