

## Meeting Minutes

### Weston Permanent Building Committee

February 5, 2020

| PBC Members         | Present | Temporary Members                 | Present |
|---------------------|---------|-----------------------------------|---------|
| Walter Chaffee (WC) | Yes     | Adrienne Giske (AG) Friends JST   | Yes     |
| Neil Levitt (NBL)   | Yes     | Phoebe Beierle (PB) Sustain. Rep. | Yes     |
| Laura Mintz (LM)    | Yes     | Danielle Black (DB) Case House    | Yes     |
| Teddy Bascom (TB)   | Yes     |                                   |         |
| Jim Polando (JNP)   | Yes     |                                   |         |
| Gary Jarobski (GJ)  | Yes     |                                   |         |

Others Present:

| Name                     | Affiliation | Name | Affiliation |
|--------------------------|-------------|------|-------------|
| John Sayre-Scibona (JSS) | DTI/OPM     |      |             |

List of abbreviations: A/U=Approved Unanimously. M/S=Moved and Seconded. PCO=Proposed Change Order. CO=Change Order. DTI=Design Techniques Inc. T&M=Time and Materials. HNE=Historic New England. OPM=Owner's Project Manager, COA = Council of Aging.

A meeting of the Weston Permanent Building Committee was held, as duly posted at 7:00 PM, in the Select Board's Meeting Room at the Town Hall. Called to Order at 7:05 PM

#### Public Comment:

- None.

#### Meeting Minutes:

- MM of 1/22/2020 M/S with edits. A/U.

#### Case House:

- JSS reported that some small additional issues have arisen and will have added costs associated with them. Details to be presented at a later PBC meeting.
- JSS distributed an updated project budget.
- JSS presented an additional services request from MKA. This has not been fully reviewed and did not include back-up. JSS and GJ to request back-up info and report to the PBC at a later date.
- GJ presented DTI invoice #2017CH.32 in the amount of \$21,875.00. M/S. A/U.
- JSS presented MKA invoice #4836 in the amount of \$15,400.00, and recommended approval. M/S. A/U.
- DB reminded all that an open house will be held on March 28<sup>th</sup>. More details to follow.

#### WAIC:

- GJ reported that review and finalization of the record documents is still in the process of being worked on.
- GJ presented DTI invoice #2017W.37 in the amount of \$175.00. M/S. A/U.

#### **JST Project:**

- AG reported that in conversation with Chris Houston, the HNE deed restriction modifications should be done within a week.
- GJ reported that he is coordinating the National Grid for the new gas service from a new street connection to a location on the property, to avoid road disturbance during JST utility work.
- Project sign to be developed by the Friends of the JST in concert with BWA (JST Architect).
- GJ presented BWA invoice #171426 in the amount of \$11,217.00 for 5% of CA phase services. M/S. A/U.
- GJ presented BWA invoice #171427 in the amount of \$2,845.60 for CA phase expenses. M/S. A/U on the construction kick-off meeting.
- GJ presented CBI invoice #31773 in the amount of \$238618.00 for 1.5% of CA phase services. M/S. A/U.
- AG to forward images for the elevator cab interiors as requested by the GC.
- HS attended the Demolition kick-off meeting and expressed some concern about the ability of the demo contractor to perform their work in a manner careful enough to satisfy HNE. It was stated that oversight is the responsibility of the GC, and we all need to be aware of the issue and share any comments or concerns with the OPM and Architect. GJ agreed to work closely with the GC to help manage the plaster demo work.

#### **Main Fire Station Chiller Replacement:**

- GJ presented pay requisition #3 in the amount of \$5,320.00 and recommended approval. M/S. A/U.
- GJ reported that the main fire station chiller replacement project is progressing and there are no issues for PBC at this point.

#### **Sustainability Committee:**

- GJ reported that the lighting program is underway.
- GJ and PB reported that the grant program for completion in March is underway.
- Sustainability Committee has requested the Town Manager to appoint or hire a sustainability staff person.
- GJ reported that the Field School PV solar project is underway, and Solect Energy is developing the final installation plans.
- PB asked where electric vehicle charging stations could be installed as there is a large incentive program available. GJ noted that the JST has the infrastructure designed to support a dual vehicle charging station.

#### **COA Programming Study:**

- NL reported on the recent meeting of a COA working group that he attended, indicated that the COA needed to begin advocating for funds in order to undertake a programming study based on their Needs Assessment Study concluded in March of 2019.

**Building Plaques:**

- It was noted that the WAIC and Case House projects did not include plaques at the completion of their renovations, and this needs to be addressed. GJ presented two recently used styles for consideration. Upon review, a motion to standardize the building plaque design to be similar to that used in the DPW building (Horizontal configuration, 18" x 12") bronze construction with "Arial" style lettering. M/S. A/U.
- GJ to develop mock-up of plaques to present to PBC.

**Next Meetings:**

- The next meeting of the PBC will be held on Wednesday and February 19th, starting at 7:00 PM, at the Town Hall.

Meeting adjourned: 8:40 PM

Respectfully submitted:

James N. Polando-Chair