

2020 AUG -6 AM 10:30



**Greenwood ES Roof ARP Permanent Building Committee Meeting Minutes**

**PROJECT:** Greenwood ES Roof ARP  
**LOCATION:** Zoom Call

**MEETING DATE:** July 21, 2020

**ATTENDEES:** (*Absent in Italics*)

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Bertrand (JB)	<input type="checkbox"/> Chris Callanan (CC)	<input type="checkbox"/> Jerry Hammersley (JH)
	<input type="checkbox"/> Tom Galvin (TG)	<input type="checkbox"/> John McDonald (JM)	<input type="checkbox"/> Jason Cohen (JC)
	<input type="checkbox"/> Tim Demers (TD)	<input type="checkbox"/> Janine Fabiano (JF)	<input type="checkbox"/> Charles Tarbell (CT)
	<input type="checkbox"/> Marc Moccio (MM)	<input type="checkbox"/> Phil Renzi (PR)	<input type="checkbox"/> Wayne Hardacker (WH)
<u>Town Admin:</u>	<input type="checkbox"/> Steve Maio (SM)	<input type="checkbox"/> Doug Lyons (DL)	<input type="checkbox"/> Bob Schiaroli (BS)
	<input type="checkbox"/> Bill Renault (BR)		
<u>PMA:</u>	<input type="checkbox"/> Anthony Lopresti (AL)	<input type="checkbox"/> Kevin Nigro (KN)	
<u>Gale:</u>	<input type="checkbox"/> Jason Wagner (JW)		

Meeting called to order by Chair Joe Bertrand at 7:01 PM.

Item	Responsible	Duc	Notes
12/19/2019: 01	ALL	NA	<b>General Update: Update 07/21/2020:</b> Meeting to discuss Massachusetts School Building Authority (MSBA) Project Funding Agreement (PFA) procedures/final steps for the town of Wakefield to execute with the MSBA along with signing of contracts for security hardware/ADA hardware.
02/06/2020: 01	ALL	NA	<b>Meeting Minutes: Update 07/21/2020:</b> AL was not present at last meeting, unsure of PBC minutes from last meeting.
02/06/2020: 02	ALL	NA	<b>Invoices: Update 07/21/2020:</b> No invoices to vote on at this meeting, PMA noting hope to see PMA/Gale/Greenwood Industries July 2020 invoices ready for approval at next PBC meeting.
06/02/2020 :01	ALL	NA	<p><b>Contracts: Update 07/21/2020:</b></p> <p>JB noted Project Funding Agreement (PFA) with MSBA requires PBC approval for chair to sign the PFA. Roll Call Vote to enable JB to sign MSBA PFA:</p> <p><b>YES-</b> Charles Tarbell, Chris Callanan, Jason Cohen, Janine Fabiano, Jerry Hammersley, John McDonald, Tom Galvin, Tim Demers. <b>Unanimous Pass</b></p> <p><b>NO-</b> none.</p> <p>PMA/JB proposed approval contract: American Alarm to install door camera/microphone "Aiphone" at new ADA door along with a security card reader (including power supply/start up &amp; testing) to these items as outlined in the attached quote) for \$6,484.17. PR questioned if this matches with town IT department request/matches existing system. AL noted what is being installed is what is currently at the main entrance of the Greenwood School so should be the same system for IT. WH inquired if items were standardized or proprietary as ran into issues with Simplex on proprietary devices in North Reading. CT noted American Alarm is used in all town buildings, do not use Johnson Controls for the exact reason to avoid proprietary systems.</p> <p>CT 1<sup>st</sup>, CC 2<sup>nd</sup> to approve American Alarm proposal 11572-1-0 proposal in the amount of \$6,484.17 for the work listed above by PMA/JB with deposit of \$3,242.08 in advance of work taking place. Rest of payment will be paid upon program test and set up being successful.</p> <p><b>YES-</b> Charles Tarbell, Chris Callanan, Jason Cohen, Janine Fabiano, Jerry Hammersley, John McDonald, Tom Galvin, Tim Demers. <b>Unanimous Pass</b></p>

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			<p>NO- none.</p> <p>PMA/JB proposed approval contract: Door Concepts for \$2,274 for F&amp;I of Horton Series 7100 easy access surface automatic swing door operator, push plate/actuator, wireless transmitter/receiver, including interface with new keypad by American alarm.</p> <p>CT 1<sup>ST</sup>, CC 2<sup>ND</sup> to approve Door Concepts Quote JS820052 for the amount of \$2,274 for the work listed above by PMA/JB and amount will be paid upon successful completion of testing installed work.</p> <p>YES- Charles Tarbell, Chris Callanan, Jason Cohen, Janine Fabiano, Jerry Hammersley, John McDonald, Tom Galvin, Tim Demers. Unanimous Pass</p> <p>NO- none.</p>
12/19/2019 :02	GALE	NA	<p><b>Design Update: Update 07/21/2020:</b> AJL noted no updates to this item, to have Gale speak to any updates at next PBC meeting.</p>
06/02/2020: 02	CLOSED		<p><b>Bidding Results: Update 07/21/2020:</b> Contract has been signed from the town of Wakefield/Greenwood Industries, item is closed here.</p>
07/21/2020: 05	PMA	NA	<p><b>Construction Update: NEW ITEM- Update 07/21/2020:</b> PMA provided latest update on construction activities which include: Greenwood mobilizing to site/early demo has started on existing bathroom. Roofing materials delivered the past few days, Greenwood beginning new roofing work by EOW. Abatement notification has been submitted to DEP, contractor mobilizing to site to set up containment, etc.</p>
12/19/2019 :03	ALL	NA	<p><b>Cost Update: Update 07/21/2020:</b> Refer to line item 06/02/2020:01 for contract costs for the project. No further discussion in this line item. No change orders have been submitted to date from the contractor. Project is on budget.</p> <p>JB noted in order to progress job fiscally change orders are inevitable and town needs to be able to make decisions quickly / cannot wait for every PBC meetings to keep work progressing. JB recommended 3 person committee to vet/approve change orders under \$10,000 and forward to committee for open communication. JH, CT, and JB to be 3 person committee, no objections from anyone on the PBC. If change orders over \$10,000 then a zoom meeting with PBC required for approval.</p> <p>CC 1<sup>ST</sup>, JC 2<sup>ND</sup> to have 3 person change order committee to review/approve change orders with OPM (PMA) up to \$10,000 be JB, JH, and CT. Change orders over \$10,000 will require zoom meeting with entire PBC.</p> <p>Unanimous vote YES/PASS.</p>
12/19/2019 :04	ALL	NA	<p><b>Public Comment: Update 07/21/2020:</b> No public comment at this meeting.</p>

**Meeting Adjourned- Motion to Adjourn 1<sup>st</sup>: CT, 2<sup>nd</sup>: JC.**  
**VOTE: 8-0-0 UNANIMOUS PASS 7:31 PM**

*The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.*

**Prepared By: Anthony LoPresti, PMA Consultants**

**Signed: Anthony LoPresti**

**Date: 08/03/2020**

