

## **BELMONT PERMANENT BUILDING ADVISORY COMMITTEE MINUTES**

**Date: Tue May 1 2012 7:00 PM to 9 PM**

Attendance:

BPBC: S. Sala – Pat Bruschi – W. Lovallo – Bill Shea – B. McLaughlin – J. Mooney

Town of Belmont: Fire Chief David Frizzell – Building Facilities Manager Kevin Looney

School Facilities Manager Fred Domenici

### **DESIGN PROJECT REVIEW PROPOSAL**

The Design Project Review Proposal developed by Bill Lovallo was distributed to all parties and was the topic of discussion. The purpose is to develop guidelines for all Town Departments to provide input on proposed Town buildings during the design phase. The conclusions are as follows:

1. Involve all town department heads ( DPW – Water/Sewer - Light – Fire – Police - Building ) during schematic design phase. Raise and track all issues raised by the Dept. heads.
2. A town “ Facilities Director” should be the liaison for all town departments to the individual building committees.
3. Revisions completed during the Feasibility study must be followed thru to Schematic Design.
4. Building Components should be “standardized” among future buildings. This allows interchangeable components to be used among various buildings.
5. Building keying should be similar for all town buildings
6. The use of the building should be divided into “Primary” and “Secondary” use of the property
7. All Mechanical – Electrical – Plumbing – Fire Protection contractors to guarantee an independent service contractor for 1 year.
8. A review of the MEP-FP final construction documents should occur prior to construction by an independent party.
9. Feedback from the building operators on building operations ( energy use, maintenance, equipment failures, etc. ) required during the 1<sup>st</sup> year.

### **SOLAR PANEL PROJECTS**

A meeting on March 21 2012 determined that the Solar Panel projects would be limited to school buildings. A standard RFP is being developed for all school projects

### **FIRE STATION**

Construction documents are being developed for the repair of the ongoing roof leaks.

**NEXT MEETING** Tue. June 19 7:30 PM