

MUNICIPAL BUILDING COMMITTEE

MEETING MINUTES 8/6/2020

Meeting conducted online via Zoom, commencing at 7:15 pm.

In attendance: Stephen, Chris, Will, Peter, Heather, Deb, Jere, Melanie, Theresa

- Chris kicked off the meeting with updates on schedule.
 - Construction planned to start next Wednesday 8/13.
 - Discussed process of fencing, temp power
 - Chris explained not all approvals are in place yet for well and septic.
 - Chris explained weekly job site meetings will start to be held. N&B project Manager, Leo, Superintendent, Dave, Chris and Will to attend.
- Stephen and Peter discussed conversations with the Tree Warden Mark. Mark was curious about what landscaping plan is in place and offer to provide feedback on that. At this point we do not have a landscape plan. Plantings are not within the scope of work by Naylor and Breen.
- Stephen provided an update on the well agreement with the church. This paperwork has not yet been finalized. Stephen will follow-up with the attorney Kevin.
- Stephen & Chris discussed the builders risk insurance the town is taking out for the project. This is a cost incurred by the town, not by Naylor and Breen.
- Discussed COVID-19 as it relates to the construction. (ie protocols by Naylor and Breen to keep the site safe for employees and visitors.)
- We discussed the VE items. We discussed Naylor and Breen was planning to get more pricing on the ADA openers.
- Discussion of the Building Envelope and Commissioning Meeting being run by Quinn of Building Envelope Services.
- Discussed grants. Melanie working on looking what is available again.
- Discussed Furniture. Chris has led conversations to date with Office Environment. We discussed local donation of furniture towards items like tables, shelving, etc. Discussed was had about connecting with Workplace Solutions.
- We discussed volunteer opportunities for this project. Stephen approached George Parker about being the volunteer coordinator for various projects. We discussed developing a scope of work for these items.

- We discussed the committees that should be formed to address several “owner costs” on the project; such as Landscape, Furniture, etc.
- We discussed on-going communications for the project. Bi-Weekly updates at selectboard meetings. Daily job reports by Naylor and Breen. Daily footage from a webcam.
- **Next Committee Meeting scheduled for Thursday, September 3rd at 7:00 pm via Zoom.**

Meeting adjourned at 8:15 pm

Respectfully submitted,

Will Bown
Rotating Deputy Secretary
Municipal Building Committee