

MEETING MINUTES
Marshfield COA Senior Center Building Committee
Meeting July 16, 2020
Meeting 10:00 AM via Zoom

ATTENDANCE: Tony Bullock – Assistant Facilities Manager, Curtis Edgin - Architect, Sheila Gagnon - Co Chair, Rudi Hall - Caolo & Bieniek, Carol Hamilton – COA Director, Michael Maresco - Town Administrator, Fred Russell - Facilities Manager, Peg Davis and Dan Pallotta P-3 OPM. Attendance was confirmed by voice.

ABSENT: Matt Currie, Bill Scott and Patrick Dello Russo

CALL TO ORDER: Sheila Gagnon called the meeting to order at 10:02 AM

APPROVAL OF MINUTES: The minutes of our July 2, 2020 meeting were moved by Michael Maresco and seconded by Peg Davis, and approved by a roll call vote with all present voting to approve as written and without discussion. (See "Voting Chart Table" on the next page of these minutes.)

PROJECT MANAGER UPDATE: Dan Pallotta representing P-3 as Owners Project Manager discussed the Schedule and the need to stop having changes that are substantial. "Our goal from the day we were hired was bidding in late August through September" Changes prevent that goal. P-3 also asked Mike Maresco to allow us to meet with Bob Galvin and Mike to review the Front End Specs. He also urged the COA team to work with Curtis to determine the FINAL needs for the café. It was later agreed that Curtis, Carol and Sheila would continue to meet and develop the plan food service plan for the café. Dan reminded the group that we need to work quickly to maintain our schedule and get out to bid while the current Covid-19 Pandemic is creating a favorable economic environment for construction bidding.

CAOLO & BIENIEK UPDATE: Curtis briefly discussed the updates to the Café Plan. Curtis will have 75% Drawings by the second week of August. P-3 offered to deliver to Town. P-3 and Facilities to review and make comments to clarity and quality. Curtis also requested the "Front End" specifications again. P-Three to have (with baseline from Town Counsel) to Curtis by end of the week of August 17.

Peg moved to adjourn at 11:12 AM

NEXT MEETING: for the Café Working Group on Thursday, July 23, 2020

Respectfully submitted by,

Dan Pollatta and Carol Hamilton

See Voting and Attendance Chart on the next page.

Voting Table Chart 7/16/2020

Name	Member/ Guest	Attending	Accept Minutes Yes/No	Adjourn Yes/No
Tony Bullock - Facilities	M	X	Y	Y
Matt Currie	M	-	-	-
Peg Davis	M	X	Y	Y
Patrick Dello Russo - Treasurer	M	-	-	-
Curtis Edgin - Architect	G	X	Y	Y
Sheila Gagnon - Co-Chair	M	X	Y	Y
Rudy Hall	G	X	-	-
Carol Hamilton COA -Director	M	X	Y	Y
Michael Maresco - Town Admin	M	X	Y	Y
Brenna Motter	G		-	-
Dan Pallotta - OPM	G	X	Y	Y
Fred Russell - Facilities Mgr	M	X	Y	Y
Bill Scott - Co-Chair	M		-	-