

Meeting Minutes

Weston Permanent Building Committee

May 6, 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)	No		
Jim Polando (JNP)	Yes		
Gary Jarowski (GJ)	Yes		

Others Present:

Name	Affiliation	Name	Affiliation
John Sayre-Scibona (JSS)	DTI/OPM	Henry Stone	Historic Commission
Alex Cobb	School Committee	Jen DosSantos (JDS)	CBI Consulting
Lee McCanne Facilitator	Weston IT		

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, as a virtual meeting via the Zoom platform. Called to Order at 7:05 PM

Public Comment:

- None.

Meeting Minutes:

- March 4, 2020 with edits, M/S. A/U.
- April 22, 2020 with edits, M/S. A/U.

JST Project:

- AG reported on the construction progress, and a general overview of issues.
- JDS presented Pay Requisition #3 in the amount of \$239,231.22 and recommended approval. M/S, A/U.
- JDS presented BWA invoice in the amount of \$14,609.00 based on 5% of their CA fee as a standard billing for the anticipated 20-month project duration. M/S. A/U.
- GJ presented CBI invoice for March in the amount of \$12,932.00 and recommended approval. M/S. A/U.
- GJ presented CBI invoice for April in the amount of \$26,272.00, noted that this invoice includes "clerk of the Work" time in addition to OPM billing, and recommended approval. M/S. A/U.

WAIC:

- GJ reported that the close-out negotiations are within the allocated monies, are ongoing and expected to be closed by the next PBC meeting.

Case House:

- GJ and JSS reported that the punch list is about 98%.
- JSS reported that the updated project budget is expected at the next PBC meeting.
- JSS presented Pay Requisition # 13 in the amount of \$311,346.94 and recommended approval. The remaining monies owned to the General Contractor is about \$125,000 and is made up mostly of “retainage”. M/S. A.U.

Main Fire Station Chiller Replacement:

- GJ reported that the WFD has requested a “hold” on the chiller start-up and close-out work to avoid possible virus exposure for the staff.
- GJ has notified the contractor of this and they have acknowledged the request.

Sustainability Committee:

- PB reminded that there is a resiliency committee being formed. She urged that the PBC members volunteer as it is focused on building energy use. She will forward the committee outline to GJ to share with the PBC members.

HS/MS Feasibility Study:

- Alex Cobb joined the meeting and gave an overview of the study purpose and scope and asked for the PBC to review and comment where appropriate.
- PBC discussion and initial review comments, with more to come. If there are any specific comments that are to be directed to GJ to transmit to Alex.
- Alex is anticipating this article to be on the annual TM warrant this year.
- Alex has asked the PBC, if appropriate to be ready and able to report to TM of our engagement in the process.
- Some question of the funds amount being sufficient to properly address the issues in the article. To be discussed at next PBC meeting.

Field School Solar Installation:

- GJ reported that it is generally complete, and the warrantee issues are being addressed.
- The power generation is expected to begin later in the year, based on the electric company’s work not being completed.

COA Programming Study:

- NL reports no known activity.

Fire Department Facility Study:

- This is moving along albeit very slowly.
- GJ noted that funds for the study are In the Facilities budget, so TM approval is not needed.

Next Meetings:

- The next meeting of the PBC will be held on Wednesday May 20th, starting at 7:00 PM, as a virtual meeting.

Meeting adjourned: 8:30 PM

Respectfully submitted:

James N. Polando-Chair