

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

**SSBC Meeting Minutes
6/25/19**

SSBC Members

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

SSBC Attendees and Others

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

Administration

- The meeting of the SSBC was called to order by Chair Gladstone at 6:33 PM at the Public Safety Building to begin with the Library Project.
- Future scheduled meetings: 7/9, 7/23, 8/6, 8/20
- The portion of the SSBC meeting regarding the Library Project was adjourned at 7:35 PM.
- The SSBC meeting went into recess and the SBC meeting of 6/25 was opened. At the conclusion of the SBC meeting at 8:10 PM, the SSBC meeting reconvened.

Library

- Lauren Stara and Andrea Bunker from MBLC were in attendance. They are the liaisons to the Library Project and oversee the distribution of the grant and ensure that all guidelines are being met in order to receive the grant.
- Chair Gladstone asked Ms. Amend to email him the designers contract.
- Ms. Stara commented that Sharon is project #1 on the MBLC waiting list. It has not yet been funded.
- We have gone through the process to build the library program to design. Once the program is accepted major changes cannot be made. The library program is then used to hand to the architect for conceptual design which includes site plan, floor plans, elevation etc.
- The application for concept design and building documents was done in 2016-2017. MBLC received 33 applications. They use independent reviewers to evaluate and score projects.
- July 11, 2019 they are recommending the provisional grant be approved for Sharon Public Library in the amount of \$7,485,093. The receipt of payment is contingent on the Library Board of Trustees sending a letter stating they officially accept the grant. It needs to be notarized.
- Once all documents are received, the MBLC will send the State contract and the agreement with 38 assurances that the Town of Sharon agrees to abide by.

- Lauren Stara stated that the Town must spend the money in the application that was agreed to. It cannot come in under budget.
- Ms. Stara said you do not have to be LEED certified but there is a \$184,000 green library incentive if the Town chooses to go LEED.
- The Town decides who signs the contract with the State of Massachusetts for the grant.
- Ms. Stara said the grant is paid in increments of 20% over 5 fiscal years.
- The 1st 20% is awarded as stated above in the July 2019 timeframe contingent on the Library Board of Trustees sending a letter stating they officially accept the grant. I.
- The 2nd 20% is awarded at the milestone for completion of construction documents which should be the next fiscal year, July 2020. Only one grant is awarded per fiscal year.
- The 3rd payment is awarded after the advertisement for bid and bid documents and a signed contract with the general contractor.
- The 4th grant is awarded at the certificate of occupancy and open to the public.
- The last part is awarded at the contract completion, final report and copy of as built drawings are provided.
- Monthly project reports are required to be sent by LeeAnn Amend.
- There needs to be a plaque in the building that says State funds administered by MBLC were used for this building.
- Chair Gladstone said he needs to speak with Attorney Gelerman regarding assigning the contracts to the Building Committee.

Public Safety

- Mr. Sullivan said the electrician is doing the wiring for the hyper heat at the Public Safety Building. It should be installed and tested by the end of July.

Town Hall

- Mr. Rice moved and Mr. Richards seconded the motion to authorize the Chair to sign the contract with Ockers (ISG) which was previously approved for \$31,167.00. This contract is for microphones, etc. for the meeting room.
- Mr. Rice moved and Ms. Winthrop seconded the motion to authorize the Chair to sign the Town Hall contract for furniture for materials with Sheehan in the amount of \$89,568.04. All voted unanimously in favor of approval.
- Mr. Hobson said the project is on schedule to complete Phase 2 by 8/2/19 with the move scheduled for one month after that.
- Mr. Sullivan said that a logistics meeting was held. Movers have been hired. There is a meeting held every other week to address staff needs.
- A Committee walkthrough will be held at the end of July.
- Furniture should be in by 8/23/19.
- Mr. Sullivan said there are two critical items that need addressing (CP 30 and CP34). The CP30 requires two electrical feeds where the original design had one feed. The equipment that was ordered was not received. Chair Gladstone said the work needs to be done. We need to give it to Colantonio to be able to move forward. There is not enough information available to understand why this happened and to establish responsibility.
- A motion was made by Chair Gladstone to approve CP 30 and 34 subject to reviews of ultimate responsibility of cost. Mr. Rice moved and Mr. Richards seconded the motion. The Committee voted unanimously in favor.
- Change orders 13, 36, 37, 38 and 40 totaling \$9,281.05 were reviewed and approved by the subcommittee Rice/Richards. The full committee approved with Ms. Tuck moving and Ms. Winthrop seconding the motion. All voted unanimously in favor of approval.

Minutes

Mr. Rice moved and Ms. Winthrop seconded the motion to approve the minutes 6/11/19. The Committee voted unanimously in favor of approval.

Invoices

Mr. Slater moved to approve the invoices and Ms. Winthrop seconded the motion. The committee voted unanimously in favor of approval.

Gelerman - \$682.50
Consigli - \$50,173.00

Adjournment

Through unanimous consent, the meeting adjourned at 8:45PM.

Attachments

Daedalus Progress Summary June 25, 2019
Colantonio meeting update 6/25/19

Submitted:
Rachelle Levitts
Sharon Standing Building Committee

(Gordon Gladstone) Signature of Chair

Date of Acceptance