

SHARON STANDING BUILDING COMMITTEE
Meeting Minutes
April 1, 2008

Members Present: Chair Gordon Gladstone, Bill Croteau, Fred Clay, Joel Wolk and Colleen Tuck

Members not Present: Vice Chair Deb Benjamin, Rich Slater and Rick Rice

Associate Members Present: Steve Lesco and Rob Maidman

The meeting of the Standing Building Committee came to order at 6:35 p.m.

1. **Administration**

Future meetings: April 15, 2008 at the Conference Room-Community Center—at 6:30 p.m.

2. **Community Center**

Update: A memo addressed to Gordon Gladstone from Tom Scarlata dated April 1, 2008 re open issues at the Sharon Community Center was discussed:

1. Ansul system - Chair Gladstone informed the Committee that work on Ansul system is being done;
2. old pool tables - This issue is being dealt with by Rich Leonard;
3. buckling of lobby floor - Tom Scarlata spoke with John Rogan this morning; he indicated that water was being used on the floor. Chair Gladstone told Tom that water was not being used on the floor;
4. lettering on side of building-Tom knows that they have been removed-total cost of removal, repainting and reinstallation \$750. In progress-will be back;
5. response to Phyllis Bernstein's email relating to hookups in hearing room
Phyllis email states the following: "A cable television "drop" should contain two RF connections. One sends a signal out to the I-Net which is the line of cable that runs to government and school buildings, and then up to the head end in Foxboro, where the signal is turned around and sent back to Sharon along with the other residential channels. The other RF in the drop is for residential cable coming back to town so we can see what our transmission looks and sounds like. There is one RF connection and one BNC connection in the hearing room. Both of them receive residential cable television, but do not send a signal out for a transmission. A cable

television "drop" should contain two RF connections. One sends a signal out to the I-Net which is the line of cable that runs to government and school buildings, and then up to the head end in Foxboro, where the signal is turned around and sent back to Sharon along with the other residential channels. The other RF in the drop is for residential cable coming back to town so we can see what our transmission looks and sounds like. There is one RF connection and one BNC connection in the hearing room. Both of them receive residential cable television, but do not send a signal out for a transmission.”

We did not wire this room for broadcast. We only provided for future use. We provided pathways and boxes’ additional work is required to make functional. We provided a box and path for both the I-net and residential cable.

This issue should be addressed as soon as possible;

6. Southern tables (Redmond of W.B. MASON is to replace 3 now) - Tom S. to follow-up with W.B. MASON - In progress-no update;

7. alarms in the bathrooms are too quiet - We provided these alarms without direction from the COA, it was good practice to allow someone walking by the room to know that someone is in distress. Rather than make the alarm louder, we can have Anesse extend another alarm to the front desk. - Alarms need to be louder;

8. technology manuals. Among other things, there appears to be no instruction manuals for the projection systems, etc. Some have been delivered directly to the community center already. 3SI has copies that they are reviewing;

9. has training for lobby TV (has been cancelled twice by the vendor) - Chair Gladstone informed the Committee that this training occurred on March 28, 2008;

10. I don’t know if the issue of standing water on membrane roofs has been addressed (see Roger Laflamme email 2/12/08 to Rogan) The roof manufacturer inspected the roof and indicated that the condition does not void the warranty. Tom received this in writing which Tom will forward to you;

11. balancing report-Tom did not know if it has been received - when final is received, a copy and will be forwarded for your records;

12. still awaiting interior signage (unless it was installed after Tuesday 3/18 - has been ordered);

13. brochure racks for larger materials for COA - If someone requested Rich Leonard to find larger racks; we will follow through;

14. standing easels for COA - It was my understanding that the easels were ordered; we will check on status;

15. response relating to noise transmission between COA and 1st level - In progress. Chair Gladstone informed the Committee that insulation has been installed in ceiling, besides rubber pads that were put down;

16. response to 3/12 email concerning consistent temperature - In progress; I need to discuss with RDK - Chair Gladstone said this will be looked into;

17. for SSBC only-additional mats for rec dep't and additional 20 tables for hearing rooms, etc. - Chair Gladstone to look into why twenty tables and tables for hearing rooms are needed;

18. WB Mason-arms on guest chairs-Mason was to have someone look at jagged finishing - A representative from W.B. Mason came on March 28, 2008 re chairs;

19. security camera in COA vestibule - Tom S. received information from the vendor; that I can forward - the Committee suggested to relocate security camera to view the ramp.

Commissioning Report

The Commissioning Report has been received from RDK and will be forwarded to the Department of Public Works for their records.

Invoices: The Committee reviewed the following invoices: CMS, Inc. \$5,808.00; W.B. Mason \$50.00; Gordon Gladstone reimbursement for items purchased re Community Center \$1,058.49.

MOTION: To approve the invoices for CMS, W.B. Mason and reimbursement to Gordon Gladstone for items purchased re Community Center (Maidman/Tuck)

Other Matters

Plantings

An estimate for the plantings for the Community Center has been received from Briggs Nursery of North Attleboro, MA in the amount of \$1,806.32.

Adrianna O'Sullivan will oversee plantings at the Community Center. She will prepare the planting plan, tag the plant material at Briggs Nursery and will arrange for delivery to the Community Center. Tom Scarlata has reviewed the proposed planting plan from Adrianna O'Sullivan. He concluded that the Bayberry appears to be a good choice; the Hydrangea remains green and very full during the season and needs to receive sufficient water, otherwise, they will not flower; and, the Autumn Brilliance also needs to receive sufficient water on a regular basis.

MOTION to approve to go forward with Adrianna O'Sullivan's planting plan. (Wolk/Tuck)

MOTION to approve to have the Standing Building Committee pay for the plants.
(Wolk/Tuck)

MOTION to approve to authorize Chair Gordon Gladstone to spend up to \$1,000 for any additional plants. (Wolk/Lesco)

Patio Furniture

A memo from Norma Fitzgerald, COA Director requesting how we can obtain patio furniture and where the furniture could be stored was discussed by the Committee. In the memo Norma stated "*no patio furniture outside our MPR was considered under the construction project, and if that is the case, we can take a look at other sources for funding*".

MOTION to approve that the Standing Building Committee declines any responsibility for outdoor patio furniture and any other similar requirements from other tenants.
(Maidman/Wolk)

Letter of Recognition

A letter of recognition will be written by Chair Gordon Gladstone, on behalf of the Sharon Standing Building Committee, to the Principal of RDK Engineers in reference to Jason Peterson for his professional sense of responsibility to the Community Center project.

MOTION: To adjourn the meeting at 7:35 p.m. (Wolk/Croteau-unanimous)

Respectfully submitted:

Linda Morse – Recording Secretary

Signature of Chair

Date of Acceptance