Permanent Building Committee  
Meeting of January 10, 2019  
Town Hall 7:30PM  
Approved

A duly called and posted meeting of the Permanent Building Committee was held at the Town Hall, 7:30PM, January 10, 2019.  
Present:  
T Goemaat (TG), D Grissino (DG), M King (MK), S Littlefield (SL), L Shind (LS)  
Others:  
R Donahue (RMD-Advisory), M. Martin (MM-SC), M. Freiman (BOS), Steve Gagosian (SG), Abbie La Francesca (AL), Kevin Kennedy (KK), Linda Chow (LC-SC), Steve Kirby (SK-Vertex), Ryan Foster (RF-MKA), Dick Elliot (DE), Fred Bunger (FB-SEC), Wendall Kalsow (WK-MKA)

Citizens speak
- Lise Olney requested that the PBC take up the proposed SEC guidelines and support their adoption.

Town Hall Envelope
- SK of Vertex (Project OPM) summarized the Proposed Change Orders (PCOs) which comprise Change Order #2 which includes paint removal, replacing steel straps, and raising the existing roof hatch and flashing at HVAC penetrations. DG confirmed that all items were discussed with him and that he reviewed them in the field.
- SK presented Allegrone Requisition #7 and DG cited no issues.

Middle School Piping
- KK updated that they had a hygienist walk through areas of concern and UEC believes that current scope of work across three vendors will address all concerns of removal. The proposals were authorized to proceed.
- DD presented 4 drafts of proposed proprietary approval. MK requested contacting the AG’s office to ensure that the necessity is defensible for the boilers.

It was moved and 2nd to approve proprietary usage for Schlage, Metasys, and Simplex, approved 5-0.  
- KK requested guidance from the Committee regarding daily liquidated damages rates. SL indicated to have dates in the contract and make the contractor cover if heat is not up and running. MM requested strong language for this item as any loss of heat is a massive issue. TG requested that the engineer provides a write up regarding expectation of heat relative to the new boilers.
Middle School Systems/Bundle

- SG provided a written explanation of defining a 25-year school.

New Business:

- SG presented the final draft of the OPM manual and the Committee approved while requesting additional wording for the OPM to work with neighbors and fix a couple of found typos.

Other PBC Business:

- SG and AL sat with Town Counsel regarding the SEC’s request for SG’s participation in crafting their guidelines document. A position memo from SG, as advised by Town Counsel, enables him to participate through clarifying mandates and procedures, and project processes. TG indicated that if the SEC would like to insert something new that would affect PBC process, they need to come back to the PBC Committee for discussion.
- SG provided the Committee with an updated project item tracking of outstanding to-do's which is down to two items currently and several completed and archived.
- MK provided an update from the SBC where they have reduced to 4 options for Hunnewell and will interview 4 OPM candidates.

Tolles Parsons

- TG indicated that a heater issue continues to be addressed after changing out thermostats.
- TG updated that, since the last meeting, the sewer has backed up twice and that a concise letter to the contractor will be sent indicating the problem.

PBC Administrative Business

It was moved and 2nd to approve the minutes for the PBC Meeting 12/13/18, approved 4-0 (MK abstained.)

It was moved and seconded to approve the invoices as submitted, approved 5-0.

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<thead>
<tr>
<th>Project</th>
<th>Vendor</th>
<th>Invoice #</th>
<th>Description</th>
<th>Amount</th>
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Meeting was adjourned at 9:11 PM

Respectfully Submitted,
Stephen D. Gagosian,
Design & Construction Manager

Posted 1/25/19 10:18AM