

PERMANENT BUILDING COMMITTEE

Minutes – November 19, 2024

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

The meeting was called to order by Ms. Jones at 7:35 p.m.

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

Mr. Eberly reported the following;

- the Certificate of Substantial Completion punch list issues have been resolved including painting, masonry, flashing, masonry cracks, some tree replacement
- Mr. Scarlata has looked at the landscaping and found it substantially complete with any warranty issues to be investigated in the Spring especially in regard to the tree near the building sign.
- Colantonio's balance is \$47,000 which includes the cost of the barn door which will be hung in the first week in December
- Woodall's work on the drainage project is also substantially complete with a balance of \$8,691.32.

Further discussion included the budget estimate (\$180,000 construction plus \$20,000 contingency) for the potential additional acoustic work, and according to Mr. Eberly leaving approximately \$400,000 of the \$900,000 TM article for contingency funding remaining.

Ms. Jones has apportioned all costs of the entire project into fifteen allocations of funding and will provide the information to Mr. Eberly for comparison with his records.

Additional televisions are also planned with one each for the Senior Center lounge and the Park and Rec corridor at a projected total cost of \$9,000 and one large TV in the multipurpose room projected at \$24,000 still under consideration.

Relative to the acoustic issues, the proposal (Bulletin 158) to be presented to Colantonio has changed from extension of the partitions to the underside of the roof decking, which were deemed to be costly and not practical, to a plan less costly and less intrusive which was described in detail by Mr. Scarlata and deemed in his opinion to be the best plan. While the work involves disconnection of some devices, removal of ceiling tiles and replacement with tiles that have an improved acoustic rating, it is expected to take less time, and provide the least disruption in that it reduces the time needed for vacating of the premises by the users. Ms. Pincus had several questions regarding various technical aspects of the approach and potential for some sound transmission which were addressed by Mr. Eberly and Mr. Scarlata. Ms. Duran informed the group that she has discussed the details of the proposed project with the School Department and she would like to proceed with the Bulletin 158 project.

At the conclusion of Mr. Scarlata's presentation and comparison of BH+A's estimate with the Vertex estimate, it was on motion by Mr. Blake seconded by Ms. Pincus to accept Bulletin 158 to be presented to Colantonio with a request for a proposal to complete the associated work.

Ms. Kay Bell, a newly appointed member, was welcomed to the Committee.

Atkinson Pool Renovation Project The Combined Facilities Director Sandra Duran informed the group that the roofing bid received represents a good value at a lesser cost than projected and also noted that Vertex has been utilized for OPM services during the Sorenson Partners design phase of the renovation project but a more formal contract is desired. At this point the design phase for the pool work including HVAC is complete with 100% construction documents and an estimate expected on December 2. Bidding is expected to take place in mid - December with award possibly at the end of January 2025.

It was noted that Vertex put together a budget identifying line items not previously included by the Architect including builder's risk insurance, testing, moving and relocation, and administrative items. Alternates were provided for a schedule change regarding the timing of the project. A contingency amount was added and value engineering provided some optional cost reductions. Four separate budgets representing varying levels of VE and schedules were presented. As a result of comparison to known sources of funding, all of the budgets as presented by Mr. Eberly will require additional funding, possibly through a Town Meeting article.

Schedule options were explored. Mr. Eberly warned that the earlier March/April construction start could pose a challenge regarding lead time for the poolpak. It was also noted that taking into consideration the Park & Rec summer camp schedule and utilizing August to September for pool work would also allow better timing for roofing and HVAC work. Mr. Eberly suggested that doing the pressure testing prior to bidding, thereby extending the design time and bid date by a month, would provide better certainty of the issues. However, Ms. Duran emphasized that obtaining an earlier estimate of construction cost via the bid process with the current bid schedule would allow time for submission of an Annual Town Meeting article which would include a request for additional HVAC and air flow approaches including duct work. If funding is approved and with the additional design work requested at a potential cost of \$10K, the contractor would be requested to address the cost at that time with a change order. Mr. Blake disagreed with the change order process which in his opinion would cost more. Ms. Duran countered with her explanation for why the bid date should not be delayed.

Mr. Eberly provided and explained the Vertex lump sum proposal for Project Management of the pool project, with tasks outlined utilizing Mike Bonfatti as the Project Manager for a four-day week schedule with the days approved by the PBC, noting that use of an on-site Construction Site Manager would be an option, but a more costly one. The detailed tasks and schedule requested for approval included direct reporting of the vendor invoice package to Combined Facilities Director Duran rather than the PBC as a cost-effective process. Schedule considerations were noted including November needs of the LS Swim Team and, given Park and Recreation requirements, an August 15 construction start is believed to be more appropriate for the work.

Mr. Eberly noted items not included in the proposal as well as the costs for optional work, also noting that design work would be required for a qualitative analysis as to whether some items can be scheduled for a later project perhaps with another firm. An estimated cost for construction administration has been requested from Sorenson relative to an August-November

schedule and is expected shortly. A \$158,000 place holder has been budgeted in addition to whatever they have been previously contracted for but this work would not include design work for the HVAC.

Use of any contingency left from the Fairbank Community Center project was also discussed.

After much discussion, on motion by Ms. Pincus seconded by Mr. Blake, it was voted unanimously to recommend to the Town Manager extension of the Vertex contract to oversee the pool projects for a sum not to exceed \$166,000. It was also noted that the cost may be actually lower.

Other projects Ms. Duran informed the group as to the additional capital projects:

- 50% design of Hosmer House roof with more work to be performed related to added insulation. (Redesign at suggestion of Historical Commission for consideration of other insulation methods.)
- Fairbank EV chargers should be done by the end of the month.

Fire Station Outbuilding - Four architectural firms have submitted their qualifications for the design process, requiring establishment of a designer selection committee. After some discussion, a committee of 2 or 3 – Mr. Blake, Ms. Bell and possibly Mr. Mann – was settled on. Schedules were established as follows: individual reading and ranking should be performed by Tuesday 12/10, and interviews will be scheduled for Tuesday, 12/17 and/or Wednesday, 12/18. Once a firm is chosen, a solicitation of a cost proposal would be required. One building housing at least three garages similar to the Police Station outbuilding is intended and two locations are available.

Approval of the DPW metal roof coating has occurred and it is now ready for SOLECT, which will be moving forward in the next couple of days. Contractual issue related to the EPDM flat roof is under discussion. There is no leaking occurring.

Mobilization for the new Facilities staffing offices is commencing tomorrow to begin construction.

Minutes The minutes of October 1 and October 29, 2024 were approved unanimously.

Meeting Schedule The next meeting will be held on Tuesday, December 17, 2024, at 7 p.m.

There being no further business, the meeting was adjourned by unanimous vote at 10:37 p.m.

Respectfully submitted,

Elaine L. Jones
Co-Chair, Permanent Building Committee