

## Permanent Town Building Advisory Committee

Meeting Minutes for April 29, 2022, at 8:00 AM

### Virtual WebEx Meeting

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#### Call to Order

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

Roll Call: Chair Rick Feldman, Y; Ellen Keller, Y; Janet Nicosia, Y; Mark Johnson, Y; Dan Casper, Y. (Mr. Giangrande arrived later in the meeting)

Also Present: Brian Defilippis, PMA Consultants and Joseph Sgrosso, Construction Project Manager

#### Approval of Minutes (Roll Call)

It was moved by Ms. Keller, seconded by Mr. Johnson and voted 5-0 to approve the minutes of February 11, 2022

Roll Call: Chair Feldman, Y; Ms. Keller Ms. Nicosia, Y; Atty Johnson, Y; Mr. Casper, Y.

#### Closeout of the Senior Center

Brian reported there were a few warranty issues being resolved with the Senior Center, one involving a drain, another involving repair to pipe work. Payments for a retainer and the patio door are also being completed. Rick asked about warranty start/end dates and Janet said they are close to ending, in April. Rick asked about pavers in the courtyard—these have been finished, and Ellen asked about signage. Janet reported that signage is not under the contract and is ongoing. The outside building sign that will read “30 Whittier Court” will be similar to the Playstead sign, and signs will also be made for both town and central offices. Also, the remaining \$70K from fundraising will be used for “add- ons” such as a retractable awning for the patio. In the budget recommended by the Select Board, a second shift custodian for both the Youth Services Building and Senior Center will allow for increased use of the facilities.

#### Closeout of Ballardvale Fire Station.

Brian reported there are only a few remaining warranty issues with the Ballardvale Fire Station, and these are in the process of being resolved or have been resolved. They include such things as water coming in through overhead doors, due to a recent windstorm, and nails in the roof of the front porch. A SMAA was submitted, and a PMA /McKay partnership is in place. Brian reported they will also be getting an award for their work in Ballardvale. Ellen said this is a good opportunity for publicity in the local papers, and Janet mentioned a two- minute video which could be presented along with the award.

Rick asked about traffic and parking lot issues previously discussed, and Janet said a design will be presented at town meeting. Rick also asked about landscaping at the back of the station and Janet said this has been completed along with buffer plantings for a neighboring home. Mark asked how much money is left -- there is \$851. Dan asked about contingency funds in general and said we should know at the outset, costs to be incurred. A brief discussion followed regarding contingency funds versus money raised from grants or funds.

#### Update on School Project

Brian reported that Gilbane has closed off the West Elementary School site. The bid package is 90% complete, estimates are being finalized. The review, design, and early bid packages for concrete and steel are due end of May, and hay bales have been set up to protect the wetlands. Rick asked about barriers on part of High Plain Road, and Brian reported these will be in place until September when they will be removed so parents can drive to the school via High Plain Road. Ellen noted procurements are becoming increasingly difficult and may need to order and store materials, so they are ready when needed. Brian is keeping in touch with Gilbane on this matter as things can change weekly.

Mark said the High School project is moving along and applications for the High School Building Committee are in place. The Town authorization of \$ 1.5M along with the last town meeting appropriation of \$1.2M is being sought to continue with the design of the High School. Once the Building committee starts to meet, the timeline will become clearer.

## **Update on Town Offices Project**

Janet reported things are going well and her department is in the process of looking at bid packages, asbestos remediation, and creating a work plan to go into the bid. She would like to get bids out after town meeting and before the end of May. As areas in the town offices are cleared, information currently stored is being scanned and saved electronically. As of yesterday, OPM services awarded to PMA. Ellen asked about the bid process. Janet described the process starting with bid postings (non-price proposal—RFQs are qualification based) through a central registry, work with the purchasing office, committee ranking of specific issues, notification to chosen vendors, and finally, contract negotiation.

Phase 1 refers to the renovation of the third floor of the Town offices including the stairs. Dan asked how personnel are protected during the asbestos clearing, and Janet responded that areas being abated are contained, HVACs are blocked off, and air monitors are used for continuous testing. Ellen asked whether the renovations could be done in-house, and Janet responded that her department could do the work, but it would tie up workers from other day to day projects. The bid package cap of \$50K is for the relatively short term--6-9 months, and factored in costs associated with OPM, as well as the fact that an on-site manager and town resources are available.

## **Other Projects**

No other projects were discussed.

## **Next Meeting**

The next meeting of the Permanent Town Building Advisory Committee will be June 24, 2022, at 8 AM.

## **Adjournment (Roll call)**

It was moved by Mr. Johnson, seconded by Mr. Casper and voted 6-0 to adjourn at 8:42 AM

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