

Permanent Building Committee  
Meeting of May 23, 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, May 23, 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 Gagorian (SG), Abbie La Francesca (AL), Kevin Kennedy (KK), ~~Linda Chew (LC-SC)~~, ~~Steve Kirby (SK-Vertex)~~, ~~Ryan Foster (RF-MKA)~~, ~~Dick Elliot (DE)~~, ~~Wendall Kalsow (WK-MKA)~~, Kathleen Vogel (KV-CoA), Joe Hutton (JH- School IT)

### **Citizens speak**

- None

### **Town Hall Envelope**

- SG provided the Committee with a draft OPM update on the project to which DG requested a contingency balance, an updated PCO log, and highlighted color to newly added bullets. MK recommended looking into Smart Sheet as a tool for project data and reporting. SG indicated that this will be part of the developing OPM Tools work for FMD Design and Construction Project Management Team.
- SG provided an update on the potential additional work: grouting and pinning, deep repointing on North wall, roof tie work, counter-flashing on Great Hall gable with detail being developed by architect, and addressing found gaps between masonry and roof framing.

### **Middle School Piping**

- KK updated that they are working with Mike Grant, building permits are in motion, an internal workspace has been secured for the contractor for the summer and then the boiler room in the fall, they're reviewing submittals, and evaluating schedule of values for Amanti and 2 sub-consultants.
- SG requested that the Committee look at the General Conditions and determine how they want to allow requisitions. TG replied that unless there is a further breakdown, he would operate off of percentage complete.
- KK presented the Horizon Engineering Amendment #1 for Construction Administration services with the fee breakdown.

**It was moved and 2<sup>nd</sup> to approve Horizon Amendment #1 in the amount of \$9,800, approved 5-0.**

### **School Security**

- SG presented PCO#16 relative to an Iphone camera positioned towards the courtyard of the Middle School and introduced JH of WPS IT and MM (School Committee) to further explain the need for this particular item.
  - MK inquired and JH confirmed that the camera requested is a replacement for one that was originally scheduled and was repurposed.
  - JH indicated that their primary concern is the courtyard traffic and main door.
  - The Committee agree to proceed with this PCO added to the final change order and that this represents the end of the project. JH confirmed that, once the project is closed, any additional items which arise would need to be incorporated into the WPS capital plans.
- SG presented the newly created job aids to help clarify equipment issue protocol when a card reader or camera is down, how to fix it, and the chain of response with FMD, School IT, and BCM. SL indicated that this vehicle is a good example of approaches to other project transitions in the future.
- MM thanked the PBC and SG on their partnership to complete the School Security Project.

### **Middle School Bundle**

- SG presented the final version of the CM at Risk Application to the Inspector General's office for approval to move forward. The Committee approved of the document and SG indicated that he will work on presenting a draft RFQ to them next.

### **Tolles Parsons**

- TG presented the estimate from Castagna to split the cost of sewer line repair and accept the cost replacing vinyl and carpeting and that said work is schedule to begin August 9 and complete in the week of August 19<sup>th</sup>. CoA is aware of the timeline and is working on programming around it. The Committee were in support and SG indicated that next staff will bring the change order before them. KV inquired for

clarification that they would have to clear out and shut down at TPC by Thursday August 8<sup>th</sup> to which TG confirmed.

**New Business:**

- SG reminded the Committee that officer selection is scheduled for the 6/13/19 PBC meeting.
- The Committee chose to suspend their annual retreat to the fall in order to include the newly appointed attorney. After the retreat, they intend to meet with the BoS for a review of any organically arising items.
- MK updated the Committee that there is extensive conversation and community feedback regarding next steps on the Hunnewell project and he will keep the Committee apprised of the latest updates.

**PBC Administrative Business**

**It was moved and 2<sup>nd</sup> to approve the minutes from PBC Meeting 4/25/19, approved 3-0 (MK & DG abstain.)**

**It was moved and 2<sup>nd</sup> to approve the minutes from PBC Meeting 5/9/19, approved 4-0 (TG abstain.)**

**It was moved and 2<sup>nd</sup> to approve the invoices as submitted, it was approved 5-0.**

Meeting was adjourned at 8:36 PM

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

Posted 6/17/19 12:50PM