

**Permanent Building Committee
Minutes of March 20, 2013**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault and Paul Jussaume (5:37p). 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: Doug Dooley

Present from Vertex Construction – Kevin Heffernan, Asst. Project Manager

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

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

The Chairman opened the meeting at 4:53 p.m.

Town Hall Project

The Committee reviewed the Hazardous Material proposal from OTO with Mr. O'Brien noting a cover letter on it addressing the concerns of the committee regarding reimbursable expenses. The Committee questioned that all four properties were noted in the proposal. After review it was noted that that three are noted not four. Mr. O'Brien stated if it was okay with the Committee he would correct it and initial it so they could move forward. The Committee was in agreement.

Mr. Gagnon made a motion to approve the additional services contract Hazardous Waste Survey as recommended by the Architect and the OPM. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. O'Brien showed the committee updated plans on the counter heights and layout in the different offices. He explained counter heights versus handicap accessibility. Some are 42" some are 30" in height. The layout showed that an employee could actually sit behind the counter and wait on customers and also there is a section of counter that is lower for a person in a wheelchair to be able to conduct business at.

Mr. O'Brien stated that he should have the plans at 75% and that the cost estimate should be in by April 10, 2013. There was a discussion on getting the 75% completed plans to the Town. Mr. Hamel stated that he would like the floor plans in a .pdf format of the plans. The Committee asked about the bid opening dates. Mr. O'Brien stated the bid packets will be available April 24, 2013, the sub-bids are due back 05/15/2013 and the general bids due 05/29/2013. Mr. Heffernan asked Mr. O'Brien if he had set aside a date for a walk-thru. Mr. O'Brien had not but could work in a date. Mr. O'Brien asked if the bidders would be able to walk through the three houses. Mr. Piendak stated one is currently vacant, 26 Champlain will be vacant on or about May 1. The house at 57 Lafayette will be vacated by June 30th. Mr. O'Brien stated the bidders probably don't need to go inside they may just want to take a look at the foundations and the building itself.

Discussion took place on the access road in the back of the building. Two residents were present who asked about the access to this driveway and whether a fire truck was going to be able to maneuver on and off this access. Mr. O'Brien will have the angle checked at the end of the roadway. The neighbors were assured that this access would hardly be used. It was also noted that this access would be used less than the average driveway to a home.

Mr. Heffernan had a handout for the Committee and Mr. O'Brien entitled Civil Drawings Review. Mr. Heffernan explained that they will do a site plan detailed review of the 75% drawings similar to this Site Plan Detail Sheet dated 02/01/2013. He asked the Committee if they would like to participate in this review at their office or they could move to this location and do the review. After discussion it was determined that they would have a dedicated meeting on the plan details at 75% and set a date for an April 3, 2013 meeting for this work session at 5:00 p.m.

Mr. Piendak stated that he spoke with Jon Lemieux this afternoon regarding conducting a second estimate and they felt that they could save that \$7,000 on the project. They discussed waiting on the bids to come in. Mr. Hamel stated that he had a meeting with Nitsch Engineering on the draining and piping and how they have come up with a cost savings in reducing some of the piping and reusing the basement foundation area for future drainage design.

There was a discussion on municipal permit fees. Mr. Hamel relayed a message from the Sewer Commission that the Sewer tie-in fee would not be waived. Mr. Piendak stated to Mr. O'Brien to be sure that he has in his proposal that the Sewer and Water tie-in fees would not be waived however the Building, Electrical and Plumbing fees would be waived however they still needed to pull the permits. The Sewer is an enterprise fund so essentially is self funded and the Dracut Water Supply District is a private company.

Invoices

The Committee reviewed an invoice from Vertex Construction for Project Management services for the month of February 2013.

Mr. Thibault made a motion to approve Invoice # 0016659 from Vertex Construction Services Inc. in the amount of \$2,974.75. Mr. Gagnon seconded the motion. The motion carried unanimously.

Minutes

Mr. Gagnon made a motion to accept the minutes of March 6, 2013. Mr. Jussaume seconded the motion. The motion carried unanimously.

Adjourn

Mr. Jussaume made a motion to adjourn the meeting at 6:13 p.m. Mr. Thibault seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE





_____ Absent: Doug Dooley _____