

Permanent Building Committee Meeting
Minutes of Tuesday, July 29, 2014

Call to Order: PBC Chairman, Wayne Klocko, called the meeting to order at 7:00 p.m.

Meeting Attendees

PBC members

Wayne Klocko, Diane Jurmain, Jon Wine, Craig Schultze, Patrick Sheehan

Ex-Officio members

Chris Smith

Other attendees

Karen Bouret (Secretary/PBC), Keith Edison (Police Chief), Richard Barrett (Fire Chief), Tim Bonfatti (Compass), James Neville (BOS), Maria Neville (Library), Jeff D'Amico (Compass), Tricia Perry (Library), Nancy Gustafson (Superintendent of Schools), Charles Aspinwall (Town Administrator), Dave Byrne (School), Steve Catalano (School Committee), Kevin Witzell (CDR Maguire)

School Project

Nancy Gustafson prepared and distributed a synopsis of the 2013 Statement of Interest (SOI) that was submitted to the Massachusetts School Building Authority (MSBA) which targeted Clyde Brown elementary for "renovation, repair, and possible expansion". (See Document A) Nancy explained that another SOI was sent in 2014, (See Document B), which was a more comprehensive request due to a study which showed severe overcrowding at both the elementary and secondary levels. Ms. Gustafson said the school was contacted in May 2014 with the option of proceeding based on the 2013 SOI due to leftover funding. Wayne Klocko expressed concern about asking the Town for funding without specifics on what the project will entail, but Nancy explained that it could include renovation and possible expansion at both schools. Ms. Gustafson said it is a new application process every year and the Town could be eligible for more even if only Clyde Brown is tackled with this particular funding. Steve Catalano noted that the School Committee spent time discussing the offer for the 2013 application and all agreed that it would be difficult to leave 51% reimbursement on the table. Wayne Klocko and the members of the PBC agreed to act as the "School Building Committee" (See Document C) along with a few additional members that are required to be on the board per the MSBA. Nancy said she will work with Charles Aspinwall to complete the required document and submit a list of members by the 8/18/14 deadline. Charles added that an override will be needed to move forward for the feasibility study which will occur at the next Town meeting.

Police/Fire Project

Jeff D'Amico discussed the process of choosing the short list for the Construction Manager at Risk (CMR) firms. The subcommittee met and decided on four finalists: Consigli Construction, Agostini Bacon Construction, Boston Building & Bridge and Colantonio, Inc. Mr. D'Amico reviewed the RFP (See Document D) and said a final RFP will be issued to the firms this week. The PBC agreed to an 8/26/14 date for interviews, starting at 5:30 pm.

Wayne Klocko asked that CDR meet with the Town Building Commissioner as soon as possible to make sure the project moves forward appropriately. Mr. Klocko said the Town typically gets the Builders' Risk

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policy since it usually the cheapest option and Jeff D'Amico said he would follow up with Charles Aspinwall. Mr. D'Amico also said Compass typically provides the preconstruction and construction contracts that will be included in the RFP but he will follow up with Charles Aspinwall and Town Counsel to make sure that is how they want to proceed.

Kevin Witzell spoke about the overall status of the project from CDR Maguire's perspective. Kevin said a hazmat consultant and took samples and the structural engineer found some new information regarding wall construction at the existing Police/Fire station. Mr. Witzell said their team is in the process of verifying all dimensions and materials. Jeff D'Amico added that the geotech engineer will need to do the borings within the next 30 days prior to the Town demoing the old library.

Diane Jurmain talked about the LEED certification status saying the final submission occurred on 7/9/14. Diane explained that once it is approved, the town will apply to the MBLC for the \$140,000.00 reimbursement.

Kevin Witzell distributed and reviewed draft Police Station floor plans. (See Document D) He noted that the offices all have windows which face the adjacent building and perhaps the massing can be flipped and reconfigured to provide more natural light at the offices. Kevin said he will meet with Chief Edison to review the plans within the week, and will then be able to provide a more refined plan. Mr. Witzell said once the schematic design is complete and the project moves to the design development phase both Chiefs will have input into the details.

Library

Wayne Klocko said he attended a meeting with BWC, OEA, and two SGH representatives to discuss the library roof leak. BWC agreed to fix the roof, via Meadows Construction, but said OEA needs to provide the scope of work. Wayne said once the scope is provided, Meadows will submit a proposal and a start date for the repair can be determined.

Tricia Perry said there is still some debris in the pipes but was told by Charles Aspinwall not to call Clogbusters back. Wayne Klocko said he will follow up with BWC regarding this issue.

Pat Sheehan spoke about the abatement at the old library. Pat said PCBs were found in the caulking at the windows which means the first course of brick will need to be removed. Mr. Sheehan estimated that abatement will take approximately two weeks once it begins.

Meeting Minutes

The meeting minutes from 5/20/14 were presented and reviewed. Wayne Klocko suggested two minor wording changes.

Diane Jurmain made a motion to accept the minutes of 5/20/14 as amended. Jon Wine seconded. Craig Schultze abstained. The motion passed.

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The meeting minutes from 6/24/14 were presented and reviewed.

Jon Wine made a motion to accept the minutes of 6/24/14 as written. The motion was seconded by Craig Schultze. Diane Jurmain abstained. The motion passed.

Invoice Approval

A bills payable schedule for CDR Maguire for services rendered was presented. After some discussion, the bill was held for further review.

A bills payable schedule for Guerriere & Halnon for surveying and engineering at 25 Auburn Road was presented.

Pat Sheehan made a motion to pay Guerriere & Halnon \$5,737.20 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for Compass Project Management for services rendered in June 2014 was reviewed.

Pat Sheehan made a motion to pay Compass Project management \$4,675.56 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for Clogbusters including three invoices for work performed to debris in sewer pipes at the library was presented.

Pat Sheehan made a motion to pay Clogbusters a total of \$2853.75 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

Wayne Klocko asked Karen Bouret to scan in and email the CDR Maguire invoice in question to him directly.

Adjournment

Wayne Klocko made a motion to adjourn at 9:30 pm. The motion was seconded by Pat Sheehan and passed unanimously.

The next PBC meeting will be held at the Roche Bros. Community Room at the Library on Tuesday, August 26, 2014 starting at 5:30 pm.

Submitted by:

Karen Bouret