

Meeting Minutes
Marshfield Council on Aging
Senior Center Expansion Building Committee (BC)
Meeting Tuesday, March 2, 2021 1:00 PM

ATTENDANCE: Carol Hamilton-COA Director; Bill Scott-Co-Chair; Sheila Gagnon-Co-Chair; Dan Pallotta-P-3/OPM; Curtis Edgin-Caolo & Bieniek Architects, Fred Russell-Facilities Manager; Peg Davis-Capital Project Building Committee Liaison, and Matt Currie- Committee at-large member

ABSENT: Patrick Della Russo-Town Treasurer, Rudy Hall–Caolo & Bieniek Architects, Mike Maresco-Town Administrator and Tony Bullock-Asst. Facilities Manager

CALL TO ORDER: Bill Scott called the meeting to order at 1:02 PM

ACCEPTANCE OF MEETING MINUTES: Minutes of 2/16/21 Acceptance voted except S. Gagnon abstained, did not attend. Minutes of 2/23, 2021, acceptance voted unanimously

DESIGN UPDATE: Curtis Edgin: New building finishes presented thus far have been reviewed and selected by the designers and COA staff. Samples are available for inspection at the Senior Center. A conversation has begun with the engineers concerning the glycol system. The existing system is a manual make-up system. In extending the system to the new building it is desired to incorporate an automatic fluid make-up feature. This will involve a PCO from the electrician to incorporate the change. There is also a PCO coming for the finish on the windows. The contract calls for primed windows in specifications and we always wanted a wood finish to match the doors.

CONSTRUCTION UPDATE: Dan Pallotta: As predicted the plumbers completed their first floor under slab work last week. The electricians followed up and they have also completed their under slab work. There is site grading now being completed to prep for pouring the slab(s) but that concrete work can't proceed during this extreme cold weather. This is a minor delay and overall construction is still on schedule.

PCO #3 (GYM RESILIENT FLOOR) APPROVAL – Dan: The initial contractor proposal at \$44,000 was rejected. The revised proposal with a different flooring company from Rockland was submitted at \$36,391 or approx. \$18/SF and is being recommended for approval. Sheila moved and Bill seconded, and Bill led a brief discussion on the design and improvement of the resiliency of the floor for gym use by seniors. Dan described the floor as a “floating floor” with a sandwich of two cross layers of plywood with (a cushioning material in between) and a very durable wearing surface. There is a 1” gap all-around between the floor and the wall structure to allow for expansion and contraction. The BC voted unanimous approval of PCO #3, which will now be forwarded to Mike Maresco for implementation.

BUDGET UPDATE AND CHANGE TRACKING – Dan: There is a new form, a Change Order / PCO Tracking Form (Posted to the ZOOM screen), which tracks the timing, cost, scope, and is color coded for the reason/origin of each PCO. This form provides information for grouping PCOs into official Contract Change Orders which will be processed as official budget revisions. This will enable accounting to change the budget and make contract payments for contract revisions as they are completed and invoiced. We are fortunate that our relationship with Page Construction is good and allows us to work with the contractor to incorporate changes in the field without pausing work to process all of the official paperwork, which will ultimately be processed.

(Dan posts Project Budget on ZOOM screen) There is currently \$1.29M left in our project contingency fund. All of the other project costs are cataloged on this budget sheet. Dan explains other project cost increases for services related to processing changes and project submittals. We have spent \$1.228M to date from day one of the project. Dan and Patrick have a slight discrepancy of approximately \$4000 on the exact number but that will be resolved. Sidebar on the benefits of Projectdog digital bidding service. Dan compliments the close working relationships of the entire project team in producing an efficiently run project.

FINISHES AND EQUIPMENT FOR MEDIA ROOM – Sheila asked about involving the town's IT Department and COA Management to collaborate and decide on the finishes and equipment we want for the Media Room. We have already anticipated some power and communication drops and screen locations in the room design, but we need to walk the IT staff through the drawings then have COA and IT huddle to coordinate the actual audio/visual and communication equipment we need, along with supporting storage cabinets, racks, and carts for mobile equipment. It was noted that seniors will be increasingly tech savvy in the coming years and our equipment needs to prepare for this. Sheila asked about acoustical insulation of the media room. Curtis will review this but notes that by location the media room is isolated from other sound sensitive building spaces. Carol will formulate who needs to meet and when to meet with IT and Dan will identify an outside IT Specialist to facilitate the decision process.

NEXT MEETING: Dan estimates we won't need a next meeting for two weeks so the next BC Zoom meeting will be on Tuesday March 16, 2021 at 2 PM.

ADJOURNMENT: Peg motioned to adjourn, and Matt seconded, and the vote was unanimous to adjourn at 1:40 PM.

Respectfully submitted,

Matt Currie

Please see attached

March 2, 2021	Member/ Guest	Attend	Approve Minutes 2/16/21	Approve Minutes 2/23/21	Approve PCO #3	Adjourn
Tony Bullock - Facilities	M	-	-	-	-	-
Matt Currie	M	Y	Y	Y	Y	Y
Peg Davis	M	Y	Y	Y	Y	Y
Patrick Dello Russo - Treasurer	M	-	-	-	-	-
Curtis Edgin - Architect	G	Y	Y	Y	Y	Y
Sheila Gagnon - Co-Chair	M	Y	A	Y	Y	Y
Rudy Hall	G	-	-	-		-
Carol Hamilton COA-Director	M	Y	Y	Y	Y	Y
Michael Maresco - Town Admin	M	-	-	-		-
Dan Pallotta - OPM	G	Y	Y	Y	Y	Y
Fred Russell - Facilities Mgr	M	Y	Y	Y	Y	Y
Bill Scott - Co-Chair	M	Y	Y	Y	Y	Y

vote chart.