



**MEETING MINUTES**  
**Public Building Commission**  
**Tuesday, September 24, 2019**  
**Selectmen's Conference Room**  
**Town Hall**  
**7:00 pm**

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

**Committee Members Absent:** Stephanie Holland, Ed DiSalvio

**Also in Attendance:** John Miller, User Member; Linda Hayes, User Member; Nancy Holt, Finance Director; Steve Kirby, Vertex

**Not In Attendance:** Jessi Finnie, User Member; Elizabeth Holthaus, User Member; Chief Michael Stewart, User Member; Chief John Murphy, User Member; Kevin Kelly, Facilities; Deputy Mark Thompson, User Member

The meeting was called to order at 7:05 PM by Stephen Shea.

Since the Commission did not have a quorum, the attendees ran through the agenda topics as a discussion.

Minutes were read and there was no discussion or edits. There was no motion of acceptance at this time.

Steve Shea gave a board update and gave mention to the term renewal of members Larry Guilmette, Stephanie Holland, & Carl Campagna. There was a thank you of service and the commitment to the town for further service.

**Senior Center Project: Update: Steve Kirby**

Steven Kirby presented a high level overview of the recent Planning Board meeting. The end result was a positive vote for the project (3 to 2 in favor).

Steve mentioned there were multiple conditions and change of scope asked for from the Planning Board:

- There was a change request to take the stones from the new driveway opening and place it where the old opening would have been. The Planning Board would also like to have the same stones placed around the generator as screening. There was a possibility that there may not be enough stone to complete this scope. **The contractor will need to source comparable stone from an off-site source at a cost premium.** There were options on the closing of the old entrance that were sent to the Town Planner for review.
- There was clarity requested on the acoustical parameters for the generator enclosure. **The Planning Board's distance was moved from 3 feet to 7 meters per manufacturers standard.**
- The scope for the abutters fence was discussed. **The new spec. for the fence is to be 8 feet in height. The height of the fence will carry additional cost and also require special permitting through the Town.**

*Larry asked about the added wind sheer and the additional footing requirements. Steve Kirby did note that the fencing will carry extra cost and also require additional footings.*

- There was discussion on the complex parking lot lighting strategy and additional information was requested. The lighting is to work in a this method, it will be "on" for operating hours then shut off until dawn. The lights will need to have the capability to turn on to low light level through occupancy sensors. **This is a complex lighting scheme that may need custom programming and fixtures that will come at an added cost to the project. Steve Kirby is working with vendors on a solution.**
- **A condition was added that will require the addition of lighting to the temporary / expansion dirt parking area next to the soccer field.** This was not carried in original scope and costing. This will need to be worked into the current project.
- **They are requesting a full pre-construction meeting with the Town Planner and the appropriate Town Boards and departments.** Vertex will schedule as needed.
- There was general discussion on signage for the building. **All signage will need to be reviewed and approved by Planning Board.** The signage would include signs on the building and signs on the property.

*Linda brought up the point that the building name has not been fully vetted and approved. The COA needs to get this locked in and decide on with the appropriate parties. They are currently working on this.*

**The Commission discussed at a minimum, carrying a building name so it will be included in the project scope. The project will carry the name as it is now and will carry forward with a change order should it change in the future.**

Steve Kirby discussed schedule and where the key items stand with the project. The schedule is indicating demo and construction will begin this winter. The construction drawings and

specifications for the project are in the works and almost completed. Reviews will carry on once they are 100%. There will be a planning and scheduling exercise completed with the Recreation Department to ensure there is limited or no impact to their operations and programs.

- The plans are to be posted on the central register for bidding on Oct 3<sup>rd</sup> and will appear on the 9<sup>th</sup>. The contractor walk-throughs will be completed on the 16<sup>th</sup>.
- All contractors on the Prequalification exercise have been successfully passed and are eligible.
- The prevailing wage documents have been cleared and are with the State.

