

Greenwood ES Roof ARP Permanent Building Committee Meeting Minutes

PROJECT: Greenwood ES Roof ARP
LOCATION: Conference Call

MEETING DATE: March 19, 2020

ATTENDEES: *(Absent in Italics)*

- | | | | |
|--------------------|--|--|---|
| <u>Bldg. Cmte:</u> | <input type="checkbox"/> Joe Bertrand (JB) | <input type="checkbox"/> Chris Callanan (CC) | <input type="checkbox"/> <i>Jerry Hammersley (JH)</i> |
| | <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) |
| <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 7:03 PM.

Item	Responsible	Due	Notes
12/19/2019: 01	ALL		General Update: Update 03/19/2020: Meeting to discuss design update for the Greenwood Elementary Roof Replacement Project and monthly outlook for the project as it moves along in the MSBA process.
02/06/2020: 01	ALL		Meeting Minutes: Update 03/19/2020: JB opened the floor for discussion on the 02/06/2020 meeting minutes prepared by PMA. No discussion occurred. Approval- JC 1st, JF 2nd. VOTE: 8-0-0 PASS
02/06/2020: 02	ALL		Invoices: Update 03/19/2020: Gale Associates: JF 1st, CC 2nd to approve Gale invoice #2001227 dated 02/02/2020 for the value of \$4,927.90. No discussion occurred. VOTE: 8-0-0 PASS JC 1st, CC 2nd to approve Gale invoice #2002241 dated 03/09/2020 for the value of \$23,582.06. No discussion occurred. VOTE: 8-0-0 PASS PMA Consultants: JF 1st, CC 2nd to approve PMA Consultants invoice #04372-3 dated 02/20/2020 for the value of \$5,250.00. No discussion occurred. VOTE: 8-0-0 PASS JC 1st, CC 2nd to approve PMA Consultants invoice #04372-4 dated 03/16/2020 for the value of \$1,625.00. No discussion occurred. VOTE: 8-0-0 PASS
12/19/2019 :02	ALL		Design Update: Update 03/19/2020: 60% design update- JW noted design has not changed, more so just much more detailed and progressed. JW noted during site visits lead paint was found in some trim for the bathroom fit out, as well as some asbestos containing materials (ACM) in the flooring that needs to be removed for the ADA bathroom fit out. JW noted these findings are minor in nature per their hazardous materials consultant and the removal should not be costly. JW noted also through site visits and discussions with the town/PMA that for the new ADA entrance the same type of security at the existing front door was desired by the Town, thus Gale is designing to accommodate/support for these measures (card reader, camera, buzzer, ETC). CT inquired if handicap push plates were a part of the design- JW noted push plates are being incorporated into the design currently. The Town

		<p>confirmed that they will be providing the design and installation for the new ramp door hardware and security systems, including closure, sensors, locking mechanisms, electric strikes, push plates, card reader, call buttons, buzzer, etc. via their security consultant (American Alarm/Door Concepts). The Town's security consultant confirmed that the existing door did not require replacement in order to install the new door hardware/security. Gale will be providing conduit runs to the door which the Town's door security contractor will use to connect the required power/circuits to the new door hardware/security. DL appreciated the effort from Gale regarding these aspects/changes.</p> <p>JB inquired if the project is on schedule/ready for bid as part of the original schedule/project milestone baseline. JW confirmed.</p> <p><u>COVID-19:</u> JB inquired to PMA/Gale Associates for any potential impacts from COVID-19 to the project. JW noted with the project currently in design there have been no impacts on Gale's end. KN noted that from working with the MSBA on other projects, while different measures are taking place (conf. calls for meetings, e-file submissions), MSBA is currently still operating as is, and PMA would expect some leniency on specific deliverables and dates with the current situation in the country. JB inquired if school does not come back into session, could the work start prior to the end of June. AL/KN noted this wouldn't be an issue, and most likely language can be incorporated into the bidding documents noting this. SM noted payment prior to 07/01/2020 could be a potential issue and that should be reviewed in advance. JF inquired on the project status if no town meeting occurs. SM noted the town could technically operate off 1/12th of last year's budget for the interim but this is not desired. SM noted most likely without an approved new article at a spring town meeting then most likely funding would not be in place for the project.</p> <p><u>Notice for Gale to proceed to 100% Drawings:</u> 1st JC, 2nd JF. No discussion occurred.</p> <p>VOTE: 8-0-0 PASS</p>
12/19/2019 :03	ALL	<p>Cost Update: Update 03/19/2020: AL noted high-level summary for comparison between Schematic Design (SD) estimate and 60% estimate that the cost of the work is \$35,328 less than the SD estimate. AL reiterated this is just the 60% estimate and the bids expected to come in above, below, on target especially with the nature of the accelerated repair projects. KN noted the MSBA total project budget agreed between the town/the MSBA on 02/13/2020 should be the budget the town refers to in the interim. SM inquired to JB for the spring town meeting what town entity would sponsor the project- JB noted that this project would be under the PBC sponsorship. SM noted for this project that bonding will be required but fits into the town's annual limit so no issues anticipated</p>
12/19/2019 :04	ALL	<p>Public Comment: Update 03/19/2020: No public comment at this meeting.</p>

**Meeting Adjourned: Motion to Adjourn; 1st: JC, 2nd: JF.
VOTE: 8-0-0 PASS 7:30 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: 03/20/2020