

**Sharon Standing Building Committee
Sharon Town Hall
90 South Main Street
Sharon, Massachusetts 02067**

**SSBC Meeting Minutes
5/28/19**

SSBC Members

Gordon Gladstone, Chair	Marty Richards	Colleen Tuck absent
Deb Benjamin, Vice Chair	Richard Slater	Sara Winthrop
Matt Grosshandler	Steve Smith absent	
Rick Rice absent	Roger Thibault absent	Matthew Baldassari (TH)

SSBC Attendees and Others

Joe Sullivan - DPI absent	John Sayre-Scibona - OPM
Kevin Paton - BKA	Bob Levin - Library
John Hobson - Colantonio	R. Drayton Fair - Architect

Administration

- The meeting of the SSBC was called to order by Chair Gladstone at 6:46 PM at the Public Safety Building.
- The SBC meeting was cancelled due to the community forum for SHS at another town site.
- Future scheduled meetings: 6/4, 6/11, 6/25

Public Safety

No discussion

Town Hall

- SCTV representatives discussed their video and microphone meeting.
- Chair Gladstone asked why there are 12 microphones at the tables.
- Amy from SCTV said they are for the committee that is presenting .There is other ceiling microphones that will pick up the audience already.
- Chair Gladstone said he will recuse himself from further discussion.
- Amy from SCTV said the vendor suggests the separate microphones. She said they are readily available. It is thought they last about 10 years.
- Matt Grosshandler moved to approve the proposal as submitted for \$31,167 with the assumption that the number of microphones will be allocated as needed and if there is another option that can meet the needs with fewer and fall within the budget that this will be entertained. Ms. Winthrop seconded the motion and Chair Gladstone abstained.
- The Town Hall building construction is on schedule.
- Matt Grosshandler asked the status of holds and is there anything else that can be turned back to the Town. The OPM will come to the next meeting with an update on the holds and if any can be released.
- Kevin Paton reviewed the furniture. He said there are 3 bidders. This includes Sheehan, WB Mason, and Creative Office. He said they bid on different items by leaving out miscellaneous items. There is not a true low bidder. If all equal - there is nearly equal bids from 2 of them and one is the low bidder. The question arose as to how we choose.
- They have pdfs of the furniture lines.

- DPI owns the bid - they are not here tonight so, there is no explanation of the bid or a request to proceed.
- Kevin Paton was asked - do you want to divvy the bid up to all three vendors? He does not recommend that we proceed with that direction.
- If the bid package is complete, then we would be bound by the rules of the bidding process.
- The bid was set up so categories could be eliminated from some of the bidders and selected to accept from other bidders.
- There was discussion among members about specific line items.
- Matt Grosshandler asked if we can circulate the updated information after it has been vetted. No, that is outside the rules of open meeting laws.
- We need the experience of the state bid laws - the consultants need to bring us a recommendation to be able to vote and approve a furniture package.
- More discussions on the alternates and what meets the specification based on quality.
- Only WB Mason provided prices and specifications for all furniture items.

Library

- The Town meeting vote was successful to approve the library project.
- Bob Levin said to move ahead with the contracts.
- John Sayre-Scibona said the contract is as written in the original cost report. He usually waits for the architect to submit. There may be items not in the architect's contract that will be incorporated into the OPM project.
- Chair Gladstone asked if when the trustees hired the architect and OPM, did they negotiate contracts? NO - architect proposal circulated \$1.5M+
- Cost report shows OPM at \$648K
- What is the timing to engage consultants - will wait until the contract is signed.
- Fee matches the original budget.
- Clarification of the process - John Sayre-Scibona confirmed that the OPM was brought on first and then assisted with finding the architect in the original feasibility initiation of the project.
- Bob Levin said there will be a vote by the MLB and the Town will receive the first 20% in July
- John Sayre-Scibona asked what about the extra time spent today? When will the funds be available?
- Chair Gladstone said to defer request for payment of invoices for services to bring the project past feasibility to vote until key members of the committee are present to weigh in.
- Chair Gladstone asked about demolition. Should we move ahead quickly to demo separately or include with the contractor.
- John Sayre-Scibona - set the stage- do it first but, there is liability of a hole, fencing costs, it would go with abatement, push as close to time of bid to have a clean site within weeks of final bid?
- There will be markup with the GC if included with the contract. There are other costs for the Town if done separately.
- Chair Gladstone said to please prepare an RFP for demolition to be ready to approve at the next meeting
- John Sayre-Scibona - without a contract?
- Chair Gladstone replied yes, we just cannot move ahead on the contract tonight without key members on the committee here tonight.
- Builders risk? Who should carry it? Shop it to see.
- Matt G- has experience with the insurance being a sliding scale policy based on the various stages of the buildout.

Minutes

Ms. Winthrop moved and Mr. Slater seconded the motion to approve the 5/14/19 minutes. All voted unanimously in favor of approval.

Invoices

Ms. Winthrop moved and Mr. Grosshandler seconded the motion to approve all invoices. The Committee voted unanimously in favor of approval.

BKA \$21,546 - 57%
DPI \$14,000 - monthly fee
Commissioning agent - \$19146.86

Adjournment

Through unanimous consent, the meeting adjourned at 8:12 PM.

Attachments

Submitted:
Rachelle Levitts
Sharon Standing Building Committee

(Gordon Gladstone) Signature of Chair

Date of Acceptance