

Permanent Town Building Advisory Committee
Meeting Minutes for February 11, 2022, at 8:00 AM
Virtual WebEx Meeting

Call to Order

Chair Feldman called the WebEx virtual meeting to order at 8:00 AM and initiated roll call.

Present were Chair Rick Feldman, Y; Janet Nicosia, Y; Mark Johnson, Y; Ellen Keller, Y; Dan Casper, Y.

Also present: Brian DeFilippis, PMA Consultants and Joseph Sgrosso, Construction Project Manager

Approval of Minutes (Roll Call)

It was moved by Mr. Johnson seconded by Ms. Nicosia and voted 5-0 to approve the December 10, 2021, minutes.

Roll call: Mr. Feldman, Y; Mr. Johnson, Y; Ms. Keller, Y; Ms. Nicosia, Mr. Casper, Y.

Closeout of Senior Center

Mr. DeFilippis reported the Sr. Center (Robb Center) is operating smoothly overall. There is a warranty item regarding some plumbing and pipe issues and the contractor is scheduled to complete the re-work of these issues during March 19-22. A Memorandum of Understanding has been signed by the contractor for next month. Mr. Feldman asked if outstanding claims from the contractor have been closed out and Mr. DeFilippis answered yes. Ms. Nicosia agreed that things have been going well at the Center.

Ms. Keller asked about signage and Ms. Nicosia said signage for buildings other than the Robb Center such as the post office central offices, Whittier Court and Bartlet Street intended to give clarity about services offered and directions are in the process of being finished. Mr. Feldman asked about additional signs for the Youth Center, Doherty School, and for the downtown. These signs and donor sponsored signs mentioned by Ms. Keller are in the process of being completed or are completed.

Mr. Feldman asked if there were any items that need to be closed out in the Budget or any other issues. Ms. Nicosia said that additional computer and possibly other programs for used at the Robb Center leaves the remaining construction contingency at \$7,700. The balance of almost \$79K is attributed to the Robb Center's own fundraising account which could be used for amenities going forward. Mr. Johnson and Mr. Feldman about asked if these monies should stay in the construction budget or in separate accounts now that construction is nearly finished. Ms. Nicosia said that keeping the monies in the construction budget for now makes sense. Mr. Feldman asked how the outside pavers held up over the winter and Ms. Nicosia has not heard anything about them.

Closeout of Ballardvale Fire Station.

Mr. DeFilippis gave an update saying the fire station is nearly completed and although there a few remaining warranty items, it is operating as planned. Landscaping and final plantings will take place in the spring. Mr. Casper asked about the status of the intersection design. Ms. Nicosia discussed plans involving access to the parking lot via Clark and Andover Streets and the re-design of the parking lot coming up. Mr. Casper also asked about the Opticon system allowing trucks to leave the station when traffic lights are activated. Although there is no light at the intersection at this point, Ms. Nicosia said the fire trucks are equipped with radar signals to activate lights when they are installed in front of the fire station. Mr. Feldman asked about changing crosswalks as part of the parking lot project. Ms. Nicosia said pedestrian buttons at crosswalk are planned for this summer, but the parking lot has not been designed yet, and the Conservation Commission will provide input.

A brief discussion followed regarding the station's conference room use and how to reserve it. Ms. Nicosia noted that viewers from home are welcome to ask questions or comment and gave her email address: janet.nicosia@andoverma.us

Mr. Feldman thanked Ms. Nicosia and Mr. DeFilippis for their reports and all their work on these projects.

Update on School Project

Mr. Defilippis gave an update on the progress of West Elementary School, saying review of the architect drawings which are 60% completed will be ongoing until drawings are completed. The team is also in the midst of "60% complete" estimates and these will be submitted to the MSBA on February 18. Staff meetings and public forums for comments and feedback are also ongoing and another public forum is planned for March 27. The "Shovel in the Ground" event is projected for April and the date of completion for this phase, in response to Mr. Feldman's question, is April 22, 2022.

The next phase involves preparing the area around the wetlands with hay bales and fencing with a proposed completion date in the Fall 2024. Site work, removal of the existing West El and anticipated opening date for the new school is the Fall of 2025.

A brief discussion followed regarding increased costs projected going forward with inflation and other factors impacting final costs, and Mr. DeFilippis said reconciliation meetings and a careful look at each line item are planned before final estimates are agreed upon. Mr. Feldman asked what percentage of contingency is being carried. The design contingency is about 3% and Ms. Nicosia said there are additional contingencies involved. There may be a more definite idea of prices in July for certain materials such as concrete and steel, and market prices will continue to be monitored. Mr. Casper asked about inflation generally and specifically how costs involving, for example, a school kitchen may be impacted two years after estimates have been finalized. Ms. Nicosia explained the process with guaranteed prices and contingencies built in. Mr. Casper noted that if contingencies are exhausted and the price is locked in then the risk seems to be shared between the town and the contractor.

Town Offices Project

Ms. Nicosia gave an update on the town offices renovations. The work will be bid out in phases over the next few years. Phase Zero has been ongoing and involves moving the mail room and the Retirement Board (currently on the third floor) to the second floor. HR will move to the current Retirement Board space on the third floor and these renovations should be completed by May 3d. The stairwells need to be in compliance with the Architectural Access Board and \$50K has been earmarked for these renovations. An article must be submitted to town meeting for this expense. Mr. Feldman asked if the Select Board room will be under renovation from this summer until April 2024 and Ms. Nicosia, agreed saying in the meantime meeting space for the Select Board is being considered both within the building and in other buildings in town. She further added that construction documents are being prepared for bids, anticipating a summer start.

Other Projects

Mr. Johnson gave an update on Andover High School, saying there will be a number of decision points over the next few weeks. The Statement of Interest submitted to the MSBA was not accepted. The Feasibility Study Committee will be meeting Monday to discuss recommendations to the School Committee. Another Statement of Interest could be considered and if accepted, the completion date would likely be 2031. Another option to consider is a town-funded project and beginning the process now would likely result in a completion date by 2026. A financial analysis is being conducted on both options and a recommendation will be made to the School Committee. Both the School Committee and the Select Board must support the proposal. We will know more in the next few weeks.

Mr. Feldman asked if the project would fall under this committee if town funded rather than state funded. Mr. Johnson said that decision has not been made yet, but the Town Manager would likely be involved in the decision. Also noted, the High School population is somewhat lower but there are more students in the elementary schools than expected. Mr. Feldman said that since this committee's scope of work for large public projects is winding down perhaps meeting every other month makes sense.

Next Meeting

The next meeting of the Permanent Town Building Advisory Committee will be April 29, 2022, at 8 AM.

Adjournment (Roll call)

It was moved by Mr. Johnson, seconded by Mr. Casper and voted 5-0 to adjourn at 8:42 AM

Roll call: Mr. Feldman, Y; Mr. Johnson, Y; Ms. Nicosia Y; Ms. Keller, Y; Mr. Casper, Y.