

PERMANENT BUILDING COMMITTEE

Minutes – November 19, 2020

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, Nancy Rubenstein, Jennifer Pincus, Anuraj Shah, and John Kraemer. Also present: Facilities Director William Barletta.

The ZOOM meeting hosted by Facilities Director William Barletta was called to order at 6:30 p.m. by Co-Chair Elaine Jones.

Recording and Sudbury TV Presentation A motion to allow recording only was made by Co-Chair Jones to initiate the conversation. Extensive discussion took place which included statements regarding the benefit to the larger public which is very interested in the Fairbank Community Center project and the associated design and construction process, the potential problem with public negotiations in the context of contract pricing, and the potential problem with the rendering of and public perception of opinions by PBC members in the decision making design review process. It was noted that the issue of negotiations could be solved by use of Executive Sessions for this purpose and representatives of each of the user groups would be attending the meetings with the ability to report to their constituencies. At the conclusion of the discussion, the motion was withdrawn with a motion substituted to allow recording and subsequent Sudbury TV presentation which was approved by all members.

Fairbank Community Center Recognizing the importance of project cost control affecting the contractual requirements for the Owner's Project Manager, the Architect, and the construction contractor, after extensive discussion the members agreed upon the project timeline and associated meeting schedule set forth as Attachment A to these minutes.

Noting that the hiring process is pursuant to the requirements set forth in statute, utilizing a previously issued document for discussion, the members developed the scope of services to be included within the Request for Qualifications (RFQ) to be issued relative to the Owner's Project Manager (OPM) solicitation. The scope requirements set forth in all phases (design, construction documents, bidding, and construction administration) will be included by reference in the Agreement to be executed upon selection of the OPM.

The scheduled Committee meetings will include OPM RFQ review, determination of three most qualified firms, interview of the three firms chosen, determination of the best qualified proposer, review and negotiation of the contract price, and recommendation to the Town Manager for award of contract for OPM services.

In accordance with the usual process of appointing a PBC member as the PBC's internal Project Manager to act as the point person to manage the project design/construction progression, attend project meetings, and to transmit information to the full Committee concerning the progress or decision needs, Ms. Jones suggested that, if agreeable, Jennifer Pincus and Nancy Rubenstein would be Co-Project Managers given the anticipated required level of effort for the Fairbank Community Center project. Given their respective backgrounds both members would be qualified to perform the required duties. Ms. Pincus agreed to serve and Ms. Rubenstein will take the appointment under consideration.

Town Hall Restoration Project PBC Project Manager Craig Blake reported that, by mutual agreement, the application to the Historic Districts Commission (HDC) for a Certificate of Appropriateness (COA) for the Town Hall Renovation project has been withdrawn without prejudice at the request of the HDC Chair. Mr. Blake noted that the role of the HDC is to review the proposed Town Hall renovation with respect to maintaining the historical significance of the Town Hall's exterior appearance and issue a Certificate of Appropriateness to allow for the construction of the renovations after public hearings on the proposed design and as approved by the HDC. Due to the complexity of the project, the HDC was of the opinion that virtual public hearings for the COA were not an effective means of transferring information concerning the proposed design options and requested that the project be tabled until Sudbury town buildings were reopened to the public and public hearings could be held within the Flynn Building as per normal non-pandemic HDC protocol. Additionally, the HDC has had a turn-over in membership which requires project education which would be best implemented with a re-submitted application at a later date for which in-person hearings can take place.

Minutes The minutes of the October 29, 2019 and November 5, 2019 meetings were approved unanimously by members Elaine Jones, Michael Melnick, and Craig Blake as the members in attendance at that meeting with the ability to vote. The minutes of the January 2, 2020 meeting were approved unanimously by members in attendance at that meeting being Elaine Jones, Michael Melnick, Craig Blake, and Jennifer Pincus. The minutes of the August 19, 2020 meeting were approved unanimously by members in attendance at that meeting being Michael Melnick, Elaine Jones, Craig Blake, Jennifer Pincus, Nancy Rubenstein, and Anuraj Shah. The minutes of the August 27, 2020 meeting were approved unanimously by members in attendance at that meeting being Michael Melnick, Elaine Jones, Craig Blake, Jennifer Pincus, and Nancy Rubenstein. The minutes of the September 2, 2020 meeting with one addition to the wording by Mr. Shah were approved as amended unanimously by Michael Melnick, Elaine Jones, Craig Blake, Jennifer Pincus, Nancy Rubenstein and Anuraj Shah.

Meeting Schedule The next meeting of the PBC will be held virtually on Tuesday, December 1, 2020, at 7:00 p.m. It is intended that the OPM RFQ and contract documents will be finalized at that meeting.

There being no further business, the meeting was adjourned at 11 p.m.

Respectfully submitted,

Elaine L. Jones, Co-Chair
Permanent Building Committee