

**Permanent Building Committee Meeting Minutes**  
**Wednesday, April 20, 2022**  
**Zoom Meeting**  
**Approved: April 27, 2022**

*PBC Members present:* Cindy Russo, Chair; Pablo Carbonell; Guy Herman; Jeff Hayes, Building Commissioner.

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Guy Oliva, COA Representative; John Zychowicz, Beth Williams, COA; Joan Eliyesil, The Harvard Press.

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

**REVIEW AND APPROVE MINUTES OF 4/13/22**

Mr. Carbonell made a motion to approve the Minutes as revised; Mr. Herman seconded. All were in favor by roll call vote.

**UPDATE ON THE COA PROJECT**

Mr. Hayes indicated that he spoke to Mr. Grossman, as reported in his e-mail to the Members, and he will not require an exterior grease trap for COA's intended use of the kitchen as a warming kitchen with occasional preparation of pasta and vegetables to supplement meals.

Mr. Carbonell stated that he spoke to the Fire Chief and Chief Sicard is confident enough in the existing signal that he would be willing to provide an affidavit stating a BDA does not need to be included in the plans as long he has assurances that the funding will be available for retroactive fitting if the needed. Mr. Carbonell advised that Chief Sicard also confirmed that locating a two-hour room in the attic, if needed, would be fine as long air conditioning was available to keep the wiring cool in the warmer months and the ladder for access is permanent. Ms. Sobalvarro stated that while she cannot 100% confirm what Capital would decide, retroactive fitting would merit payment out of Capital because it would be needed for life-safety. Mr. Carbonell stated that Chief Sicard also explained that radio capability is only expected to improve in Town so the probability of future need will only decrease. Mr. Lucchetti will look at the possibility of A/C access for a two-hour room in the attic. He also suggested a downstairs closet would be an alternate possible location.

Ms. Sobalvarro advised that Attorney Lanza should have the contract complete by the following day. Mr. Carbonell will provide Mr. Lucchetti with the marked-up site plan reflecting parking lot measurements. Ms. Russo will follow-up with Chief Sicard for an affidavit. The group confirmed the intent of the parking lot alternate is to seal all cracks, seal the lot, and restripe the spaces. Mr. Lucchetti will provide the PBC with the package for final approval in advance of their next meeting on April 27<sup>th</sup>. Ms. Sobalvarro will note in the Central Register that the plans will be available for viewing at noon on April 27<sup>th</sup>. Marie Central Register posting will indicate plans available will be available at noon.

*Ms. Russo adjourned the meeting at approximately 9:14 a.m.*

***Respectfully submitted,  
Alison Flynn***

***Referenced Documents:***

- Agenda
- Draft minutes of 4/13/22