

Permanent Building Committee Meeting Minutes
Friday, September 29, 2023
Zoom Meeting
Approved: October 18, 2023

PBC Members present: Pablo Carbonell; Rick Maiore, Vice Chair; Steve Moeser; Jeff Hayes, Building Commissioner.

Attending, including but not limited to: Marie Sobalvarro, Assistant Town Administrator; Tim Kilhart, Department of Public Works (DPW) Director; Guy Oliva, Council on Aging (COA) Representative; Rick Sicard, Fire Chief.

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

Approve Minutes of 7/26/23

Mr. Maiore made a motion to accept the Minutes of July 26, 2023, as presented; Mr. Moeser seconded. All were in favor.

Update regarding the DPW project

Mr. Carbonell noted that the revised cost estimates are substantially higher than initially provided. Ms. Sobalvarro advised that Weston & Sampson were pressed to provide revised numbers by September 1st, as contracted, so that these could be provided to CPIC. She indicated that a Weston & Sampson representative discussed with her and Mr. Hayes the process for arriving at those numbers which was to line-by-line comparison of CBI's estimate for configuration and schematic, and projection for future construction costs are based on what Weston & Sampson is experiencing with escalating costs.

Ms. Sobalvarro indicated that pre-exploratory work typically increments upwards and is concerned that \$9.8 million would not be accepted by the residents at Town Meeting. She suggested that the Pole Barn might be considered as a free-standing component which could be removed, considered as a deduct alternate, or an add alternate to reduce scope and cost by \$1.3 million. Ms. Sobalvarro noted that if solar panels are to be installed on a new building, the Pole Barn has been identified as the optimal location. Mr. Kilhart stated that the Pole Barn is in the worst structural shape of all the buildings and questioned why the cost was estimated so high for construction of a building without heat or plumbing. The Members agreed that the Pole Barn is too important to remove from the request but felt comfortable with including it as a deduct alternate. The Members agreed that it should be presented to CPIC as one collective project for their review.

Mr. Moeser agreed to represent the PBC Members at meetings with Weston & Sampson, along with Mr. Kilhart and Ms. Sobalvarro. Ms. Sobalvarro indicated that she would begin to copy Mr. Moeser on her e-mailed communications regarding meetings.

Update on the COA solar project

Ms. Sobalvarro reported that Select provided on Monday a System Purchase and Installation Agreement for the Town's signature. She stated it was then reviewed by Town Counsel and his comments were communicated to Select by her and Mr. Fay on Wednesday. Ms. Sobalvarro indicated she would forward Town Counsel's comments on the contract to the PBC. She advised that the Town would like to include details re the panels' performance, overall cost, and contingencies carried by the Town. Ms. Sobalvarro indicated that Select will provide documentation for the tax credit reimbursement but will not file for the Town. She confirmed that the contract does not specify where the panels will be manufactured. Mr. Moeser questioned where replacement panels will be purchased.

Mr. Hayes reported that the COA is generally operating well in the new space. He stated that the doors were replaced the day prior and that the audio-visual equipment is currently being installed. Mr. Oliva noted that some of the laminate is coming off the desk at the front entry and some of the asphalt curbing at the front has come down. Mr. Hayes advised that he and Ms. Thompson have been in touch with Classic Construction regarding these items.

Update regarding the Fire Station project

Ms. Sobalvarro reported she received one response to her letter of inquiry previously mailed out to two real estate agents. She also advised that Mr. Dorward, at her request, used GIS to identify parcels which meet the acreage criteria for the Fire Station project in the event that the PBC would like to send a targeted mailing to property owners to solicit further interest in a sale. The Members questioned the PBC's current task at hand. Chief Sicard read aloud an e-mail from the Town Administrator regarding the PBC's role in the project. Mr. Carbonell suggested the PBC confirm with the Select Board that the next steps are for the PBC to limit the criteria for land of interest based on the Kaestle Boos assessment, to write to the list of property owners identified to solicit interest in sale, and to cue up the project for land purchase. Mr. Moeser expressed interest in narrowing the list from the properties Mr. Dorward identified; Mr. Carbonell agreed and suggested ranking the properties by weighted criteria with input from the Fire Chief if the Select Board confirms this is the role of the PBC. Mr. Moeser indicated that he would be available to represent the PBC at the Select Board meeting on October 17th.

Mr. Moeser asked what criteria Mr. Dorward used to populate the GIS search. Mr. Carbonell stated it would be important to know what he used to determine "buildable area". Mr. Moeser noted that municipal buildings are allowed zoning waivers from some setbacks.

Chief Sicard stated he was in favor of seeking guidance from the Select Board regarding the next steps as he feels the project has been delayed because of lack of clarity. He advised that Ms. Sobalvarro's letter of inquiry stated the property would ideally be 4.5 or more acres and that he provided the letter to a property owner within the desired radius who has a parcel for sale. Mr. Carbonell suggested that it might be beneficial for the Select Board to place an ad in The Harvard Press or ask for reporter coverage of the project so that interested parties are aware and residents are reminded that the project might be coming down the pipeline; Chief Sicard agreed.

Recruiting Members

Mr. Moeser indicated that he will follow up with one individual that he has already spoken with. Ms. Sobalvarro stated she'll forward the Volunteer Form to the Members and encouraged them to pass it on. Mr. Maiore reminded the group that non-residents can also be appointed.

Items for Next Agenda

Items for the next agenda were discussed. It was agreed that the PBC would not need to meet again before the Select Board meeting on the 17th.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Posted Agenda
- Draft Minutes of 7/26/23
- A. Wespiser, of Weston & Sampson's e-mail of 9/1/23 and attached Opinion of Probably Overall Total Projection Cost, dated 9/1/23
- M. Sobalvarro Chart of DPW Renovation Preliminary Estimates from Weston & Sampon dated 9/1/23 and 9/18/23
- GIS map & list of Potential Land Suitable for Fire Station, dated 8/27/23, prepared by P. Dorward