

Permanent Building Committee  
March 22, 2016  
Minutes

PRESENT: Cam Daley, Bernie Goba, Jack Fisher, David Wildnauer, Phil Wild

ALSO PRESENT: Bryan Jarvis, Deputy Chief Mackenzie, Lt. Joe Zanghetti, Chief Carmichael, Chief Bailey, Courtney Riley, Jim Johnson

Mr. Goba convened the meeting at 6:40 PM.

On a motion by Mr. Wild, second by Mr. Daley, the Committee voted (5-0) to approve the minutes of the March 8, 2016 meeting.

Mr. Jarvis began a review of the vendor invoice packages submitted by Compass and the Committee reviewed each of the invoices. Mr. Gregory explained that he would be emailing the packages to Committee members during the first part of the month after review by the Town Accountant so that the PBC will have time to review before their recurring meeting on the 4<sup>th</sup> Tuesday of each month.

On a motion by Mr. Daley, second by Mr. Wild the Committee voted (5-0) to approve the invoice for Police Station (Carell Group - \$51,000).

Mr. Goba noted that the final design of the police station needs further refinement during design development.

Mr. Jarvis provided an update on the police station project. Efforts are underway to schedule borings on the site. FF&E planning is underway to identify items needed for the building. Technology procurement is being developed as well. The next PBC meeting is scheduled for April 12<sup>th</sup> – Carell Group will be present to present the 50% design development drawings. The retaining wall is currently being studied by Places Associates to explore ways to stabilize the wall. Places Associates is also finalizing their grading plan to see the impact of the existing foundations. The grading of the entire site (police station and COA building) is thought at this time to involve minimal fill (if any) to be taken off site. Mr. Fisher inquired about efforts the Town might make relative to sustainability and the possibility of installation of solar panels.

Mr. Jarvis explained that Compass and the Town agreed to re-structure the OPM fee on the police station project to delay invoicing on the police station project management until the construction phase of the project begins.

Mr. Johnson spoke about the importance of having a community outreach event on South Street at some point during the spring explaining that the EPA and other groups have expressed an interest in participating.

On a motion by Mr. Wild, second by Mr. Daley, the Committee voted (5-0) to approve the invoices for the Fire Station (Compass - \$9,285; SSA - \$45,150).

Mr. Jarvis provided an update on the fire station project explaining that test pits and borings are being planned and proposals have been received by Compass for asbestos abatement work at the old fire station. The Town has received legal confirmation from Town Counsel that we do not need to install an elevator, pending affidavit approved by the Board of Selectmen. Discussions are underway to address the fuel tank issue with some consideration for the design of a new fuel island given the age of the existing fuel tank. It is currently being sited at the rear of the site. A temporary operations draft matrix is being development to get quotes to install and disassemble; discussions with various vendors are underway to refine costs. The Building Commissioner is up to speed on the code requirements for temporary operations. Total estimate for temporary operations is still in the \$300,000 to \$500,000 range. SSA will have the SD package out to the estimator next week with a total SD estimate available for the April 12<sup>th</sup> PBC meeting. Lt. Zanghetti explained that there is currently police IT equipment in the fire station basement that needs to be removed before demolition. Work is ongoing currently to identify and resolve the connectivity issues associated with both public safety building projects.

On a motion by Mr. Daley, second by Mr. Wild, the Committee voted (5-0) to approve the invoice for the Council on Aging building (\$5,625 – Compass).

Mr. Jarvis explained that the Town has tentatively reached agreement with Catlin Petrovick Architects on a fee for the design of the COA building. The firm is working with Town Counsel currently to finalize the contract document.

The next meeting will take place on April 12<sup>th</sup>. Meeting room TBD.

The meeting adjourned at 7:20 PM.

Respectfully submitted,

Thomas Gregory  
Assistant Town Administrator

Referenced materials

PBC Agenda for 03-22-2016

Vendor Invoice Packages prepared by Compass Project Management