Permanent Building Committee Meeting
Minutes of Thursday, February 27, 2014

Call to Order: PBC Chairman, Wayne Klocko, called the meeting to order at 7:05 p.m.

Meeting Attendees
PBC members
Wayne Klocko, Jon Wine, Craig Schultze
Ex-Officio members
Charlie Vecchi
Other attendees
Karen Bouret (Secretary/PBC), Chief Edison (Police), Jeff D'Amico (Compass), Chief Barrett (Fire), Tricia Perry (Library Director), Maria Neville (Library Trustee), Tim Bonfatti (Compass)

<u>Approval of prior Meeting Minutes:</u>
Committee members deferred approval of the February 11th, 2014 minutes until next meeting when all have had a chance to review.

<u>Scope and Process for Police/Fire Project:</u>
Tim Bonfatti, on Compass' behalf, thanked the PBC for the opportunity to represent Millis as the Owner's Project Manager for the upcoming Police and Fire station project. Jeff D'Amico provided an agenda (See Document A) and spoke to the committee outlining Compass' procedures for moving forward with the project. Jeff said Compass will enter the project at the Central Register as well as draft an advertisement to be sent to Charles Aspinwall for local advertising. Mr. D'Amico explained that they will pull together criteria for interviewing the architects and will deliver 9 hard copies and one .pdf of the designer proposals (See Document B) for the PBC to review. Compass will field all questions from the architects after the walk-through and forward a list of questions and answers to the PBC. Mr. D'Amico encouraged both Chiefs to attend the walk-through.

Mr. D'Amico handed out a rough draft schedule of the project schedule (See Document C).   Wayne Klocko asked if Compass will work to shave a few months off the timeline. Mr. Bonfatti pointed out that that with such a rigid budget, all iterations will need to be reviewed thoroughly. Mr. D'Amico said once an architect has been brought on board he will be able to tighten up the schedule.

A short discussion about the wetlands behind the railroad tracks at the proposed site ensued. Pat Sheehan will contact Jim Lederer, Chairman of ConCom, to ask about the status of land.

Tim Bonfatti, Jeff D'Amico, and both Chiefs left the meeting at 8:00pm.

<u>Library Update:</u>
Wayne Klocko presented the Agreement for Services from Simpson, Gumpertz, and Heger, Inc. for the Leak Investigation. Karen Bouret will give the agreement to Charles Aspinwall to sign.

Wayne Klocko gave an update regarding the status of the leak at the Library and expressed frustration at the amount of time it has taken to proceed. Wayne said he spoke with Matt Oudens of OEA and discussed the possibility of ice getting in between the membrane. Mr. Klocko reiterated that it is top priority to determine the cause of the leak.

Design Technique's invoices which were approved at the last PBC meeting were reviewed. DTI's contract amount will be exceeded if the invoices are paid. Wayne Klocko will speak to John Sayre Scibona and ask him to submit all time worked as of today's date. The PBC agreed to pay all work completed to date.

Tricia Perry reviewed the Punch List Items on her list. (See Document D) The items in red still need attention. Wayne Klocko asked Tricia to send an email with all outstanding items, seven, so that he can forward it to Ben Whittaker of BWC. Tricia also mentioned and issue with locking the doors and showed the PBC a replacement key they are using for now. Wayne suggested waiting until the building has settled and the weather warms to see if it makes a difference.

Adjournment:

A motion was made by Jon Wine, to adjourn at 8:45 pm, seconded by Craig Schultze. The motion passed unanimously.

The next PBC meeting is scheduled for: TBD

Documents:
    A. Compass Kickoff Agenda
    B. Draft RFP for Architectural Design Services
    C. Draft Project Schedule – Compass
    D. Tricia Perry's Library Punch List
    E. Agreement for Services from Simpson, Gumpertz & Heger, Inc.

Submitted by:

Karen Bouret