

Permanent Building Committee Meeting
Minutes of Tuesday, September 17, 2013

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

Meeting Attendees

PBC members

Jon Wine, Craig Schultze, Pat Sheehan

Ex-Officio members

Beth Krimmel, Charlie Vecchi

Other attendees

Tricia Perry (Library Director), Karen Bouret (Secretary/PBC), John Sayre-Scibona (DTI), Patrick Lancaster (OEA)

Approval of prior Meeting Minutes:

Committee members reviewed meeting minutes dated 08/08/13.

A motion was made by Jon Wine to accept the minutes, as submitted, seconded by Pat Sheehan. The motion passed unanimously.

New Business:

Wayne Klocko explained that a letter was received from Hinckley Allen, (see Document A), representing B. W. Construction requesting a meeting to discuss resolving the current issues between the Town and B. W. Construction. Wayne said there will be a pre-meeting on September 27th with counsel to prepare, and then a meeting with Hinckley Allen and B.W. Construction on Friday, October 4. Mr. Klocko said both DTI and OEA have been asked to prepare documentation and suggested a cap of \$5,000.00 per firm to perform the work.

Pat Sheehan made a motion to approve an amount not to exceed \$5,000.00 each for Oudens Ello Architecture and Design Technique for work preparing for the meeting with B. W. Construction. The motion was seconded by Jon Wine and passed unanimously.

Mr. Klocko recommended that the Town is well prepared and goes into the meeting leading the discussion and ready to find a resolution. Wayne added that Gordon Schaff's reports and photos need to be readily available.

Pat Sheehan explained that at Mass DEP's request the Town rescinded its Down Gradient Property Status request and installed additional borings in the northeast portion of the Town parking lot. Per Pat, these borings indicated the presence of contaminants in soil and groundwater on a limited portion of the Town property. Mr. Sheehan said the contamination extended up to the abutting property lines and additional work will need to be performed to determine whether any of the contaminants

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originated from the abutting property. Mr. Sheehan added that the Town is working with its environmental consultant to develop the best technical and regulatory approach. Mr. Sheehan suggested that the potential origin and presence and of contaminants on abutting properties should factor into any eminent domain settlements related to those properties.

Patrick Lancaster reviewed B. W.C.'s punch list explaining that it was updated with items from Tricia Perry and Wayne Klocko. These include:

- Leaking and rust stains at the front and rear entries
- Fireplace needs to be turned on
- Rust stains at the water fountain
- Keys
- Additional paint stock is needed
- Attic stock for electrical
- Training for electrical
- Grommets
- Soft soil issues at drainage area in courtyard

Mr. Lancaster said the approximate total cost for the punch list is between \$53,000.00 and \$56,000.00. Wayne Klocko noted that the most concerning and costliest issue on the list is the leaking at the front and rear entries, noting that chronically wet areas can cause toxic mold. The firm of Simpson Gumpertz and Heger will be doing an evaluation to try to determine the cause of the leak. Wayne Klocko said that B. W. C. should be invited to participate so they have the opportunity to be involved.

Tricia Perry reviewed a few more concerns that she has. These include:

- Lack of water pressure at water fountain
- Sagging window trim at History Room
- Replacement signage for the book drop
- Gap at entry door
- Manuals and training for electrical – lighting and timer
- Bollard lights in courtyard are out

John Sayre-Scibona offered to help Tricia Perry with these outstanding issues. Wayne Klocko agreed with John and said part of the \$5,000.00 approved to pay for the litigation preparation can be used as long as it is documented separately.

Tricia Perry said the Useful network has been crashing daily and she was told that the Library needs to upgrade from 100g to 1000g at a cost of about \$2,700.00 per a quote from Provantage (See Document B). John Sayre-Scibona said there are funds still available in the computer budget line to do that.

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Jon Wine made a motion to retain Provantage and Minuteman on a not to exceed \$3,000.00 to configure the upgrade to 1000g. The motion was seconded by Pat Sheehan and passed unanimously.

Mrs. Perry listed some other enhancements that could possibly be funded by the Friends of the Library.

- Door handles
- Motorized door closers for handicap access at both front and rear entries
- Handicap signage at the parking lot
- Door stops for the Children's Room

Wayne Klocko suggested holding off on the asking the Friends until the Town has settled with B.W.C. There may or may not be funds available at that point. John Sayre-Scibona offered to put a package together with pricing for the enhancements which will be available once B. W. C. has been vetted.

Patrick Lancaster said the Town can earn 1 or 2 LEED Certification points by purchasing energy credits from a green power source.

Patrick Lancaster made a motion to authorize Oudens Ello Architecture to purchase energy credits in an amount not to exceed \$500.00. The motion was seconded by Jon Wine and passed unanimously.

Budget/DTI:

John Sayre-Scibona presented the updated budget. (See Document C) Mr. Sayre-Scibona said there is a total contingency of approximately \$65,000.00.

Patrick Lancaster said he spoke to Robert Dyson of C3 about a revised proposal for commissioning services. Mr. Dyson told Patrick that the work wasn't complete enough for him to do his work and he had to come back.

Jon Wine made a motion to authorize payment of \$3,900.00 to Commercial Construction Consulting for additional commissioning. The motion was seconded by Pat Sheehan and passed unanimously.

Invoice Approval:

A bills payable schedule for a Commercial Construction Consulting for commissioning was reviewed.

A motion was made by Pat Sheehan to expend \$4,870.06 payable to Commercial Construction Consulting for services provided. The motion was seconded by Jon Wine, and passed unanimously.

A bills payable schedule for a Bayscan Technologies for the purchase of scanners and receipt printers for the circulation desk was reviewed.

A motion was made by Pat Sheehan to expend \$2,323.50 payable to Bayscan Technologies for purchase equipment. The motion was seconded by Jon Wine, and passed unanimously.

A bills payable schedule for Design Technique's invoice for service periods July and August was presented.

A motion was made by Pat Sheehan to expend \$2,386.11 payable to Design Technique, Inc., for services provided. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for GovConnection, Inc.'s invoice for two invoices was reviewed.

A motion was made by Pat Sheehan to expend a total of \$240.00 payable to GovConnection, Inc. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for reimbursement to Maria Neville for the purchase of toilet seats was reviewed.

A motion was made by Pat Sheehan to expend a total of \$96.92 payable as reimbursement to Maria Neville. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Vencom Communications for services provided was reviewed.

A motion was made by Pat Sheehan to expend a total of \$4,643.40 payable to Vencom Communications. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for W.B. Mason for the purchase of furniture was presented.

A motion was made by Pat Sheehan to expend a total of \$96,689.61 payable to W.B. Mason. The motion was seconded by Jon Wine and passed unanimously.

Other Business:

Wayne Klocko explained that the Board of Selectmen has approved pursuing the Construction Management at Risk option for the Police/Fire station project. Charles Aspinwall is working on an RFP for the Owner's Project Manager.

Adjournment:

A motion was made by Wayne Klocko to adjourn at 9:00pm, seconded by Jon Wine. The motion passed unanimously.

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The next PBC meeting is scheduled for: Tuesday, October 8th at 7:00pm at the Library

Documents:

- A. Letter from Hinckley Allen
- B. Provantage Quotation
- C. Budget Analysis and Cost Projection by DTI rev.
- D. Proposal for Enhanced Commissioning from C3

Submitted by:

Karen Bouret

DRAFT