



MEETING MINUTES
Public Building Commission
Tuesday, June 25, 2019
Emergency Operations Center
Public Safety Complex
7:00 pm

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

Committee Members Absent: Ed DiSalvio

Also in Attendance: John Miller, User Member; Linda Hayes, User Member; Steve Kirby, Vertex; Nancy Holt, Finance Director; Anthony Antonello, Advisory Committee; Deputy Mark Thompson, User Member; Chief John Murphy, User Member

Not In Attendance: Jessi Finnie, User Member; Elizabeth Holthaus, User Member; Chief Michael Stewart, User Member; Deputy Chief Al Elliott, User Member; Kevin Kelly, Facilities

The meeting was called to order at 7:01 PM by Stephen Shea.

Stephanie Holland entered the meeting at 7:06 PM.

Acceptance of Minutes:

Stephen Shea made a motion to approve the minutes with changes from the May 28, 2019 meeting, seconded by Larry Guilmette; Unanimous Vote (4-0)

Jennifer Kuhn, 20 Carrie Litchfield, said that she didn't think the public voted on the design for the Senior Center, only the funding. The Commission disagreed.

Senior Center Project: Steve Kirby

Meetings Held:

Meeting with Bob Vogel, Building Department and the architect from BH + A. Bob only had some minor issues with the design, his suggestions for the non-code issues included: revising the front façade facing the green to add a middle section of clapboard and adding brick to the 2

wings; making a second entry to the gym from the 2nd floor of the building; extending the lower roof over the porch to cover the entry doors to the senior center facing the green.

Project update:

- Estimate from Daedalus which should be within the budget
- Preparing for Planning Board meeting this Thursday at 7:00 PM
- Peer review from Merrill Engineers received
- 3 letter from the public received
- Request from Planning Department for a peer review of traffic report

Prequalification:

- Submitted the ad to the central register
- Ad to go in local newspaper and commbuys as well
- Monday July 1st prequalification package will be available and will be sent to the Town on July 16 - just a narrative, no pictures
- A Vertex email is being set up for questions regarding project

Need two members for the Prequalification Board from the Public Building Commission. Stephen Shea asked about the commitment. Steve Kirby said that they have to review the package, maybe one meeting to rank contractors and that Vertex will take the lead on everything. Stephanie asked when the meeting would be, Steve Kirby said after the packages arrive on the 16th.

Carl Campagna and Larry Guilmette expressed interest in being members of the Prequalification Committee.

Stephanie asked about the Design Review Committee, Steve Kirby said they are waiting to have a formal meeting with the Planning Board Committee.

Linda Hayes said that she had submitted a cover letter to the Design Review Committee.

Linda also said that Traffic Rules and Regulation submitted a memo to the Planning Board which was similar to what the Traffic Committee had said. Recommended to do a study of the traffic area and to add crosswalks. Steve Kirby said they are planning on having a meeting with the Traffic and the Design Committee

Jennifer Kuhn, 20 Carrie Litchfield, asked if the Commission could go over the meeting with Bob Vogel again, Steve Kirby said it was a meeting with the Building Inspector set up to review the plan regarding codes, Rachel Young from BH+A was in attendance. Jennifer asked how long the meeting was, Steve said about an hour and 20 minutes and that Bob had a few questions regarding codes that Rachel was able to answer for him. Stephen Shea said that the outcome of the meeting was that the building met all codes. Jennifer asked about the specific code questions that were asked. Steve said they included questions regarding the open staircase and the distance between staircases. Jennifer asked if the project included the gym and if it was

discussed, Stephen said the gym portion of the project only included a roof and a couple of bathrooms and the addition of an elevator. Steve Kirby said that Bob Vogel had asked if a second entry into the gym from the interior of the second floor could be added, Steve told him it would affect the number of stalls in the bathroom.

Susannah Green, 337 First Parish Road, asked about the main entrance in regards to the wind, she was worried about a wind tunnel going through the building. Stephen Shea said it will have two sets of doors similar to the library. Steve Kirby added that the architect was aware of the wind issue.

