

Permanent Building Committee Meeting  
Minutes of Tuesday, December 16, 2014

**Call to Order:** PBC Chairman, Wayne Klocko, called the meeting to order at 7:10 p.m.

**Meeting Attendees:**

**PBC members**

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

**Other attendees**

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

**Police/Fire Project:**

Kevin Witzell met with Chief Barrett and Chief Edison regarding technology items including access control and security cameras. The scope that they came up with is within the scope they were given to work with. Chief Edison said that the 911 relocation is on target for May. Additionally, he will be speaking with Verizon to get them out to check the phone lines in front of potential relocation spots to be sure they will be able to support what the police and fire departments will need.

Chief Barrett and Chief Edison updated the group on the temporary relocation of the police and fire departments. After a second attempt to speak with the property manager/trustee of 1073 Main Street, it was determined that 1073 Main Street is no longer an option for temporary relocation due to the fact that the property manager/trustee wants the town to rent the entire space as opposed to just renting what is needed.

A decision on temporary relocation needs to be made prior to the end of the year which leaves Rossi's as the best option. A plan for the fire trucks and ambulance would need to be developed and put in place if the fire department were to relocate to Rossi's as well as the police. Chief Barrett mentioned that the trucks would need access to power and air. Additionally, safe exits for the trucks from the property would need to be determined and there would need to be some type of security for the trucks in order to keep them protected. Chief Barrett was asked to get the Committee a specific list of what would be required to make Rossi's work for the Fire Department.

Pat Sheehan updated the group on the progress of the demolition of the old library. The bid opening for the demolition of the old Library will be happening on Thursday, December 18th. These bids will include a price for the abatement of the hazardous materials that were found as well.

Kevin Witzell has developed a shared website for the police and fire project that will hold relevant documents and plans. He showed the group how it will work and will be sending around username and password information within the next few days.

Kevin Witzell presented the progress on the design development set for the police and fire station. The drawings are becoming much more detailed and more of a construction document than just a picture.

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More information was presented on the roof, interior and exterior elevations, wall sections, duct work, electrical, fire alarms and more.

Jeff D'Amico mentioned that one of the subcontractors did not meet its deadline so the estimating team has lost a week and we will need to revise our meeting schedule. The meeting originally set for January 13th will need to be moved out a week as well as the two that were scheduled after that. At the next meeting we will need to go through numbers on cost estimates with alternates broken out as well as recommended scope adjustments.

D'Amico said the subcontractor pre-qualification packets will be picked up on Tuesday. The subcontractor pre-qualification committee will review, finalize, and notify by the end of January.

Rick Barrett mentioned that he had created a Facebook page for the police/fire project when it was being voted on and he has noticed that it has received a lot of hits lately with people wondering what is going on with the project. He asked if he could post some updates to let the townspeople know what progress is being made. It was determined that floor plans and a simple schedule might be the best option to post right now and that whatever is posted there should also be posted on the town website.

8:50 p.m. Rick Barrett, Jeff D'Amico, Keith Edison, Kevin Witzell left the meeting.

### Library

We are still waiting on a final settlement document to be executed with BW.

### Meeting Minutes

The meeting minutes from 11/25/14 were presented and reviewed.

**Diane Jurmain made a motion to accept the minutes of 11/25/14 as amended. Jon Wine seconded. Pat Sheehan abstained. The motion passed.**

### Invoice Approval

A bills payable schedule for Compass Project Management for services rendered in November was reviewed.

**Jon Wine made a motion to pay Compass Project Management \$6,706.25 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for CDR Maguire for services rendered through November 24, 2014 was reviewed.

**Jon Wine made a motion to pay CDR Maguire \$51,985.79 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

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A bills payable schedule for Agostini Construction for the second installment of the preconstruction fee was reviewed.

**Pat Sheehan made a motion to pay Agostini Construction \$10,866.00 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

A reclassification document was reviewed for the relocation charges of the monument from outside the old library to in front of the Town Hall.

**Pat Sheehan made a motion to reclassify \$5,738.28 for movement of the monument from the Police/Fire Station Article to the Veteran's Memorial Rehab Article. The motion was seconded by Diane Jurmain and passed unanimously.**

**Adjournment**

Wayne Klocko made a motion to adjourn the meeting at 9:15 pm. The motion was seconded by Jon Wine and passed unanimously.

The next PBC meeting will be held in room 104 at the Town Hall on December 24, 2014 at 8:30 a.m.

Submitted by:

Kim Borst  
Secretary, Permanent Building Committee