

Town Hall and Hildreth House
Construction Committee
7/20/15 Meeting Minutes
7:30 a.m. – Interim Town Hall Hapgood Room

Members present: Laura Andrews, Pablo Carbonell, Al Combs, Jack Guswa, Rick Maiore. Absent: Bill Barton, Connie Larrabee. Others present: Tim Bragan (Town Admin.), Marie Sobalvarro (Assist. Town Admin.) Rick Sicard (Fire Chief) joined the meeting at 8 a.m.

Rick called the meeting to order at 7:30 a.m. and the committee approved the 7/13 minutes as corrected.

Town Hall

Town Administrator Report:

Ayer Road electrical issue is stalling scaffolding installation, which will delay roofing, siding, and the demolition of the cupola. GVW requires protection on the third wire before they will install the scaffolding and National Grid has not been responsive. Since this is a safety issue, Pablo suggested calling Dave Woodsum, the town electrical inspector. Tim will follow up.

Al added that the schedule is slipping. GVW should issue a new milestone report.

Tim provided copies of two Preliminary Change Orders (PCO) requests for review and approval:

1. PCO #002-001 – Fire Protection – \$29,293. Reference ASI #2. Approved subject to Chief Sicard verifying the two-new-sprinkler-head requirement for \$4,036 of the cost. These new heads will also require increased pipe size.
2. PCO #016-002 – Piers and Structures – \$10,402. Reference CPR #003. Approved.

Tim asked for approval of Option B of three LLB floor plan designs for the offices at the back of the building. The office staff selected this as the best of the three options (see attached plans). After discussion the Committee approved Option B.

The interior paint colors are chosen. Al described the color selections for the first and second floor walls, halls, and ceilings.

See attached Construction Issues for detail on new, open, and closed issues, PCOs and COs.

Other Town Hall Matters:

Jack asked that Al remind the OPM that the two-week look-ahead report is required weekly. Al will.

Hildreth House

No change. Tim is still working with the OPM on the RFP for an architect for the design phase.

Next meeting: Monday, August 3, 7:30 a.m. in the Interim Town Hall Hapgood Room.

The meeting was adjourned at 8:30 a.m.

Laura Andrews, recorder