

Sharon Standing Building Committee
Meeting Minutes
January 8, 2013

Members Present: Chair Gordon Gladstone, Vice-Chair Deb Benjamin, Fred Clay, Rich Slater, Steve Smith, Roger Thibault, Bill Croteau and Colleen Tuck

Members not Present: Rick Rice and Jeff Cruzan

Others Present: DPW Superintendent: Eric Hooper
DPW Engineer: Peter O’Cain
Director of School Dept. of Maintenance and Operations - Ken Wertz

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 November 13 , 2012

MOTION: To approve the Regular Session minutes of the Sharon Standing Building Committee meeting of November 13, 2012 (Thibault/Smith) – unanimous

Future Meetings: January 22, 2013 and February 5, 2013

2. **Sharon Middle School Project Updates**

The following reports were received and are attached as part of these minutes:

KBA

Daedalus – Invoices

MOTION: to approve the following invoices:

1. Crystal #SI-356622 for \$478.52
2. Milton CAT #M2236401 for \$13,699.98
3. Robert H. Lord Co., #30454 for \$1,241.88

The above invoices were approved (Clay/Slater) – unanimous

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Status of the Middle School – Ken Wertz

Chair Gladstone and Ken Wertz will be discussing the Middle School “Punch List”.

Chair Gladstone distributed the latest Cost Report and Worksheet that he had prepared and also a draft of the Annual Report of the Sharon for the SSBC to look over.

Chair Gladstone informed the SSBC that the Electric and Gas rebates will be going into the “General Funds” of the Town

Election of Officers

Chairman - Nomination for Gordon Gladstone was made by Colleen Tuck.

Mr. Gladstone accepted the nomination. Gordon Gladstone was unanimously elected as Chairman of the Sharon Standing Building Committee for the year 2013.

Vice-Chair - Nomination for Deb Benjamin was made by Steve Smith. Ms. Benjamin accepted the nomination. Deb Benjamin was unanimously elected as Vice-Chair of the Sharon Standing Building Committee for the year 2013.

3. Proposed DPW Steel Building

Supt. Eric Hooper and DPW Engineer Peter O’Cain discussed the following with the Sharon Standing Building Committee:

- Plans of the Steel Building were passed out;
- distributed a map of where the Steel Building is to be located on the DPW property;
- Construction costs associated with each phase of work;
- Soft costs for the Steel Building Project which amounts approximately \$82,000;
- To save money DPW may dig hole for foundation and watermain work;
- Type of slab – basic concrete floor;
- The use of proper equipment for the project;
- Excavation of project i.e., asphalt;
- Recommended of an OPM (Operation Project Manager) to report on the project – review requisitions, budget, fabricated plans, etc.;
- OPM and Peer review costs;
- Engage an Architect and OPM;
- Member Clay stated from the General By-laws the following:
 - “The Standing building Committee, as to those projects for which funds are appropriated to the committee, shall be responsible for: a. financial estimates –
 - b. design, including schematic design, design development, and construction documents (or equivalent documents) developed from the project goals established by the proposing board of committee; and, c. all aspects of construction, including whatever is necessary to implement or complete a project.”
- Create formal Budget for the Project at next meeting.

The meeting adjourned at 8:10 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.