

Public Buildings Improvement Commission/School Building Committee Agenda for Monday, April 25, 2016.

LOCATION: North Smithfield Town Library Community Room, 20 Main Street, North Smithfield, RI 02896

DATE: Monday, April 25, 2016.

TIME: 18:33

Sec. 2-194 Public Building Improvement Commission Ordinance aka "PBICO"

Public Building Improvement Commission (PBIC) North Smithfield School Building Committee (SBC) i.

Roll Call

In attendance: David Punchak, Joe Cardello, John Flaherty, Mike Rapko, Martin Shaw, Glen Lameroux, Tim Lafferty, Amy Duskwicz.

1. Membership / Distribution: See Attached Membership Listing

ii. Old/New Business

1. Meeting Minutes 3.14.16 and 3.28.16 to be approved (Executive Folder in Google Drive)

John Flaherty motioned to approve, David Punchak second, all in favor aye.

iii. Road Improvement Project

1. Discussion, Vote, or Other Action: Road improvement Construction Contract documents.

PARE submitted contract, Doug Allam & Joe Cardello reviewed contracts, submitted comments and corrections to be made. Need decision on dates to complete contract for advertising.

TC pre-approved moving forward pending PBIC approval.

2. Discussion, review, vote or other action: Advertisement of Road Improvement Construction Contract.

A suggested advertising date was April 28th, but deadline unlikely to be met with final corrections to contract still to be made.

Joe Cardello raised question of whether the the bidding process should be opened in joint meeting with TC to speed up process. Following discussion, it was decided to hold a special

PBIC meeting on Monday, May 2nd, to vote on the contract and advertise following approval vote instead. This will effectively keep timeline moving quickly, without having to add on to a TC meeting.

Joe Cardello motioned to table vote on PARE contract, pending discussion and confirmation of dates. Approved. Joe Cardello & Doug Allam will send out edited PARE contract with Doug's comments for review along with other relevant documentation to be considered for Monday, May 2nd, PBIC meeting and vote.

Mike Rapko asked if the solicitor should review the contract prior to advertising
Joe Cardello - agreed, yes - and stated he would send the documentation to the Chair and PBIC (including solicitor), with a deadline to review and comment within 3 days to be voted on Monday.

3. Discussion, review, vote or other action: Construction services Contract Amendment No. 1, Bid Design Services. (TC has preauthorized a fee Not to Exceed \$7575)

John Flaherty questioned whether hours and fees noted would be justified with time sheets, vs. paying outright for estimated hours that may / may not be used.
David Punchak & Joe Cardello confirmed that time sheets would be submitted, and Joe Cardello would be receiving weekly reports along with the time sheets for review.
The weekly reports & time sheets were requested by Joe Cardello of PARE due to the issue that arose of them running out of allocated design funds and not informing town of it before they ran out.

4. Discussion, review, vote or other action: Reallocation of Hours / Fees from Construction Services to Design Services for PARE Contract. (TC has pre authorized \$3000)

Per Joe Cardello: PARE has already spent all the allocated funds for design hours, requesting payment for additional design hours – to be pulled from construction services.

There should be enough in construction for 6 months of work, roads should be completed in 4 months, so there is some flexible money to go back into design fees. Taking \$3,000 out of the construction fees towards design fees pre-approved by council.

iv. School Buildings Projects

1. Discussion, Vote, or Other Action:

v. Municipal Buildings Projects

1. Discussion, Vote, or Other Action: Discussion of OPM/COW for Municipal Bond (KD & Bushee)

Glenn Lameroux & Tim Lafferty requested to discuss Municipal Building Projects to start the meeting, Joe Cardello motioned to move up agenda item for discussion, approved.

Glenn Lameroux asked the status of the bids. Per Joe Cardello: Jason Parmalee has received a few requests for information, Joe Cardello has also received a request from a contact. Information has been sent out to those that have requested it. Bids are due back by May 6th.

John Flaherty requested that all bids be sent to the Chair for dispersal for committee review.

Question of progress re: school move was raised. Per Martin Shaw: The school is managing their own move per April 11th meeting discussion. They are receiving quotes for the move, and will review plan from OPM if/when one is provided.

Updates from Tim Lafferty & Glenn Lameroux were provided regarding Police Department move & construction:

All vendors have been met with and necessary information provided - except for phone services for the town hall (minimum of 10 lines needed for PD phone system which is digitally recorded through software system). IT also stated that a separate secure line must be set up for FBI and state related services. The state is responsible for setting this up, not the town.

