

Bonded Capital Projects Meeting Minutes – October 2, 2012

Present: Bill Brennan, Karen Birck, Malcolm Whyte, Bruce Hampson, John Murphy, Steve Pierce, and Ty Tregellas

Agenda Items

1. Miller Driscoll – Forensic Evaluation: Turner issued their final draft of the MD Report, incorporating comments from M Whyte for an executive summary and comments on structural steel integrity. Other comments were provided at the meeting regarding the wording on the building plan attached to the report. Turner requests that any other revisions be forwarded so that a final draft can be issued. M. Whyte reminded the committee of the need to select a building committee, draft a sequence of events/timeline, and review/ revise the Statement of Requirements.
2. Middlebrook & Comstock Roof Projects: Hoffman visited Middlebrook last Tuesday, but was not able to visit Comstock until 10/1. Hoffman prepared a report on the greenhouse, Turner to inspect and supplement the report with an evaluation on the roof panels and the structure. Hoffman to review their Schematic Design at the next meeting. BEH inquired about the implications of solar panel on the roof and there was a discussion of the roof warranty relative to future work related to the renovation of Comstock. These issues will be discussed with Hoffman at the next meeting. Turner issued a schedule for the preconstruction and construction phases of these projects.
3. Middlebrook & HS Toilet Renovations: K. Birck, J. Murphy, and T Tregellas met prior to this meeting and qualified 5 firms to submit proposals: KGD, SLAM, Perkins Eastman, AM Design, and Silver Petrocelli. Turner to notify firms and issue a RFP before the end of the week. Turner issued a schedule for the timing of preconstruction and construction for this project. TT requested floor plans for the two schools from JM for the bidders.
4. Middlebrook School – Auditorium Seating: John Murphy updated that the seats have been installed, however, the seat count had to be adjusted to maintain sight lines and aisle widths. Excess seats into attic stock. JM discussing providing seat plaques with vendor. Project should be wrapping up this week.
5. Comstock Building Evaluation: The Utilization Report was submitted to the BOS but requires some revisions. KGD attended the BOS meeting to discuss the path forward. It was decided that the project should be designed in one phase and then implemented over time (approx. 5 years). Most critical components completed first, but no financial cap to the project at this time. The actual scope still needs to be defined. Turner to review and comment on budget costs provided by KGD. B Brennan will define next steps, M. Whyte and B. Hampson do not need to evaluate scope of work at this time.
6. Other:
 - a. We had a call with Scott Johnson regarding protocol for PCB testing in Town facilities. If the Town tests, it will need to set up a management program. State funding will require PCB tests. Better to assume certain materials have PCB's and dispose of accordingly than test.
 - b. B Brennan has neames for consideration to form building committees. Current Building Committees for Comstock and MD to be disbanded.
 - c. CPF does not need to review smaller projects: Roofs and Toilet Rooms
 - d. A meeting for November 15th was added to the schedule.
 - e. Due to scheduling conflicts for Hoffman, the next meeting will be on October 17, at 4:30pm in Meeting Room B in Town Hall.