

Meeting Minutes

Weston Permanent Building Committee

January 22, 2020

PBC Members	Present	Temporary Members	Present
Walter Chaffee (WC)	No	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
Ted Bascom (TB)	Yes		
Jim Polando (JNP)	Yes		
Gary Jarobski (GJ)	Yes		

Others Present:

Name	Affiliation	Name	Affiliation
Henry Stone (HS)	Historic Commission	John Sayre-Scibona (JSS)	DTI/OPM
Dep. Chief Woodside (JW)	Weston Fire Dept.		

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.

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.

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- MM of 1/8/2020 M/S with edits. A/U.

Case House:

- JSS distributed an updated project budget.
- JSS reported that GVW (Case House General Contractor) has requested a 3 week extension at no cost. This will extend the completion into mid-February and in conflict with the anticipated move-in of some of the school department staff. After discussion it was agreed to request through DTI that the extension be limited to 2 weeks, at no cost, and that GVW perform certain tasks (adding a door between 206 & 207 and recessing the floor registers, etc.) as part of the PBC's agreement to the extension. Discussions with GVW to be led by DTI, with the Weston Facilities Department engaged. Based on this request Substantial Completion will be February 12, 2020.
- JSS presented PCO#10 for the 2-week extension, pending clarification of scope. M/S. A/U.

- GJ reported that moving staff and furniture will be managed by the Weston Facilities Department in concert with the School Committee and School Department.
- JSS requested PBC approval for adding the required additional “rope molding” to fill-out the trim as proposed at the working group meeting. It is anticipated to cost about \$2,000 and would be done on T&M basis. M/S. A/U.
- Pay Requisition # 12 in the amount of \$238,038.66 was presented by JSS, it has been reviewed by MKA and DTI and recommended for payment. M/S. A/U.
- JSS presented CO #9 in the amount of \$5,606.37 containing previously approved PCO’s, and recommended approval. M/S. A/U.
- The project did not include a plaque for the renovation, and this should be rectified. GJ to forward to the PBC the design of a previous plaque to be used for the basis for adding a plaque to this project.
- It was noted that plaques have not been included in the WAIC or JST projects, and this too should be rectified.

WAIC:

- GJ reported that review and finalization of the record documents is still in the process of being work on.
- JSS reported that all requisitions and differences between the contractors will be worked out with between the contractors.
- A final requisition will be presented to the PBC when all close-out issues have been resolved.

JST Project:

- AG reported on the construction kick-off meeting.
- 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.

Fire Department Programming Study:

- GJ has received comments from WFD at the meeting. GJ to proceed to a final version of the RFP (Request for Proposals).

Sustainability Committee:

- JNP met with the Town Planner and expressed concerns about the completeness of the data in the report and how to best proceed. JNP to write a detailed list of concerns to present to the Town Planner.
- Sustainability Committee has requested the Town Manager to appoint or hire a sustainability staff person.
- PB to discuss learning opportunities with the School Department. DB suggested PB address this to the Assistant Superintendent of Teaching & Learning.

Next Meetings:

- The next meetings of the PBC will be held on Wednesday and February 5th and 19th, starting at 7:00 PM, at the Town Hall.

Meeting adjourned: 9:05 PM

Respectfully submitted:

James N. Polando-Chair