

PERMANENT BUILDING COMMITTEE  
Minutes September 12, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, John Porter and Tom Joyner. Also present: Facilities Director James Kelly; Joseph Sziabowski; Selectmen Leonard Simon and Charles Woodard.

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

Police Headquarters Design Project Present: Architect Gregory Carrell; William Murray, P.E., Places Associates; Owner's Project Managers (OPM) Paul Griffin and Neil Joyce, Construction Monitoring Services (CMS). As an introduction for the members of the Board of Selectmen present, Mr. Melnick reviewed the historical context of this project leading up to the 2013 Annual Town Meeting vote proposed for design and construction at \$7.5M which was reduced and funds voted for design only at \$627,000. Chief Nix also noted that the impetus for the 2013 ATM action was a plumbing failure which made it acutely apparent how the department itself would be affected by any failure inherent in a building of this age and condition.

Selectman Simon suggested that the current project momentum should be supported by a public relations effort going forward presenting a Town Center "municipal face" which would include the public safety campus as an integral part. Selectman Woodard confirmed that the Board of Selectmen will lead this effort which will be included in the Capital Plan under development. The Carrell Group will provide dimensional sketches illustrating the Public Safety complex. In connection with these visuals it was noted that the Fire Department will be utilizing its side entrance as its main entrance.

The parameters of the site survey to be conducted by Places Associates to take place during the next week were discussed. The survey will include the project perimeter, topography, and edge of wetlands affected and will not include the entirety of the lot. Mr. Kelly informed the group that the Sudbury Conservation Coordinator will be flagging the wetlands on September 18; consequently it was determined that no Resource Area Delineation filing is warranted.

Mr. Murray stated his intention to do test holes for septic and stormwater completion and would be making application to the Board of Health for certification. The Town DPW will supply a backhoe for such purpose and notify Dig Safe. It was agreed that the Town Manager would be requested to sign any applications on behalf of the Town as "Owner". All site investigations will be coordinated with the Fire Department. It was suggested that any anecdotal or historical information as to testing or soil conditions related to the construction of the Fire Headquarters might be useful for this project if available in Mr. Carrell's files.

Other issues which will be reviewed in the design process will include: required capacity of the Police Headquarters tight tank and the ability/necessity to serve both public safety (Police and Fire) buildings; building orientation; parking taking into account Fire Department requirements; windows/landscaping at the westerly side of the building; antenna type and location; Sudbury Housing Authority (SHA) driveway and walkway location and lighting. Many of these issues will be impacted by the site investigation and topographical findings. Relative to the building

orientation, it was noted that site location (proximity to tall trees) precludes the placement of solar panels on the Police Headquarters roof.

Mr. Carrell will meet with Chief Nix and the OPM to review design requirements on September 17. The Chief and Facilities Director are gaining useful information relevant to design from visits to other Police Stations, such as, the interior building surfaces of Sudbury's building should be constructed of durable/no maintenance CMU.

Mr. Carrell will send his fee proposal when finalized to Mr. Melnick for subsequent discussion.

Meeting notes prepared by The Carrell Group (TMG) are to be used as an administrative tool for the Architect and are not intended as an official record.

Owner's Project Manager Contract Given that the major design work is expected to be completed by December 31, 2013, subject to permit hearing schedules, some project work is expected to continue through to Town Meeting in May. As Construction Monitoring Services (CMS) projects eight months of work in total, Mr. Melnick will discuss the payment schedule with them on that basis.

Membership It was on motion unanimously voted to appoint Joseph Sziabowski as an Associate Member for a term to expire May 31, 2015.

Nixon MSBA Roof Project Mr. Melnick is in the process of talking with PMA, the project manager, concerning bill adjustment reflecting the Clerk's rate.

Fairbank Community Center Complex Master Plan All firms interviewed have been notified of the decision to award the Master Plan project to BH+A and the Board of Selectmen is expected to approve the award by the Town Manager at its September 17 meeting. A kickoff meeting with BH+A and the Fairbank Task Force representatives will be scheduled.

Meeting Schedule The next meeting will be called as necessary by the Chairs.

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

Respectfully submitted,

Elaine L. Jones