

**Permanent Building Committee Meeting Minutes**  
**Wednesday, September 28, 2022**  
**Zoom Meeting**  
**Approved: October 26, 2022**

*PBC Members present:* Jeff Hayes, Building Commissioner; Pablo Carbonell; 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.

*The meeting was called to order at approximately 9:00 a.m. Mr. Herman made a motion that Mr. Dufresne act as the ad hoc Chair for the meeting; Mr. Carbonell seconded. All were in favor by roll call vote. Mr. Dufresne provided remote meeting instructions.*

**Approve Minutes of 8/31/22**

The Members discussed and agreed upon two revisions to the draft minutes of 8/31/22. Mr. Carbonell made a motion to approve the Minutes as amended; Mr. Moeser seconded. The vote was unanimously in favor of the motion.

**Update on the Council on Aging project**

Ms. Sobalvarro indicated that an additional requisition was not submitted by Classic Construction. Ms. Sobalvarro explained that DAI Invoice No. 38055 in the amount of \$3,120.00 reflects fees for additional percentages of construction administration completed, and Invoice No. 38056 in the amount of \$244.90 and Invoice No. 38007 in the amount of \$196.68 are for reimbursement for expenses allowed pursuant to DAI's contract. Mr. Carbonell made a motion to accept the invoices; Mr. Moeser seconded. The vote was unanimously in favor of the motion.

Meeting at job site last Thursday. In receipt of additional PCOs. Subset of folks going to the jobsite are tacitly the PCO vetting entity. Existing FCUs were initially overlooked by DAI, but PBC Members have seen this and determined to not be an issue. Successive PCOs proposed such as replacing a rear door and replacing two rear casement windows, as well as six front windows, instigated a call from Ms. Sobalvarro and Ms. Russo to the architects in which they requested more of a presence and more pushback by the architects, as it the PBC was not expecting to replace windows. Ms. Sobalvarro stated she and Ms. Russo asked whether refurbishment of the windows was an option. Ms. Sobalvarro indicated that Mr. Lucchetti and Ms. Buhl will be present at the next job meeting. Mr. Moeser stated that the windows at the back of the building are in such poor shape that he does not see how they could not be replaced. Ms. Sobalvarro stated that these PCOs, including the upcharge, would cost approximately \$26,000, with \$5,700 of this being for a commercial-grade replacement door. Mr. Carbonell suggested a commercial-grade door may not be required, and that an appropriate residential door would cost less than \$2,000.

Mr. Hayes reported that the grade at the front entrance is over what is needed to make a ramp to meet ADA-compliance. He indicated that they will regrade to the right side to ensure an adequate grade that will not require handrails and curbs. Mr. Hayes indicated that they will

prepare a layout plan and will then provide a price which includes increasing the width of the sidewalk for the PBC's consideration. Ms. Sobalvarro suggested that the PBC will meet next on October 12<sup>th</sup> to approve a requisition. Mr. Dufresne stated that hopefully the PBC can approve pricing for the grading at that time.

Mr. Moeser and Mr. Carbonell agreed to look at the windows and doors to provide another opinion on their condition. Ms. Sobalvarro will assist in putting them in touch with the contractor.

Mr. Carbonell stated that he advised Ms. Thompson that the 3-bay sink has been delayed again but is still due to arrive within the schedule for installation.

Mr. Hayes indicated that they will begin to frame this week.

### **Update on the Old Library**

Ms. Sobalvarro reported that five of the eight remaining finials have been fabricated, and they are anticipating that the installation should be completed by October 7<sup>th</sup>. Ms. Sobalvarro stated that the Department of Public Works (DPW) has re-seeded to try to repair the front area that was damaged during construction. Ms. Sobalvarro confirmed that Harvard has retention on the project and the finials. She indicated that Gale prepared a preliminary punch list which MDM addressed, and is expected confirm final completion of the punch list once the finials are installed.

Ms. Sobalvarro stated that Gale provided one change order, as requested, applying unit prices which was whittled down by Gale from what was original submitted by MDM. Ms. Sobalvarro indicated that there was a 10% contingency and the change order amounts to approximately 5%. She advised that with the change order, the project will still be way under the original budget. Mr. Carbonell made a motion to approve the change order and its according payment; Mr. Moeser seconded. The vote was unanimously in favor.

Mr. Hayes reported that the DPW is moving stone in the back, and that the effected neighbor is very happy with the work being done.

### **Update on other municipal projects**

Ms. Sobalvarro reported that the Select Board toured the DPW site and considered the CBI review and assessment. She indicated that they will be submitting a request to Capital for the DDE for the DPW renovation. Ms. Sobalvarro advised that she has also reached out to CBI to identify what modifications to their estimate would be needed for the next phase if they were to determine that it would be a viable option to include solar panels to make the building all electric aside from the waste oil burners.

Ms. Sobalvarro indicated that there is no update on the fire station project.

Ms. Sobalvarro also indicated that there is discussion of submitting for Capital the inclusion of purchase of solar panels for the COA given some of the shifts in the Inflation Reduction Act which could make it more financially feasible for not-for-profit municipalities to secure rebates. Ms. Sobalvarro confirmed that the solar subcommittee will discuss this next and make a recommendation to the PBC.

### **Member reports**

Mr. Herman stated that a report from the solar subcommittee is not yet needed. Mr. Dufresne confirmed no other member reports are needed.

**Consider items for next agenda**

The group discussed the possibility of the next PBC Meeting being held on October 12th. Mr. Hayes indicated that the ADA-access information should be circulated to the group before then. Ms. Sobalvarro stated she hopes to provide a report to the effect that the Old Library project has been completed. Mr. Hayes suggested that the solar subcommittee should offer a report.

*Mr. Herman made a motion to adjourn at 9:34 am; Mr. Dufresne seconded. All were in favor.*

***Respectfully submitted,***

***Alison Flynn***

***Referenced Documents:***

- Agenda
- Draft Minutes of 8/31/22
- COA: DAI Invoices No. 38055, 38056, and 38007
- Old Library Roof: MDM Change Order letter of 8/31/22 and Gale Associates cover letter for the same