The town hall space will work for PD with minor security additions (doors, cameras, intercoms, etc).

After consulting with NSPD Chief - prisoners cannot be housed in Massachusetts, must remain within state lines. MOA's will be utilized to house prisoners with partner departments nearby.

WB Mason can provide items such as evidence lockers and file storage systems to secure records and evidence on-site without a separate trailer.

Prices discussed with vendors may increase 5-10% by the time plans are finalized due to timeline and annual price increases. It was not discussed whether current prices could be locked in with contracts - may be a possibility.

John Flaherty raised the question of whether town offices could be used for other meetings, etc, while PD is housed in the Town Hall.

Tim Lafferty responded that the space would have to be solely dedicated to PD due to integrity concerns of confidential information & evidence/records. This also means that the space cannot be shared with EMA unless they can be totally isolated from PD.

EMA may be able to be housed in the basement, though there is only one access door - so this may disqualify the space for their use.

Regarding vendors: EMA has totally separate radios, antennae, vendor, etc. Police Department has specially encrypted system that is separate from EMA. Therefore, they can

be housed easily separately and costs will not change since separate systems will need to be equipped regardless of location (per Tim Lafferty).

Tim Lafferty asked in regards to OPM if they can specify qualifications such as requesting that successful candidate has experience with building police departments.

Joe Cardello & David Punchak noted that it is a possibility, but it would significantly impact the number of possible bids for the position and recommended against adding that qualification.

Tim Lafferty & Glenn Lameroux left at 19:00.

vi. PBIC/SBC Financials

1. Discussion, Vote, or Other Action: Financial tracking, best practice
 - a. Payment of invoice recommendations to Town Council
 - i. Discussion, review, vote or other action: Payment of Invoices, PARE Corporation.

John Flaherty – Agenda item 6.1ai – payment of invoices PARE:

Recommend town council payment of invoice: 00004 – project Number 15149, date: march 18, 2016. Total amount: 11,665.00. Joe Seconds, discussion. All in favor. Motion passes.

vii. Adjourn

Motion to adjourn by David Punchak, John Flaherty second, all in favor.

Adjourned at 19:57

Next Meeting Date: Monday, May 9, 2016.

Membership/Distribution

Name	Board	Voting Member	Role
Roseanne Nadeau	PBIC/SBC	✓	PBIC Chair, Town Council
Art Bassett	PBIC/SBC	✓	SBC Chair, School Committee
David Punchak	PBIC/SBC	✓	Resident
Doug Allam	PBIC/SBC	✓	Resident, Lead on Road Bonds
Joe Cardello	PBIC/SBC	✓	Resident
John Flaherty	PBIC/SBC	✓	Secretary PBIC, Resident
Mike Rapko	PBIC/SBC	✓	Budget Committee, Resident
Paulette Hamilton	PBIC	SME	NS Town Administrator
Jason Parmalee	PBIC	SME	NS Finance Director
Peter Branconnier	PBIC	SME	EMA Director
Ray Pendergast	PBIC	SME	DPW Director
Stephen Lindberg	SBC	SME	NS School District Superintendent
Martin Shaw	SBC	SME	NSSD Facilities Manager
Diane Jolin	SBC	SME	NSES Principal
Jennifer Daigneault	SBC	SME	Halliwell School Principal
John Lahar	SBC	SME	NSMS Principal
Tim McGee	SBC	SME	NSHS Principal
Steve Reynolds	PBIC	SME	Chief of NSPD
Glen Lameroux	PBIC	SME	Captain NSPD
Tim Lafferty	PBIC	SME	Captain NSPD
Eric Army/Mike Fay	PBIC	\$	Architect, Studio Meja
David Iglizzi	Legal	\$	NS Town Solicitor/Bond Council
Steve Archambault	Legal	\$	NS Town Asst. Solicitor/Bond Council
Amy Duskwicz	PBIC	\$	Recording Clerk
Vacant(M/S) PARE(R)	PBIC	\$	Clerk of the Works

✓ Voting Member, \$ Compensated, SME Subject Matter Expert

Packet/Supporting Document Location:

We use Google Drive to store our packets and supporting documentation including minutes, agendas, and other communication. Contact [Roseanne Nadeau](#) for access:

https://drive.google.com/open?id=0B-gCxUzR-_kAWF9KMFFwd09USVE

*SBC is a subcommittee of PBIC