



**MEETING MINUTES**  
**Public Building Commission**  
**Tuesday, October 24, 2017**  
**Board of Selectman Hearing Room**  
**7:00 pm**

**Committee Members Present:** Larry Guilmette, Stephanie Holland, Stephen Shea, Carl Campagna

**Committee Members Absent:** Ed DiSalvio

**Also in Attendance:** Jessi Finnie; Library Director; Nancy Holt, Finance Director; Joe Sullivan Daedalus, Noel Murphy, Oudens Ello Architecture; Bob Lieber, Cosetini; Jon Lemieux, OPM, Vertex Co; Michael Stewart, Police Chief; Alfred Elliott, Deputy Fire Chief.

The Meeting was called to order at 7:05 pm by Carl Campagna

**Acceptance of Minutes**

**Move that the Public Building Commission approve the meeting minutes for the August 15, 2017 meeting. Motion by Carl Campagna, Second by Larry Guilmette; Unanimous Vote (4-0).**

**New Business:**

**Library Project Update & Review**

Noel Murphy asked Bob Lieber the Mechanical Engineer from Cosetini, to provide an overview of the design of the HVAC Unit in the Community Room and recommend steps to resolve the current acoustic issues.

The unit was chosen because the space is a challenge to A/C and heat, due to the fluctuating number of people that can be in the community room at any given time. The maximum occupancy of the community room is 150 and the outside weather could be hot and sunny with 100 people inside or it could be cold with only 5 people inside; appropriate ventilation has to be brought in to accommodate this fluctuation. The system has Hot Gas reheat, which can cool air down and also heat it back up quickly and cost effectively.

There are two different issues creating the noise: the air from the fan and the noise from the compressor. Carl asked if a different piece of equipment should have been installed, Bob said no, because you have to move a certain amount of air.

We have not heard any complaints about the temperature. One recommendation would be to set the supply temperature lower and lower the fan speed, we only cut the air flow in the past not the discharge temperature. Also, a scalable compressor may be needed because of the changing amount of people in the library.

Joe asked about compressor noise, Bob explained that the compressor noise is split down the duct and that a proper isolator like a silencer or a sound trap would reduce the noise. He also recommends relocating the compressor one room away.

Have to get “okay” from manufacturer before we make ANY changes. In case the unit doesn’t work in the future, want to make sure the manufacturer approves all retrofits.

Joe expressed his concerns that these recommendations have to solve the problem going forward, Bob’s feeling is that moving the compressor should solve the problem.

The Community room may need to be closed while work is being done, but Bob said a lot of the work can be done in advance without disrupting the public’s use of the room. It was decided to go back to the contractor who did the original work and ask for a price. It should be cheaper since they are familiar with the duct work. Sketches should be drawn up within the week next and will include electrical work. The project will require a GC, Joe asked for a write up on the scope of the work from Bob.

Other outstanding issues:

- Door does not shut in children’s room and teen room
- Joe secured a company to sand blast the entry slab for \$6,000 and a concrete sealer was found by Noel to protect the exterior of the library during the work.
- Striping in parking lot has been completed
- Parking lot lights: Noel is going to order a replacement dimmer to make the 6-8 parking lot lights dimmable. Cannot change the percentage the light dim so is ordering two different preprogrammed settings to test. The plan would be that at 9:00 PM they will dim to 50% or 30% depending on which percentage we like. Dimmer cost is \$70 then installation is additional cost.
- Elevator is having weird issues, something to do with the call button, randomly dials.
- Small children push the elevator button a lot, looking for solution from company. Maybe put a box over button.
- Walk off mats should be ordered tomorrow. They were already approved
- Completion date for the audiovisual install in the Community Room is November 1<sup>st</sup>
- Sewer ejector alarm keeps going off. Fire Department was notified by alarm. The tech came out because water was not going down; it was determined that because of the short power outage it went into Manual mode, the tech put back into Auto mode. Should have been coordinated with Kevin Kelly but tech came earlier than scheduled time.

