

**Permanent Building Committee  
Meeting of January 16, 2014**

**Approved 8-27-15**

A duly called and posted meeting of the Permanent Building Committee was held at Town Hall, at 7:30PM, January 16, 2014 Present: S Langer, M King, S. Norwood, R Shupe, Andrew To *Others:* Dore & Whittier – Trip Elmore and Mike Burton; SMMA – Joel Seeley; C.A. Crowley – Marty Vickey; HKT Architects – Bill Hammer; CBI Consulting – Wayne Lawson; School Reps – K.C. Kato , Diane Campbell; BOS Rep – Barbara Searle

Meeting called by Stephen Langer at 7:34

**Citizens Speak – None**

**Fiske & Schofield Reno**

Dore & Whittier – Trip Elmore, Mike Burton, Andrea O'Toole  
SMMA – Joel Seeley, Jen Soucy

OPM Contract

Handouts: D&W General tasks list & Staffing allocations

- OPM Meeting Minutes (1/9/14) –Minutes left open until MK allowed to review.
- OPM Contract: D&W continues to review.
- Inspector General CM@Risk Application
  - Submit when contract with architect is executed;
- Schedule – on or around beginning of October
  - School Com(SC) question on timing to allow Advisory time to review; Goal is October 1<sup>st</sup>.
- Communications – OPM is hub of communication; use architect (SMMA) if OPM not available–
  - Line of communication- 1<sup>st</sup> D&W, then PBC admin/asst;
    - Most communication will be through meetings (staff, facilities, etc)
    - OPM to bring everything to PBC;  
Schedule all meeting through D&W;
    - School visits/investigation not qualified as meeting
    - S C direction that all meeting requests go through Superintendent Lussier
    - SMMA
      - school side-meeting cover programming , fit up and cafeteria;
      - SC suggests including SPED personnel in programmatic meetings
    - FMD – life cycle cost analysis; RShupe to attend FMD meeting
- SMMA Contract- PBC and D&W want to receive contract on whole project;
  - Sent D&W contract for review;
  - Town issued RFS to SMMA;
  - SMMA to include an expanded scope of service (anything foreseen) in proposal;
  - Allowances – Track allowances; if exceeds, do amendment;
    - Site surveying
    - Hazardous material investigation – Contact UEC
    - HVAC sys acoustical service – baseline
    - Energy evaluations/ modeling – life cycle costs/cost savings, analysis of new installations;
    - Food Service – Schofield –
    - Traffic consultant – replacing pavement, no curb cuts, SMMA can do onsite parking plans;
    - FF&E- built in cabinets, etc
    - Permitting
      - Expect to be considered MINOR – DRB, parking permit, water supply protection district — may need to be an allowance;
  - Request revised proposal from SMMA

**PS&FS HVAC**

Marty Vickey - CA Crowley

- Project Schedule
  - SD submission – 70% review First week of February
  - CDs First week of March
  - Need bids in hand a few weeks before Town Meeting (3/31/14)
  - Bidding period to be revised from 6 weeks to 4 weeks
  - Construction Schedule – 20 weeks
- Police Station – HVAC
  - Estimate \$638,764
  - Replace all VAV boxes,

PBC Min 1-16-14 approv

- Major components,
- Automatic temperature control sys,
- Outdoor condensing unit and refrigerant piping
- Possibly boilers
- Controls - PBC wants FMD involved; metasys is proprietary (Viking has done work in the town)
- Scheduling duct testing- after approval process/formality of paperwork
- Boilers
  - Should they be replaced
    - There is still 5-8Yrs of life in them
    - B Searle will discuss with the BOS;
    - MV to confirm cost of new boiler

**It was moved and seconded to approve duct testing in the amount of \$5,997.20. It was approved 4-0**

- Fire Station – HVAC
  - Estimate \$659,180
  - Replace all vav boxes,
  - air handling unit,
  - boilers,
  - portions of ductwork,
  - new reheat coils
  - New purge exhaust sys for apparatus and maintenance bays,
  - New gas fired package RTU for sleeping area
  - Kitchen renovation undetermined; commercial kitchen equip not required
  - EMT sleeping area – new HVAC will comply with code; Engineer to discuss with BI;
  - Duct testing to be scheduled
  - Roofing unit – structural engineer to evaluate; RTU on roof

Discussion:

