Members present – Amy Bisbee; Jason Connell, Fire Chief; Mary Dudek; Dave Mathers; Jean O’Neil; William Sayre

Members absent – Dan Bonham; Robert Reinke, Police Officer; Daryl Springman, Deputy Fire Chief; Denise Wickland, Chief of Police

Associated participants present – Kevin Chrobak, Juster Pope Frazier Architects; Dick Guzowski, Energy Committee; Cory McGill, Fire Department; Paul Sanderson, Fire Department; Robert Todisco, P3.

Members of the public present – Charlotte Meryman

Meeting was called to order at 6:02 pm.

Review of Minutes:

Minutes from December 1 were approved.

Schedule/bid process overview:

Mr. Todisco explained the bid process for publicly funded projects per Massachusetts General Law:

- Any subcontracted projects such as roofing, HVAC, plumbing, electrical and finish work must be filed as a sub-bid.
  - P3 will advertise the completed documents.
  - After 3 weeks, filed subcontractors submit their bids.
  - The general contractors choose their preferred subcontractor. They are not required to take the lowest bid, but do have to incorporate that bid price into the overall budget.
  - The general contractor is responsible for the sub-contractors. The Town
would only get involved if the sub-contractor makes a claim against the general contractor, a rare event.
  ◦ Sub-bidders must reveal their sub-sub-contractors if the filed sub-bids are valued over $25,000.
• The Town must take the lowest General contractor bid unless P3 finds evidence that the contractor is unreliable or has expired certifications.
• The kick-off meeting sets the tone.
• A half-time on-site inspector is budgeted for.
• There will be independent testing of concrete and fill.
• There is no hard end-date for the project, which is preferred by contractors.

Project steps are tentatively scheduled for the following dates in 2022:
• 1/13  Documents are completed and legal ads are submitted.
• 1/19  Documents are published live.
• 1/31  Host a pre-bid walkthrough.
• 2/09  Open filed sub-bids.
• 2/16  Open haz-mat/demolition bids.
• 2/17  Review haz-mat/demolition bids.
• 2/23  Open general bids.
• 2/24  Review general bids.
• 3/02  The PSCB Committee votes to recommend the chosen contractor to the Board of Selectmen.
• 3/03  The Board of Selectmen award bids to contractors.
• 3/03  The contract is executed.
• 3/15  The general contractor erects site fence and erosion controls.
• 3/26  Hazmat paperwork and filing begins, followed by decontamination work.
• 5/26  Demolition begins,
• 6/16  Site is back-filled by the general contractor.
• 6/20  General site and building construction begins, and is expected to take 14 months.

Ms. O’Neil requested the flow chart image of the steps of the construction project be shared with the public on the town web-site and in the newsletter.

The bid documents are currently being reviewed by Town Counsel and should be ready early in January.

Bid Alternates:

Two bid-alternates, features to add if there is extra money in the budget, were proposed: radiant slab flooring for the apparatus bays and a gypsum board ceiling for the apparatus bay. These projects are estimated at $65,000 each. The mezzanine is no longer being
Mr. Chrobak recommended including the radiant slab in the base bid. The benefit of this is it is easier to take money out of a bid than to add it in. However, there is less flexibility when done this way. If the radiant slab has to be cut, then the gypsum would come up as the first add alternate. This could probably be avoided by making them both delete alternates. Mr. Chrobak will talk to the estimators about the best way to handle the alternates.

Questions and discussion followed.

- Could the materials for the radiant slab be donated? No, that would negate the contractor’s warranty.

- Could the final slab be left off of the contract? The slab is not done in layers. The only option is to leave just drainage gravel and do the concrete later. Then it could be done by volunteers/donations as was done at the highway garage. If the budget was very close, the town could look at using some free cash or other funds.

- What happens if bids come back too high? If the sub-bidders come back higher than the estimates, P3 will talk with them to see if there is some material or detail change that could bring the cost down.

- If bids come back too high, could we wait six months in hopes prices would drop? Yes.

- Could life-cycle costs of radiant heat vs. propane heating and future maintenance be considered? Not in the bid process.

- A flat roof and 14’ ceilings could be reviewed if bids come in very high.

- Closed cell foam is in the bid. It is $20,000 more than standard insulation, but worth it for the energy savings.

Proprietary Spec discussion

The bid documents specify the Plymovent sliding exhaust removal system. This is considered a good choice because it is widely used in the local area and therefore easy to get serviced. When an item from a particular brand/maker is specified in a public bid, that item must be approved by committee. A motion was made and approved unanimously to approve the Plymovent exhaust system as a proprietary spec system.

Design Update: Conservation Commission and Planning Board review:
• The Berkshire Design Group updated site plans to include a ten foot planted buffer along the stream. Due to budget concerns, the Committee hopes that volunteers can remove invasive plants and plant shrubs in that buffer area. That would need approval by the Conservation Commission. Mr. Chrobak stated that the plantings might need to be in before a Certificate of Occupancy. (Note: it was later determined that this is not a requirement.) It is unknown at this point who would buy the plants.

• The issue with poor drainage in the southern rain garden was resolved. Test pits were dug and found water was perched above a layer of dense, friable material. Five feet of gravelly soil is between that and the water table. The new plan is to have the contractor break through that layer into the gravelly material beneath it, allowing stormwater to drain freely.

• The Planning Board expressed concern about the existing sidewalk to the water trough encouraging pedestrian traffic. However, that board did not have Nick Dine’s Greenway plan for that area. Mr. Mathers spoke with the chair of that board, who now understands the steps. It was decided to leave the sidewalk as is.

• A copy of the final, updated set of plans was requested.

• Firefighters want a flagpole and a memorial on the site. The current flag pole is being kept.

• There is an offer by a volunteer to take four pallets of brick from the Helen E. James building. The bricks from the demolition would have to hauled from the site and palletized at the town sheds. Though saving bricks will not be added to the demolition contract, an informal request could be made of the contractor.

Discussion of the upcoming joint Zoning Board of Appeals and Planning Board meeting:

• The meeting will be announced by those two boards. Mr. Chrobak, Mr. Todisco, and Mr. Squire will give a broad overview of the plan. PSCBC Chair Mathers has been requested and agreed to speak at the PB/ZBA public hearing to make the public fully aware that most landscaping and green space planning will be done after the building is constructed and under separate funding.

• The PSCBC can report what it has accomplished in the annual town newsletter, due out on January 20. The outreach working group will put some ideas together for communicating with the public about the building schedule and upcoming demolition.
Next meeting:

The committee will meet again in two weeks on December 29th.

Meeting was adjourned at 7:58.

Documents used:
- Bidding and Construction Schedule
- Form for a general bid

Respectfully submitted,
Melinda McCall