

Permanent Building Committee Meeting  
Minutes of Thursday, April 10, 2014

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

**Meeting Attendees**

**PBC members**

Wayne Klocko, Diane Jurmain, Jon Wine, Craig Schultze, Pat Sheehan

**Ex-Officio members**

Charlie Vecchi

**Other attendees**

Karen Bouret (Secretary/PBC), Keith Edison (Police Chief), Rick Barrett (Fire Chief), Tim Bonfatti (Compass), Tricia Perry (Library Director), Maria Neville (Library)

**Design Proposal Submission Review:**

Wayne Klocko noted that the first order of business would be choosing architectural firms to interview. Per Tim Bonfatti, all architect submissions were in compliance with the RFP. Mr. Klocko asked all in attendance to name their top three choices to bring in for an interview.

The five firms receiving the most votes were Kaestle Boos, CDR Maguire, The Carell Group, Jacunski Humes, and Donham & Sweeney. A discussion ensued where meeting attendees discussed differentiating characteristics such as distance from Millis, size of firm, ability to maintain budget, and reputation. Wayne Klocko announced that three clear choices seemed to be emerging from the group and were Kaestle Boos, CDR Maguire, and The Carell Group. General consensus from the meeting attendees was to bring in a fourth firm. The discussion continued including questions about MEP firms, past interview experience for those that were considered for the feasibility study, and budget concerns. After another vote, the group decided on CDR Maguire, The Carell Group, Donham and Sweeney, and Tecton as the finalists. Interviews with the PBC will take place on Tuesday, April 29, starting at 6:00 pm. Firms will be given fifty minutes to present and take questions. Tim Bonfatti suggested asking about the vision of the building, structural code issues and design, project approach, and budget. Tim offered to work with Diane Jurmain on language.

**Approval of prior Meeting Minutes:**

Committee members reviewed meeting minutes dated 02/11/14 and 02/27/14.

**A motion was made by Jon Wine to accept the minutes as written, seconded by Craig Schultze. The motion passed unanimously.**

**Existing Library Site Investigation**

Wayne Klocko said that after reviewing the budget for the Library project, the Board of Selectmen is comfortable proceeding with demolition of the old library so that the Police and Fire station project will not be held up. Pat Sheehan mentioned that a fence should be considered for the old library site while demo is going on and then the rental could be taken over by the general contractor.

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Minutes of Thursday, April 10, 2014

Pat Sheehan left the meeting at 8:15pm.

**Library Update**

Wayne Klocko briefed the group on SGH's investigation of the leaks at the new Library. Wayne explained that the plywood sheathing was found to be wet as well as the wood behind which will need to be removed and replaced. SGH determined that improper installation of the panels themselves was the cause. Mr. Klocko is waiting for the formal SGH report with more specificity, but said a new sub-project will need to happen to redesign the problem areas. The amount it will cost and the extent of the project have yet to be determined. Tricia Perry shared pictures of the water damaged areas. Wayne said he will circulate SGH's report once he receives it.

Tricia Perry reviewed a few outstanding issues at the Library including a broken toilet and damage that occurred when the ADA door closer was installed.

**Invoice Approval:**

An invoice from Oudens Ello Architecture for outstanding printing and reimbursable expenses plus LEED design and review was presented.

**A motion was made by Craig Schultze to approve the Oudens Ello invoice in the amount of \$2,491.17. The motion was seconded by Diane Jurmain and passed unanimously.**

An invoice from Thompson Company, Inc., for rekeying was presented

**A motion was made by Craig Schultze to approve the Thompson Company invoice for \$736.00. The motion was seconded by Diane Jurmain and passed unanimously.**

An invoice from Sunshine Sign, Inc., for the media and book drop signage was presented.

**A motion was made by Craig Schultze to approve the Sunshine Sign invoice for \$296.00. The motion was seconded by Diane Jurmain and passed unanimously.**

**Adjournment:**

**A motion was made by Diane Jurmain, to adjourn at 9:20pm, seconded by Craig Schultze. The motion passed unanimously.**

Documents:

- A. Millis Police and Fire Station Architect Proposals Evaluation Sheet

Submitted by: Karen Bouret