

Permanent Building Committee Meeting  
Minutes of Tuesday, June 24, 2014

**Call to Order:** PBC Chairman, Wayne Klocko, called the meeting to order at 7:00 p.m.

**Meeting Attendees**

**PBC members**

Wayne Klocko, Jon Wine, Craig Schultze, Pat Sheehan

**Ex-Officio members**

Chris Smith

**Other attendees**

Karen Bouret (Secretary/PBC), Keith Edison (Police Chief), Kevin Witzell (CDR Maguire), Jeff D'Amico (Compass), Tim Bonfatti (Compass), Tricia Perry (Library Director)

**Police/Fire:**

Tim Bonfatti reviewed the CM at Risk process and project schedule. (See Document A) Mr. Bonfatti explained that there is a two step selection process and step one includes creating a CM Selection Committee comprised of two PBC members, and one representative each from the architect and owner's project manager. Jeff D'Amico said he can take comments on the RFP until July 8<sup>th</sup>, and then Compass will contact Charles Aspinwall to get the advertisement out. Wayne Klocko asked Mr. D'Amico to be crystal clear about who is responsible for getting the advertisement out and into the Milford Daily News.

Tim Bonfatti left the meeting at 7:20pm

Kevin Witzell reviewed the Police station layout (See Document B) explaining that it has been refined and trimmed down from the feasibility study with no compromises to programming. The committee discussed the layout in detail including the roof layout and possible minor changes to the square footage. Chief Edison said he is happy with the progress that has been made and has worked closely with the architects to ensure the programming fits the Town's needs.

Mr. Witzell spoke about the Fire station layout and programming (See Document C) and noted that he has also worked closely with Chief Barrett. Mr. Witzell noted that the Chief asked for a window from the lobby to the apparatus room which isn't shown on the current plan. Wayne Klocko asked a cost analysis on enlarging the apparatus bay openings.

Wayne Klocko noted the committee's approval to move forward from preliminary/conceptual design to schematic design. Mr. Klocko added that if the two chiefs are happy with the programming and design thus far, that the committee supports them.

Jeff D'Amico reviewed the two proposals Compass received for surveying. Mr. D'Amico noted the Guerriere & Halnon was the low bidder and has a good understanding of the work to be done and therefore Compass recommends proceeding with Guerriere & Halnon.

Permanent Building Committee Meeting  
Minutes of Tuesday, June 24, 2014

**Jon Wine made a motion to recommend \$5,506.00 as a separate cost for hazardous materials investigation at the existing fire station to Axiom. The motion was seconded by Craig Schultze, and passed unanimously.**

Pat Sheehan arrived at 8:00pm

**Wayne Klocko made a motion that Jon Wine and Pat Sheehan be the two PBC members on the Prequalification Committee for the CM at Risk Qualification. The motion was seconded by Craig Schultze, and passed unanimously.**

**Library:**

Pat Sheehan spoke about the demo of the old library. Mr. Sheehan explained that there are PCBs and asbestos in the caulking material that could have leached into the adjoining materials. Per Pat, the spec is done for the demo except for the PCB abatement. Wayne Klocko added that the spec must be done before demo can begin. Chris Smith said the memorial at the site of the old library must be moved and Wayne Klocko asked Mr. Smith to please move forward with that process.

Wayne Klocko spoke about the roof leak at the new Library. Mr. Klocko said SGH stands by their findings that the metal roof materials on the building should be removed and replaced. Mr. Klocko said the question is how this will be funded and when the work should happen. Craig Schultze recommended spending down the project budget to zero then requesting money from the reserve fund. Craig will speak to Charles Aspinwall to discuss options. Mr. Klocko said that the LEED reimbursement funds have not yet been received and are still in process. Tricia Perry will follow up with the MBLC to see if a contract needs to be entered with them in order to get the reimbursement.

Tricia Perry said there was a sewer backup due to rocks and debris from construction which were occluding the pipes. Clog Busters was called in to clear the blockage. An invoice for the work performed will follow for the PBC's review and approval.

**New Business:**

Wayne Klocko explained that the school has applied for consideration for improvements to Clyde F. Brown. Chris Smith said there is also discussion of a feasibility study to expand the high school. Wayne said more information is needed, but was amenable to Chris Smith's suggestion to add an ex-officio from the school to the PBC to run a school related project.

**Invoice Approval:**

An invoice from Compass for May 2014 was presented.

**Jon Wine made a motion to pay Compass Project Management \$6,923.75 for work performed in May. The motion was seconded by Craig Schultze and passed unanimously.**

Permanent Building Committee Meeting  
Minutes of Tuesday, June 24, 2014

An invoice from J. Flannery Contracting, Inc., for labor and materials was presented.

**Wayne Klocko made a motion to pay J. Flannery Contracting, Inc., \$2,299.00. The motion was seconded by Craig Schultze and passed unanimously.**

An invoice from Simpson Gumpertz & Heger for leak investigation follow up at the Library was presented.

**Jon Wine made a motion to pay Simpson Gumpertz & Heger \$1,161.88 for work performed. The motion was seconded by Craig Schultze, and passed unanimously.**

An invoice from State Contract Carpet Company for attic stock for the Library was presented.

**Jon Wine made a motion to pay State Contract Carpet Co. in the amount of \$1,356.00. The motion was seconded by Craig Schultze, and passed unanimously.**

Three invoices from Paul Matusko Environmental Consulting for hazardous materials inspection and analysis at the old library were reviewed.

**Pat Sheehan made a motion to pay Paul Matusko Environmental Consulting a combined total of \$3,212.00 for the three invoices presented. The motion was seconded by Jon Wine, and passed unanimously.**

An invoice from Oudens Ello Architecture in the amount of \$2,575.00 was reviewed. Wayne Klocko recommended waiting until LEED certification is complete before remitting payment. The committee agreed.

**Adjournment:**

**A motion was made by Pat Sheehan, to adjourn at 9:15pm, seconded by Craig Schultze. The motion passed unanimously.**

The next PBC meeting is scheduled for: Tuesday, July 29, 2014 at 7:00pm

Documents:

- A. Police and Fire Station Facilities Request for Qualifications for Construction Management Services 7/8/14
- B. Preliminary design for Police Station (10,888 SF)
- C. Preliminary design for Fire Station Renovation

Submitted by: Karen Bouret