

## PERMANENT BUILDING COMMITTEE

Minutes – June 16, 2021

Present in Person: Co-Chair Elaine Jones, Craig Blake, Jennifer Pincus, and Anuraj Shah.

Present on ZOOM: Co-Chair Michael Melnick, Nancy Rubenstein, and John Kraemer, Fire Chief John Whalen, Kaestle Boos Associates Inc. (KB) Principal-in-Charge Todd Costa, Project Manager Kevin Witzell and former Principal Michael McKeon (retired). The combined in-person Flynn Building and ZOOM meeting of the Permanent Building Committee (PBC) was called to order by Co-Chair Jones at 7:15 p.m.

Fire Station No. 2, Boston Post Rd. PBC Project Manager Craig Blake introduced those present virtually and by phone for the discussion: Fire Chief John Whalen, Kaestle Boos Associates Inc. (KB) Principal-in-Charge Todd Costa, Project Manager Kevin Witzell and Architect Michael McKeon (retired).

Mr. Blake prefaced the meeting by indicating that this is effectively the project kickoff as Town Meeting has approved the funding for Phase I of the project (living/office portion only) based on the schematic budget of \$4,300,000 submitted by KB.

With the schematic design for the entire project initially completed, KB indicated that with the division into Phases, the conceptual plan has been developed for Phase I and the schematic is about 90-95% complete. Therefore, it was noted that the contract tasks will require completion of the schematic through design development, bidding, construction, and closeout. Mr. Blake noted that relative to contractual matters, the PBC will require the KB proposal to include a schedule for all work.

Co-Chair Jones asked KB if a site plan with metes and bounds had been completed for the project to date. As the proposed Phase 1 concept requires two access points from the private road (Western Site Drive) to the west of Lot 6 (Fire Station lot) two access easements will be required from National Development. It was requested by Mr. Blake that KB include the drafting of the easement plans in their proposed scope of work and fee for the project. Mr. Blake also noted that he has been informed by the Planning Director of the various approvals required including site plan and design review and submission of a Notice of Intent under the Town's Wetlands Protection Act bylaw.

As to construction schedule, Mr. Melnick requested KB look at the proposed schedule to see if the foundations could be completed before the winter ground freeze. KB indicated that based on historical data, bidding the project in the 2022 January/February time frame with documents completed by the end of 2021 may result in better bid results. Chief Whalen stated that there was no need to rush the project as his primary objective was for the Town to get the most value for its construction dollars. KB will develop the project schedule taking into account obtaining the required permits and the level of effort required to design a cost-effective, first rate fire station.

It was confirmed that the budget prepared by KB and presented at Town Meeting included 5% of construction as pricing for both an Owner's Project Manager (OPM) and a Clerk of the Works in total. Ms. Jones noted she would revise the Request for Proposals drafted in 2017 originally for

the entire project but never issued for the Committee's consideration in going forward with the approved Phase 1.

Further discussion included the plan for wastewater treatment which will be performed by National Development under agreement with the Town. Chief Whalen noted that the connection point to the National Development sewer system is at the rear corner of the lot behind the existing station and the existing septic tank (to be demolished during construction) is located within the footprint of the proposed building.

Upon conclusion of the Fire Station portion of the meeting, it was determined that KB will send its proposal by email directly to Co-Chair Jones. Ms. Jones stated that the contract was expected to be in a similar format as that previously executed.

Minutes Ms. Pincus and Mr. Kraemer stated that they both had desired revisions to the draft minutes of the June 10, 2021. It was suggested that they both forward their revisions to Co-Chair Jones for incorporation into the draft for review and approval at the next meeting.

Other A question deemed to be urgent by Ms. Pincus, one of the two Fairbank Community Center Project Managers, related to a potential change order and the ability for a Project Manager to approve out-of-scope changes without full committee authorization was briefly discussed before a member of the public pointed out that the subject was not on the Agenda and therefore such discussion was not in compliance with Open Meeting Law. The topic was tabled until a future meeting.

Meeting Schedule The desire of the PBC was expressed to meet on the Fire Station project every two weeks, alternating with the Fairbank Community Center project, with notification to KB.

There being no further business on the Agenda, the meeting concluded at 8:15 p.m.

Respectfully submitted,

Elaine L. Jones