PMBC Minutes
December 18, 2019
Room 103, 7:00 PM
Littleton Town Building, Littleton, MA

Members Present: Steve Moore, Bob Romilly, Daryl Baker, Rich Crowley
Absent: Mike Scaduto, Brian Pasquale
Others Present: Marilyn Fedele, Carolyn Mueller, Linda Stein

Meeting called to order at 7:00 p.m. by Chairman, Steve Moore.

Minutes
Bob Romilly moved to approve the minutes of November 20, 2019 as corrected, seconded by Daryl Baker. Motion carried.

Daryl Baker moved to approve the minutes of December 4, 2019 as read, seconded by Bob Romilly. Motion carried.

Warrant
DRA, Shaker Lane $ 2,036.50
Johnson & Roberts, Library 93,173.00
Johnson & Roberts, Library 77,795.55
Vertex, Library 5,425.00
6 Invoices from Vertex, Police Station 1,867.50
Evergreen Construction, Shaker Lane 18,685.65*
Total $198,983.20**

*Steve deducted $50 because they failed to show up for the initial inspection.

Daryl moved to approve payment of the warrant in the amount of $198,983.10, seconded by Bob Romilly. Motion carried.

Library Update
The OPM met with Commodore on Monday to review site logistics. Questions at that meeting pertain to the School Department. They want to use the school grounds for parking. Daryl says No, but possibly during the summer.

Design development documents were uploaded today. The contract with the MLBC was signed and returned today. We have spent around $700,000 so far. By the time the first installment from the MLBA comes in, we will be in the black.

Shaker Lane Life
The Shaker Lane Lift project is complete.

Police Station
CBI Engineers have been selected as the design firm. The CBI contract has been sent back and forth. Agreement on the language, and the contract was sent off. A kick-off meeting was held December 18 at the Police Station. CBI will issue a report to us the middle of January.

12 Robinson Road
The roof replacement has been started. The barn, breezeway and the front roof of the house have been completed. The deteriorated chimney was removed just above the roof line. The total cost for the rebuilding of the chimney, installing new gutters, F&I new SS chimney cap, additional work to level roof area and a credit for the 100 sf of roof boarding is and other work is $11,152 for a total cost of $50,152.

Linda Stein feels that the contractor is doing a great job. PMBC is very happy with them. The Historical Commission voted to approve the extra work – not to exceed $50,152. They voted on all the items and the total. Very happy with the color and the materials for the chimney. They do want gutters and downspouts, but not in front. Relevelling the existing deck boards and rafters. In the spring we should get some pest control done. Ask Nina about this.

Houghton Building
Rich will meet with the painter tomorrow; he is all set to go. Get him in and under $20K. Rich believes it will be $6,000-$8,000.

DPW
The contract for the roof replacement is still being worked out. The contractor has already started submitting shop drawings.

Committee Resignation
Ed Mullen has resigned from PMBC.

Town Facilities Manager
PMBC recommends that the Facilities Manager should look at the building management system on a town-wide basis. Steve Mark sent the information for the schools. The Fire Department has its own. Daryl noted that there are three specific areas – working with the Town Administrator, policy expectations, compliance. Insure that all facilities are in compliance. Kelly Clenchy and Nina Nazarian are working on it.

New Business
Police Department – looked at the heating system in the sally port in the garage. Nashoba came over and did some remedial repair. The system had not been serviced since it was installed. PMBV is working with the Police Department to review options for repair/replacement.

Member Input
Daryl – nothing
Rich – nothing
Bob – see you the first of April. I will be away from January 7 through March 27, 2020.

Rich will be away on February 5.

Next meeting Wednesday, January 15, 2020, Room 103, Town Office Building

Bob Romilly moved to adjourn at 8:02 p.m., seconded by Daryl Baker. Motion carried.

Respectfully submitted,
Marilyn Fedele

**Warrant of bills approved for the week’s meeting.**