

Permanent Building Committee Meeting
Minutes of Tuesday, November 25, 2014

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

Meeting Attendees:

PBC members

Wayne Klocko (Chairman), Diane Jurmain, Jon Wine, Craig Schultze, Kim Borst (Secretary)

Ex-Officio members:

Chris Smith (Selectman)

Other attendees

Rick Barrett (Fire Chief), Jeff D'Amico (Compass), Keith Edison (Police Chief), and Kevin Witzell (CDR Maguire)

Police/Fire Project:

Chief Edison gave an update on the temporary relocation of the police and fire departments. A group from the town recently met with the property manager/trustee of 1073 Main Street and determined that he wants to charge more than our budget would allow for the space. Chief Barrett and Chief Edison mentioned that they might have better luck meeting with him independently and plan to do so the beginning of next week. It has been determined that this is the most desirable location for both the police and fire. About 1/10th of the building is office space, there are showers, and trucks and cruisers all could go inside.

Additionally, there was a meeting with Tom Roche about the Rossi's location. This is an optimal spot for police, but if fire were to move there too, it would require a state variance in order to keep the ambulance outside.

A decision on temporary relocation needs to be made prior to the end of the year. If 1073 Main Street can't be secured, the plan is to move ahead with Rossi's and leave the fire department in rental trailers temporarily. A public RFP process will need to be initiated once all of the specifications have been determined.

Kevin Witzell gave an update on the design progress of the new police station. (See Handout A) Based on feedback from the last meeting, the tower was moved to the front/middle of the building to be used as the entrance. There are now 2 stone faced columns at the entrance as well as a stone waterline on the front that wraps around to the Auburn Street side of the building. Three additional louvered shed dormers were added to the Auburn Street side of the building to protect air handling units from the snow. It was determined that the window dormers on the front are important from a design perspective so we would like to move forward with them if possible, but will set up as a potential deduct in case the budget does not allow. Next steps on this design process are to have CDR issue drawings by 12/12. Then contractor will have 3 1/2 weeks to estimate, giving us an estimate by January 9th. At that point, Jeff D'Amico will be able to advise if this plan will fit within budget.

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Chief Barrett was asked about any outstanding issues with the fire station remodel. He mentioned that the drainage issue from the apparatus bay is still up in the air. Further investigation is needed as he doesn't believe that there is any connection to the street. It is likely that due to the amount of floor that will need to be cut for the drain issue, the entire floor may need to be resurfaced.

Chief Barrett said that overall he is happy with the roof and entrance way proposed for the fire station renovation. He would like to look into the possibility of resurfacing the front of the garage bays to have the building carry over the look of the new police station and to make the renovation to the fire station more visual to the townspeople. He noted that there really isn't that much surface to reface as most of the front is taken up by the large garage doors. The committee requested a price for the resurfacing of the front of the garage bays.

Jeff D'Amico handed out a draft schedule (see Handout B) for the police/fire project. He noted that there is a lot going on in January and February and that we need to make sure we stick to dates in order to keep the project moving along. The next few PBC Meetings were scheduled (see list at end of document) to correspond with the dates that things will need to be voted on/approved.

Additionally, D'Amico recommended the formation of a subcontractor pre-qualification committee to see the process through. It was determined that Kevin Witzell from CDR will be the design representative, Jeff D'Amico from Compass will be the OPM, Steve Ahern from Agostini, and Wayne Klocko and Diane Jurmain from the PBC will make up the committee. He handed out a list of tasks and a timeline for the committee. (see Handout C) He also reviewed the scoring criteria for the pre-qualification process.

9:15 p.m. Rick Barrett, Jeff D'Amico, Keith Edison, Kevin Witzell left the meeting.

Library

A general settlement agreement was drafted and signed at the mediation meeting on October 22 with BW however, a final settlement document has not yet been executed. We are waiting to hear from their attorney.

Wayne Klocko gave an update on the roof leak. Ed Farrington from SGH said that there is no product that will adhere well in this cold weather, therefore we will need to wait until Spring to do the repair. BW and Meadows will be told to make sure nothing goes on the roof without our prior knowledge. Concern was raised about water finding its way inside and damaging the stacks during the winter.

Meeting Minutes

The meeting minutes from 11/10/14 were presented and reviewed.

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Craig Schultze made a motion to accept the minutes of 11/10/14 with some minor wording changes. Jon Wine seconded. The motion passed unanimously.

The executive session meeting minutes from 11/10/14 were presented and reviewed.

Craig Schultze made a motion to accept the minutes of 11/10/14 as written. Diane Jurmain seconded. The motion passed unanimously.

Invoice Approval

A bills payable schedule for Oudens Ello Architecture for services rendered from May 1, 2014 - October 31, 2014 was reviewed.

Craig Schultze made a motion to pay Oudens Ello Architecture \$2,225.00 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for two Simpson, Gumpertz & Heger invoices for services rendered from October 4, 2014 to October 31, 2014 were reviewed.

Craig Schultze made a motion to pay Simpson, Gumpertz & Heger \$1,977.20 for services provided. The motion was seconded by Jon Wine and passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:05 pm. The motion was seconded by Craig Schultze and passed unanimously.

The next PBC meeting will be held in the Roche Bros. Community Room at the Library on Tuesday, December 16, 2014 at 7:00 p.m.

Additional PBC meetings have been scheduled for January 13, 2015 and February 3, 2015. Both will be held at the Roche Bros. Community Room at the Library at 7:00 p.m.

Submitted by:

Kim Borst
Secretary, Permanent Building Committee