- Adjust scope of work- 70% drawing would be point we could decide items to be add/deduct
- Bid as one project or two projects?
- Phasing
  - walk through w/ liaisons and determine project impacts on building use
- Standard front end specification – look at Crowley's and combine w/ town's;
- CORI check do during lead time
- FS HQ Air Quality Short term memo discussion
  - Outdoor air is closed off, some control devices not working but could be reactivated;
  - PBC directed OPM to send memo to FMD;
  - Engineer to arrange meeting with Balancer and FMD to review

**PBC Cap – Architect's Bundle - HKT**

- Fire Station Floor
  - Meeting last week (Thursday 9<sup>th</sup>) M Velji, J McDonough, K Mullaney, J Peterson, B Hammer, and manufacturers rep
    - no floor available that can stand chains for extended period of time;
    - Best solution is to lay down mats,
      - Dpty Chief concern that sometimes they don't back onto the mats properly;
      - Mats are very heavy
      - Current mats are 2' wide
      - Get 3' mats that are longer
      - Be sure material doesn't stain new floor
    - Coating on the floor is not original and 12 years of oil was on floor before this coating applied. Concern about new epoxy adhering to oil stains;
- Estimate
  - \$12/sq ft and includes striping
  - surface prep, patching concrete,
  - replace grates w/stainless steel;
- MS Donizetti Plaza- finalizing design –
  - Recommends concrete not pavers;
  - Present pattern options for paving (c1, c2, c3, c4),
  - Present options for wrought iron rails w/ or w/o;
  - in all options the walls need to be rebuilt, skateboard deterrents, trash receptacle
  - Railings

- Install so do not damage louvers,
    - both sides,
    - but right side only where chases are, keep at current height
  - PBC – prefers pattern option c1 – but too busy
  - BH will revise drawings
- Warren Repairs
  - Roof water testing found where water was cutting in. No through flashing installed;
  - Top attached roofing, will be replaced with a metal cap
  - Linoleum tiles – met w/ rep –
  - install a walk off carpet at back entrance to second set of doors and at 2<sup>nd</sup> set of stairs
- Hunnewell Roof-
  - White roof TPO roof w/ sump– not worth replacing;
  - Suggest provide another relief drain;
  - Cut back insulation
  - Create a trough to the two drains
  - Scheduling/ Cost Estimates –
    - Drawings and cost estimate at approx 70%
  - HKT to send progress drawings at end of next week for comments before get final CDs (will send electronic and will overnight hardcopies)

**PBC Capital – CBI**

- MS Auditorium Seating
  - No lead content – OSHA requirements
  - May need minimal surface prep
  - Decisions to be made on seat
    - Structure of model preferred,
    - Quality of fabric; fireproofing required
    - Working with Highland to try and expedite the seating manufacturing schedule
  - Quality of carpet
  - PBC to work with small group to generate a color palette
- Seat samples at the Middle School - Feedback
  - Middle seat preferred – red palette;
  - Options for armrest shape and materials?
  - Anything acoustical issues?
  - WL to go to MS next week and look at options for that chair;
  - DC to take a picture of chair people prefer and will send to KM
  - WL to remove sample chairs
- Schedule –
  - Estimate due next week
  - Plans available for bid feb 19<sup>th</sup>,
  - GC bids due mar 19<sup>th</sup>,
  - Funding April 10,
  - Submission mid May,
  - Contract complete by end of May, June 2<sup>nd</sup> place order w/ manufacturer ( in order for a contract to be signed, the town accountant needs to certify the funds are available) ;
  - DC will verify plans to paint auditorium ceiling – perfect time while floor is empty

**PBC**

- BOL job description to HR

AUDIT- Have not seen letter.

**It was moved and seconded to approve the following invoice. It was approved 4-0.**

Federal Express	Inv#2-518-67967 mailing to MSBA	\$ 17.34
C.A. Crowley	Inv # 0001295 Police & Fire Sta HVAC-Survey & Report	\$ 17,210.00
Kenzo Floor	Inv 5048 Game lines for coaches boxes	\$ 1,150.00
Columbus Door Co.	Inv 88521 Door hardware at science rooms and band room	\$ 4,990.00

The meeting was adjourned 11:30PM.

Respectfully submitted,

PBC Min 1-16-14 approv

*Katheryn Mullaney*

Katheryn Mullaney  
Projects Administrator