

Sharon Standing Building Committee
Meeting Minutes
January 22, 2013

Members Present: Chair Gordon Gladstone, Fred Clay, Steve Smith, Rick Rice and Colleen Tuck

Members not Present: Roger Thibault, Bill Croteau Rich Slater, Vice-Chair Deb Benjamin and Jeff Cruzan

The meeting of the Sharon Standing Building Committee was called to order by Chair Gordon Gladstone at 6:30 p.m. in the Conference Room at the Community Center.

1. **Administration**

Approval of Minutes

The Sharon Standing Building Committee Regular Session minutes of January 8, 2013

MOTION: To approve the Regular Session minutes of the Sharon Standing Building Committee meeting of January 8, 2013 (Tuck/Smith) – unanimous Abstention: Rice

Future Meetings: To be announced

2. **Sharon Middle School Project Updates**

Chair Gladstone informed the SSBC the Middle School “punch list” is being reviewed.

3. **Proposed DPW Steel Building**

Chair Gladstone needs a clear understanding on the responsibilities of the Steel Building Project and would like to get the direction from the SSBC. Following are some of the concerns which were discussed:

- Town Engineer, Peter O’Cain, has asked KBA for an estimate of costs for several different items;
- Chair Gladstone shared information on public building projects design services from the Massachusetts General Laws as follows: 1.If the “Estimated Construction Cost” is \$100,000 or less or “Estimated Design Cost” less than \$10,000 there is no **Procurement Procedure** – Recommend soliciting qualifications and prices from at least three designers. 2. If the “Estimated Construction Cost” is \$100,000 or more and “Estimated Design Fee” more than \$10,000 (both ECC and EDF thresholds must be met before the designer selection procedure is required.) and

must go through the **Procurement Procedure** – Qualifications-based selection process.

- Should an RFQ be sent out for an architect? - SSBC commented not going through an RFQ if all we need is \$10,000 – not a problem going with KBA;
- Performance of Peer Review – Evaluation by costs provided by vendors;
- Discussed was M.G.L. c30-B “Procurement of Supplies and Services”;
- Concerns of Construction Contract;
- DPW is the proponent – SSBC responsible to sign contract and approve all invoices;
- SSBC to determine what is needed for a budget for project.

The meeting adjourned at 7:35 p.m. (Tuck/Smith) – unanimous

Submitted:

Linda V. Morse, Secretary

Sharon Standing Building Committee

Signature of Chair

Date of Acceptance

NOTE: All Standing Building Committee minutes and attachments will be available for the public to read at the Standing Building Committee office located at the Community Center upon request.