

**Permanent Building Committee  
Meeting Minutes of July 2, 2014  
Dracut Historical Society**

**Present:** Ellis Neofotistos, Phil Thibault, Harvey Gagnon, Ann Vandal, Glen Edwards and Recording Secretary Shannon Rowe Beaulieu

**Absent:** Paul Jussaume and Doug Dooley

Mr. Neofotistos opened the meeting at 4:43 p.m.

Dracut Town Hall Project

Mrs. Angela O'Brien from OSO Interiors appeared before the Committee and discussed the final quote from WB Mason. Mrs. O'Brien discussed the State contract and stated that \$302,267.37 is the official quote and she would need the purchase order signed.

Mrs. O'Brien stated that the Selectmen's tables need to be manufactured and they still have money for the tables in the budget.

Mrs. O'Brien stated that the countertops are not included for the flat file cabinets. Mrs. Vandal stated that there is no rush on that, they can look at that later.

Motion made by Mr. Thibault to approve the purchase order for WB Mason for \$302,267.37. Motion seconded by Mr. Gagnon. Motion passed unanimously.

The Committee discussed getting into the building on September 2, 2014 for the furniture delivery and installation and September 5, 2014 for technology.

Mr. Jim Boudreau from The Vertek Companies and Mr. Philip O'Brien from Johnson Roberts Associates, Inc. appeared before the Committee and discussed what has been happening with the construction for the New Town Hall in the last week. Mr. Boudreau discussed the installation of cabinets, floors and painting.

Mr. Boudreau discussed the elevator and stated that the subcontractor does not want to use temporary power.

Mr. Boudreau discussed the existing furnishings and stated that CTA would walk through the current Town Hall building with OPM and the Town to quantify amount of items to remain in the building. Mr. Boudreau discussed how many dumpsters would be needed.

Mr. Boudreau discussed Sterling Wakefield moving the boxes at the existing Town Hall and discussed the sharps (needles) that need to be addressed at the Town Hall Annex. Mr. Boudreau discussed the move for the Sewer Department.

Mr. Boudreau stated that the demolition of 26 Champlain Street would take place on July 7, 2014 and they were able to save one cornerstone on the wall and the previous owner was happy with that.

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Mr. Boudreau discussed the main stair case redesign and stated that no revised PCO was submitted.

Mr. Boudreau discussed the main floor copy room entrance redesign and stated that the work has been completed and no PCO was submitted to date.

Mr. Boudreau stated that daily housekeeping needs to continue with the interior and exterior and stated that CTA has a third party inspection randomly each month.

Mr. Boudreau stated that there are no neighbor complaints at this time.

Mr. Boudreau discussed cutting the entry way railing for the move and stated that it can be done as long as the Town Hall is closed and empty.

Mr. Neofotistos asked if the haybales and silt fence is intact? Mr. Boudreau stated yes, they are still intact.

Mr. Boudreau discussed a three week look ahead and discussed CTA not meeting them but CTA stating that they will still be on schedule.

The Committee discussed the subcontractor claims, discussed Griffin Electric and CTA and paying CCA's for the High School.

The Committee discussed having a walk-through of the New Town Hall next Wednesday at 3:30 p.m.

Mr. Boudreau discussed the gates being left open at the New Town Hall and stated that CTA has been made aware of the situation and is securing the property every day.

Mr. Boudreau discussed CTA experiencing difficulty receiving emails from JRA. Mr. Boudreau stated that Vertek has been forwarding all JRA correspondence to CTA.

Mr. Boudreau discussed monitoring the roadway conditions as the site work increases. Mr. Boudreau stated that street work may be necessary.

Mr. Boudreau stated that CTA has been made aware that dust may become an issue with the abutters due to weather conditions and stated that they are taking measures to prepare.

Mr. Boudreau discussed working on energy rebates, the Comcast moratorium starting today, Verizon tentatively scheduled onsite the week of July 16<sup>th</sup>, National Grid Electric redesign and National Grid Gas.

Mr. Boudreau discussed CTA's weekly hot list dated July 2, 2104.

The Committee discussed the mural at the Town Hall Annex on the 2<sup>nd</sup> floor and discussed if they would want it at the New Town Hall.

Mr. Boudreau discussed proposed change order #43 for adding cherry to horizontal portion of soffits at the perimeters of the main and upper level lobbies.

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Motion made by Mr. Thibault to approve CCA16 for \$2,837.50. Motion seconded by Mr. Gagnon. Motion passed unanimously.

Mr. Boudreau discussed proposed change order #44 for adding Axiom Trim to create step in ceiling height in rooms 218 & 221.

Motion made by Mr. Gagnon to approve CCA17 for \$1,384.70 and to strike language regarding the reservation rights. Motion seconded by Mr. Thibault. Motion passed unanimously.

Mr. Boudreau discussed proposed change order #45 to add 4" EMT between the server room and electrical room to facilitate the installation of Comcast D-mar, in the server room.

Mr. O'Brien stated that the amount of the proposed change order was too high for the amount of work proposed. Mr. O'Brien discussed EMT versus plastic and the cost of labor.

Mr. Boudreau stated that Comcast needs a conduit and he could talk to Griffin Electric's Project Manager. Mr. Boudreau stated that he just received the quote today for the work.

The Committee stated that they are not taking any action on proposed change order #45.

Motion made by Mr. Thibault to approve Invoice #25 from Johnson Roberts Associates, Inc. for \$12,437.88. Motion seconded by Mr. Gagnon. Motion passed unanimously.

Motion made by Mr. Thibault to approve invoice #2 from Johnson Roberts Associates, Inc. for \$17,600.00. Motion seconded by Mr. Gagnon. Motion passed unanimously.

Mr. Neofotistos discussed insurance and stated that ETL Certification will cost \$12,000.00. Mrs. Vandal discussed receiving a credit for having the ETL Certification and discussed coverage if the Town should get it for insurance purposes. Mr. Neofotistos stated that he would inquire about what procedures are required.

Mr. Neofotistos stated that he responded to Arch Insurance Company on June 26, 2014 and sent the response by Certified Mail.

Mr. Neofotistos discussed the High School project and stated that the glue in the carpeting in the Library needed to be changed. Mr. Neofotistos stated that the wrong material came from the warehouse as it was labeled wrong. The Committee discussed the possible delay and it could be a problem for the opening of the Library.

Mrs. Vandal discussed parking between the Town Hall and the Dracut Library. Mr. Neofotistos suggested speaking with the Board of Library Trustees for the additional parking needs for Town Hall.

Motion made by Mr. Thibault to adjourn the meeting. Motion seconded by Mr. Gagnon. Motion passed unanimously.

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The meeting adjourned at 6:23 p.m.

**PERMANENT BUILDING COMMITTEE**

A handwritten signature in blue ink, appearing to be "Doug Dooley", written over a horizontal line.

Absent Doug Dooley

A handwritten signature in black ink, appearing to be "Paul Jussaume", written over a horizontal line.

Absent Paul Jussaume