

**Permanent Building Committee Meeting Minutes**  
**Wednesday, October 6, 2021**  
**Zoom Meeting**  
**Approved: October 13, 2021**

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

*Attending, including but not limited to:* Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Council-on-Aging ("COA") Subcommittee Representative; Debbie Thompson, COA Director; Christopher Lucchetti & John Zychowicz, DiGiorgio Associates ("DAI"); Nate and Jennifer Finch; Tim Kilhart, DPW Director; Rick Almeida, CBI Consulting; Ken Beck, BLW Engineers; Lucy Wallace, Community Resiliency Working Group; 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 9/22/21**

Mr. Carbonell made the motion to approve as presented; Mr. Dufresne seconded. All were in favor by roll call vote.

**UPDATE ON THE LANCASTER COUNTY ROAD PROPERTY**

The PBC Members reviewed the initial and revised cost estimates. Mr. Moeser noted that landscaping is not included. The architects confirmed that trenching and filling in of the slab is included, as well as the plumbing and fire alarm upgrade. Ms. Thompson stated that the COA has funds set aside for furnishings and the kitchen, but thought that the moving costs would be included as part of the process. The architects stated that wiring is not needed for the computers, and a conduit from the computer to ceiling is included. They also confirmed that phone installation is not included. Ms. Sobalvarro advised that including payment of the performance bond is a statutory requirement, and the architects confirmed that \$7,500 for subcontractor bonds was included. Mr. Zychowicz indicated that the site work includes the patio and is a placeholder for anything else that needs to be done. Mr. Carbonell suggested that the parking, walkway, and entrance estimate may be low, but that the site work estimate could be high. Mr. Moeser suggested that heads will be needed on the exterior light poles, and asked whether that might be included in the site work. Mr. Lucchetti stated that the HVAC and electrical estimates are based on historical numbers from recent, similar jobs, and are reflective of the increase in material and labor costs. Mr. Lucchetti stated that the heat pump system is not the least expensive, but is economical and energy sensitive. Mr. Moeser expressed concern that the system could be too expensive; Ms. Russo and Mr. Carbonell indicated that an overly complicated system could be less efficient. Mr. Lucchetti agreed to provide prices and comparisons with a less costly system. Ms. Thompson reported that the COA decided to drop the partition alternate, but still would like to include the generator as a bid alternate. Mr. Lucchetti noted that the drawing should include urinals in the Men's Room, confirmed that the pass-through to the kitchen was eliminated, and agreed to check that the back door by the

Ladies' Room is handicapped accessible. The architects also confirmed that the estimate includes \$30,000 for the patio, including the concrete and doors, and agreed to provide a breakdown of that number. Mr. Zychowicz assured the PBC that the revised cost estimate accurately reflects the ability to provide a product that will be liked in the end, if less extravagant than the initial estimate. Ms. Sobalvarro advised that incorporating the solar proposal for leasing of the roof space of the building is premature at this time, and agreed that it would be likewise premature to invite the solar company in for discussion. Mr. Lucchetti stated that he does not believe the trusses will need reinforcement for future solar installation, but if needed, the cost would not be substantial. The PBC members discussed that the project budget is currently the \$1.425 asking price for the property plus the approximate \$1.87 construction cost with contingencies. Ms. Thompson noted that this is below the \$2.86 Capital Plan request. Ms. Russo suggested that it would be reasonable for the PBC to weigh in on the final number; Mr. Dufresne agreed.

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

Ms. Russo indicated that she, Mr. Maiore, and Mr. Carbonell would meet with representatives of the Fire Department later in the day.

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

Mr. Moeser made a motion to approve the Gale Associates invoice for \$1,200; Mr. Maiore seconded. All were in favor.

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

Mr. Kilhart stated that he worked with Mr. Almeida to review and revise the draft report which reflects a \$4.75 million dollar project with alternates adding up to \$940,000. He indicated that the new pole barn will not have heat or running water, but will have electricity and serve as a lockable space for vehicles, tractors, and supplies. Ms. Russo, Ms. Sobalvarro, and Mr. Finch confirmed that the cost estimate and \$550,000 for the construction plan should be submitted to the Capital Plan. Mr. Kilhart stated that everything from his wish list was included, and cited only the female locker room as something that could be potentially cut. He further indicated that the biggest costs are the upgrades to the furnace, electric service panel, and installation of the sprinkler system. Mr. Hayes and Mr. Beck stated that the square footage would need to be reduced by 3,000 square feet to avoid installation of a sprinkler system. Mr. Almeida added that the requirement is also tied to the assessed and improved property value. Mr. Almeida also explained that materials used in the cost estimate were chosen for their efficiency and durable finishes. Ms. Russo stated that she will forward the draft to Mr. Finch, with the report to be more formally provided to CPIC and the Select Board after the PBC has the opportunity to fully review and provide comments. Mr. Almeida noted he plans to reconcile the MEP narrative with the estimate, and advised that the next step is to submit an entire draft report which includes the architectural component for review on October 14th. Thereafter, he suggested, the PBC would provide comments, and the final analysis and space needs study would be finalized by October 27<sup>th</sup>. Mr. Almeida agreed that the dates can be shifted if more time is needed by the PBC. Mr. Kilhart confirmed that this project will not be presented at Fall Town Meeting.

#### **CONSIDER PROPOSED TOWN RESOLUTION RECOGNIZING LOCAL IMPACTS OF CLIMATE CHANGE**

Ms. Wallace stated that the Community Resiliency Working Group has been working to identify how we prepare, mitigate, and adapt as a community to address climate change and asked for the PBC's endorsement of the Town Resolution at Town Meeting. She explained that part of the resolution is to encourage the Town to be thinking smartly as it develops policies and decides how we spend money on large projects. Ms. Wallace indicated that the Town Meeting article charges the SB to establish the means by which this resolution will be achieved and to provide an update to the Town on progress towards establishing the infrastructure on which to accomplish this. She suggested that the PBC under the resolution would be looking at whether we are building smart, energy saving systems, incorporating new technology, and doing all we can to protect our climate going forward. The PBC members expressed their support of the resolution's intent but questioned whether an endorsement is consistent with their historically neutral role in projects. The PBC members also noted that they act upon the charge of the SB. Mr. Finch noted that it would be very helpful to CPIC if project proponents came fully prepared to answer questions and provide data on efficiency and the cost of different options. Mr. Dufresne noted that a resolution for an environmental assessment could direct the PBC to move toward a more formalized process for asking efficiency questions already commonly addressed. Mr. Maiore made a motion that while it is not in the charge of the PBC to support resolutions, the members each individually support the goals of this resolution; Mr. Carbonell seconded. All but Mr. Moeser were in favor.

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

Mr. Carbonell advised that he and Mr. Moeser will meet with the Schools later in the day. Ms. Sobalvarro indicated that the sub-bids for masonry on the Old Library Roof would be due later in the day. Ms. Russo confirmed that the PBC will meet next week.

Mr. Carbonell made a motion to adjourn at approximately 10:13 a.m.; Mr. Dufresne seconded. All were in favor.

***Respectfully submitted,***

***Alison Flynn***

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

- Agenda
- Draft minutes of 9/22/21
- COA Cost Breakdown Summary Schematic Budget (Original & Revised)
- Gale Invoice of 9/30/21
- Proposed Town Resolution on Climate Change