

PERMANENT BUILDING COMMITTEE
Minutes – February 16, 2023

Present: Co-Chair Elaine Jones, Co-Chair Craig Blake, Jennifer Pincus, Mark Sevier, and John Kraemer. Also present: Combined Facilities Director Sandra Duran and Christopher Eberly (Vertex OPM).

The meeting was called to order at 5:00 p.m.

Fairbank Community Center Project Also present: BH+A Architect Joel Bargmann

Relative to FF&E (Furnishings, Fixtures & Equipment), Mr. Bargmann informed the group that discussions were held with all three user groups going over room by room FF&E requirements confirming the final choices and numbers. He noted that a large part of the discussion with the users included storage and filing cabinets and that colors also were reviewed. While the final contract documents have not yet been received, Mr. Bargmann opined that the pricing is still below the target budget and that no advance payment is required.

Therefore, in was on motion unanimously voted to recommend to the Town Manager to fund the purchase of FF&E to be described on the RedThread purchase order/contract up to the maximum of \$505,000,

Other Fairbank matters discussed included a unanimous vote for payment for the security cameras installed at the Fairbank site in response to a condition of the Town's Builder's Risk policy. Quotations received from the Town's IT Director for consulting services and equipment will be forwarded to Mr. Eberly for discussion at the PBC's next meeting.

DPW Building Roofing and Office Space Renovation For information only, Ms. Duran provided the various options for reconfiguration of the DPW building conference room to accommodate office spaces to be utilized by the Building and Facilities Departments, the Conservation Commission and the Board of Health. Due to the scope of the project, the Combined Facilities Director will be managing this capital project rather than the PBC.

Relative to the Request for Designer Services (RFDS) for the DPW Roof Project, Mr. Blake and Ms. Pincus provided edits to Ms. Duran's draft. The final RFDS will be advertised by the Combined Facilities Director. The designer services scope will include the preparation of a professional estimate for the roofing work to be incorporated into an Article sponsored by the Combined Facilities Director for consideration at the 2023 Annual Town Meeting.

Meeting Schedule The next meeting will be held on Thursday, March 9, 2023.

There being no further matters for discussion, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Elaine L. Jones, Co-Chair