

## Meeting Minutes

### Weston Permanent Building Committee

January 20, 2021

<b>PBC Members</b>	<b>Present</b>	<b>Temporary Members</b>	<b>Present</b>
Walter Chaffee (WC)	No	Adrienne Giske (AG) Friends JST	Yes
Neil Levitt (NBL)	Yes	Phoebe Beierle (PB) Sustain. Rep.	Yes
Laura Mintz (LM)	Yes		
Teddy Bascom (TB)	Yes		
Jim Polando (JNP)	Yes		
Gary Jarobski (GJ)	Yes		

Others Present:

<b>Name</b>	<b>Affiliation</b>	<b>Name</b>	<b>Affiliation</b>
Jenne DosSantos (JDS)	CBI Consulting	Riana Burton	CBI Consulting

List of abbreviations:

A/U=Approved Unanimously

BWA=Baker Wohl Associates

CO=Change Order

CBI=CBI Consultants

DTI=Design Techniques Inc

EHC=Elderly Housing Committee

HNE=Historic New England

M/S=Moved and Seconded

MWE=Metro West Engineering

NTE=Not to Exceed

OPM=Owner's Project Manager

PCO=Proposed Change Order.

T&M=Time and Materials.

ToW=Town of Weston

A meeting of the Weston Permanent Building Committee was held, as duly posted at 7:00 PM, as a virtual meeting via the Zoom platform. Called to Order at 7:03 PM.

#### **Public Comment:**

- None.

#### **Meeting Minutes:**

- January 6, 2021. M/S. A/U.

#### **JST Project:**

- JDS presented pay requisition #11 in the amount of \$267,480.65 and recommended approval. M/S. A/U.
- PBC requested update as to project schedule as the last two pay requisitions appear to indicate that the work is not progressing as anticipated. The project is 11 months into a 20-month schedule (55%) and the requisitions are only at 48%. CBI to review updated schedule and report to the PBC at the next meeting.
- JDS reviewed status of some previously approved PCO's that were authorized as NTE to keep the contractor moving. PCO's 30R3,40R1,42R2, 45R1 and 50R3 were included and all costs remained the same or are below the authorization.
- JDS presented an additional design services request from BWA for additional services related to correcting issues in the field that were the result of errors made by the construction team. The additional service amount is \$5,405.00 and is recognized by the construction team as their responsibility to pay. The cost is to be a credit to the TOW assessed at the end of the project. M/S. A/U.
- AG reported on general project progress and the recent site meeting to resolve sprinkler piping location issues with BWA and their consultants, and fire alarm equipment installation details.
- GJ reported that the chimney repair details have been issued to the contractor.
- JDS reported that there are 2 problematic filed sub bid contractors and the GC is working to keep them to maintain the project schedule.

**Case House:**

- GJ reported that the newel post cap remains unfinished.
- GJ noted a couple of warrantee issues have arisen and have been resolved.

**Sustainability Committee:**

- GJ noted that he has not received any updates about the status of the sustainability coordinator application process. PB reported that about 60+ applications have been received and are being reviewed for general compliance with the requirements by the assistant town manager. GJ to contact assistant town manager to understand timing and process.
- Discussion about school solid waste program and coordinating with other town departments. GJ working on potential issues to coordinate with other town solid waste programs.
- PB reminded all that the Green Communities grant program will need to be submitted in the spring and we should prioritize which items should be included. GJ noted that the current program elements being implemented by Rise are falling behind schedule due to material unavailability. PB believes we can apply even if we are not complete with the previous elements if we state the progress and the reasons for being incomplete. GJ to review priority list and report to PBC at next meeting.
- PBC asked if any specific updates from the PBC to the Sustainability Committee are needed, and PB did not believe any are needed.

**Field School Solar Installation:**

- GJ reported that Solect Energy has confirmed the system is operational.
- The system “dashboard” is planned to be electronic (cloud based) and is expected to be ready soon. GJ agreed to notify PB when it is available.

**Brook School Apartments Tenant Storage Project:**

- GJ noted that the final draft has been reviewed by the Town Manager and Purchasing Department, and except for final dates is ready to be issued.
- PBC requested posting with a 30-day response time.
- PBC requested 5 hard copies and 5 electronic (memory stick) copies of all responses.

**Next Meetings:**

- The next meetings of the PBC will be held on Wednesday February 3<sup>rd</sup> and 17<sup>th</sup> starting at 7:00 PM, as virtual meetings.

Meeting adjourned: 8:35 PM

Respectfully submitted:

James N. Polando-Chair