

Permanent Building Committee Meeting Minutes
Wednesday, June 22, 2022
Zoom Meeting
Approved: July 27, 2022

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

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

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

REVIEW AND APPROVE MINUTES OF 6/6/22

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

UPDATE ON THE COA PROJECT

Ms. Russo reported that the Select Board voted to fund the project budget up to an additional \$378,929 which includes both alternates. Ms. Russo stated that the Select Board confirmed that the PBC is now able to vote to award the contract with the alternates to the lowest bidder, Classic Construction and Development Corp. (herein "Classic Construction"). Mr. Moeser made the motion to award the contract to Classic Construction including alternates 1 & 2; Mr. Maiore seconded. All were in favor. Ms. Russo suggested Ms. Thompson begin thinking about exterior colors and the sign.

Ms. Sobalvarro advised that it generally takes two weeks at most for the initial contract paperwork to be submitted and signed. Ms. Russo suggested Ms. Sobalvarro ask Classic Construction when they would like to meet for the initial job meetings, and advise DAI.

DAI Invoice for 3,000 for 50% of the procurement line. Ms. Sobalvarro indicated it was for their process for checking the decamp statements as well as confirming all of the sub-submittals were correct.

Mr. Dufresne made the motion to approve the DAI invoice for \$3,000; 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

The Members considered the Contractor Requisition #2 which reflects the project is 67% complete. Mr. Hayes indicated that the completion percentage seems accurate. Ms. Russo advised that she updated the Costs spreadsheet.

Mr. Carbonell entered the meeting.

Mr. Moeser stated he does not have concerns with the requisition. Mr. Hayes confirmed that the contractor provided for review mock-ups which appear to be identical to the actual ridges and hips. Mr. Carbonnell indicated that he continues to be impressed by their clean job site.

Mr. Moeser made the motion to approve the requisition; Mr. Carbonnell seconded. All were in favor.

Ms. Sobalvarro stated that Gale's recommended contractor was back on site to jet out the blockage in the drains. Ms. Russo stated that the Meeting Notes indicated the fee would be \$1,500 and that Harvard asked that they bill at the end of the job; Ms. Sobalvarro confirmed that was consistent with her memory, and that she has asked for documentation of what was done and by whom. Ms. Sobalvarro stated that she has a personal login to view the drone footage and offered to request logins for each of the members. Ms. Russo welcomed her offer to download a representative video for the members to view. Ms. Sobalvarro stated that Gale was fine with reducing the site visits to every other week. Mr. Hayes stated the arrangement has worked for him. Ms. Sobalvarro stated that working with Gale & the contractor has been very smooth, detailed and documented.

MEMBER REPORTS

Mr. Carbonnell reported that the after being backordered several times, the 3-bay sink he ordered for the COA project was cancelled. He assured Ms. Thompson that he will be successful in obtaining the sink.

NEXT MEETING

Ms. Russo suggested the PBC wait to schedule the next meeting, and that all members interested be present for the first COA project job meeting with the contractor. Mr. Hayes noted that he will be unavailable July 7th and 8th.

Mr. Maggiore made the motion to adjourn the meeting at 9:12 a.m.; Mr. Moeser seconded. All were in favor.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 6/6/22
- COA Project: DAI Invoice of 6/10/22
- Old Library Roof: Gale's letter of June 21, 2022 re Application for Payment No. 02 Roof Replacement and Associated Work at the Old Library and Application, Certification Form #2 from MDM Engineering, and Ms. Russo's Costs spreadsheet