

Permanent Building Committee Meeting Minutes
Wednesday, October 26, 2022
Zoom Meeting
Approved: November 16, 2022

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

Attending: Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Guy Oliva, COA Representative; David Faye, Harvard Energy Advisory Committee; Kim Buhl, DAI.

Ms. Russo called the Meeting to order at approximately 9:00 a.m., and reminded the attendees that the meeting was being recorded.

Approve Minutes of 9/28/22

Mr. Moeser made a motion to approve the Minutes as presented; Mr. Dufresne seconded. The vote was unanimously in favor of the motion.

Update on the Council on Aging project

Ms. Russo noted that DAI's Invoice No. 38075, dated October 11, 2022, in the amount of \$3,600 reflects the monthly Construction Administration fee. Mr. Maiore made a motion to approve the invoice; Mr. Dufresne seconded. The vote was unanimously in favor of the motion.

Ms. Russo asked the Members consider Classic Construction's Requisition in the amount of \$165,600. She noted that the requisition reflects work completed through the end of September. Ms. Buhl confirmed that they received flooring submittals from the flooring contractor, and shop drawings for controls and HVAC. Mr. Moeser made the motion to approve the requisition for payment; Mr. Maiore seconded. The vote was unanimously in favor of the motion.

Ms. Russo asked whether it would be appropriate to approve the PCO for replacement of the two windows at the rear of the building. Ms. Buhl stated that the reduced price is much more in-line with what they would expect, but she would like to first confirm that the price includes work needed to insure a finished look on the interior and exterior after the install. Ms. Russo asked that Ms. Buhl also confirm that this would include associated exterior paint touch-ups, if needed.

Ms. Sobalvarro advised that she recently authorized First Choice Communications in VT to generate the Purchase Orders for the telephone and data, and will loop back with Classic Construction to make sure it's within their time frame.

Mr. Oliva indicated that the awning company advised that the awnings should not be purchased until January for installation after April. He reported that he will be providing Ms. Buhl with the locations for the exterior outlets to power the awnings in the next few days; he agreed to copy Ms. Russo on the e-mail. He indicated that the outlets will be 8-9 feet from the ground.

Mr. Moeser expressed concern regarding the preparation work required to ensure the flooring is

properly installed. Ms. Russo suggested this be discussed at a job meeting with the contractor.

Mr. Herman reported that David at Energy Sage advised that although a 25-kilowatt system would not meet all of the building's energy needs, it is the largest that system that could be installed without requiring higher levels of engineering and permitting. He indicated that it is his recommendation that the PBC pursue this option at this time as it is unknown how long the federal funding will be available. Mr. Fay stated that he would recommend the PBC pursue installation of as large of a system as required. Ms. Russo stated that as CPIC needs a decision at this time, she feels the PBC can only consider Mr. Herman's recommendation. Mr. Maiore made a motion to support Mr. Herman's recommended approach; Mr. Herman seconded. All but Mr. Moeser were in favor of the motion. Ms. Sobalvarro advised that if approved by CPIC the project would not be funded until May 2023.

Update on the Old Library

Ms. Sobalvarro advised that the final finials and decorative copper were being installed on the day prior. Ms. Russo asked the group to consider Gale Associates' Invoice of September 13, 2022, in the amount of \$3,583.60. Ms. Sobalvarro indicated that she expects that the budget with reflect closing out at just over \$100,000. She also advised that after these invoices she will expect one more Gale Associates invoice for confirmation of punch list items being complete and one more requisition from the contractor for final retainage.

Mr. Herman made a motion to approve the invoice of September 13, 2022; Mr. Maiore seconded. The vote was unanimously in favor of the motion.

Ms. Russo asked the Members to consider Gale Associates' invoice dated October 11, 2022, in the amount of \$255.00. Mr. Moeser made the motion to approve the invoice; Mr. Maiore seconded. The vote was unanimously in favor of the motion.

Consider items for next agenda

Ms. Russo asked the Members to consider moving the meeting of November 23rd to November 16th. Ms. Sobalvarro advised that she may not be available on the 16th.

The meeting adjourned at approximately 9:25 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda

- Draft Minutes of 9/28/22
- DAI Invoice of 10/11/22
- Gale Invoice of 9/14/22
- Gale Invoice of 10/13/22