

Permanent Building Committee Meeting Minutes
Tuesday, September 6, 2018
Approved: September 19, 2018

PBC Members present: Rick Maiore, Steve Moeser, Carl Sciple, Cindy Russo, Pablo Carbonell.

Attending: Alison Flynn, Clerk; Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Council on Aging (“COA”) Liaison/Non-voting, temporary member; Beth Williams, COA Liaison/Non-voting, temporary member; Andrew Perry, Fire Department/Non-voting, temporary member.

Ms. Sobalvarro called meeting to order at 9:02 a.m.

PUBLIC COMMENT

None.

NEW BUSINESS

a. Committee logistics (Charge, meeting times, officers)

Ms. Sobalvarro explained that the Permanent Building Committee (“PBC”) involvement in a project would be cued up by the Town Administration, and the PBC members agreed that it is sensible to be involved as soon as a project has a proponent approved through the Select Board. Ms. Sobalvarro indicated that the proponent will then become a temporary, non-voting member. Ms. Russo expressed interest in establishing set procedures for the PBC, and Mr. Maoire added that organizational structure will ensure that the PBC persists.

The PBC established that they will meet at 8 a.m. on Wednesdays, as needed, and will try keep the meetings 1 hour in length. It was discussed that the meetings would be held bi-weekly initially, and Mr. Maoire expressed that meetings might need to be held weekly when projects are underway. The members agreed to meet next on September 19, 2018 at 8 a.m.

Ms. Russo volunteered to act as Chair and Mr. Maoire volunteered to act as Vice Chair. All voting members were in support of these positions.

b. Projects in process, updates and PBC role/decisions

Ms. Sobalvarro gave a brief background of the projects currently in process that will require the PBC’s involvement, including the Old Library Accessibility (“OLA”) Project, Hildreth House, Phase 2, and the Fire Station Traffic Study, and will send additional

project documents to the PBC members for review prior to the meeting on September 19th.

The PBC members also discussed the Old Library's leaking roof and the replacement estimate received. The members agreed that a second assessment of the roof is necessary to establish whether the roof needs replacement or can be repaired. Mr. Carbonell indicated he might be available to meet on-site with the individual at the time of assessment. The members also discussed the role of the future Facility Manager in assessing the current conditions of the buildings and advising when consultants might be needed to address areas outside the scope of his/her expertise. Ms. Sobalvarro confirmed that the Town is actively hiring for the Facility Manager position.

Ms. Sobalvarro indicated that the draft Request for Qualifications ("RFQ") for the Hildreth House, Phase 2, has been prepared and the COA is eager to begin. It was agreed that the PBC members would review this document and the full site plan prior to the next meeting.

Mr. Maoire mentioned that the results of the Traffic Study for the Fire Station could also affect decisions made on the Hildreth House project. Ms. Russo added that many past projects were started without confirming groundwork, including zoning, site work, and utilities. The members agreed that the PBC's role will be to help in avoiding spending money on a project before all phases are examined.

TOPICS FOR NEXT MEETING

The members agreed that comments on the RFQ for the Hildreth House Project, Phase 2, would be discussed. Ms. Sobalvarro also noted that the bids for the OLA Project would be ready for review.

ADJOURNMENT

Ms. Russo moved to adjourn the meeting at 10:06 a.m.; Mr. Sciple seconded.

***Respectfully submitted,
Alison Flynn, Clerk***

Documents Referenced:

- Agenda
- Charge
- Ms. Sobalvarro's summary of projects (8/2018)

- Draft of RFQ for Hildreth House Expansion, Phase 2
- Fire Station Traffic Study scope