

**Permanent Building Committee Meeting Minutes**  
**Wednesday August 8, 2022**  
**Zoom Meeting**  
**Approved: August 31, 2022**

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

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Kim Buhl, DAI.

*Ms. Russo called the meeting to order at approximately 9:00 a.m.*

**Minutes of 7/27/22**

Mr. Maiore made a motion to approve the Minutes as presented; Mr. Dufresne seconded. All were in favor.

**Update on the Council on Aging project**

Ms. Russo advised the project documents are being kept on Procore and Members will receive an invitation to log-on to view the documents.

Ms. Buhl stated that that contractor's first requisition seems on pace with the progress on-site. Mr. Moeser questioned the \$1,500 on Line 59 for permit fees and mobilization. Ms. Sobalvarro stated that the Building Inspector fees and the Town's portions of the plumbing and electrical fees were waived. Ms. Russo stated that \$1,500 for 100% mobilization seems appropriate.

Ms. Buhl confirmed that chalk drawings have started to come in on Procore, that each specialized trade contractor is performing their own demolition, and that DAI is recommending the PBC approve the requisition. Mr. Moeser made the motion to approve the draw request; Mr. Carbonell seconded. All were in favor.

Ms. Buhl indicated that DAI will comment in Procore on the RFI's after the next construction visit and would appreciate input from the PBC job meeting attendees. Ms. Buhl stated that she believes Mr. Luchetti or Mr. Zychowicz will also be present for that meeting.

Mr. Hayes reported that he is waiting for additional information from DAI on the heat pumps so that he can further investigate the rebates. Ms. Russo advised that solar options will also be explored shortly.

Ms. Russo, Mr. Moeser, and Mr. Hayes stated that they will attend the next job meeting; Mr. Maiore will possibly.

**Update on the Old Library**

The Members considered MDM Engineer's Requisition #3. Mr. Hayes stated that the job is nearing completion and looks great. Ms. Sobalvarro advised that Gale has created a preliminary

punch list, some of which is already being addressed. Ms. Sobalvarro reported that she has not received a requisition reflecting the two extras but is expecting that they reflect a cost under \$5,000. Mr. Moeser made a motion to approve Requisition #3; Mr. Dufresne seconded. All were in favor.

Ms. Sobalvarro reported that Gale expressed on July 27<sup>th</sup> an expectation that they would require at least two, if not three, more on-site meetings which would be billed out at approximately \$2,000 per visit. Ms. Russo noted Gale's July 2<sup>nd</sup> invoice reflected \$280 remaining in their contract. Mr. Hayes stated that Gale most recently attended on-site meetings on June 30<sup>th</sup>, July 14<sup>th</sup>, August 4<sup>th</sup> and expects that they will require one more wrap-up visit. Ms. Sobalvarro confirmed there is a source of funding to approve Gale's request. Mr. Moeser made a motion to extend the Gale contract value by \$6,000; Mr. Carbonell seconded. All were in favor.

Mr. Maiore made a motion to approve the July invoice from Gale; Mr. Carbonell seconded. All were in favor.

### **Update on the Fire Station**

Ms. Russo stated there were no updates on the Fire Station project.

### **Member reports**

None.

### **Consider items for next Agenda**

The group agreed to next meet on August 31<sup>st</sup> unless needed sooner.

*Mr. Moeser made a motion to adjourn the meeting at 8:25 a.m.; Mr. Maiore seconded. All were in favor.*

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***Respectfully submitted,***

***Alison Flynn***

### ***Referenced Documents:***

- Agenda
- Draft Minutes of 7/27/22
- COA: Classic Construction & Development Group's Application and Certification for Payment #1
- Old Library Roof: Gale Associates Invoice No. 2206302, dated July 13, 2022
- Old Library Roof: Gale Associates letter of August 3, 2022, enclosing MDM Engineering's Application and Certification for Payment #3