
Permanent Town Building Advisory Committee Meeting Minutes
April 16, 2021 8:30A.M.
Virtual WebEx Meeting

I. Call to Order/Roll Call

Chair Feldman called the WebEx virtual meeting to order at 8:30AM and initiated roll call. Present were Chair Rick Feldman-Y, David Giangrande-Y(arrived late), Mark Johnson-Y, Janet Nicosia-Y, Ellen Keller-Y and Dan Casper-Y. Also present were Fire Chief Mansfield, Ellen Light and Jeff Shaw, Context and Brian DeFilippis, PMA Consultants. The meeting was taped and live cablecast.

II. Approval of Minutes – March 13, 2021

Upon motion duly made by Mr. Casper and seconded Ms. Keller, it was unanimously voted to approve the above minutes. Rick Feldman-Y, Mark Johnson-Y, Ellen Keller-Y, Dan Casper-Y and Janet Nicosia-Y. Motion passed 5-0.

III. Update on Senior Center

Ms. Nicosia reported that the senior center staff and senior daycare has moved back into the premises. The kitchen is open and meal on wheels are being delivered. Funds from the Friends of Seniors continue to be received. Small projects are being handled by inhouse staff, and the building is expected to be open to the public in June.

Mr. DeFilippis reported on change order #14 containing four items: fire alarm work, window paning, repairs to kitchen exhaust air and overtime for weekend flooring work to advance the timeline for subcontractors for a total of \$9,714.65. What remains is an additional project management time for \$33,381. \$3,200 in miscellaneous changes are awaiting backup documentation. Discussion ensued.

Ms. Nicosia reported a contingency of \$16K less the \$9,714.65. With the above claims pending, this would exceed contingency. She then went on to summarize in full the additional project management claim of \$33,381.00, which the town is rejecting in whole. Town Counsel is in the process of drafting the letter. Discussion ensued.

The patio project is complete and DPW is handling realignment of manhole covers. Permitting is complete, furniture moved in and just clean-up projects remain. The town has full control of the building. A committee has been formed to study the town seal, the results of which will be closely followed.

Wayfinding signage remains to be undertaken. Ms. Nicosia is meeting with all stakeholders with regard to parking, and the senior center parking lot is nearing completion.

IV. Update on Town Yard

Ms. Nicosia reported that plantings will be started in the good weather, and the mason work has been commenced on the sign. Repaving of Campanelli Drive is scheduled for the summer.

V. Update of Ballardvale Fire Station

Mr. DeFilippis reported the project is well underway. Exterior painting and site work is continuing. Millwork has been installed along with doors, hardware, MEP finish, ceiling grid around perimeter. Epoxy floor for apparatus bay will be installed. Flooring material is in storage and interior items are in storage. The overhead doors are expected in the next few weeks, which may be a problem. Discussion ensued.

The schedule is targeted for middle to end of May for substantial completion.

Ms. Light summarized change order #13 in the amount of \$40,002.00 as follows: a) raise and extend the retaining wall behind the building and additional drainage work to handle runoff from a neighboring property (\$19K); b) carpentry weekend work; c) vector file; d) concrete front sidewalk replacement; e) dedication plaque to former Chief. Contingency remaining is \$69,000.00. Discussion ensued.

Upon motion duly made by Ms. Keller and seconded by Mr. Casper, it was unanimously voted to approve change order #13 in the amount of \$40,002.00. Rick Feldman-Y, Mark Johnson-Y, Ellen Keller-Y, Dan Casper-Y and Janet Nicosia-Y. Motion passed 5-0.

Chief Mansfield noted the project is going well, and he is working with the contractor for remaining projects.

VI. Update on School Project

Mr. DeFilippis reported the MSBA Board of Directors on a unanimous vote approved the town to move the West El project in the design/development stage. Appropriation of funds will be voted at Town Meeting on June 5 and brought to ballot on June 15. We are prequalifying CM at risk with six firms to be chosen middle May. A site walk on April 1st was attended by all firms. RFP due back on April 19th. We will then meet on pre-qualification team on May 3 to be scheduled on May 14 and May 17, three firms per day. Discussion ensued on site work, escalation clauses (\$5.5M), etc.

Mr. Johnson reported that the MSBA has declined the statement of interest on the high school project. The School Committee needs to decide on whether to submit another statement of interest due by end of June or go ahead on the project on its own. Discussion ensued.

VII. Town Projects

Ms. Nicosia reviewed the schematic plans (see attached.) She described the "signature" statement of this project as the Select Board Room with state-of-the art technology, HVAC reconfiguration, raised 12 foot ceilings, consistent lighting, closed-caption listening devices,

state-of-the art microphone system, built-in furniture, wainscotting, “lap-free” coat trees, AV room and double the capacity of the current room (8 persons/row with 8 seating rows plus dedicated seats for the committee members at front of room.) Discussion ensued.

The “one-stop shopping” customer service area will be located on the first floor. An eight-foot wide sliding door leads to the service area complete with wheelchair accessible tables and computers, self-service areas to pay bills, complete permitting or dog licensing etc. Two staff only offices will be located at the back of the area.

Ms. Nicosia described the four phases of a five-year project. All practices are being followed for ADA compliance. Phase 0 will be completed May-June; Phase 1 – first floor - bid out and six months of construction and move to second floor and completed by April, 2022. The schedule will be presented at next meeting.

VIII. Next WebEx Virtual Meeting

Friday, May 21st @ 8:30AM

IX. Adjournment

Upon motion duly made by Ms. Keller and seconded by Mr. Johnson, it was unanimously voted to adjourn. Chair Rick Feldman-Y, Mark Johnson-Y, David Giangrande-Y, Janet Nicosia-Y, David Giangrande-Y, Ellen Keller-Y and Dan Casper-Y. Motion passed 6-0. Meeting adjourned at 10:10AM.

Respectfully submitted,

Christine Martin Barraford
Recording Clerk

Attachments:

Town Hall Schematic Design