

Permanent Building Committee Meeting Minutes
Wednesday, February 22, 2023
Zoom Meeting
Approved: March 22, 2023

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

Attending: Christopher Luchetti, DAI; Debbie Thompson, COA Director; Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Representative; Joan Eliyesil, The Harvard Press.

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

Approve Minutes of 1/18/23

Mr. Moeser made a motion to approve the Minutes of the prior meeting; Mr. Dufresne seconded. All were in favor.

Update on the Council on Aging project

Ms. Russo indicated that DAI reduced their monthly construction administration invoice amount to \$2,400 as requested by the PBC to stretch payment of the contract through the end of March. Ms. Russo explained that if the January 12th invoice is paid, there will be \$6,000 unpaid remaining in the Construction Administration contract, and \$3,600 remaining unbilled. Mr. Moeser made the motion to approve the payment of the invoice in the amount of \$2,400; Mr. Dufresne seconded. The vote was unanimously in favor.

The Members next considered the mileage reimbursement invoice in the amount of \$285.98. Mr. Dufresne made the motion to approve the invoice; Mr. Moeser seconded. All were in favor.

Ms. Russo informed Mr. Luchetti that the job site meeting was rescheduled to Monday because of anticipated inclement weather. The PBC Members reviewed Classic Construction's Requisition #7 and indicated they felt comfortable approving payment prior to Mr. Luchetti's site review because it was only reflective of work through the end of January and there would subsequently be over \$300,000 remaining in retainage. Mr. Moeser made a motion to approve the invoice; Mr. Dufresne seconded. All were in favor. Ms. Russo clarified that the vote is contingent on Mr. Luchetti's approval upon review of the site on Monday; the Members agreed.

Mr. Luchetti stated that he has not been to the site in a few weeks, but feels construction is going well and looks forward to seeing the floors. Ms. Russo indicated that there is a proposed Change Order which would be to build a table over the grease trap in the kitchen to reduce the trip hazard and allow for more counter space. She

stated that the cost is estimated to be \$2,000-\$3,000 as it has to be custom built. Ms. Thompson agreed that the grease trap is a definite trip hazard. Ms. Russo indicated that they are also awaiting a price to address concerns with the appearance of the desk in the front entryway. Mr. Moeser asked Mr. Luchetti to include a requirement the contractor to leave attic stock after the installation of the floor tiles in the front area.

Mr. Oliva informed the group that the appliances are currently in the kitchen. He also advised that the COA will wait until the building is complete to re-evaluate audio-visual equipment. He stated that the COA was not comfortable with the two prices received and determining which is the best technology to use. Mr. Oliva confirmed that the walls and ceiling do not need to be open for installation.

Update on Other Municipal Building Projects

Ms. Sobalvarro advised that Capital is meeting this Friday to review and rank projects. She indicated that this will include the DPW project as well as the solar panels for the COA.

Member reports

No member reports were provided.

Consider items for next Agenda

Items for the next agenda were not discussed.

The Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft Minutes of 1/18/23
- Classic Construction's Requisition #7, dated 1/1/23- 1/31/23
- DAI Construction Administration Invoice No. 38138, dated 1/12/23
- DAI Reimbursement Invoice No. 38131, dated 1/12/23