

Permanent Building Committee Meeting Minutes
Wednesday, November 16, 2022
Zoom Meeting
Approved: December 14, 2022

PBC Members present: Cindy Russo, Chair; Corey Dufresne; Pablo Carbonell; Steve Moeser.

Attending: Kim Buhl, DAI; Debbie Thompson, COA Director; Guy Oliva, COA Representative; Chelsea Knott, Gale Associates.

Ms. Russo called the meeting to order at 9:04 a.m.

Minutes of 10/26/22

Mr. Carbonell advised of a typo noted in the Minutes. Mr. Dufresne made a motion to approve the Minutes with the one correction; Mr. Moeser seconded. All were in favor.

Update on the Council on Aging project

Ms. Buhl advised that as of the last meeting, most of the interior partitions were studded up and roughed in and the exterior site work, including the grading in the front, back patio, and sidewalks were complete. Mr. Oliva confirmed that the parking lot was filled and lined, and the second layer of asphalt was applied to the sidewalk.

Ms. Russo asked the Members to consider the contractor's requisition #3 in the amount of \$165,600.04. for work completed through September 30th. Mr. Carbonell made a motion to approve; Mr. Moeser seconded. All were in favor.

Ms. Russo asked the Members to also consider the contractor's requisition #4, in the amount of \$207, 338.14, for work completed through the end of October. Ms. Buhl confirmed that the requisition includes \$12,424.94 for Change Order #1, consisting of several of the approved PCOs to date. Ms. Russo reminded the group that the project contingency is \$154,000. Ms. Buhl indicated that she believes vapor retarders were placed around the exterior perimeter walls where openings were in-filled. Ms. Buhl confirmed that they have rough signoff for the sanitary plumbing and that she observed the stub-ups in the kitchen and bathrooms. Ms. Buhl stated that the contractor is responsible for utilities during construction; Ms. Russo confirmed that the meter will be checked at the end of construction. Mr. Moeser made a motion to approve the draw request #4; Mr. Dufresne seconded. Ms. Russo clarified that this would include approval of Change Order #1. All were in favor.

Ms. Russo and Mr. Moeser advised that discussions regarding the appropriate size of the solar panel system are still ongoing. Ms. Thompson indicated that whether solar panels are installed on the building or not will in no way effect the COA's use of the building or the COA budget.

Update on the Old Library

Ms. Russo asked the Members to consider MDM Engineering's Application for Payment dated 10/28/22 in the amount of \$79,830.00 for close-out retainage. Ms. Knott stated that as of her

last site visit only a few damaged tiles needed replacement, the lift needed to be removed, and removal of protection at the cable connection was pending coordination with National Grid. She indicated that she was since advised by the contractor that the slate was replaced and the lift would be removed. Ms. Knott agreed to provide Ms. Russo with an updated punch list. Mr. Dufresne made a motion to approve the final requisition subject to Mr. Haye's confirmation that FiveSparks is not aware of additional items and that there was resolution at the cable connection with National Grid; Mr. Carbonell seconded. All were in favor.

Update on the Fire Station

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

Update on Other Municipal Building Projects

Mr. Carbonell noted that the Department of Public Works submitted a request to CPIC for project design.

Member reports

There were no further member reports.

Consider items for next Agenda

Items for the next agenda were not discussed.

Mr. Dufresne made a motion to adjourn the meeting at approximately 9:30 a.m.; Mr. Carbonell seconded. All were in favor.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft Minutes of 10/26/22
- Classic Construction's Application for Payment #3, dated October 11, 2022
- Classic Construction's Application for Payment #4, dated November 11, 2022
- COA Project Change Order #1, dated November 3, 2022
- Gale's cover letter with MDM's Application for Payment #4