Linda Hayes said she had received a letter from 3 Gates 8th graders about reusable energy sources. Stephen said the equipment is energy efficient, but reusable energy is expensive with little payback (takes a long time to see a financial benefit). Steve Kirby added that solar impedes roof repairs and that the panels do not work when covered with ice or snow. He also said you would need a sophisticated electrical system.

Jennifer Kuhn requested a copy of the letter from the Gates students.

Jennifer Kuhn asked if the bills would be reviewed during the meeting, Stephen said they are reviewed after. Larry said it is administrative function that is done after the meeting and that they will not be reviewed in the meeting. Larry said you can look at the invoices tonight or you can request copies at Town Hall. Jennifer Kuhn said that Linda Hayes was not a Commission Member so she did not understand why she was sitting with the Board, Larry explained that she was a user member. Jennifer asked if there were bills reviewed in the last meeting, Stephen said yes, after the meeting. Stephanie explained that the invoices are approved in previous meetings, Stephen added that the money is already allocated when the Commission votes and that he is just reviewing and signing the invoices. Jennifer said she will request copies from Michele at Town Hall.

Public Safety Complex:

WSP Re-commissioning Proposal: In progress -- Steve Kirby said the Kevin Kelly has been working with WSP, they are still in the discovery stage, but it could lead to some changes.

Metal Outbuilding: Deputy Mark Thompson said that it is just about finished, electrician and plumber are almost done. Independent subs will finish the job. The outer area of building including the grading and final seeding needs to be done. Kevin Kelly is working to coordinate. Deputy Thompson said that we backed out the concrete apron portion of the project and that Mike Breen (DPW) may not have all the asphalt material needed to complete the job, so we may have someone else come in to do that work after the DPW does the prep work. Deputy Thompson added that we may be short on funds for the asphalt. He also said that we should be able to pay the Change Order for CTA once Bob Vogel completes his inspection.

Deputy Thompson added that Chief Murphy was concerned about the snow clearing operations because the snow may be pushed into the side of the outbuilding. Chief Murphy wanted to put in a jersey barrier for about \$3,800 and Kevin Kelly is looking into other options. Larry said a

jersey barrier is the best option. Carl said the base wall should have been elevated 3 feet as was suggested. **Kevin Kelly will reach out to Bob Vogel to set up the inspection.**

Stephen Shea made a motion to approve the CTA Change Order in the amount of \$27,730.97, the release of payment will be contingent on approval from Bob Vogel, Building Inspector, seconded by Carl Campagna; Unanimous Vote (4-0).

Rusted Gutter Bracket: Steve Kirby said that in order to get Greenwood moving, he has asked Dore and Whittier to share the cost of \$2,500. He further said that Vertex pay the amount of \$2,500 (taken off the Senior Center Project) the Town will pay \$5,438 and that Greenwood would pay \$10,348. The original offer is that Greenwood would pay half of the cost to replace the brackets (\$20,786). Steve Kirby said that we would not go through CTA, that it would be a direct billing. Nancy said she would treat it as a credit memo because you cannot move money in-between projects, Vertex will bill for the money and we will provide a credit. Steve said that we do not have confirmation from Dore and Whittier yet. Carl asked who would do the work, Steve said Greenwood because they have to add the gutter guards as well. Carl asked what they were putting in, Steve Kirby said powder coated aluminum brackets. **Stephen asked Steve to write-up a cautionary agreement to be approved next meeting.** Carl asked who would monitor the work, Steve said Greenwood. **Carl asked if we could have Kevin Kelly involved.** Stephen added that the Commission had not voted to approve this extra money.

Stephanie asked about the locker for the Public Safety Complex, Deputy Thompson said it was ordered and installed.

Outstanding Items:

- Domestic water pump booster (CTA)
- Hot and Cold water mixing (CTA)
- Mixing valve (CTA)
- Light switch controls (CTA)
- Clicking noise (CTA)

Library Update:

ADA Walkway:

Joe Sullivan sent a written update stating that Rose Construction was supposed to be on site Saturday, June 22, 2019 and had anticipated completion date of July 1, but that they did not show up.

