

PERMANENT BUILDING COMMITTEE  
Minutes – July 18, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, Gifford Perry and John Porter. Also present: Facilities Director James Kelly; Fairbank Community Center Study Task Force representatives Jack Ryan (Council on Aging), Richard Williamson (Parks and Recreation Commission) and Sarah Troiano (Citizen-at-large); David Levington.

The meeting was called to order at 7:30 p.m. at the DPW.

Minutes The minutes of the July 2, 2013 meeting were approved.

Fairbank Community Center Complex Master Plan Review of the Request for Qualifications (RFQ) commenced with comments from the Task Force representatives that a multigenerational and interconnected building was desired and that a determination as to whether or not the wing housing the School offices would be an integral part of a renovated or enlarged building is most important in regard to determining an appropriate approach to roof repair/replacement.

Mr. Blake advised that the purpose of the document is to solicit qualifications of those architects responding and that the specifics of the project would be discussed with the architect chosen. As to a determination regarding replacement of the flat roof, it was noted that an article would be submitted in accordance with the Selectmen's schedule for Town Meeting consideration and could be withdrawn if warranted.

Decisions were made as to the area for the market analysis and other wording changes were accepted such as those relating to the business plan requirement and schedule changes. The fee change to \$70,000 was approved. It was agreed that the study should proceed as if the Schools were not building occupants.

The notice was submitted for a Central Register publication date of July 24, with a site visit on July 31 conducted by Mr. Kelly. Proposals are due on August 15 and will be available for pickup by Committee and Task Force representatives on August 16. A review meeting at which architects will be selected as finalists will be held on Tuesday, August 20, at 7:30 p.m. followed by interviews scheduled for Tuesday, September 10, at 6:30 p.m. (interviews at 7, 8, and 9 p.m.). A decision for contract award will be made at the September 10 meeting following the interviews.

Police Headquarters Project A final review of the RFQ for final design based on The Carell Group schematic was conducted, noting that the hiring of an Owner's Project Manager (OPM) would be precedent to review of the submitted design proposals to enable the OPM's participation in the hiring process. A schedule was formulated providing for the OPM response to the OPM RFQ on August 15 with shortlisting by the PBC on Thursday, August 22, interviews on August 29, and award and contract on August 30. Architects responses are scheduled for submission on August 29 with shortlisting by the PBC with the OPM's assistance on September 5 followed by interviews on September 12.

It was determined that the OPM's scope will include providing a Clerk of the Works for the project.

Mr. Melnick and Ms. Jones will prepare the RFQ for the OPM and the contracts for both the OPM and Architect. Central Register publication is scheduled for July 31 at which time the documents will be available for distribution by Mr. Kelly's office.

Nixon MSBA Roofing Project Mr. Melnick reported that completion of the membrane installation is expected by Friday or Monday with flashing to follow. The proposal from Silktown Roofing for skylight replacement was too high; therefore, a quotation for reglazing will be solicited by the Facilities Director.

The Committee and Mr. Kelly reviewed the drawings prepared by Simpson Gumpertz & Heger for the encasement of the cracked steel column for use in solicitation of a repair proposal.

Other Projects Mr. Melnick informed the Committee that the Nixon cafetorium shingle roof has deteriorated significantly and should be replaced. It was suggested that the funds remaining from the Nixon MSBA project could be used. A Town Meeting vote on an article for roof replacement will be required to authorize use of these funds.

Town Hall Study The Committee will meet with BH+A Architects to review findings and schemes under development for the Town Hall. On the advice of the Town Manager, it is understood that the Board of Selectmen will make the ultimate decision from a choice of schemes after meetings conducted with the departments involved, the public, and the Town Manager.

Meeting Schedules The next meeting is scheduled for Thursday, July 25, at 7:30 p.m. at the DPW for the BH+A presentation. A schedule pertaining to upcoming meetings in connection with the selection of the Architect for the Fairbank Master Plan and the selection of the OPM and Architect for the Police Station Design Project will be prepared and sent to the members.

There being no further business, the meeting was adjourned at 10 p.m.

Respectfully submitted,

Elaine L. Jones