

## PERMANENT BUILDING COMMITTEE

Minutes – January 17, 2024

Present: Co-Chair Elaine Jones, Co-Chair Craig Blake, Jennifer Pincus, Ahnu Shah, and James Kelly. Also present: Combined Facilities Director Sandra Duran.

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

Fire Station No. 2, Boston Post Rd. Project PBC Project Manager Craig Blake informed the Committee that a Certificate of Substantial Completion has been sent to the Town Manager for signing and that the office/living quarters are in operation. The process of reinstating the Fire Station as covered under the Town's insurance has been started. Also reported were today's installation of the emergency generator and the completed painting of the apparatus bay. Change Order No. 4 has been submitted and expected to be approved by the Town Manager in the amount of \$6,700 relative to the installation of a pressure reducing valve on the incoming water service as it was determined that the incoming water pressure was too high for the newly installed backflow preventer to operate correctly.

Minutes The minutes of November 8 and December 6, 2023 were on motion approved unanimously. It was noted that no meeting was held on January 11 due to a lack of quorum.

2023 Town Report The 2023 Annual Town Report was approved unanimously for submission on motion of Craig Blake, seconded by Ahnu Shah.

Other Town Projects Combined Facilities Director Sandra Duran reported that the DPW roofing design is in its final stages with few points remaining including coating of the metal roof and fasteners but the project implementation itself is weather dependent. Relative to the Fire Station No. 3 roof it was noted that it is in extremely poor condition due to the shrinking membrane and leaks in the overall roof. The project has been advertised and a non-mandatory walk-through is scheduled for 1/19 in preparation for contractor submittals of bids. The project will include stretch code requirements including extra insulation and a tighter building envelope. Additional funds will be requested at the Annual Town Meeting for \$85,000 and the contractor will be in place. Ms. Duran also reported that she is pursuing new energy efficient roof for the Hosmer House to replace the old current roof.

Fairbank Community Center Project Present: OPM Christopher Eberly, Project Executive, Vertex, Inc. and Architect Thomas Scarlata, BH+A.

Mr. Eberly informed the Committee that the initial building is now open with access through the Sr. Center entrance or the temporary entrance through the Park and Recreation (P&Rec) section at the front of the building. All parking should be at the Sr. Center/SPS entrance or at the Haskell Field parking lot utilizing the crosswalks to access the building walkway. Abatement of the old building has been completed and demolition will be proceeding along with working on the new entrance to the P&Rec section and the construction of the exterior restrooms. A virtual tour of the new building's exterior and interior was presented, noting that the rear area is not accessible in order for the grass to grow. The Committee was also advised that the General Contractor's schedule is holding firm with the Recreation portion to be completed March 12 and the exterior timing not settled but expected to be completed by the end of May.

In regard to procurement of furnishings through Red Thread, Mr. Scarlata is working to achieve resolution of the initial order and payment. After discussion relative to the purchase of additional furnishings to accommodate the reconfigured layout for the aquatic office and another office and the appropriateness of the mobilization charge for Phase 2 furniture installation, the Committee voted unanimously to approve the amount of Red Thread Quotation No. 847134, dated December 19, 2023, inclusive of delivery and mobilization charges in the amount of \$2,170.10. Terms and conditions are still to be resolved.

The budget and expenditures were summarized by Mr. Eberly, noting that there while there are no new Potential Change Orders (PCOs), there are almost \$600,000 in estimated and pending items under consideration which would result in a balance of available contingency funding in the amount of \$828,805.

The hazardous materials abatement of the existing Fairbank building roof was discussed as to the use of unit pricing and the square footage of the roof employed for the procurement. Mr. Eberly stated that the total amount of the cost will be based on the actual work performed - with a credit for the foundation damproofing amount and a debit for the increase in the abated roof area based on the lower square footage in the bid package.

Mr. Eberly then presented the issues which have arisen after occupancy which include requests for things that do not work operationally which have been expressed on a worksheet prepared for the users distributed by Ms. Duran, the Combined Facilities Director. The users' responses provided on the worksheets include requests for changes which are not part of the project that they would like to modify, added items, and for those within the project which are not working properly or are breaking (warranty items). Approximately 50 responses have been forwarded to Mr. Scarlata to determine the effect on contracting. Some of the items will be done by the Facilities Department given the timing. The poles and netting for the volleyball court have been approved to move forward with the costs included within the FF&E budget.

Considerable time was expended on discussion regarding the resolution of the Command Access bathroom kits' wave function not working properly due to interference. The wave function plates/push panels were procured, specified and installed, but do not function in some areas. Kay Bell, a former member of the Commission on Disability, was in attendance for the discussion and provided her opinion that consistency throughout the building was important noting that some of the members advocated for the system on the basis of freedom of movement but did not know the details. The consensus reached by the PBC members was to direct Mr. Scarlata to resolve the issue by eliminating the wave function for both the inside and outside of the bathroom doors. This will have no implications on accessibility from a code standpoint. Ms. Duran will inform the Commission on Disability.

In regard to drainage issues posed by Mr. Blake and the Town's Engineering Department., the project Engineer has responded appropriately to comments from Mr. Blake and the DPW on their proposed remediation plan. A meeting to discuss further with the consulting engineer is being planned.

As to the General Contractor's claim related to the Eversource delay and resubmittal, Town Counsel has opined that the terms of the contract prohibit approval of a monetary claim.

As to discussion of the process to be utilized for release of contract retainage approval upon substantial completion and availability of a punch list, Ms.Pincus will work with Mr. Scarlata on what retainage to release upon review of the next requisition.

Mr. Scarlata informed the Committee that he has sent information relative to the SPS AV procurement to OCKERS for a credit and also noted that he will be meeting with Red Thread on site to review the furniture issues on the warranty spreadsheet as well as the punch list items.

After presentation of the request of Vertex to extend the Owner's Project Management services including discussion of personnel and schedules, it was on motion of Ms. Jones, seconded by Ms. Pincus unanimously voted to recommend to the Town Manager acceptance of the Vertex proposal dated January 9, 2024 for an extension of the service level in the amount of \$186,278.

Meeting Schedule The next meeting will be held on Tuesday, February 20, 2024, at 7 p.m.

There being no further business, the meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Elaine L. Jones, Co-Chair  
Permanent Building Committee