Stephen is going to contact Joe to follow up on the ADA walkway. He felt that this is an urgent issue and should be treated as such.

Chief Murphy entered the meeting

Parking Lot:

Joe sent a written update stating that he was on site last week to review the water issue with the berm and believes there is enough room to create a small swale from the back of the parking lot to the rear end of the parking lot. This would alleviate the problem with the water running into the parking lot and creating hazards with ice.

Outstanding Items:

- The lightning protection system (Joe) no update
- Curb cut cost for full road, BOS approved
- Concrete injection to foundation (Joe) no update
- Lower level HVAC work (Joe) no update

Jessi Finnie sent a written update stating that BCM had assigned a Case Manager and a work order number for the lower entry way portion of the ADA project. She said she would update the Commission on the installation date once it is received.

Carl asked what the lightning protection issue entailed, Stephen said that the spires were falling off the roof.

Stephanie asked about the parking lot lights, Stephen said that Kevin Kelly was working on it.

Chief Murphy said that the sign in front of the Public Safety Complex was completed. The Town Administrator will make the guidelines as to who can use it. He added that the electrical came in a little high.

There being no other business to discuss, a motion to adjourn the meeting at 8:11 PM was made by Stephen Shea, seconded by Stephanie Holland; Unanimous Vote (4-0)

Next Scheduled Meeting: July 30th at 7:00 PM in the Selectmen's Conference Room

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Referenced Materials

- Agenda
- Meeting Minutes May 28, 2019

Follow up Items:

- Jennifer Kuhn requested a copy of the letter from the Gates students.
- Kevin Kelly will reach out to Bob Vogel to set up the inspection for Outbuilding
- Steve Kirby to write up a cautionary agreement regarding the replacement of the gutter brackets
 - Request that Kevin Kelly is involved with gutter replacement
- Stephen is going to contact Joe to follow up on outstanding items for the Library Project.

On-going Items

- Don Walter will find out what type of gutter bracket was installed and see if it is under warranty.
- Joe will email the cost of adding the curb and the stripping to the accessibility project.
- Joe Sullivan to get price for injecting the cracks in the library foundation
- ADA walkway
 - Stephen Shea is going to reach out to Jim
 - Jessi is going to look at the MAAB letter to see if there was an implementation date.
 - Jessi to forward a copy of the letter to Stephen
- Steve Kirby to send list of upcoming meetings for the Senior Center
- Steve Kirby said that a qualification package needs to be done because it is over \$10M and that a pre-qualification committee will be needed.
- Larry asked Steve to color code certain areas of the new site plan for Town Meeting.
- Linda said she would follow up with John Danehey, Chair of Board of Selectmen on how to present the Senior Center for the Town Meeting
- Gutter Brackets
 - Steve to contact architect about paying half of cost to replace brackets
 - Greenwood to add Gutter Guards
- Jessi will reach out to Kevin Cafferty about the DPW having part ownership of the ADA Walkway project.
- Shawn asked to have the new water boiler inspected so we have a paper trail.
- Noel will take pictures of the valley that developed on the side of the library causing the parking lot to take on water and freeze and send them to Nitsch
 - DPW was also looking into putting a gully in the area
- Kevin Kelly to give detailed update on booster pump alarm
- Linda to work with Senator O'Connor regarding the Commonwealth Bond Bill

Outstanding Project Items:

Public Safety Complex Project

- *Domestic water pump booster*
- *Hot and Cold water mixing*
- *Mixing valve*
- *Light switch controls*
- *Gutter bracket and gutter guards*
- *HVAC*
- *Click noise*
- *Metal Outbuilding*

Library Project

- *Parking lot issue (drainage), Joe was looking at with vendors.*
- *Finishing up the ADA work (Joe)*
- *The lightning protection system (Joe)*

(Cont.)

- *Ongoing drain issue in the lower level (Joe)*
- *Finish up the concrete work from the lower level HVAC project.*
- *Outside parking lot lighting (Town)*
- *Generator unit for building (Town)*