Permanent Town Building Advisory Committee Meeting Minutes  
October 10, 2019 7:30 A.M.  
Select Board Conference Room

I. Call to Order/Roll Call
Chair Feldman called the meeting to order at 7:31AM in the Select Board Conference Room. Present were Chair Rick Feldman, Mark Johnson, Janet Nicosia, David Giangrande, Ellen Keller and Dan Casper. Also in attendance were the Town Manager and Deputy Town Manager, Patrick Lawlor, Management Analyst, Brian Defilippis, Chief Mansfield, Jeff Shaw and Ellen Light, Context Architecture. Also in attendance were Linn Anderson and Andrew Betts, Finance Committee liaisons. The meeting was taped and live cablecast.

II. Approval of Minutes – September 6, 2019
Upon motion duly made by Mr. Johnson and seconded by Mr. Casper, it was unanimously voted to approve the above minutes. Motion passed 6-0.

III. Update on Municipal Services Facility
Ms. Nicosia reported that a) a revised quote had been obtained for the wash bay ($320K) and a change order signed; b) added electrical work at the request of the electrical inspector; c) ADA review; and d) HVAC issues currently being addressed and resolved. The old town yard has been vacated, fenced off and the building mothballed. Electricity will be left on as a vacant building alarmed.

IV. Update on Ballardvale Fire Station
Mr. Shaw of Context Architecture updated the committee on the progress of the project. He reviewed the set of plans attached. All boards and commissions have reviewed including design development; cost estimates have been obtained and construction drawings in the works. He reviewed the site plan, separating the demolition of the existing fire station from new construction. He also reviewed the floor plan and the budget (see attached) reflecting the changes made over a nine-month period.

Mr. Defilippis reported the project will be e-bidded (approved by the AG Office) and an estimate of $415K has been arrived at by two independent estimators. Discussion ensued on various aspects of the project.

V. Senior Center at Punchard Project
Ms. Nicosia updated the committee on the progress of the project. She reported that there are still questions about what is going into the estimate and many moving parts. Final drawings will be completed first week in November and she will be prepared to talk further at next meeting. She did allow that this was a more complicated site than usual with many different aspects. The Town Manager reported that relocation adult day health will be to Dundee park...
and main operations are out to bid with proposals due on November 7 and award on the 8th. The site will be clean by first week in December and administration operations moving to old Plant and Facilities first floor of town hall. Discussion ensued.

VI. **School Projects**
Mr. Johnson reported that the MSBA visited the AHS site on September 25th and got all its questions answered. Decision will be made December/January. MSBA was pleased with prep work and asked that no further work be done. There are a number of other schools seeking funding.

VII. **Other Projects**
The Town Manager will be releasing CIP on October 31. Building improvement projects will be presented at next meeting.

Old town yard disposition is in progress and decisions in the hands of various boards, before presentation at Special Town meeting, date to be announced.

**Next Meeting**
Friday, November 15 @ 7:30AM – Select Board Conference Room Town Hall.

Ms. Anderson introduced her replacement liaison, Mr. Betts.

**Adjournment**
Upon motion duly made by Mr. Johnson and seconded by Ms. Keller, it was unanimously voted to adjourn. Motion passed 6-0. Meeting adjourned at 8:22AM.

Respectfully submitted,

Christine Martin Barraford
Recording Clerk

*Attachment: Ballardvale Fire Station Presentation*