There was general discussion on the site parking and the Planning Board condition that the back parking areas will need to be reworked and paved to provide more spaces. **This new scope will need to be worked out and added to cost the project budget.**

*Steve Shea asked how the project was looking to fit into the allocated budget. Steve Kirby noted they are working on detailing it out and will have to manage to fit the budget approved.*

*Linda asked if there was an official ruling and documentation from the Planning Board. Steve Shea said he would send out the Planning Board conditions and approval documents to board.*

**There was no more discussion or comments on the Senior Center**

#### **Public Safety Complex Update: Steve Kirby**

- The WSP re-commission efforts : There are on-going efforts for the troubled areas and progress is being made. **Stephen Shea will request a full update from Kevin Kelly for next meeting.**
- The gutter bracket replacement project: Vertex is still working on the detailed proposal and costing. They will have the proposal ready to go next meeting. **They will get all documents and specifications together for presentation. Town to deal direct with Greenwood.**
- The metal building update: It was believed the building is completed and there was a certificate of occupancy granted. **Steve Shea will follow up with Mark Thompson for update.**

**There was no more discussion or comments on the Public Safety Complex.**

#### **Library Project Update: Stephen Shea:**

- The ADA walkway project is in progress and is working toward completion. Scheduling and communication with the contractor, Rose Construction, has been very difficult. There are

notes that the project will be completed in the coming few weeks. Part of the scope of is completing the lower level community room concrete work and the swale improvement work in the parking lot.

**There was no more discussion or comments on the Town Library Project.**

**The meeting was adjourned at 7:50 PM.**

***Next Scheduled Meeting: October 22nd at 7:00 PM in the Selectmen's Conference Room***

Respectfully Submitted,  
Stephen Shea and Lianne Cataldo (Recording Secretary)

### **Referenced Materials**

- Agenda
- Meeting Minutes

### **Follow up Items**

- Steve Shea said he would send out the Planning Board conditions and approval documents to Commission
- The WSP re-commission efforts : There are on-going efforts for the troubled areas and progress is being made. **Stephen Shea will request a full update from Kevin Kelly for next meeting.**
- The gutter bracket replacement project: Vertex is still working on the detailed proposal and costing. They will have the proposal ready to go next meeting. **They will get all documents and specifications together for presentation.**
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### **On-going Items**

Additions to Senior Center Specifications:

- Carl asked about walkway pads for equipment. Rachel Young said it could be added to the scope.
- Carl asked to add H20 loading for manhole covers to the specifications.
- Steve Kirby wants to make sure the gutter are not damaged when they are removed to add the gutter brackets.
- Stephen Shea asked Steve Kirby to send him copies of all the responses regarding the Senior Center
- Rusted Gutter Bracket:
  - Jon will talk to CTA, who has been silent in looking for a solution up to this point.
  - Jon will write up a proposal with all the different product types and costs and get Dore and Whittier's opinion on each.
  - Gutter Guards still need to be added
- Kevin Kelly will reach out to Bob Vogel to set up the inspection for Outbuilding

- Jon Lemieux to write up a cautionary agreement regarding the replacement of the gutter brackets
  - Request that Kevin Kelly is involved with gutter replacement
  - Don Walter will find out what type of gutter bracket was installed and see if it is under warranty.
- 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
  - 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:**

- *Domestic water pump booster: Alarms have subsided, but not completely eliminated. GGD was getting involved (incomplete)*
- *Hot and Cold water mixing: Work to replace mixing valve has made a difference Need more follow up on water quality (incomplete)*
- *Mixing valve: see above*
- *Light switch controls: No progress. Kevin Kelly will pursue (incomplete)*
- *HVAC: Ongoing, but the building is working well. We will need to address the supplemental heat and cooling in the EOC. Kevin Kelly will discuss with WSP and GGD when he returns*
- *Clicking noise- No update*
- *Jersey Barriers added to Outbuilding area*
- *Rusted Gutter Bracket: Steve Kirby said that Jon Lemieux is working on it, no response from CTA. Greenwood gave pricing for aluminum and galvanized steel brackets. Approximately \$20,000 and \$26,000, respectively.*

#### Library Project

- *Parking lot flooding issues: Noel working on*
- *ADA Walkway project: They were going to do it over the weekend, but we were worried about neighbors because they were not contacted in advance. Joe is meeting tomorrow to make a schedule and plan for curb cuts, crosswalks, etc.*
- *Repair lightning protection: Having trouble getting vendor back*
- *Tree Replacement: 6 trees replaced*
- *Generator: On hold*