

Public Building Commission – Senior Center Basement Renovations Committee
January 27, 2016

MINUTES: SENIOR CENTER BASEMENT RENOVATION COMMITTEE MEETING

Members Present: Vincent Robitaille, Committee Chairman
James McKenney

Others Present: George Noewatne, Director of Public Works and Engineering
Mark Nash, PBC Chairperson
John Rosa, J. A. Rosa Construction, LLC
Brett Roberts, Salamone & Associates P.C.
Stephanie Ferrall, Coordinator of Senior Services

The meeting was called to order at 8:00 AM and it was determined that a quorum was present.

The committee reviewed the following terms of the contract and expectations of both parties.

- Duration of contract: 60 days
- J. A. Rosa shall provide emergency contacts for contractor and all subcontractors.
- Pencil copy of payment requisitions are submitted to Salamone & Associates for approval. Approved copies will be submitted as PDFs at least one week prior to the last Wednesday of each month. (On 2/17/16 for month of February.)

The committee discussed the following items.

Exterior walls: Salamone & Associates will advise re: moisture barriers and insulation requirements

Flooring: Moisture was present in the concrete at the trench for floor drain piping. J. A. Rosa will have moisture tests performed and will distribute the results, after which a determination will be made re: the impact on the planned VCT flooring throughout the basement.

Sprinkler heads: Salamone & Associates will advise re: minimum distance between sprinkler heads and gypsum board ceilings.

NOTE: Minimum distance required is one (1) inch

Recessed Lights: Surface-mounted light fixtures with LED lamping will replace the schedule recessed can light fixtures due to placement of floor joists. J. A. Rosa will provide a Proposed Change Order.

Pool table light: Existing light fixture will not be reused in the basement due to its age and condition. J. A. Rosa will coordinate details with Stephanie Ferrall.

Storage: J. A. Rosa will coordinate details of Built-In Storage/Shelving Unit with Stephanie Ferrall.

Damaged conduit: While cutting the trench, the existing conduit was damaged and will be repaired by J. A. Rosa. Damage is to conduit only; power was not disrupted.

Floor tile: Senior Center staff will select color from charts provided once product type is determined.

Locks: The existing Keyso system will be maintained and the lockset requirements will be provided by the Public Works Department.

PCO #1: George Noewatne gave verbal approval for J. A. Rosa to proceed with work on a time and material basis, not to exceed the amount in PCA #1. Documentation of time and material will be submitted to Salamone & Associates. Salamone & Associates will also review the plumbing work associated with PCO #1.

Payment: Payment Application #1 was presented to Salamone & Associates and reviewed. A signed application was submitted to George Noewatne, who will forward to the Public Building Commission.

The attendees toured the basement and 2nd floor work areas.

The next meeting will be Wednesday, February 24 at 8:00 AM.

Motion to adjourn was made by Jim McKenney and seconded by Vin Robitaille.
Meeting was adjourned at 9:00 AM.

Respectfully submitted,

George Noewatne
Director of Public Works and Engineering