

**Permanent Building Committee  
Meeting of June 19, 2014**

**Approved 7-31-14**

A duly called and posted meeting of the Permanent Building Committee was held at Town Hall, at 7:30 PM, June 19, 2014. Present: S Langer, M King, S Littlefield, R Shupe, Andrew To; *Others*: BH+A – Dick Thuma; Dore & Whittier – Mike Burton, Andrea O'Toole; SMMA – Joel Seeley, Jennifer Soucy, Chris Racine; School Reps – Wendy Paul;

**Citizen Speak: none**

**Town Counsel**

- Tom Harrington, from Miyares & Harrington, is the new Town Counsel (TC) effective July 1, 2014. This is an opportunity for Mr. Harrington to meet the committee and review some basic, important policies. He is visting all committees.
- **Open Meeting Law** – This regulation can be awkward for those boards that need to make immediate decisions; it is important to maintain transparency while achieving efficiency;
  - An agenda should be more detailed, rather than less;
  - Committee should avoid raising topics within 48 hours of a meeting; committee can either
    - b) discuss w/out vote
    - c) vote and repeat vote at next meeting to maintain transparency;
  - All deliberations must take place in an open meeting;
  - Use of emails; board can comment, but not vote
    - Committee could authorize a member to make immediate decisions; a full committee vote should take place at next meeting;
- **Executive session (ES)**: Town Counsel discussed the guidelines for going into ES;
  - All votes must be use a roll call, including motions to enter and leave ES;
  - Security – there is wide latitude forgoing into ES to discuss security issues;
- **Public Records**
  - Plans produced for security related work are not public records. Example: WHS construction plans apply to several trade contractors; Mr. Harrington recommended issuing security plans separately
- **Conflict of Interest** Ch 268 state Ethics Law – Contact Town Counsel with any questions about possible financial interest that may be a conflict; a form that will clarify perception of conflict can be filed;
- **Payment and Performance Bonds**
  - Current versions are acceptable
- **MSBA** - Mr. Harrington works with MSBA regularly;
  - WMS Window Replacement project: Counsel agrees it “falls under PBC;”
  - Recommends talking with MSBA if PBC feels the work cannot be completed within expected 18 months;
- **MBE WBE** – this can be discussed while preparing next contract.
- **CORI** – TC thinks there should be a town wide policy. TC will talk with other boards and departments;
- **Insurance** - Always discuss coverage with MIIA, contracts should require submission of policies in addition to certificates;

**Fiske Schofield**

**It was moved and seconded to accept D&W 5-22-14 meeting minutes. It was approved 6-0.**

- **Permitting Update:**
  - Schofield – site plan approval submission and schedule
  - Fiske – ZBA Hearing July 24<sup>th</sup>; DRB – June 25<sup>th</sup>; NRC tree removal hearing on July 15<sup>th</sup>
- **MAAB Variance** – SMMA sending packet clarifying arguments for variance requests;
  - Fiske
    - Building entrances at East & West classroom wings
    - Door clearances at Gym entrances
    - Accessible pathway to play structures
    - play structure is not handicap oriented; Equipment vetted by DPW; playground structure gift to be installed this summer; ground to be rubberized;
      - OPM to contact Park & Tree Dept
    - Existing walkway from side parking lot
    - CM to calculate cost to make changes;
  - Schofield-
    - Library entrance
    - Doors clearances at Nurse, principal & teacher's lounge;
  - **Hazmat Testing** : Establish baseline IAQ before begins
  - **Security**
    - PBC accepted recommendations from meetings with TSG and School Dept:
      - Fiske – 7 exterior cameras, 6 interior cameras; access control at 5 exterior doors; intrusion system to be replaced with HS model;

- Schofield – cam – 7 exterior cameras, 7 interior cameras; access control at 5 exterior doors; add motion sensors to perimeter rooms;
- Door hardware Issues
  - Classroom lockdown – interior thumb turn lock
  - Exterior Doors: Schofield – remove hardware on exterior of classroom; it used to get access to roof; FMD preference is not proprietary;
  - Toilet Room Hardware – locks at ganged toilet rooms;
- **Locker Color:** being reviewed
- **Schofield Sewer Ejector system:**
  - SMMA memo summarizes operation, condition and options;
  - PBC asked architect to investigate if it could be included in current project without being detrimental to tight schedule or if it should be a stand alone project , when could it be done; 4-5 weeks to complete job –
- **Construction Schedule:**
  - OPM to prepare letter to Selectmen indicating impact of STM schedule on project;
  - PAWS: may need alternative location for programs in summer of 2016;
  - Schofield – entire interior work to be completed in first summer except for abatement of hallways
  - Vacation periods used to work on pipe trench abatement;

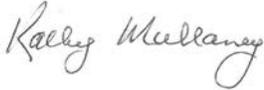
**It was moved and seconded to approve June 5, 2014 minutes as amended. It was approved, 5-0**

**It was moved and seconded to approve the following invoices. It was approved, 5-0**

kmullaney	Reimbursable - Registry Travel	\$	8.08
kmullaney	Reimbursable - Food for retreat 6-18-14	\$	76.95

The meeting was adjourned at 10PM.

Respectfully submitted,



Katheryn Mullaney  
Projects Administrator



