

Town Hall and Hildreth House Construction Committee  
09/08/15 Meeting Minutes  
Interim Town Hall Hapgood Room

Members present: Laura Andrews, Bill Barton, Pablo Carbonell, Al Combs, Jack Guswa, Connie Larrabee, Rick Maiore. Others present: Tim Bragan (Town Admin.), Marie Sobalvarro (Assist. Town Admin.)

Rick called the meeting to order at 7:30 a.m. and the committee approved the 8/31 minutes as amended.

Rick's announcements:

- Traffic study of the driveways at Hildreth House, the Center Fire Station, and Town Hall will be presented to the Board of Selectmen 9/22.
- Selectman Ken Swanton continues to work on establishing AV needs for Town Hall.
- Historical Commission will present a recommend to the BOS tonight to expand the historic district, including Hildreth House.

### **Town Hall**

**Town Admin. Report:** Tim and Marie reviewed three Preliminary Change Orders that had been discussed at the 8/31 meeting. The committee approved PCOs #011– attic lighting (\$3,973); #022 – outlets in rooms 203 and 205 (\$2,501); and #027 – furnish and install dome lighting (\$1,327).

We reviewed the change order approval process and discussed ways to maintain oversight but avoid delaying construction work. We agreed to review all open items on the working document Change Order Status report as of 9/1/15. Marie gave the background on each item. After review, Jack made the following motions, which were seconded and approved.

- To approve the following preliminary change orders for no more than the amount listed on the 9/1/15 Change Order Status report: 004-003 – break room carpet removal (\$5,049); 006-001 – electrical changes (\$544); 007-001 – electrical changes room 202 (\$240); 008-001 – demo outlets room 202 (\$241); 014-002 – replace FRT in rms. 114 and 116 (\$3,215); 015-001 – chimney demo (\$2,147); 019-001 – modify FRT for new door (\$1,639); 024-002 – reinforce sagging beam (\$4,532); 025-002 – install four new footings (\$14,865); 028-001 – replace soffit framing (\$4,993)
- To approve the following preliminary change orders for no less than the credit amount listed on the 9/1/15 Change Order Status report: 021-001 – draft curtain **credit** (\$3,137); 026-001 – railing deletion **credit** (\$4,100); 029-001 – drinking fountain **credit** (\$2,378)

Pablo made the following motion, which was seconded and approved:

- To allow two members of the Red Team, which could include Tim, to make working decisions on behalf of the Town Hall and Hildreth House Construction Committee on PCOs under \$10,000.

Jack asked the status of the updated master schedule. Rick said it would be several more weeks before it is thoroughly updated and distributed.

### **Hildreth House**

Tim said he is following up with Vertex about the design development RFP.

Connie reported that Moore Lumber has not yet signed the windows contract, although she's been calling, emailing, and visiting. Al volunteered to accompany Connie on her next visit, as he's worked with them before.

Next meeting: 9/14 at 7:30 a.m. in the Hapgood Room of the old library.

The meeting was adjourned at 8:35 a.m.

Laura Andrews, recorder