

PERMANENT BUILDING COMMITTEE  
Minutes – June 15, 2023

Present: Co-Chair Elaine Jones, Co-Chair Craig Blake, Jennifer Pincus, and Nancy Rubenstein.

The meeting was called to order at 7:00 p.m.

Membership Appointment Present: James Kelly

Mr. Kelly was welcomed and thanked for his interest in becoming a member of the Permanent Building Committee (PBC). Mr. Kelly shared his background as a former Town of Sudbury Facilities Director combined with his interaction with the PBC at the time, his present employment as a Building Commissioner for the Town of Lexington, and his interest in serving as a member of the PBC. Mr. Blake will submit a letter of recommendation to the Select Board (SB) for the upcoming SB interview of Mr. Kelly.

Fire Station No. 2 Project: Present: Construction Monitoring Services OPM Neil Joyce and KBA Architect Kevin Witzell.

Mr. Joyce updated the Committee as to the construction process to date: the completion of exterior finishes on the north and west with exterior work continuing; commencement of interior shower stall installations; drywall installation completed allowing electrical panels and sprinkler installations.

Relative to the completion of the installation and backfilling of the tight tank at the rear of the Station, Mr. Blake explained that the tight tank was to accommodate apparatus washing and that the wastewater would be piped to the Meadow Walk facility per Agreement. Mr. Blake also reported that a site plan modification has been approved for an antenna behind the Station for which the Town's contractor, Construction Dynamics, will be responsible for the foundation installation.

Mr. Joyce informed the Committee that the budget update is 49.6% complete based on cost. He also commented that the building completion was expected in September with FF&E mid to late September and security procurement is commencing.

Fairbank Community Center Project: Present: Vertex Owner's Project Manager Christopher Eberly. BH+A Architect Thomas Scarlata present for discussion of Change Orders.

Mr. Eberly updated the Committee relative to the construction progression including:

- binder of asphalt paving installation sloping for water drainage;
- waterproofing of building
- mockup of exterior siding
- definition of center portion
- roofing definition
- gym framing with challenge of closeness to other building
- drywall installation in some areas and some painting in others.

It was also noted that Ms. Duran has accompanied the user groups on tours of the ongoing construction which has been very much appreciated.

Pool piping is occurring mostly around the dive pool and the issue of the main drain in the dive well is in the process of being addressed. The Town Manager has approved the change to the grating at the pool perimeter which is a long-lasting solution and one which will not affect the contractor's schedule.

There is no awareness of delivery issues relative to schedule although they are tracking the door frames. There has been discussion with Colantonio over ownership of the door framing changes in one area of the building.

Transition planning, including work with the Technology Department on several issues, is commencing with two meetings already held with a subset of users providing time for the departments to prepare for the move. An extensive schedule for preparation was included for information in the meeting package. Plans will be in place for both recycling and disposal of items not required for operation in the new building. Forty-five thousand dollars has been budgeted as the expected cost of the move which is expected to occur at the end of October through November 6.

Mr. Eberly presented Change Order 46 relative to the necessary removal of the existing EIFS on the pool walls which presented a conflict with the framing. The work itself has been performed on a time and materials basis and approval is requested for a Change Order for work on the north and west wall only at this time. Upon recommendation by Ms. Pincus, Committee members voted unanimously to approve the Change Order in the amount of \$13,429.25. It was noted that this is the first of two Change Orders expected relative to the issue.

Mr. Eberly noted his concern that as presented in the Potential Change Order (PCO) log, the Change Orders to date show that about 50% of the contingency has been spent though the total when projected change orders are included is at 77%, with only 55% of the project built.

In response to a question from Mr. Blake concerning that status of the switchgear, Mr. Eberly explained that while the cabinets that will house the switchgear have been received and are in the process of installation, the actual switchgear has not arrived but is on schedule for delivery in July.

Ms. Pincus and Ms. Duran will review the first 6 of the technology equipment invoices from ePlus (phones) and Whalley Computer Associates (wireless access points) and advise on appropriate payment processing through Vertex, who will then incorporate them into their vendor invoice package to be sent for payment. These invoices have received approval by the Town's Technology Department. This same process will be followed for invoices from the furniture and AV vendors when they are received.

In response to a question posed by Select Board member Lisa Kouchakdjian relative to the audio-visual design, it was noted that it has been completed and will be reviewed prior to bidding.

DPW Roof Update Ms. Duran reported that the design contract has been negotiated with Russo Barr (SOCOTEC) and signatures of the Town Manager and Finance Director are being

requested. It was noted that the work on the building's roofing will allow the installation of solar panels which will provide savings double the electrical cost for the building itself.

Minutes The minutes of May 11, 2023, were approved as revised with regard to the Fairbank signage. (3 in favor, 1 abstention).

Meeting Schedule The next meeting is planned for July 13, 2023 at 7:30 p.m.

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Elaine L. Jones, Co-Chair