

Permanent Town Building Advisory Committee
Meeting Minutes for August 19, 2022, at 8:00 AM
Virtual WebEx Meeting

Call to Order

Chair Feldman called the WebEx virtual meeting to order at 8:02 AM and initiated roll call.

Roll Call: Chair Rick Feldman, Y; David Giangrande, Y; Ellen Keller, Y; Dan Casper, Y; Mark Johnson, Y; Janet Nicosia, Y.

Also Present: Brian DeFilippis, PMA Consultants

Approval of Minutes (Roll Call)

Dan asked that the June 24, 2022, minutes be amended to correctly spell “Casper” in the second line and to change the word “preciously” to “previously” in the Other Projects section. It was moved by Ellen, seconded by Mark, and voted 6-0 to approve the June 24th minutes as amended.

Roll Call: Rick, Y; Dan, Y; David, Y; Ellen, Y; Janet, Y; Mark, Y

Update on School Projects

Mark reported the High School Building Committee met three times and at the latest meeting, August 18th a decision was made to hire a demographer to look at school enrollment projections over the next 20 years. The study should be completed in October. The architectural firm HMHF, previously hired to perform a feasibility study gave a presentation and a decision as to whether to hire them for the design phase will take place in two weeks. The process for an OPM will also begin. Both renovation and new building plans for the High School will be considered.

Rick asked about the trend of student enrollments and Mark said that there has been a decrease statewide due to COVID and a look at the numbers in October will be part of the demographic study.

Brian gave an update on West Elementary. The site enabling package is completed. This means that fencing has been moved on site, trailers are set up for meetings, playground equipment has been certified and stored on site, staff coordination, traffic flow, and other information postings are taking place. Contract bids for steel have been awarded, heating bids are next.

Rick asked about supply chain issues and Brian responded that these issues can change daily, and piping bids which are next could be affected. The National Grid transformer may be available, work with an abutter is completed, and work with the town with respect to use of poles on site is ongoing.

Ellen asked whether green design components were being built into the system. Brian noted that the building will be powered by electricity, with some solar panels on the roof. Janet said energy efficient windows and building insulation through-out are key factors and there are no lawn or garden areas that require watering or mulching. Composting through use of trash compactors and dumpsters is planned. Exposure to chemicals through floor stripping and waxing will be eliminated as the new floors (LBT) will not require these treatments.

A brief discussion followed about budget, escalation contingencies, and costs absorbed followed and Janet noted that there were 86 prequalified bidders so far.

Update on Town Offices Project

Janet reported that PMA for the Town Offices project is the same for the school projects. The design is nearly finished and carpenters are checking walls and ceilings to ensure the sprinkler system will not be in the way of any duct work. This is due to the age and construction of the building—a former school—and the varying heights between original plaster and drop ceilings. Since the Senior Center renovations involved a building with similar wall and ceiling issues, lessons from that project have informed this one. Rick asked about the schedule of completion and Janet said the start date which would be sometime in the new year, will depend on when supplies are available so that demo work does not begin until supplies are

ready to be installed in the building. The third floor Select Board conference room will have higher ceilings and work will begin there.

Ellen asked about incorporating green technology into the air conditioning system. Rick asked about gas fire or electric units. Janet said hydronic units and radiators will be used and in answer to a question, noted any asbestos will be removed from the third floor.

Other Projects

Janet reported that the renovation of the lower Shawsheen track approved for \$500K is another project, and Town meeting approved \$8M for Doherty School renovations. The hiring of an OPM is ongoing and an architect has been hired to perform a full building scan for compliance issues. Ellen asked whether the Doherty School fell under the purview of this Committee. Doherty School does not have a Building Committee to date, and Janet suggested this committee could provide updates as it does with other schools until a Building Committee is established.

- **Senior Center**—Janet said things are working well.
- **Ballardvale Fire Station**—Janet reported IT and Facilities are working on the training room to make it fully functional and be able to have programs televised from there. There is funding for the parking lot next door. Ellen asked if there will be any additional signage. Janet replied that there was a dedication plaque on the wall inside the building honoring Fire Captain Downs but there are no plans to re-name the building. Also, there are no plans to install traffic lights, rather there will be a squaring off of the road in the Andover Street area. David talked briefly about Chapter 90 monies that may be used for traffic improvements and although Chapter 90 contractors may be hired, the work is under the purview of the DPW.
- **Town Yard** Janet reported all is going well, but they are looking to store some of the big item equipment now in the downtown site.

Ellen asked about downtown parking plans behind the Old Town Hall. Janet said a temporary space has been set up inside the building so that trailers don't need to be set up in the parking area behind the Town Hall. The CIP over next five years includes acoustics improvements in the upstairs hall, kitchen facility upgrades for catering, and bathroom renovations. Other improvements include windows, the outside front balcony, the floor depending on what happens with the town seal mosaic in the flooring, and sidewalks along the building.

Next Meeting

Rick asked about continued zoom calls for future meetings and Mark responded that although the Governor extended the timeline for remote meetings, the decision to have in-person, remote, or hybrid is up to each Board. At this point, the committee will continue with remote meetings and it was agreed monthly meetings are not needed at this time.

The next meeting of the Permanent Town Building Advisory Committee will be October 14, 2022, at 8 AM.

Adjournment (Roll call)

It was moved by Mark, seconded by Dave, and voted 6-0 to adjourn at 8:44 AM.

Roll call: Rick, Y; David, Y; Dan, Y; Ellen, Y; Janet, Y; Mark, Y.