

Permanent Building Committee Meeting Minutes
Wednesday, July 27, 2022
Zoom Meeting
Approved: August 8, 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; David Fay, Energy Advisory Committee.

Ms. Russo called the meeting to order at approximately 10:00 a.m.

Minutes of 6/22/22 and 7/14/22

The PBC reviewed the draft Minutes of 6/22/22. Mr. Dufresne noted he should be listed among the attendees. Mr. Moeser made a motion to approve the Minutes; Mr. Maiore seconded. All were in favor.

The PBC reviewed the draft Minutes of 7/14/22. Mr. Dufresne noted the Minutes should be dated July 14, 2022. Mr. Moeser made a motion to approve the Minutes; Mr. Carbonell seconded. All were in favor.

Update on the Council on Aging project

Ms. Russo and Ms. Thompson advised that demolition began this week and a new, temporary sign, as well as dumpsters are in place.

Ms. Russo stated that Ms. Sobalvarro prepared a draft schedule in follow-up to the construction meeting which establishes the dates which the PBC should meet to approve and submit requisitions for payment to the contractor in a timely manner which is also consistent with the Town's bill warrant schedule. Ms. Sobalvarro confirmed that the PBC is the approving authority for the requisitions and that Mr. Hayes and the architect will ensure that the requisitions appropriately reflect the work completed. Ms. Russo confirmed that, by statute, each of the requisitions will include 5% retention. Ms. Russo also stated that she anticipates there will be questions regarding the stored materials that will have to be addressed as the project proceeds. The Members agreed to try to meet on a Monday the week of Thanksgiving.

Ms. Thompson advised that it was agreed that the job meetings will be held every other Thursday at 10 a.m. Mr. Moeser, Mr. Carbonell, Mr. Herman, and Mr. Maiore expressed interest in occasionally attending the meetings. Ms. Russo advised that attendance at the meetings will not have to be posted as a PBC Meeting because any PBC Members in attendance will not be making decisions and Mr. Hayes' actions at the job meetings will not be in his capacity as a PBC Member. Ms. Thompson noted that the schedule should state the PBC Meeting is on the 31st, not the 30th, as stated. Ms. Sobalvarro will make the revisions to the scheduled discussed.

Ms. Russo stated that while she thinks the chances are small that the solar panels could be

installed during the project, the contractor stated that they are okay with the Town doing so. She indicated that she and Ms. Sobalvarro discussed obtaining proposals from 5 companies to find out what the Town's electric rate would be, what their timing for installation would be, what they'd suggest we install. School used a non-profit. Mr. Herman, Mr. Maiore, Ms. Russo, and Mr. Fay will work together as a sub-committee.

The PBC Members discussed the process for submitting for a rebate for the heat pumps. Mr. Fay advised that only certain heat pumps are eligible for the rebate and suggested the PBC confirm that the architect has specified eligible products. Ms. Sobalvarro suggested that the Town apply once the products have been purchased but not yet arrived. Mr. Hayes agreed to discuss the PBC's intent with DAI and report back to the PBC. Mr. Moeser suggested that if the pumps currently specified are not eligible for the rebate, they consider exchanging the products. Mr. Carbonnell noted that the higher the efficiency of the pump, the higher the rebate will be.

The PBC Members considered approval of DAI Invoice No. DG0000038028, dated July 12, 2022, in the amount of \$4,920.00. Ms. Sobalvarro explained that the invoice reflects 8% of construction administration. Mr. Maiore made a motion to pay the invoice; Mr. Dufresne seconded. All were in favor.

Update on the Old Library

Finishing up the flat roof sections now. Just about done with the roof. Waiting for special finials to come in. Just about done on the masonry repointing. Whole building looks fantastic. Very happy with the progress and responses. Mr. Carbonnell very happy with the quality. Have only put in for 2 requisitions, they are waiting for the next phase.

Mr. Hayes indicated the gutters have strainers and regular cleanings will included as a part of scheduled preventative maintenance. Ms. Sobalvarro stated that the Town does not have access to a bucket truck. Mr. Hayes stated he'll likely look at outside vendors to perform the gutter cleanings. Ms. Sobalvarro will bring to the attention of the Select Board that preventative maintenance of the gutters will need to be included in the budget. Mr. Hayes confirmed that the work has been done clear the underground drain lines and that the gutter system is now functioning as it should be.

Update on the Fire Station

Ms. Sobalvarro confirmed that there is no update on the Fire Station project.

Member reports

Ms. Sobalvarro stated that she sent the Select Board the CBI report after they expressed interest in the status of the Transfer Station project.

Consider items for next Agenda

Ms. Russo stated that the next PBC will be on August 3rd, and that she'll schedule a solar sub-committee meeting in August.

Mr. Moeser made a motion to adjourn at approximately 9:28 a.m.; Mr. Maiore seconded. All were in favor.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft Minutes of 6/22/22 & 7/14/22
- DAI Invoice No. DG0000038028, dated July 12, 2022
- Draft schedule of dates for pencil requisitions, job site visits, PBC meetings, and bill warrants