

**Permanent Building Committee Meeting Minutes**  
**Wednesday, January 18, 2023**  
**Zoom Meeting**  
**Approved: February 22, 2023**

*PBC Members present:* Cindy Russo, Chair; Pablo Carbonell; Steve Moeser; Guy Hermann; Jeff Hayes, Building Commissioner.

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

*Ms. Russo called the meeting to order at approximately 9:00 a.m. and provided remote meeting instructions.*

**Approve Minutes of 12/21/22**

Mr. Carbonell suggested a revision to the draft Minutes of 12/21/22. Mr. Moeser made a motion to approve the Minutes as amended; Mr. Carbonell seconded. All were in favor.

**Update on the Council on Aging project**

The Members reviewed the Contractor's Requisition #6 with Ms. Buhl. Ms. Buhl indicated that she believes the additional exterior painting is included in the Change Orders. Ms. Buhl indicated that a quote for new window treatments should be available shortly; the group asked DAI to provide photos of the window treatment options if possible. Ms. Buhl stated that the Code change regarding blinds goes into effect in May. Ms. Russo asked that Ms. Buhl keep the height of the windows and how they will be opened and closed when considering blind options. Ms. Buhl also indicated that fabric samples will be provided. Ms. Sobalvarro asked the group to also avoid any style which are difficult to clean. Ms. Russo stated that she believed Mr. Logarto, of Classic Construction, indicated that the doors have been delivered but that he is waiting until a later stage of the project for their install. Mr. Moeser noted that the cover to the grease trap was missing and that the sink is not anchored to the wall. Ms. Russo suggested that while this unfinished line item may equate to \$2,000, she would recommend payment of Requisition #6 at this time and the issue properly reflected on the next requisition. Mr. Moeser made a motion to approve Requisition #6; Mr. Carbonell seconded. All were in favor.

The Members considered DAI's Invoice No. 38125, dated December 19, 2022, in the amount of \$4,800.00 (75% Construction Administration). Ms. Russo voiced concern that the invoice, if paid in full, would not leave DAI enough in the contract to complete the project. She suggested the PBC approve payment in the amount of \$2,400. Ms. Russo confirmed that there is no retainage on this project. Mr. Carbonell made a motion approve the next architect's bill at the level of \$2,400 so that we have enough to cover until the end of the contract; Mr. Moeser seconded. All were in favor.

Ms. Russo indicated that Mr. Logarto has been advised that the electric panel should be to the job site on March 10<sup>th</sup>, but the HVAC subcontractor, though calling daily, has not received any estimate as to when the ERVs will be delivered. Ms. Russo stated that Mr. Mr. Logarto indicated that all other work will be completed before March 10<sup>th</sup>.

Ms. Buhl will add to the to-do list ensuring that the pipes have been capped from above on the roof and below in the attic.

Ms. Russo stated that Mr. Logarto advised her that the building will be on temporary heat until the ERVs are installed.

Mr. Carbonell suggested that replacement of the grease trap cap, if not located, require purchase of a new basket. Ms. Russo suggested the issue be discussed at the next job site meeting.

Ms. Russo indicated that a submittal in the amount of \$8,142 for the cost of the interior and exterior signs, many of which are required by Code, was received. Ms. Russo explained that the signs were not part of the spec and contract. Ms. Thompson stated that she was told she'll receive mock-up designs but haven't received them yet.

### **Update on Other Municipal Building Projects**

Ms. Sobalvarro stated determinations from CPIC on requests for funding of COA's solar panel installation, DPW building's schematic through construction phases, and the Fire Station project are pending. She indicated that she reached out to the CPIC Chair for confirmation that determinations are expected at the end of February, but did not yet hear back. Ms. Sobalvarro reported that CPIC has been enthusiastic about the solar project.

### **Member reports**

No member reports were provided.

### **Consider items for next Agenda**

Items for the next agenda were not discussed.

*The Meeting adjourned at approximately 9:25 a.m.*

***Respectfully submitted,***

***Alison Flynn***

### ***Referenced Documents:***

- Agenda
- Draft Minutes of 12/21/22
- DAI's Invoice No. 38125, dated December 19, 2022
- Classic Construction's Requisition #6, dated January 4, 2023
- COA Project Change Order #2, dated January 6, 2023