

Permanent Building Committee Meeting Minutes
Wednesday, June 9, 2021
Zoom Meeting
Approved: June 16, 2021

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

Attending: Marie Sobalvarro, Assistant Town Administrator; Debbie Thompson, COA Director; Beth Williams, COA Subcommittee; Joan Eliyesil, The Harvard Press; Chris Musorofiti & Chelsea Knott, Gale Associates.

Ms. Russo called the meeting to order at approximately 9:00 a.m., and read aloud the Remote Meeting Preamble.

REVIEW AND APPROVE MINUTES OF JUNE 2, 2021

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

EVALUATE DPW RFQ RESPONSE

Ms. Sobalvarro confirmed that approval for posting of the RFQ would be discussed at the next meeting.

REVIEW AND DISCUSS DRAFT RFP FOR COA SITES

The members reviewed and discussed the draft RFP. Ms. Russo confirmed that the project will require identifying a property, selecting an architect, and receiving an estimate before September. The members considered whether it would be prudent to post the RFP for an architect at the same time as that for a property but decided it would negatively affect the responses if the architects do not have a specific site in mind. Mr. Maiore, Mr. Dufresne, Ms. Russo, and Ms. Williams volunteered to work as a subcommittee, with consultation from Ms. Sobalvarro, to revise the draft RFP for final approval at the next meeting. Ms. Russo asked other members with written comments e-mail her the same.

Ms. Sobalvarro advised that the request to enter an agreement to lease or purchase a property could be brought to Fall Town Meeting if the PBC is comfortable with the timeline requiring the article being finalized by the end September. If approved at Fall Town Meeting, Ms. Sobalvarro advised, the financial calendar thereafter would be dependent on whether the agreement requires funds for lease from an increased operating budget or funds for purchase and a debt inclusion. Further, she indicated, a potential sale of Hildreth House could also impact the timeline. Ms. Sobalvarro stated that the Finance Director reached out to DOR/DLS and she contacted the Office of the IG in connection with the project.

UPDATE ON THE OLD LIBRARY ROOF PROJECT

Mr. Musorofiti stated that Gale Associates's field inspection earlier in the week confirmed that there were no drastic changes in conditions. He indicated that they would begin the design work in the next week to meet the milestone schedule as presented. Mr. Musorofiti answered that date of start for the construction phase will be largely dependent on the availability of the materials. He recommended that the PBC award the bid as soon as practical, allowing the contractor to then initiate mock-ups for slate products, and the selection and ordering to occur shortly thereafter. Mr. Musorofiti indicated that the bid will include a planned start time of April 1st, which considers the estimated 16-weeks for slate delivery and for the work to begin after the winter. He explained that he does not expect a large increase in the cost of the slate itself, most often sourced from quarries in VT, but with the availability and cost of shipping. Mr. Musorofiti stated currently most manufacturers are unable to provide a 20-ounce copper, a shortage that he has been told may clear up in the next six months, and are selling copper products at a 20% price increase. To match with the aesthetic, Mr. Musorofiti recommended the Town use copper or tin-zinc coated copper. Mr. Musorofiti confirmed that the bid documents will require a construction phasing plan and a two week look-ahead from the contractor so that occupancy can be limited in the portion of the building where they are working.

SCHEDULING FOR ARCHITECT INTERVIEWS- DPW

Ms. Sobalvarro advised that most of the selected firms have asked for a remote accommodation, but she has explained that the PBC prefers to hold the meetings in person. Ms. Russo asked the members to e-mail her if they are concerned with meeting in person. It was agreed that the interviews will be scheduled for 10am, 10:45am, and 11:30am. The meeting will be posted, but the interviews and ranking will be done in private. Mr. Hayes advised that he will have to leave the PBC meeting to attend online Building Commissioner training from 10am- 11am.

ITEMS FOR FUTURE AGENDAS

Items for the next agenda were confirmed.

The meeting adjourned at approximately 9:39 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 6/3/21
- Draft RFP for the COA