

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Tuesday, February 28, 2017, 7:00 p.m. *Approved with revisions April 4, 2017*
Town Building

Attendees:

PMBC Members: Brian Chase, Eric Sheffels, Mike Gitten, James Riley
Ex Officio: Ben Keefe
Guests: Steven Watchorn, Arry Charles

Meeting called to order at 7:05 p.m. by James Riley, Chair

Public Comment

None

Loker Elementary School Project Update, Schematic Design & Invoice Approval

Ben introduced Steven Watchorn, Project Architect from CBI Consulting, and Arry Charles, Owners Project Manager (OPM) from Colliers International. Steve explained that the next milestone in the project is to submit the schematic design to the MSBA after approval by the PMBC and School Committee. Steve handed out the schematic design, the design submission checklist, and the overall project schedule and budget. Arry Charles gave a review of Loker Elementary School's construction issues. All the steel single window frames are in rough shape. Replacing all the doors and windows will be an 8-10 week project. Hazardous assessment revealed asbestos in the caulking of the library windows, but it is not in the dry wall. PCB is presumed in the caulking as well but will not be tested. Modified containment procedures are expected during demolition. One bathroom that does not meet ADA guidelines will be renovated to meet code. There are also roofing issues especially at the roof edge that will require attention. It is not certain how much of the additional repair work MSBA will contribute towards the scope.

Members reviewed all the documents. Discussion ensued concerning the number of in window air conditioning units. There are 11 units of varying sizes and age. It was suggested that split units be considered if the budget allows. This could improve efficiency and aesthetics. Members expressed concern about the roof and that steps to prevent future damage be included in the budget. Consultants were asked to restructure the budget to address these issues. The budget should also be adjusted to fully utilize the entire \$1.9 million appropriated.

Steve stated that the schematic design submission checklist is due March 15th and is to be signed by the Superintendent. Meeting with the School Committee is scheduled on March 13th.

Eric Sheffels stated the project was well thought out.

Eric Sheffels moved that having reviewed the revised Design and Construction Schedule dated, 2/20/17, and the Schematic Design handout, dated 2/24/17 (subject to minor revisions as discussed at the

meeting) and the Total Project Budget, dated 3/15/17 (as amended) as discussed at the meeting, the PMBC recommends that the School Committee authorize the Superintendent of Schools to execute the Schematic Design Submission Checklist for the MSBA Accelerated Repair Program document prior to its scheduled submission of 3/15/17. Seconded by Brian Chase and approved with a vote of 4-0-0.

Members reviewed Strategic Building Solutions, LLC dba Colliers International Invoice 17491, 1/31/17.

Schematic Design Phase, 1/1/17-1/31/17 \$2,931

Motion made by Brian Chase, seconded, by James Riley to approve Strategic Building Solutions, Invoice 17491 for \$2,931 and approved with a vote of 4-0-0.

Members reviewed CBI Consulting Inc., Invoices dated 12/30/16, 1/31/17 and 2/16/17.

Motion made by Brian Chase, seconded by Mike Gitten to approve CBI Invoices totaling \$19,680 and approved with a vote of 4-0-0.

Stone's Bridge Update – Invoice Approval

Ben reviewed the permitting process and requirements with the Project Architect and recommends that the permitting be included in the bid documents as a General Contractor's responsibility. Ben also reported that the landscaping and pier identification issues had been updated/corrected in the drawings.

No invoice submitted.

Approval of Minutes

Members reviewed the minutes of 1/10/17 and 1/31/17. Motion made by Brian Chase and seconded by Eric Sheffels to approve minutes as amended and approved with a vote of 4-0-0.

Members' Concerns

None

Other business not reasonably anticipated by Chair 48 hours prior to meeting.

None

Adjourn

Motion to adjourn made by James Riley, seconded by Eric Sheffels and approved with a vote of 4-0-0.

Meeting adjourned at 8:27 p.m.