

**Permanent Building Committee Meeting  
Minutes of Tuesday, November 1, 2016  
Town Hall, Room 130**

**Call to Order:** Wayne Klocko called the meeting to order at 7:04 p.m.

**Meeting Attendees:**

**PBC Members**

Diane Jurmain, Wayne Klocko (Chairman), Pat Sheehan, Jon Wine, Kim Borst (Secretary)

**Ex-Officio Member**

Catherine MacInnes (BOS)

**Other Attendees**

Brian Main (Project Manager – Town of Millis), Richard Barrett (Fire Chief – Town of Millis), Mark Saccocio (CDR Maguire), Christopher Soffayer (Police Chief – Town of Millis)

Fire Department Update

Brian Main reviewed Change Order 20 which included items that had originally been value engineered out of the fire station project but are now proving to be necessary to build a sustainable building. The following COR's make-up Change Order 20 which totals a NTE amount of \$140,000.

COR #106 - provide additional wood framing, roof blocking & sheathing at moisture damaged areas – NTE \$7,500

COR #108 - remove portion of existing brick chimney, frame over roof and run new metal boiler flue – NTE - \$5,000

COR #110 - provide additional truss bracing and perform other structural fixes per ASI – NTE \$7,500

COR #113 - provide additional attic ventilation, lighting and access, strip & re-roof shingled roof area with new 30 year architectural shingles, full-coverage ice and water shield and new gutters & downspouts – NTE \$40,000

COR #116 - provide additional masonry restoration including replacing deteriorated & broken bricks, repointing designated areas, fix overhead door lintels, remove existing fasteners and clips, replace existing control joints, clean entire brick face and apply waterproofing coating – NTE \$40,000

COR #119 - provide for the implementation of the Commissioning agents recommendations – NTE \$10,000

COR #120 - provide for replacement of 3 existing wood windows with new aluminum and eliminate one existing window and brick up – NTE \$6,000

COR #121 - construct new partitions in Ambulance bay to enclose compressor and other equipment, relocate overhead door to existing opening & block up abandoned door location – NTE \$5,000

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COR #122 - replace remaining wood roof trim with new PVC - NTE \$4,000

COR #123 - provide for new insulation to code in walls & ceiling areas – NTE \$12,000

COR #128 - remove and replace moisture damaged sheetrock – NTE \$3,000

**Jon Wine made a motion to recommend to the Selectmen the approval of CO #20 (comprised of CORs 106, 108, 110, 113, 116, 119, 120, 121, 122, 123, and 128) in the not to exceed amount of \$140,000. Diane Jurmain seconded the motion and it passed unanimously.**

CDR presented the color board for the renovated fire station. The suggested finishes were agreeable to the committee. Chief Barrett suggested that a rug might make more sense than tile in the bunk room. CDR to look into that option.

7:40 p.m. – Mark Saccoccio left the meeting.

Police Department Project Update

Brian Main presented CORs totaling \$8,858 for the police station that will be applied against Agostini's Contingency.

COR #103 – proved additional wiring to facilitate Owner's move in & fit up – LS \$4,110

COR #129 – various drywall changes – LS \$3,151

COR #130 – costs to relocate TV's in Chief's Office – LS \$1,597

**John Wine made a motion to approve COR #103, #129 and #130 in the amount of \$8,858. Diane Jurmain seconded the motion and it passed unanimously.**

TCG technical support expires on 11/15, they were originally contracted for 60 days. There are some additional things that the police will need help with such as setting up the new fingerprinting system and determining why the failover phone system didn't work. The committee discussed extending support from TCG for an additional 30 days.

**Wayne Klocko made a motion to authorize an additional 30 days of technology support from TCG for the not to exceed amount of \$3,000. Pat Sheehan seconded the motion and it passed unanimously.**

A dedication ceremony for the new Police Station is planned for 11/5 at 10:00 a.m.

Agostini Payment Application

Agostini's application for payment #251-16 for October in the amount of \$270,424.10 was reviewed by the committee.

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**Jon Wine made a motion to pay Agostini Construction Co., Inc. \$270,424.10 for services provided pending certification by the architect. The motion was seconded by Pat Sheehan and passed unanimously.**

Invoices

A bills payable schedule in the amount of \$9,925.73 for DSCI for set-up and first month's phone service for the new police station was presented.

**Diane Jurmain made a motion to pay DSCI \$9,925.73 for services provided. The motion was seconded by Pat Sheehan and passed unanimously.**

A bills payable schedule for CDR Maguire, Inc. for professional services rendered from September 1, 2016 – September 30, 2016 was reviewed.

**Jon Wine made a motion to pay CDR Maguire, Inc. \$8,268.58. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for PK Associates, dba Brigg's Engineering and Testing for test cylinders was presented.

**Pat Sheehan made a motion to pay PK Associates, dba Brigg's Engineering and Testing \$70 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

A bills payable schedule for Adprint for posters mounted on foam core was reviewed.

**Diane Jurmain made a motion to pay Adprint \$73.00 for services provided. The motion was seconded by Pat Sheehan and passed unanimously.**

Budget Update

Kim Borst presented the latest budget update to the committee (see handout A).

A transfer from Contamination Contingency to the "Clerk Construction Site Manager" line item was discussed. This is necessary to account for the added months of salary for the Project Manager due to the extended construction time from the discovery of contamination at the site of the new police station.

**Wayne Klocko made a motion to transfer \$31,800 from Contamination Contingency to the "Clerk Construction Site Manager" line item. Jon Wine seconded the motion and it passed unanimously.**

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Minutes

Minutes from 10/4/16 were presented to the committee for approval.

**Pat Sheehan made a motion to approve the minutes from 10/4/16 as written. Diane Jurmain seconded the motion. Wayne Klocko abstained. The motion passed 3-0-1.**

Minutes from 10/18/16 were presented to the committee for approval.

**Diane Jurmain made a motion to approve the minutes from 10/18/16 as written. Jon Wine seconded the motion. Pat Sheehan abstained. The motion passed 3-0-1.**

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 8:46 p.m. The motion was seconded by Jon Wine and passed unanimously.**

Submitted by:

Kimberly Borst

Secretary, Permanent Building Committee

The next meeting of the Permanent Building Committee is scheduled for December 6, 2016 at 7 p.m.