

**Permanent Building Committee Meeting Minutes**  
**Wednesday, February 16, 2022**  
**Zoom Meeting**  
**Approved: March 2, 2022**

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

*Attending:* Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Representative; Debbie Thompson, COA Director; Beth Williams, COA Committee; John Zychowicz, DAI.

*Ms. Russo called the meeting to order at approximately 9:00 a.m.*

**REVIEW AND APPROVE MINUTES OF 2/9/22**

Mr. Dufrense made the motion to approve the minutes of 2/9/22 as presented; Mr. Maiore seconded. All in favor by roll call vote.

**UPDATE ON THE COA PROJECT**

Mr. Carbonell stated that he picked up the enlarged plans. Mr. Oliva and Ms. Thompson indicated the COA's preference is for Option 1 for the Reception/Computer Room area. Mr. Oliva also reminded Mr. Zychowicz that they do not need a door to the receptionist desk. Mr. Carbonell asked the COA whether they have considered removing the drinking fountain and placing the A/V closet in its location. Ms. Thompson indicated that she does not think a drinking fountain will be used, and agreed that location would be preferred for the A/V closed. Ms. Thompson further agreed that she will pick up one of the enlarged plans and advise of any concerns prior to the next meeting. Mr. Carbonell made the motion that in review of the plan February 8<sup>th</sup> plans, the CO would like to move forward with Option 1 for the Computer Room layout, the kitchen location where placed with minor future revisions, removal of the drinking fountain and turning that into the AV closet, and the location of the egress and double swing doors as shown on the plan. Mr. Zychowicz confirmed that the depth of the patio can be confirmed at a later date. Mr. Moeser seconded the motion. All were in favor. Ms. Russo agreed to send an e-mail to Mr. Zychowicz confirming the vote.

Mr. Zychowicz advised DAI will next prepare a schedule, start adding the sketches to the computer, and will begin meeting with the engineers. He indicated that once the schedule is prepared, he will advise the PBC when they should meet again.

Mr. Zychowicz also confirmed that removing and replacing the pantry with shelving, if preferred, will not be a problem and is his recommendation. Mr. Carbonell agreed to e-mail Ms. Thompson and Mr. Oliva to set up a time to work on the kitchen layout.

**UPDATE ON THE FIRE STATION PROJECT**

Ms. Russo advised that Kaestle Boos has not yet provided a revised proposal. .

**UPDATE ON THE OLD LIBRARY ROOF PROJECT**

Ms. Sobalvarro advised that the two invoices are for Gale construction phase services. She explained that Gale Invoice No. 2112252, dated 1/10/22, in the amount of \$777.50, reflects their ramping up how they will do submittals and confirming the award letter for MJM. She indicated that Invoice No. 2201220, dated 2/7/22, in the amount of \$3,802.68, is for the slate and other submittals, communications, client calls, and more submittal check offs. Ms. Sobalvarro further advised that Ms. Knott indicated they are still on track for mobilization in April. Ms. Russo questioned whether the invoices are in-line with the budget expectations for the project; Ms. Sobalvarro confirmed they are. Mr. Dufresne made the motion to approve the invoice in the amount of \$777.50 and \$3,802.68 as presented; Mr. Carbonell seconded. All were in favor by roll call vote.

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

Ms. Russo suggested the PBC not meet again until the COA is ready for further discussion. The group agreed that the COA does not need the PBC's approval of the location of the kitchen door, but asked to be informed.

*Mr. Maggiore made the motion to adjourn at approximately 9:19 a.m.; Mr. Dufresne seconded. All were in favor.*

***Respectfully submitted,***

***Alison Flynn***

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

- Agenda
- Draft minutes of 2/9/22
- DAI's revised floor plan sketches of 2/8/22
- Gale Invoice No. 2112252, dated 1/10/22
- Gale Invoice No. 2201220, dated 2/7/22