

---

---

**Permanent Town Building Advisory Committee Meeting Minutes**  
**January 15, 2021 8:30A.M.**  
**Virtual WebEx Meeting**

---

---

**I. Call to Order/Roll Call**

Chair Feldman called the WebEx virtual meeting to order at 8:32AM and initiated roll call. Present were Chair Rick Feldman-Y, David Giangrande-Y, Mark Johnson-Y, Janet Nicosia-Y, Ellen Keller-Y and Dan Casper-Y. Also present were Ellen Light, Context Architecture, Fire Chief Mansfield, Finance Committee Liaison Anderson, Jemma Lambert, Director of Community Services and Brian DeFilippis, PMA Consultants. The meeting was taped and live cablecast.

**II. Approval of Minutes – December 18, 2020**

Upon motion duly made by Mr. Giangrande and seconded by Mr. Johnson, it was unanimously voted to approve the above minutes. Rick Feldman-Y, Mark Johnson-Y, Ellen Keller-Y, Janet Nicosia-Y and Dan Casper-Y. Motion passed 5-0.

**III. Update on Senior Center**

Ms. Nicosia reported that she is working with a flooring contractor to level out approximately 40% of pre-existing slab on certain sections of flooring. She also reported that the furniture has been ordered and moving of remaining stored furniture will be handled inhouse. A \$48K grant was received for equipment for a state-of-the-art fitness room for seniors/veterans. Mr. DeFillipis reported that he is working with Seaver on correcting electronic front door issues and that a PCO for \$37K is pending for small projects. Ms. Nicosia is working with IT to stay within \$200K reserve in budget for AV/IT.

Discussion ensued on signage including the following highlights: a) approximate cost of inside and outside signage budgeted at \$2,500; b) inside signage at room entries according to standard blue and white ADA code template and electric way-finding sign in lobby; c) signage and lettering/language of dedication plaque and outside benches in collaboration with “the Friends”; c) post-occupancy plan to brand senior center to “Robb Center” with logo/image; d) and new way-finding signage in center of town dovetailing with other town projects coming online.

Mr. DeFillipis also reported that initial landscaping had been completed, with final touches to be made in the spring. Ms. Lambert expressed appreciation for the fundraising efforts of “the Friends” and a recent tour revealed a beautiful space with high-quality workmanship.

Completion date is scheduled for April 15<sup>th</sup>. Remaining contingency is \$105K. Since the project is nearing completion, Mr. Feldman asked that Ms. Nicosia continue to update him in between meetings on contingency. Ms. Anderson asked to be included in reports.

**IV. Update on Ballardvale Fire Station**

Ms. Nicosia reported that several options of remedy of the zclip problem were considered by her and Context and the final solution of spray foam was chosen at a final cost of correcting \$154,950. She was pleased with the outcome and the excellent workmanship. Discussion ensued on negotiations responsibilities of parties, final negotiations and remaining contingency of \$250K.

Mr. DeFilippis reported that \$200K remain in PCOS with \$65K currently pending for secondary changes to drywall, new supply closet, transformer relocation and organization of apparatus bay. Discussion is underway with the contractor with a completion date anticipated at end-March.

Chief Mansfield noted that equipment has been ordered and the weathervane will be put in place today.

Discussion ensued including the following highlights: a) demo of adjacent property to be obtained on sale of property currently anticipated by end-January; b) managing interim parking situation; c) permanent parking after demolition of adjacent property.

Ms. Nicosia reported that she is pleased with the services of David Desola of NV5 hired as the on-call commissioner for current projects.

**V. Update on Municipal Services Facility**

Ms. Nicosia reported that she is working with Greenfield Glass with regard to a leak resulting from the recent storm on one window.

\$150K remains on the contingency and Mr. Feldman asked for an update on the contingency at the next scheduled meeting, copy to Finance Committee Liaison Anderson.

**VI. School Projects**

Mr. DeFilippis reported that West EI is proceeding as an at risk status approved by State. Two estimating firms have been hired and reports expected by February 2 and meetings with both firms is scheduled for February 24. MSBA is expected to meeting April 14 with public forums will be scheduled. A \$100-130K contingency is expected.

**VII. Town Projects**

Ms. Nicosia reported that design plans are in progress. The third floor renovation is phase 1. No additional funds need to be approved by town meeting. Schematic design plans will be presented to the committee.

Next projects: Shawsheen Preschool and West Elementary requiring town meeting approval.

**VIII. Next WebEx Virtual Meeting**

Friday, Feb 12th @ 8:30AM

**IX. Adjournment**

Upon motion duly made by Mr. Casper and seconded by Mr. Johnson, it was unanimously voted to adjourn. Chair Rick Feldman-Y, Mark Johnson-Y, Janet Nicosia-Y, Ellen Keller-Y and Dan Casper-Y. Motion passed 5-0. Meeting adjourned at 9:34AM.

Respectfully submitted,

Christine Martin Barraford  
Recording Clerk