Jessie is having trouble knowing who to contact when problems arise. She needs a list of contact people. **Joe will get her an electronic list.**

**Jessi gave a list of items she would like the commission to consider using building money for. Should have been in original budget, but did not know items were needed until the library was up and running.**

FF&E Add-ons for PBC Consideration

1. Bulletin boards for community to see events and post events. Currently in kids and teen room, they meet fire rating standards the cost would be \$900 for library bulletin board and \$815 for community bulletin board, including installation.
2. More tables for the meeting rooms. Need bigger tables for crafts. And can use for small conference room, just need 4 more tables. Cost \$2,666

Mobile shelving unit cost is too high Jessi thought at \$4,607.20. Photography books and oversized materials are too big for the current depth of the shelving. Could put in gallery space to house the photography books if the library had a movable shelving unit. Nancy doesn't think we should use Tucker to buy the Mobile Shelving Unit because they are looking for additional money for storage costs for furniture that we delayed the date because the library was not complete. Joe thinks GC will pay storage costs not the town. **Jessie will consider other vendors for this item.**

3. Roller shades, do not have a price, not looking for approval, just consideration at this point. 3 rooms need them because of sun the small and large conference rooms. Staff offices do not have such a direct glare as the conference rooms, but shades would be helpful. 16 shades would be needed. Carl sked if vertical blinds were considered, but Jessi would like to keep them all consistent. **Jessi wants to do a little more research on this item.**
4. Leaf Blower
5. Burnisher and Sweeper; Burnisher was approved, but Kevin went back and negotiated for a sweeper too for the same price. It is going to stay at the library so there doesn't have to be another vote.
6. Addition of gutters on backside of library to stop the rain from hitting the stairwell

**Motion to approve items 1, 2, 5, 6, & 7 of FF&E Add-ons for PBC Consideration made by Carl Campagna Amount: \$10,886.11, Second by Larry Guilmette, Unanimous Vote (4-0)**

**Jessie she recommended Elizabeth Holthaus to replace Karen Canfield on the Commission.**

**Noel presented the library with the AIA Library award.**

**Public Safety Complex**

**Construction update:**

- Punch list: down to \$4,350
- Requisition does not equal but will next time around.
- Few open ended items
- Lori working to fix plugs
- Ongoing sediment issue causing hot water to come out of cold faucet and cold water to come out of hot faucet.
- Pump chamber cover is leaking sewer gas in public parking lot
- There is supposed to be a handicap button at front entrance

- A 4 or 5 inch pipe is dripping and causing mold to form on the ceiling tiles in fire station living area. Have not determined if it is a leak or condensation.

### **Budget Update:**

Moved some numbers into and out of certain categories we are close to end for contingencies. In very good shape with over \$400,000 left in contingency.

Still some open items that Steve spoke about in last meeting. CTA deal still working through, should be resolved by next meeting.

### **Two items need actions:**

#### **Execution of Change Order 12 - 6 PCO that were already approved**

**Motion by Carl Campagna to accept Change Order 12 in the amount \$55, 374.36, second by Larry Guilmette. Unanimous Vote (4-0)**

#### **Payment Requisition No. 21 in the amount of \$114,372.06**

**Motion by Carl Campagna approve Requisition No. 21 in the amount \$114,372 second by Larry Guilmette. Unanimous Vote (4-0)**

Nancy Holt presented Kevin Kelly wish list for housekeeping item from Home Depot/SupplyWorks totaling: \$4325.05

Jon (Vertex) said that contingency can cover costs.

**Motion by Carl Campagna to accept miscellaneous supplies required for Public Safety Complex, Larry Guilmette seconded, Unanimous Vote (4-0)**

### **Other Items:**

- Non Public Access at Fire department is not ADA accessible and it will cost \$106 to record and certify that will not use kitchen for parties.
- The chain link fence around the back of the Public Safety building needs to be moved back to facilitate snow removal. Should be moved before the ground freezes.

### **Next Meeting November 28, 2017**

**There being no other business, a Motion to adjourn by Carl Campagna, second by Larry Guilmette Unanimous Vote (5-0) the meeting adjourned at 8:46 PM**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

### **Oustanding Items and Next Steps:**

Jessie is having trouble knowing who to contact when problems arise. She needs a list of contact people. **Joe will get her an electronic list.**

### **List of Documents for October 24, 2017 Public Building Commission's Meeting**

- Agenda
- 8/15/17 Meeting Minutes
- List of FF&E Add-ons
- List of items requested by Kevin Kelly
- Vertex Construction Update/ Action Items Booklet
- AIA Award