

**Permanent Building Committee Meeting Minutes**  
**Tuesday, August 10, 2021**  
**Upper Town Hall Meeting Room**  
**Approved: August 18, 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:* Marie Sobalvarro, Assistant Town Administrator, Guy Oliva, COA Subcommittee Representative; Debbie Thompson, COA Director.

*Ms. Russo called the meeting to order at 4:00 p.m.*

**REVIEW AND APPROVE MINUTES OF 8/3/21**

The Committee reviewed the minutes for the August 3, 2021 meeting, and noted a correction on line 43 relating to the use of scoping. After that review, Mr. Carbonell made the motion to approve the Minutes of 8/3/21, as amended; Mr. Maiore seconded. All were in favor.

**REVIEW COVER LETTER TO SELECT BOARD FORWARDING 90% COMPLETION LETTER FROM GALE REGARDING THE OLD LIBRARY ROOF**

Ms. Russo reviewed with the Committee the draft cover letter to the Select Board forwarding the 90% completion letter from Gale regarding the Old Library Room. The Committee provided feedback and edits to the letter. Ms. Russo agreed to revise the letter and send it to the Select Board. Ms. Sobalvarro indicated that if Ms. Russo provided the letter to her before 7 p.m., Ms. Sobalvarro would provide it to the Select Board at their scheduled meeting this evening.

**CONSIDERATION OF RESPONSES FOR PURCHASE OF LAND FOR COA OFFICES AND SENIOR CENTER**

Ms. Russo summarized for the Committee the responses from the Committee members that were returned to her for the scoring sheets based on the RFP criteria relating to the RFPs submitted for the sites located at 16 Lancaster County Road and 247 Littleton County Road. The consensus of the scoring sheets for all Committee members was that the 16 Lancaster County Road site was the superior proposal. The Committee discussed the scoring sheets and the RFP criteria and their evaluations of the proposals for the two sites. Mr. Moeser noted that the size of the building and the lot for the 247 Littleton County Road site, the scope of the costs to convert the site to suitable use and on-going maintenance obligations for the building and property were more than the Town could use or pay for. After further discussion, Mr. Moeser made a motion that the Committee instruct the Marie Sobalvarro, the Town's procurement officer, to negotiate with the owners of the 16 Lancaster County Road site for either the purchase or lease of the property. Mr. Carbonell seconded the motion. All were in favor.

The Committee then discussed next steps with respect to the COA / Senior Center project. Ms. Sobalvarro informed the Committee that she would reach out to the property owners of the 16 Lancaster County Road property to review terms. Ms. Sobalvarro would also ask the Select Board if they would prefer to proceed with a purchase of the property or a lease of the property. Both options would require a vote at the Fall Town Meeting (and a purchase would also require

a debt exclusion vote at the November town election). Ms. Sobalvarro also informed the Committee that she was working on finalizing the architect contract with DAI and would coordinate with the owners of the 16 Lancaster County Road property for access for DAI when appropriate. Ms. Sobalvarro also informed the Committee that Town counsel had confirmed that the condo status of the 16 Lancaster County Road was not a prohibition to a potential purchase or lease of the property.

**UPDATE ON DPW KICK OFF MEETING AND REVIEW DRAFT LETTER TO SELECT BOARD REGARDING SCHOOL MAINTENANCE**

This discussion on both topics was tabled for a future meeting.

The PBC Members agreed to meet next on Wednesday, August 18, at 9 a.m.

Mr. Maiore made the motion to adjourn at 4:32 p.m.; Mr. Carbonell seconded. All were in favor.

Respectfully Submitted,

Corey Dufresne

Referenced Documents:

- Agenda
- Draft minutes of 8/3/21
- Draft Cover Letter to Select Board forwarding Gale Report