

**Permanent Building Committee
Minutes of April 24, 2013**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, and Doug Dooley. Also present was Dennis E. Piendak, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Paul Jussaume

Present from Vertex Construction – Jon Lemieux

Present from Johnson-Roberts – Phil O'Brien, Architect

Present from Town Departments – Mark Hamel, Engineer, Ann Vandal, Finance Director, Glen Edwards, Assistant Town Manager, Kathy Graham, Town Clerk

The Chairman opened the meeting at 4:35 p.m. Mr. O'Brien began by stating this is the first day the documents are out to bid and JSR has received one email inquiry so far. They had quite a bit of work to do from the 75% drawings. Vertex had gone through the drawings and they have answered all of Vertex's questions on the drawings. Mr. O'Brien discussed the first addenda would be issued on May 8th which gives the filed sub-bids a week before their bids were due on May 15th. Mr. O'Brien stated they will double check the drawings with Vertex to make sure nothing was missed. Mr. O'Brien stated that all the documents are available on their website and he has sent an email out with the password on how to get to them. There are thirteen sub categories. Mr. O'Brien stated that the Committee and he had briefly discussed alternates however they had not firmed up a list so Mr. O'Brien took the liberty of making a list of three alternates on the project:

- Resilient flooring currently in lobby on 1st floor – ALTERNATE Natural slate flooring
- Painted trim; doors, cabinets & handrails natural – ALTERNATE hardwood trim with a stained finish
- Landscaping – except trees and bushes – ALTERNATE – add bushes and trees & install

There was a discussion on the flag poles and that the wind zone should be checked on them. The Committee asked Mr. O'Brien if he was satisfied with Nitsch's comments and he stated he was. The Committee asked if the hazardous material report would be added as an addendum and he stated it would be.

There was further discussion on Nitsch Engineering and that when they looked at the plans it was at 75%. There was a discussion on the phasing on the storm water on the project and how some of it would take place after the employees move to the new building and the old building is then taken down. Mr. Lemieux asked Mr. O'Brien how he handled this phasing in the specifications. Mr. O'Brien stated he put it on the Contractor to supply a phasing plan to the Architect and that the entrances and egresses needed to be safe throughout the project. Mr. O'Brien stated that this is under the Special Conditions section.

Mr. Piendak noted to Mr. Edwards that he should send a letter to the daycare that the lower lot will become unavailable to them and they would need to make other arrangements.

Mr. O'Brien will talk with Nitsch Engineering on the phasing of the Storm water to make sure. There was a discussion on the sewer line and that two sewer lines would be needed for short time while both buildings are active. A new water line will be brought into the new building. There was a discussion on the black granite sign and whether this was in the spec. Mr. O'Brien stated it was not because when discussed the Town wanted a specific vendor for the sign. After a brief discussion this will be added as an addenda stating the location to be put closer to street and be lit on both sides; as long as the sign is the similar to the Library's they can get it from whichever vendor the Contractor chooses.

There was a discussion on the budget. The furnishings number needs to be determined along with technology. Ms. Vandal will ask IT Consultant Todd Johnson to come up with an estimate on what the new technology would cost for this building. Currently there is no figure for technology.

The sub-bids are due on May 15th and the General Bids are due May 29th 2013.

Invoices

The Committee reviewed an invoice provided by Vertex Construction Services for the month of March 2013.

Mr. Dooley made a motion to approve invoice #0017042 from Vertex Construction in the amount of \$2,366.12 dated through March 30, 2013. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Lemieux stated that on the Johnson Roberts Invoice when he first received it he could not approve it because they had stated they were at 60% but Mr. Lemieux had felt they weren't at 60% at that point in time. He is all set with the invoice now and the plans are at 100% and out to bid.

Mr. Thibault made a motion to approve Invoice #9 from Johnson Roberts Associates in the amount of \$113,129.50 as recommended by Vertex Construction. Mr. Dooley seconded the motion. The motion carried unanimously.

Minutes

Mr. Gagnon made a motion to approve the minutes of April 10, 2013 as presented. Mr. Dooley seconded the motion. The motion passed with Mr. Neofotistos abstaining from the vote.

Adjourn

Mr. Thibault made a motion to adjourn the meeting at 6:16 p.m. Mr. Gagnon seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

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