



1888 Building Advisory Committee

February 3, 2026 12:30 pm

8 Conway Street, South Deerfield MA 01373

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Deerfield Municipal 1888 Building Advisory Committee was held on February 3, 2026 12:30 pm at the Deerfield Municipal offices, Main Meeting Room, 8 Conway Street, South Deerfield, MA. Meeting was recorded by FCAT and/or Town of Deerfield Staff. This meeting was held in a **Hybrid** fashion with the opportunity both in person and remote participation in accordance with House Bill Number 58 of the 193rd General Court, which extended the Governor's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20, until March 31, 2025.

Board members present: Tim Hilchey; Julie Caswell; Kathy Sylvester; Vern Harrington, and Julie Chalfant.

Also Present: Christopher Dunne, Town Administrator; Charles Roberts, Thom Barry, Kuhn Riddle Architects & Designers; Robert Todisco, P3 OPM; and other members of the public.

1. Meeting Minutes

- a. December 12, 2025 Meeting Minutes

Motion to Approve the Minutes of December 12, 2025 – Hilchey

Second: Harrington Hilchey – aye, Caswell – aye, Chalfant – aye, Harrington – aye (4-0-0)

2. Discuss Project Updates

- a. P3, Owner's Project Manager/ Kuhn Riddle, Architect

- i. Construction Updates
ii. Budget Updates

- Todesco presented a budget update, noting that approved change orders had increased the budget by approximately \$8,000 to \$161,187, with a construction contingency balance of \$1,403,913 and total uncommitted funds of \$1,669,296. Three pending change orders were discussed: a \$9,257 elevator-related change, a seismic bracing change (PCO35) pending engineering calculations, and a downspout size change (PCO36). The committee also discussed the need for complete shop drawings and product data from the contractor, which was causing some delays.

- b. Town of Deerfield

- i. USDA Rural Development Reimbursement
ii. Meeting Room Audio-Visual Procurement
iii. Solar on Rooftop
iv. Other Updates

- Dunne provided updates on the town side, including the submission of the latest monthly project budget report to USDA and the issuance of an RFQ for a new meeting room AV system. The committee agreed to pursue multiple quotes for

the rooftop solar installation, with Chalfant suggesting a straightforward approach of asking vendors to maximize the solar potential of the roof based on given specifications.

3. Other project updates
4. Next Meeting March 3, 2026
5. Adjourn

Motion to Adjourn at 1:01 pm – Chalfant

Second: Hilchey Hilchey – aye, Chalfant – aye, Harrington – aye, Caswell - aye (4-0-0)

The matters listed are those reasonably anticipated by the Chair which **may be discussed at the meeting. Not all items listed **may** in fact be discussed, and other items not listed **may** also be brought up for discussion to the extent permitted by law.*

Respectfully submitted,

Alex Herchenreder

Documents List: 1888 Building Advisory Committee Agenda, February 3, 2026