

Permanent Building Committee Meeting Minutes
Wednesday, March 17, 2021
Zoom Meeting
Approved: April 8, 2021

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

Attending (including but not limited to): Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Subcommittee Representative; Tim Kilhart, Director, Department of Public Works; Joan Eliyesil, The Harvard Press.

Ms. Russo called the meeting to order at 9:01 a.m., and read aloud the Remote Meeting Preamble.

REVIEW AND APPROVE MINUTES OF JULY 8, 2020

Mr. Maiore made the motion to accept the minutes as presented; Mr. Carbonell seconded. The vote was unanimous.

REVIEW AND APPROVE RFQ FOR DPW ASSESSMENT

The members reviewed the draft RFQ for the DPW Assessment and suggested revisions. The members agreed that the RFQ should not require an architect versus a planner, but someone qualified to meet the scope of the work. Mr. Herman noted that the needs assessment should be the initial step. Mr. Carbonell suggested that, if not already done, Mr. Kilhart prepare a needs list which assigns priority rankings. Ms. Russo stated the RFQ can be broken into parts with a budget assigned for each, however, she is concerned that might not entice an architect for the design phase. Ms. Sobalvarro advised that the funding warrant article specifies “building needs”, and the Report of the Capital Planning and Investment Committee (“CPIC”) that was a component of last year’s Finance Committee Warrant booklet states “building needs design”. Ms. Russo noted the Report also specifies “design options”. The members agreed that the RFQ should include that the selected party meet with the PBC at the end of each phase. Mr. Moeser and Mr. Carbonell agreed to act as liaisons to the PBC when the selected party meets with Mr. Kilhart. Mr. Herman also offered to join those meetings, if his schedule allows. Mr. Kilhart advised that the scope of the project covers the office areas, hallways leading behind his office into the mechanic’s bay, the mechanic’s bay, and the mechanic’s office, as well as the pole barn across the parking lot. Mr. Kilhart further stated that the intent for the redesign of the pole barn is to allow for secured storage of equipment. Mr. Moeser voiced concerns that the site’s past usage and potential soil contamination might not be considered. Mr. Carbonell suggested that the scope of the design options should be reflective of the expected project budget.

Ms. Sobalvarro stated she will incorporate the comments into the draft RFQ, and will send it to Mr. Kilhart and Mr. Herman for further comment. She asked that the PBC members send her dates of unavailability so that the timeline can be updated accordingly. The members agreed to next meet on April 7, 2021 in order to approve the revised draft.

UPDATE ON UPCOMING MATTERS FOR PBC CONSIDERATION

Ms. Sobalvarro reported that the Select Board is interested in including a debt exclusion for the Old Library Roof at Annual Town Meeting. She indicated that should the article be voted formally to continue and is then be approved at Town Meeting and ballot, this would be for full roof replacement, including the slate, the upper gutters, and some masonry work. Ms. Sobalvarro further advised that concurrently Chris Ryan and Lucy Wallace have applied through the Town for a Massachusetts Cultural Counsel Capital grant for funds in the amount of \$600,000.

Mr. Hayes advised that the recent temporary fix on the library roof has helped. He indicated that he observed leaking around the turret at the front after a recent large rainstorm, but the rest of the building appears to holding up from what he can visualize and from review with a thermal imaging camera. Mr. Hayes stated that the temporary fix was intended to get the roof through winter, and does not see evidence why it cannot last for up to a year or more. He also confirmed that the fiber patch on the flat portion of the roof is also holding firm.

Ms. Sobalvarro stated she will follow-up to confirm whether a final report on the Fire Station Assessment was received.

Mr. Oliva reported that the COA is looking at alternative buildings that may be renovated to meet the program's needs. He stated that a vacant space at 16 Lancaster Road appears to be a viable candidate. Ms. Sobalvarro explained that any sale or lease by a municipality in the Commonwealth with an expected value of \$35,000 or more needs to be a public and open process, and she will not begin the procurement process until funding is confirmed. Ms. Sobalvarro stated that a letter was sent to local realtors and C-District property owners within a 3.5 mile radius of Town Hall asking what spaces may be available and configured for the COA's use. Mr. Oliva stated that the Select Board is currently supporting a warrant article for the May Town Meeting for \$32,000- \$45,000 for architectural services to develop and designing plans once a building is selected. Mr. Maiore observed that it may be a planner versus an architect that is needed; Mr. Herman agreed. Mr. Herman volunteered to work with Mr. Oliva, with input from Mr. Carbonell, to bring the prior needs assessment for the Hildreth House renovation up to current. Ms. Russo confirmed that the PBC will not need to review the project again until at least after the May Town Meeting.

ITEMS FOR FUTURE AGENDAS

Items for future agendas were not discussed further.

Mr. Maiore made the motion to adjourn at approximately 9:36 a.m.; Mr. Carbonell seconded. The vote was unanimous.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 7/8/20
- Report of the CPIC included in the prior year's Finance Committee Warrant booklet