

Permanent Building Committee Meeting Minutes
Wednesday, June 2, 2021
Zoom Meeting
Approved: June 9, 2021

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

Attending: Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Beth Williams & Guy Oliva, COA Subcommittee; Erin McBee & Alice von Loesecke, Select Board (SB) Members; Tim Kilhart, DPW Director.

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

REVIEW AND APPROVE MINUTES OF MAY 26, 2021

Mr. Maoire made the motion to accept the minutes as amended; Mr. Moeser seconded. The vote was unanimous.

EVALUATE DPW RFQ RESPONSE

The PBC members discussed how they determined the ratings of the respondents and agreed to interview the top three. Ms. Sobalvarro agreed to invite Wright Pierce, CBI, and DAI to interview at Town Hall on June 16th.

DISCUSS COA DESIGN FUNDING (AS PASSED BY ATM)

Ms. Russo indicated that this agenda item was taken out of order to allow the SB members to leave after the discussion. Ms. Russo stated several of the PBC members attended SB meeting where the PBC received authorization to proceed with an RFP for a potential site, and confirmed that the goal is to next bring the project to Town Meeting in the Fall. Ms. Russo stated that the SB was not able to confirm with certainty whether the Town wants to rent, purchase, or pursue some highbred arrangement. Ms. Sobalvarro advised that the Finance Director is the individual in the best position to educate the PBC on what kind of arrangement would be in the best interest in the town. She also advised the PBC that she believes the Town of Acton's Senior Center is a rented property in which a portion of the fit-up was paid for by the landlord and a portion was paid for by the Town. Ms. von Loesecke suggested that the Finance Director be also consulted about the legal/fiscal parameters for money spent for the fit-up of a space to accommodate the seniors and municipal offices.

Ms. Russo asked that, within the next few days, the PBC Members, COA representatives, and Ms. von Loesecke and Ms. McBee, if available, send Ms. Sobalvarro a list of suggested items and verbiage to be included in a draft RFP for review at the next meeting. Mr. Oliva suggested the specs will be close to what was requested of the expansion for Hildreth House, and agreed that parking, relative close street access, hallways, and COA offices will need to be added. Ms. von Loesecke suggested the RFP list the required room sizes and qualifications of those rooms.

It was agreed that the RFP should ask for sites that can accommodate the described needs. Ms. Sobalvarro advised that the finalized RFP will go through the Central Register and will also be sent out to the informal bidders.

OLD LIBRARY ROOF- DETERMINE NEXT STEPS TO COMPLETE THE PROJECT

Ms. Russo indicated that there is no update on the Old Library Roof.

ITEMS FOR FUTURE AGENDAS

The members agreed to meet again on June 9th to discuss the COA RFP draft, and again on June 16th if the top three DPW respondents are available for in person interviews.

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

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 5/26/21
- PBC ratings of the DPW Assessment proposals from DAI, Wright-Pierce, CBI, CSS, HKT, DHK and BGA