

**Permanent Building Committee Meeting Minutes**  
**Wednesday, September 22, 2021**  
**Zoom Meeting**  
**Approved: October 6, 2021**

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

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Council-on-Aging ("COA") Subcommittee Representative; Debbie Thompson, COA Director; Christopher Lucchetti & John Zychowicz, DiGiorgio Associates ("DAI"); Joan Eliyesil, The Harvard Press.

*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 9/15/21**

Mr. Carbonell made a motion to accept the minutes as presented; Mr. Dufresne seconded the motion. All were in favor.

**UPDATE ON THE LANCASTER COUNTY ROAD PROPERTY**

The PBC members considered the new floor plan and outline spec. Mr. Zychowicz confirmed that the location of the terrace was moved from the left side because the roofline would require additional gutters to protect an awning. He also indicated that the automatic door opener was excluded because one already exists at the property; Ms. Russo requested it be tested for functionality. Mr. Carbonell asked whether the computer room could be smaller to make more room for storage; Mr. Zychowicz stated this is not an option because they are designing around an existing column. Ms. Russo asked whether repair of the parking lot should be included; Mr. Carbonell opined that there is no welling and suggested cracks could be blown and sealed once the sidewalk is repaired.

*Mr. Moeser joined the meeting.*

Mr. Oliva explained that the COA plans on installing an audio-visual system in the large room with a drop down screen covering the front windows for showings of videos or presentations for guests up to 90 people, most likely seated in rows. Mr. Carbonell advised that a moveable wall can only be hung as high as the lowest point of the ceiling and will require a wall with railing built down from the ceiling elsewhere to meet that low point. Ms. Russo asked that the estimator provide prices for the moveable wall and the glass partition. The Members and Ms. Thompson discussed the costs and maintenance of carpet tiles, luxury vinyl plank, and luxury vinyl tile, and agreed that luxury vinyl plank should be included throughout the space. Ms. Russo indicated that it is important to incorporate energy conscious features in lighting and HVAC in the design spec. Mr. Zychowicz confirmed that new, high efficiency lighting with sensors will be used. He also stated that an estimate for solar panels will be obtained. Mr. Oliva expressed concern that including solar might push the budget so high that it fails at Town Meeting. Mr. Zychowicz indicated that the MEP systems assessment is due tomorrow. Ms. Russo asked the Members provide comments to her and Ms. Sobalvarro to compile as soon as the assessment is received.

Mr. Hayes confirmed that sprinklers will not be needed. Ms. Russo asked the architects to include rough wiring for the speakers and A/V system to the outline spec.

#### **UPDATE ON THE FIRE STATION FEASIBILITY AND SPACE NEEDS STUDY**

Ms. Russo stated she has not received a call for scheduling of the Fire Station meeting.

#### **UPDATE ON THE OLD LIBRARY ROOF PROJECT**

Ms. Sobalvarro stated that the bid packages are out.

#### **UPDATE ON THE DPW PROJECT**

Mr. Moeser suggested the PBC have a discussion with Mr. Kilhart about how current reservations about the DPW's performance could affect the project's success at Town Meeting.

#### **ITEMS FOR THE NEXT AGENDA**

Ms. Russo stated that Lucy Wallace would like to attend a meeting in two weeks to request the PBC's endorsement of a resolution prepared with the Energy Advisory Committee.

Ms. Russo advised that she received an offer from Dr. Dwight to meet with the PBC to discuss the memo to the Select Board about the maintenance of the new elementary school. Ms. Russo stated that she believes the School building and its maintenance is out of the scope of the PBC's charge. Mr. Moeser expressed continued concerns about how the elementary school project is being run. Mr. Carbonell volunteered to meet with the School to explain the concerns that a future maintenance plan is in place; Mr. Maiore suggested the OPEM would be the appropriate individual to meet with.

Ms. Russo indicated that the PBC will meet next on September 29<sup>th</sup> at 9 a.m.

Mr. Maiore made a motion to adjourn at approximately 9:52 a.m.; Mr. Moeser seconded. All were in favor.

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***Respectfully submitted,***

***Alison Flynn***

#### ***Referenced Documents:***

- Agenda
- Draft minutes of 9/15/21
- Lancaster County Road: Outline spec & revised layout sketch