

**Sharon Standing Building Committee  
Meeting Minutes  
November 18, 2014**

**SSBC Members**

Gordon Gladstone, Chair	Tony Branca	Richard Slater	Colleen Tuck
Matthew Baldassari	Bill Croteau	Steve Smith	
Deb Benjamin	Rick Rice	Roger Thibault	

**Special Members**

Joe Bernstein, Police Chief	Eric Hooper, DPW Superintendent	Jim Wright, Fire Chief
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**Other Attendees**

Shane Nolan - Daedalus	Todd Costa – Kaestle Boos
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**1. Administration**

- a. The meeting of the Sharon Standing Building Committee was called to order by Chair Gordon Gladstone at 6:30 PM at the Community Center.
- b. Future Scheduled Meetings: 12/2, 12/16, 12/17, 1/6

**2. OPM Report**

- The Committee voted for each of the interested firms which included Agostino, Colantonio, WT Rich, Fontaine, Boston Building and Consigli. It was determined that the RFP is due back on 12/12. Interviews for the candidates will be held on 12/16 and 12/17. Mr. Nolan will be in contact with all applicants regarding the schedule. On 12/2, the Committee needs to determine questions for the 12/16 and 12/17 interview process and create an addendum to the RFP if required.
- Mr. Gladstone said he emailed the Committee a copy of the RFP, general conditions and contract for their perusal.

**3. Architects Report**

- Todd Costa stated that the civil engineer conducted pit borings for the ground water system locations and the bottom of the existing detention basin. Additional test pits needed to assess onsite septic system design drainage will be performed with the DPW and the health department in the coming weeks. He also said the civil engineer is working at a quicker pace.
- Mr. Costa commented that they will be meeting with NSTAR to gain a better understanding of the utilities needed.

- Mr. Costa also discussed meeting with the police/fire chiefs and their radio vendor to determine communication equipment needed for the new station and to get a price quote.
- Meetings will be scheduled to review furniture, power, and data requirements as well.
- Mr. Costa said ongoing coordination meetings are progressing to design development so that it can be delivered to an estimator on 1/5/15.
- The updated schematic plans provided by Mr. Costa were discussed with the Committee who provided their input. Mr. Croteau said he wants to see more glass at the fire station and less brick on the façade. A discussion regarding the window fenestration was held.

#### **4. Meeting Minutes**

Ms. Tuck moved to accept the meeting minutes of November 4, 2014. Mr. Branca seconded the motion and the Committee voted unanimously in favor of approval. Abstentions were Hooper, Rice and Slater who were absent the previous meeting.

#### **5. Invoices**

The following invoices were voted unanimously (Rice/Croteau) as pertains to DPW Steel Building:

- a. \$61,000.61 as an interoffice transfer to the DPW for materials they paid for in the building of the garage.

The following invoices were voted unanimously (Croteau/Smith) as pertains to Fire and Safety Building:

- a. \$124.80 - Gatehouse Media ad for the CM position.
- b. \$110.00 - Gelerman for legal expenses.

#### **6. Adjournment**

The meeting adjourned at 8:20 PM – unanimous vote.

#### **7. Attachments**

11/18 Architects Report, Schematic Design Presentation  
No OPM Report

Submitted:  
Rachelle Levitts  
Sharon Standing Building Committee

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(Gordon Gladstone)      Signature of Chair

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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.