

**10/27/2021 Minutes approved on 2/7/2022**

Permanent Building Committee Minutes  
Wednesday October 27, 2021  
6:00 PM  
Via Zoom Remote Participation  
Westwood, MA 02090

**Call To Order:**

The meeting was called to order at approximately 6:02pm by Chairman, John Cronin, Jr.  
All attendees participated remotely.

**PBC Members in attendance:**

John Cronin, Jr.	Charles Bean
John Cummings	Lyle Coghlin
Thomas Erickson	William Scoble

**Other Attendees:**

Nora Loughnane-Director of Community & Economic Development	Michelle Miller, Purchasing
James McCarthy, Facilities Manager	Jessica Cole, PBC Admin

**Chairman's Update:**

Mr. Cronin was present to announce that Wentworth is complete. He was proud about how we ended this project with a lot of time and budget to balance. He noted that tying a public building into a total redevelopment of a neighborhood was tricky for everyone involved. He thanked everyone on the Zoom call for all the work they have done.

Mr. Cronin presented 4 invoices to approve: Sanibel Electrical, Ace Locksmith, McKay Architects (who has deducted some of his pay for some work that needs to be done to install 2 glass interior doors), and Tower requisition.

He noted that 3 Wentworth Hall doors still need to be painted by the Town and confirmed that Tower completed the seeding. Jim McCarthy is still waiting for quotes on replacements for 2 entrance door locks and an installation of a room divider. All of the work is all included within the project budget with place holders.

Mr. McCarthy was present and said he received all of the close out documents from Tower Construction. The final punch list issues are all set. Tower is 100% complete, the paperwork for systems meets with his satisfaction.

**Board Comments:**

- The lawn, will the Town take over? *Mr. McCarthy: Yes, it's hydroseeded and we will see what happens in the spring.*
- Not worried? *Mr. McCarthy: No, not much of a grass area, we can fix any issues in-house in the spring.*
- Do we have a final Certificate of Occupation? *Ms. Loughnane: Still have a conditional C of O.*
- Is it conditional on the electrical on what the Town is doing? *Ms. Loughnane: Yes, she thinks so.*

- Did the Comcast issue get resolved with the wet lines? *Mr. McCarthy: Yes, it has been addressed and is no longer an issue.*
- Were there some electrical repairs, rusted outlets? *Ms. Loughnane: The one outstanding concern is whether we will get a full warranty on the floor box outlets, still waiting on the paperwork.*
- How many outlets are involved? *Mr. McCarthy: 4 floor boxes in the basement. Comcast has made a commitment to Tower to cover whatever is necessary to get that warranty. So if they have to retire the outlets, they will, but it has not been done yet. Patrick Fitzgerald, from Tower, is working on the warranty from the electrician.*

**Invoices for Review/Approvals:**

Sanibel Electric Corp. Invoice # 5562 in the amount of \$6,520.00. To cover the installation of exterior light fixtures and electrical connections for the parking lot light fixture and the clock at Wentworth Hall. The work is all complete.

**VOTE:**

**Mr. Cronin** made a motion to approve Invoice #5562 for payment to Sanibel Electric Corp. in the amount of \$6,520.00. To cover the installation of exterior light fixtures and electrical connections for the parking lot light fixture and the clock at Wentworth Hall.

**Mr. Erickson: Second.**

**Roll Call Vote:** Cronin-Yes  
Cummings-Yes  
Bean-Yes  
Coghlin-Yes  
Erickson-Yes  
Scoble-Yes

**Motion Carried.**

Invoice # 81285266, Ace Locksmith in the amount of \$3,804.00 for the replacement of previously installed key lock sets with new privacy function lock sets in each of the 5 restroom doors. The work is complete.

**VOTE:**

**Mr. Cronin** made a motion to approve Invoice # 81285266 for payment to Ace Locksmith & Security Systems, Inc. in the amount of \$3,804.00. For the replacement of previously installed key lock sets with new privacy function lock sets in each of the 5 restroom doors.

**Mr. Cummings: Second.**

**Roll Call Vote:** Cronin-Yes  
Cummings-Yes  
Bean-Yes  
Coghlin-Yes  
Erickson-Yes  
Scoble-Yes

**Motion Carried.**

Invoice #22287 McKay Architects, will be the final payment on Wentworth Hall.

**VOTE:**

**Mr. Cronin** made a motion to approve Invoice # 22287 for final payment to McKay Architects in the amount of \$1,550.00 which will constitute final payment to McKay Architects for work on the

Wentworth Hall Project. This payment includes the invoice amount of \$3,850.00 minus a \$2,300 voluntary credit from Mike McKay to cover the cost of installing glass in 2 interior Library doors.

For the record: Mr. Cronin appreciates it.

**Mr. Bean: Second.**

**Roll Call Vote:** Cronin-Yes  
Cummings-Yes  
Bean-Yes  
Coghlin-Yes  
Erickson-Yes  
Scoble-Yes

**Motion Carried.**

Tower Requisition #12 in the amount of \$166,141.77. Which will constitute final payment for work on the fully completed Wentworth Hall Project.

**VOTE:**

**Mr. Cronin** made a motion to approve Requisition #12 for payment to Tower Construction Corp. in the amount of \$166,141.77. Which will constitute final payment to Tower for work on the fully completed Wentworth Hall Project.

**Mr. Scoble: Second.**

**Roll Call Vote:** Cronin-Yes  
Cummings-Yes  
Bean-Yes  
Coghlin-Yes  
Erickson-Yes  
Scoble-Yes

**Motion Carried.**

**Board Comments:**

McKay did an awesome job.

**Review & Approval of Meeting Minutes:**

**Mr. Cummings** made a motion to approve the minutes of the Permanent Building Committee from Tuesday September 21, 2021 as presented.

**Mr. Erickson: Second.**

**Roll Call Vote:** Cummings- Yes  
Cronin- Yes  
Coghlin-Yes  
Bean-Yes  
Erickson-Yes  
Scoble-Abstain

**Motion Carried.**

**Final Staff Comments:**

Still waiting for the room divider in the basement. Exterior door locks need to be replaced, the ones that were installed do not function well. A dedication plaque needs to be installed. It has been tentatively drafted, but we are waiting for a date for our opening, still waiting for furniture. Youth & Family Services and Recreation Dept are already using the space.

Final Chairman Comments:

Great committee, Thank you. Islington looks tremendous!

Mr. Cronin resigned as Chair of the Permanent Building Committee, after 15 years and multiple projects. He thanked everyone and had amazing comments for all on the call. The Board appreciates Mr. Cronin, he has done an outstanding job.

New Business:

None.

Adjournment:

**Mr. Cummings** made a motion to adjourn at approximately 6:25pm.

**Mr. Scoble: Second.**

**Roll Call Vote:** Cummings-Yes  
Coghlin-Yes  
Bean-Yes  
Erickson-Yes  
Scoble-Yes

**Motion Carried.**