

Permanent Building Committee Meeting Minutes
Wednesday, December 14, 2022
Zoom Meeting
Approved: December 21, 2022

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

Attending: Kim Buhl, DAI; Debbie Thompson, COA Director; David Fay, Energy Advisory Committee; Marie Sobalvarro, Assistant Town Administrator.

Ms. Russo called the meeting to order at 9:06 a.m. and provided remote meeting instructions.

Minutes of 11/16/22

Mr. Moeser made a motion to approve the Minutes; Mr. Carbonell seconded. All were in favor.

Update on the Council on Aging project

Ms. Buhl advised that prior to DAI's approval of Classic Construction's Requisition #5, Mr. Lucchetti reviewed it on-site with the contractor. She indicated that the requisition, in the amount of \$298,322.50, reflects 62% project completion for the period through November 30th. Ms. Buhl stated that one change order has been processed already, and another one or two will be forthcoming. Ms. Russo stated that she thinks the work to date looks beautiful. Mr. Moeser indicated upon his site visit the day prior he did not see the acoustic ceiling or resilient flooring on-site. Mr. Moeser noted that doors cannot be painted or primed, as they are not yet on-site; Ms. Buhl agreed that the doors will arrive later. Mr. Moeser and Mr. Carbonnell questioned whether the grease trap could already be installed, as the floor is not yet laid; Mr. Carbonnell stated there is no plumbing specific to the grease trap which could explain a 50% installation. Ms. Russo suggested the PBC reconvene when Mr. Lucchetti could join them to discuss the requisition further based on his on-site inspection.

Mr. Moeser voiced his concern that current heating is not adequate for laying the flooring. Mr. Carbonell added that the temperature needs to be elevated before and during the curing process to allow the substrate to come up to the proper temperature, as well. Ms. Buhl will review the submittal to ensure it was complete and specific as to installation instructions. Ms. Buhl indicated that DAI would contact Classic Construction with their concerns via telephone and a follow-up e-mail.

Ms. Buhl exited the meeting.

Ms. Russo asked the members to consider DAI Invoice No. 38104 in the amount of \$244.23 for reimbursable expenses and DAI Invoice No. 38097 in the amount of \$3,600.00 for 55% of construction administration completion. Ms. Russo indicated confirmed that DAI is billing the correct amount per month of construction administration to allow a zero balance if finished as

scheduled. Mr. Moeser made a motion to approve the invoices; Mr. Dufresne seconded. All were in favor.

Mr. Moeser asked whether the parking lot had been sealed. Mr. Carbonnell stated that he believes sealant was removed from the scope. Ms. Russo suggested this be asked of Mr. Lucchetti at the next meeting.

Update from the Solar Subcommittee

Mr. Herman reported that CPIC is expected to decide whether the project will be placed on the Warrant in the next few weeks. He indicated that he plans to attend that CPIC meeting and is optimistic that the CPIC appears to be leaning favorably toward the request for \$160,000. Mr. Herman advised that the request would allow for panels covering the whole southwest side of the roof. He indicated that it was not anticipated that such an array would meet all of the building's needs, but this could be better address once the building is occupied and fully functioning.

Update on the Old Library

Ms. Sobalvarro confirmed that the project is now complete. She asked the PBC Members to consider Gale Associates, Inc., Invoice No. 2210179 the amount of \$402.50 for October construction administration, and Invoice No. 2211303 in the amount of \$797.60 for final closeout. She noted that Gale Associates kept to their prior agreement to write off some of their time to meet their attested amount for final billing. Ms. Sobalvarro reported that Ms. Knott and Mr. Musorofiti approved the decamp review which she subsequently signed. Ms. Sobalvarro advised that with these invoices approved, the estimated total close out will be in the mid-300k range, spending the entire grant.

The PBC Members considered whether it would it is more beneficial to have a more global billing contract with the architects on a project, such as DAI with the COA project, or a Time & Material based contract, such with Gale on this project.

Mr. Dufresne made a motion to approve the invoices; Mr. Moeser seconded. All were in favor.

Ms. Russo asked Ms. Sobalvarro to extend the PBC's thanks to Gale Associates. She noted that they went above and beyond by providing a maintenance report to Mr. Hayes. Ms. Sobalvarro stated she provided Gale with a letter of recommendation to be used in their promotional materials.

Update on Other Municipal Building Projects

Mr. Carbonnell voiced concern that the PBC is not involved with oversight of maintenance of the Schools; Mr. Maiore and Mr. Moeser agreed. Ms. Russo stated that the Schools are not part of the PBC's charge from the Select Board. Mr. Carbonnell suggested that while he has confidence in the Schools Facility Manager it would be helpful to have oversight from an outside committee or individual who is not constrained by the Schools budget and to ensure continuity of knowledge in the event that the Facility Manager ever left his position. Mr. Carbonnell agreed to draft a recommendation to the Select Board for the PBC's review.

Member reports

There were no further member reports.

Consider items for next Agenda

It was agreed that the PBC would meet next on Wednesday, December 21st.

The Meeting adjourned at approximately 9:40 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft Minutes of 11/16/22
- DAI Invoice No. 38104
- DAI Invoice No. 38097
- Classic Construction Requisition #5
- Gale Associates, Inc., Invoice No. 2210179
- Gale Associates, Inc., Invoice No. 2211303