

Permanent Building Committee  
Meeting of June 16, 2022  
Online Meeting 6:00PM  
Approved

A duly called and posted meeting of the Permanent Building Committee held via online mediums, 6:00PM, June 16, 2022  
PBC Present: D Grissino (DG), T Goemaat (TG), M King (MK), S Littlefield (SL), M. Tauer (MT)  
Staff: S. Gagosian (SG), A. La Francesca (AL), G. Remick (GR)

**Citizens speak**

- None

**Schedule of Projects**

- SG presented a project schedule “look-ahead” inclusive of current and future projects which will be overseen by the PBC. SG raised the timing for requests of design funds for Morses Pond, DPW/HWY facilities, and replacement of the HVAC Chiller at Warren. With consideration to the current volume of projects and appropriate attention needed for these 3 projects, the Committee recommended extending request of design funds to ATM23 Warren, STM Fall23 DPW, and ATM24 for Morses Pond. The Committee will inform the respective proponents of this intention in writing.

**Logistics and Materials**

- Staff requested feedback regarding meeting material composition and meeting logistics which may be improved. The feedback was as follows:
  - Put time slots on agendas to ensure concise and deliberate presentations from consultants
  - Consultants and project teams/OPMs should start each presentation with explicit questions and clear framing of needed responses/decisions from the Committee so the PBC may focus their time on provided such guidance.
  - Conclusion of meetings by 10pm has been deemed appropriate and the Committee has demonstrated willingness to add additional meetings whenever needed.
  - Current meeting folder organization is helpful for focused attention, change orders should have all backup included, and the Committee affirms that they will continue to review materials in preparation for the meetings as provided by the preceding Friday deadline.

**Information Review**

- AL shared a cross fiscal year tracking budget for all projects and SG indicated that a proposed release of funds will be forthcoming. The Committee did not elect to create a firm policy on timing of funds release as each project is unique; rather they will make efforts to release timely and respond to any requests from finance as flexibly as possible.

**Policies**

- Staff inquired if there were any policies which the Committee would like to formalize or review. The discussion conclusions were as follows:
  - Committee values liaisons attending subcommittee and fellow board meetings and, if they are unable to do so, another member may attend on their behalf or staff will provide updates.
  - While the Committee will comply with Open Meeting Law requirements, they are interested in a continuation of remote meeting options as it has been beneficial for the participation of traveling members, a myriad of consultant presentations, and more easily accessible review over screen share. As guidance from the pending bill emerges, the Committee will review process and compliance.
  - Field authorization of funds will be determined by project, situations, and schedule and no thresholds will be established until specific project review.

### **Appointments & Positions**

- AL requested re-appointed members complete their swearing in with the Clerk ASAP.
- Roles for the July 2022 through June 2023 were raised for discussion.  
**It was moved and 2<sup>nd</sup> to approve MT as Chair and DG as Vice Chair effective July 1, 2022, it was approved via roll call vote 5-0 (SL, MK, TG, MT, DG)**

The meeting was adjourned at 7:46PM.

### **Meeting Documents**

- PBC Retreat 2022 Staff Agenda
- 6-16-22 PBC Retreat Agenda
- Capital Projects in Study
- PBC Look Ahead
- PBC Projects - Total Expenditures Across Phases
- Sample for discussion - Staff Summary Agenda 5-26-22

Respectfully Submitted,  
Abbie La Francesca  
Assistant Project Manager

Posted 6/24/22 1:15PM