

Permanent Building Committee Meeting  
Minutes of Thursday, August 8, 2013

**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 Schulze, Patrick Sheehan

**Ex-Officio members**

Beth Krimmel, Charlie Vecchi

**Other attendees**

Tricia Perry (Library Director), Karen Bouret (Secretary/PBC), Patrick Lancaster (OEA), Jean Maier (Resident), Keith Edison (Police Chief), Charles Aspinwall (Town Administrator)

**New Business:**

Charles Aspinwall addressed the committee about the possibility of using the Construction Manager at Risk process as a contractor procurement method for the upcoming Police/Fire Station project. (See Document A) Mr. Aspinwall explained that this process adding that it is not necessarily a cost saver, but allows the contractor to be involved earlier in the design process which could lead to fewer change orders down the road. Police Chief Keith Edison spoke in favor of the process citing his experience at Holliston. Pat Sheehan questioned whether this is the right process for this particular project. Wayne Klocko said this is a more collaborative process that could allow access to more contractors than the bid process allows. Charles Aspinwall recommended proceeding with the CM at Risk process and noted that if it doesn't seem to be working, we could break route. Wayne Klocko said he feels strongly that the Fire project does not get shortchanged since it is the secondary piece of the project.

**Craig Schultze made a motion to recommend that the Selectmen do vote to go forward with the Construction Management at Risk process for the Police/Fire project. The motion was seconded by Jon Wine, and passed unanimously.**

Wayne Klocko said he advocates that there is a representative from the PBC on the prequalification committee.

Charles Aspinwall and Chief Edison both left the meeting and Patrick Lancaster arrived at 8:00 pm.

**Approval of prior Meeting Minutes:**

Committee members reviewed meeting minutes dated 06/11/13.

**A motion was made by Diane Jurmain to accept the minutes, as written, seconded by Pat Sheehan. The motion passed unanimously.**

Committee members reviewed meeting minutes dated 07/09/13.

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

Committee members reviewed meeting minutes dated 07/27/13.

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

**Construction Update:**

Wayne Klocko spoke about the DCAM rating, (See Document B) and noted that future Town projects could be in jeopardy if the DCAM isn't completed. The PBC reviewed the DCAM for BW Construction and after some discussion decided that the final score should be 65.

**Pat Sheehan made a motion to approve the final DCAM evaluation for BW Construction with a score of 65. The motion was seconded by Jon Wine, and passed unanimously.**

Patrick Lancaster gave a general construction update. Patrick said Bob Dyson, the commissioning agent, submitted a proposal for an additional fee of \$3,960.00. Mr. Lancaster said the proposal seems reasonable, and that he will be meeting with TMP and Veterans in a week to clear up any outstanding issues. Patrick said he will speak to John Sayre-Scibona after his meeting about the additional fee.

Mr. Lancaster said the chimney corners have been sanded and the color looks more uniform, but not perfect. Patrick also said the fireplace needs a remote and a panel that did not come with it originally.

**Jon Wine made a motion that a remote as well as an additional panel are purchased for the fireplace not to exceed the amount of \$1,000.00. The motion was seconded by Craig Schultze, and passed unanimously.**

Patrick said he will write up a change order to have a metal worker fix the exterior gutters that are sagging. Mr. Lancaster also said exterior signage needs to be reviewed. He presented a standalone sign example which would be wood clad to match the existing siding and have aluminum lettering. Concerns were raised about snow covering the sign and the actual size of it. It was decided that there is a need to go to the Planning Board to get a sign to match the sign at the front of the building.

Tricia Perry presented a punch list (See Document C). The list was reviewed in detail and Patrick Lancaster agreed to follow-up on all outstanding items.

Patrick Lancaster presented a PCO Log detailing PCO's that were accepted at no cost, accepted as a change order, pending, rejected or void. Patrick noted that most of the protested cost is delay claims. The total amount comes to 125 days at \$1,500.00 per day for a grand total of \$187,500.00.

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Tricia Perry presented a proposal in the amount of \$6,318.69 for additional FF & E items. (See Document E) The PBC reviewed and discussed the items but would like a list that is prioritized.

