

PERMANENT BUILDING COMMITTEE
Minutes - October 30, 2008

Present: Chair Michael Melnick, Co-Chair Elaine Jones, Craig Blake, Bruce Ey, Thomas Joyner, and Frank Schimmoller. Also present: Elizabeth Radoski and Lynne MacLean, Historical Commission; James Kelly, Building Inspector.

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

Minutes. The minutes of September 17 and October 16, 2008 were approved. The minutes of September 19, 2006 were tabled. The Town Report for 2008 was approved for submission.

DPW Project. The Committee approved submittal of a correcting journal request to debit the DPW funds in the amount of \$1,168 for Casello Electric work paid by the Building Department.

Mr. Kelly requested that Mr. Melnick obtain Mr. Elozitz's opinion as to whether the Kanaflekt fans are still needed given the recent equipment modification, stating that there have been various problems with the operation of the fans.

Loring Parsonage Project. Members of the Historical Commission confirmed that as the Loring Parsonage is within the Town Center Historic District, is considered as being on the National Register.

Prior to commencement of interviews with the architectural firms, Mr. Blake reported that he interviewed the client references provided by E. R. Racek Associates and LPBA/Architects, Inc. and both companies received excellent references.

E. R. Racek Associates, 180 Canal St., Boston, MA 02114.

Eugene (Gene) Racek, Architect and Principal-in Charge, informed the group that his firm has been in business since 1977 and consists of three architects, two of whom are registered. Mr. Racek presented an overview projects on which the firm had worked and which he believed to be relevant to the present project. Gene, as the Project Manager for this project, would do forensics and employ consultants as necessary for the investigation phase. Additionally, Ralph Buonopane of the Westwood Historical Commission would be on the project team as a preservation consultant.

Mr. Racek expressed his opinion that the most important decision to be made is to determine the period for which the restoration would be designed. Mr. Racek and the group discussed the timeline of the project and the critical path, noting that Historic Districts Certificate of Appropriateness was necessary for the project to proceed. Mr. Racek opined that his firm could complete the work within the projected timetable.

LPBA/Architects, Inc. 28 Penniman Road, Boston, MA 02134.

Ronald J. Alex, Architect and Principal-in-Charge, and his partner Architect Francesco Garofala, presented the firms credentials. It was noted that the firm began as a partnership in 1981 and became incorporated in 1987. The firm does mostly public sector work with building envelope and historic preservation being the firm's specialty. Mr. Alex would be the Project Manager for the study phase and Mr. Garofalo would be the Project Manager for the design phase. Several examples of the firm's work were given together with how problems presented in the projects were solved. It was recommended that structural forensic work be performed first and this would be a reimbursable expense. This would be

followed by the historical investigation. Mr. Alex opined that his firm could complete the work within the project timetable.

At the conclusion of the interviews, the Permanent Building Committee, acting as the Designer Selection Committee, compared each firm's representations and qualifications. Of the two firms, E. R. Racek Associates was determined to be the most suited for this limited project.

Therefore, the Permanent Building Committee, with the concurrence of Building Inspector James Kelly and Elizabeth Radoski and Lynne MacLean of the Historical Commission, will recommend to the Town Manager that the design contract for the Loring Parsonage, as set forth in the advertised Request for Proposal, be awarded to E. R. Racek Associates, in the amount of \$10,000, for the following reasons:

- Scope of services offered and their appropriateness to the project scope
- Recent experience in historical restoration projects similar in scope within the last five years
- Excellent references
- Qualifications in the area of historical restoration
- Perceived ability to work with Town personnel and Committees
- Accessibility of designer to the project area
- Ability to meet schedule
- Financial stability of the firm
- Cost control experience
- Achievements demonstrating design excellence
- Demonstrated familiarity with the public bid construction process.

It was unanimously agreed that Mr. Melnick would act as the PBC liaison to the Loring Parsonage project.

Annual Town Report The Committee approved the draft PBC Annual Town Report for submission.

Meeting Schedule The next meeting will be called as necessary at the discretion of the Chairs.

There being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Elaine L. Jones