

PERMANENT BUILDING COMMITTEE

Minutes – October 1, 2024

Present: Co-Chair Elaine Jones, Co-Chair Craig Blake, Ahnu Shah,, James Kelly and Jennifer Pincus who joined a few minutes late. Also present for reporting: Combined Facilities Director Sandra Duran.

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

Facilities Director Update on Projects Combined Facilities Director Sandra Duran informed the group of progress on various projects as follows:

- Fairbank Community Center Drainage Project began yesterday with the add alternate handicapped parking spaces which are expected to be delineated this week by the contractor;
- DPW Office roofing project by SOCOTEC shingle portion completed with a change order agreed relative to a change in material with a credit to the Town and is now ready for solar panel installation; issue resolved on metal roof with the 25-yr. manufacturer's warranty requiring clips and coating with the extra cost involving a discrepancy in drawings; the cost is to be shared as specified in a Change Order with the project still under budget;
- Fire Station No. 3 (North Rd.) roof work is complete and under budget, with the punch list signed off and awaiting paperwork for final payment;
- Facilities space and condition assessment including capital costs in process by the Facilities Department with Alpha Facilities and is going well; the project involves SPS and Town buildings and includes the Town Hall roof; additionally Haskell Field will be explored in conjunction with the P&Rec Department; Space analysis by Alpha Facilities ongoing involving SPS, the Historical Society, and the DPW;
- Development of a work order system with capital predication in progress;
- Atkinson Pool 100% design development cost estimate and drawings prepared by architect Sorenson are under review internally which when completed will require value engineering as the cost estimate came in high; no mechanical room addition is required given the added ventilation; while now reopened, the dive well is still leaking, some of which may result from evaporation but the last pool repair work by Colantonio is holding. Quantification of the water loss to determine whether loss is from use or leakage was explored and included a risk assessment.

Fairbank Community Center Project: Present BH+A Architect Thomas Scarlata.

BH+A Architect Thomas Scarlata informed the group as to items addressed or to be addressed relative to the FCC project as follows:

- Certificate of Occupancy granted 9/27; there is a meeting Wednesday for the drainage work, after which he will check on the landscaping work including warranty on trees (noting one bad tree located near the sign already under warranty); an operational MEP warranty walkthrough to take place on Wednesday;
- Relative to the basketball court – while the gate and fence has been fixed the surface defects still need repair. He will check to see if this work has been completed.
- The AV package invoices are ongoing, with \$54,000 remaining of the contracted \$490,000; the cost for 2 additional monitors - for the multipurpose room and Sr. lounge - has been developed,

with the labor requirements reviewed independently by resident Mr. Pincus based on his professional expertise; the work is expected to be completed in October except for some of the additional work;

- Relative to a Change Order for an additional exit sign requested by the Fire Department the work is complete with pricing appropriate;
- Review of the mechanical equipment installed in Phase 1 will be undertaken to insure there are no warranty issues
- BH+A is working on an acoustic design solution involving a high CAC rated ceiling tile to replace the existing tiles, to be proposed to Colantonio; BH+A is awaiting review from their acoustic consultant Acentech.
- BH+A is also working to resolve the installation issues involving the barn door- Placement of additional handicap parking spaces for use by seniors on the Sr. Center and SPS lot is under construction.

As to the new drainage contract, Mr. Scarlata informed the group that Woodall Construction is preparing the site for the structures and piping, most of which have just arrived on site and that a trench permit has been acquired; work is expected to be completed by the beginning of November.

Minutes The minutes of September 3, 2024 were approved as presented by unanimous vote.

Membership After discussion as to the upcoming type of design work predicted as mostly mechanical and the ability to serve as a project manager, it was on motion by Mr. Blake to recommend to the Select Board that Katherine (Kay) Bell be appointed to the Permanent Building Committee as a voting member for the two-year term to expire in 2026 [May 31], The motion was seconded and passed in a 3-2 vote.

It was also on motion by Mr. Blake to recommend to the Select Board that John Mann be appointed to the Permanent Building Committee as a voting member for a three-year term to expire in 2027 [May 31]. The motion was seconded and voted unanimously.

Meeting Schedule The next meeting will be held on Tuesday, October 29, at 7 p.m. upon confirmation of Ms. Duran's ability to attend.

There being no further business, the meeting was adjourned by unanimous vote at 8:48 p.m.

Respectfully submitted,

Elaine L. Jones
Co-Chair, Permanent Building Committee