**Jon Wine made a motion to approve \$808.29 for shelving in the Director's office as well as \$400.00 for a shade at the Technology workroom. The motion was seconded by Craig Schultze, and passed unanimously.**

**Invoice Approval:**

A bills payable schedule for Oudens Ello Architecture for services in July was reviewed.

**A motion was made by Pat Sheehan to expend \$4,812.63 payable to Oudens Ello Architecture for services rendered. The motion was seconded by Diane Jurmain, and passed unanimously.**

A bills payable schedule for Comcast was reviewed.

**A motion was made by Pat Sheehan to expend \$81.43 payable to Comcast for services rendered. The motion was seconded by Jon Wine, and passed unanimously.**

A bills payable schedule for Best Buy was reviewed.

**A motion was made by Pat Sheehan to expend \$422.09 payable to Best Buy. The motion was seconded by Jon Wine, and passed unanimously.**

A bills payable schedule for Konica Minolta was reviewed.

**A motion was made by Pat Sheehan to expend \$768.00 payable to Konica Minolta. The motion was seconded by Jon Wine, and passed unanimously.**

A bills payable schedule for WB Mason was reviewed.

**A motion was made by Pat Sheehan to expend \$457.93 payable to WB Mason. The motion was seconded by Jon Wine, and passed unanimously.**

A bills payable schedule for Vencom was reviewed.

**A motion was made by Craig Schultze to expend \$730.50 payable to Vencom. The motion was seconded by Jon Wine, and passed unanimously.**

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A bills payable schedule for Worden was reviewed.

**A motion was made by Craig Schultze to expend \$1,279.26 and the remaining 50% balance due in the amount of \$30,950.60 payable to Worden. The motion was seconded by Pat Sheehan, and passed unanimously.**

A bills payable schedule for Sterling was reviewed.

**A motion was made by Craig Schultze to expend \$15,738.75 payable to Sterling. The motion was seconded by Pat Sheehan, and passed unanimously.**

A bills payable schedule for Sunshine Sign was reviewed.

**A motion was made by Craig Schultze to expend \$1,962.76 payable to Sunshine Sign. The motion was seconded by Pat Sheehan, and passed unanimously.**

A bills payable schedule for TrafSys was reviewed.

**A motion was made by Craig Schultze to expend \$1,020.00 payable to TrafSys. The motion was seconded by Jon Wine, and passed unanimously.**

A bills payable schedule for Minuteman Library Network was reviewed.

**A motion was made by Craig Schultze to expend \$322.18 payable to Minuteman Library Network. The motion was seconded by Pat Sheehan, and passed unanimously.**

A bills payable schedule for OfficeMax was reviewed.

**A motion was made by Craig Schultze to expend \$1,281.40 payable to OfficeMax. The motion was seconded by Pat Sheehan, and passed unanimously.**

A bills payable schedule for Peabody Office was reviewed.

**A motion was made by Craig Schultze to expend \$924.00 payable to Peabody Office. The motion was seconded by Diane Jurmain, and passed unanimously.**

A bills payable schedule for Insalco was reviewed.

**A motion was made by Craig Schultze to expend \$1,192.80 payable to Insalco. The motion was seconded by Diane Jurmain, and passed unanimously.**

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A bills payable schedule for Quill Corporation was reviewed.

**A motion was made by Craig Schultze to expend \$226.26 payable to Quill Corporation. The motion was seconded by Pat Sheehan, and passed unanimously.**

Requisition #21 from BW Construction was presented and reviewed. After some discussion, Patrick Lancaster recommended paying \$55,693.41 which is 100% less liquidated damages.

**Craig Schultze made a motion to approve payment to BW Construction in the amount of \$55,693.41 pending approval by counsel. The motion was seconded by Diane Jurmain and passed unanimously.**

**Adjournment:**

**A motion was made by Wayne Klocko, to adjourn at 10:20 pm, seconded by Craig Schultze. The motion passed unanimously.**

The next PBC meeting is tentatively scheduled for: Thursday, September 12, 2013 at 7:00pm.

Documents:

- A. Construction Manager at Risk Documents
- B. DCAM Evaluation for BW Construction
- C. Punch List by Tricia Perry
- D. PCO Log by Patrick Lancaster
- E. Additional FF & E Item Proposal by Tricia Perry

Submitted by:

Karen Bouret