

Meeting Attendees

PBC Members

Wayne Klocko, Diane Jurmain, Patrick Sheehan, Jon Wine, Craig Schultze

Ex-Officio Members

Charlie Vecchi

Chief Keith Edison

Chief Barrett

Other Attendees

Town Administrator Charles Aspinwall

Library Director Tricia Perry

Library Trustee Maria Neville

Library Trustee Wendy Barry

Wayne Klocko called the meeting to order at 7:05 PM.

Approval of Prior Minutes

The prior meeting's minutes reviewed. **A motion was made to accept the minutes of November 12th by Pat Sheehan and seconded by Craig Schultze. The motion passed unanimously.**

New Business

Wayne Klocko discussed having PBC meetings televised. We agreed to try to get the next meeting televised.

Karen has given Wayne an invoice from DTI for work done on misc issues between warranty and close out on the library. A discussion ensued about the items that are still outstanding. They include water leaks on the exterior of the building, HVAC issues with thermostats, Attic stock of carpet tiles, millwork issues, book drop signage, excessive lighting replacements.

The following were discussed as ways to resolve the outstanding items from items defined by Tricia Perry.

- Jon Wine suggested having Kenbar check the voltage for the lights that continue to fail. OEA should ask for a test.
- TMP did HVAC training but no manuals or CAD discs are on site. Wayne will ask Patrick (OEA) to address this issue. Pat Sheehan also suggested that there should be a town-wide contractor responsible for HVAC maintenance. John Sayre-Scibona will also be consulted on this for contractors who would be appropriate (certified by Mitsubishi).
- Lighting programming appears to be completed now.
- For door handles, we need specifications from Patrick (OEA).
- The fireplace remote is waiting on an invoice to process.
- There is still no updated status on carpet tile attic stock.
- Millwork problems (cabinets) will be addressed by Pete Whittaker.
- The window shade in the Local History room is malfunctioning and the window trim is not installed correctly.
- The CPC needs an invoice to transfer the funds committed to the Archives Room (\$8500.00). No one was sure how to break out a specific invoice for the items. The items are part of the BW invoices. Charlie Aspinwall will discuss with Kathy LaPlant.
- Before MBLC can issue payment for LEED reimbursement, they need final submission of documents. At that point a new contract will be executed and payment will be made. But, payment could lag by up to a year. Wayne will follow up with OEA to try to expedite documentation.

Permanent Building Committee Meeting
Millis Public Library - Roche Bros. Community Room
Minutes of Tuesday, December 10th, 2013

- Per Tricia Perry, the as-builts are inconsistent. Some are stamped partially but not completely. This also has to be addressed by OEA.
- A discussion of the leaks issue followed. There has been no further response from BW's attorney on this issue. A discussion of how to pay for remediation of this issue ensued and Pat Sheehan suggested that we could pay for it out of retainage. But, BW would have to be notified of any work to fix it in advance.
- Charlie Aspinwall would like an up-to-date budget.

Maria Neville, Wendy Barry and Tricia Perry left the meeting at 8:15, as library issues discussions were completed.

The meeting moved to discussion of the Police/Fire OPM submissions.

There was general discussion about the six proposals received from possible OPM candidates. Wayne polled the group to determine what issues were found in proposal review. Members were polled individually for top three choices.

Compass, Daedalus, and CDR Maguire were selected as the three finalists (in that order). Diane Jurmain will contact each of the three companies and ask them to attend a meeting on December 17th with their Project Manager, Clerk and a Senior Manager at most. No presentations to be made. Each firm will be given 30 minutes for Q and A by the committee, with some discussion time for the committee to follow each session. First session will start at 6:00 PM. We will attempt to book Room 229 and ask for TV coverage.

Bills Payable

An invoice from DTI for work on clearing up outstanding items, in the amount of \$1487.50, was reviewed.

A motion was made to approve the DTI invoice by Pat Sheehan, seconded by Craig Schultze. The motion passed unanimously.

An invoice from Simpson Gumpertz for work on exterior leaks, in the amount of \$5239.71, was reviewed.

A motion was made to approve the Simpson Gumpertz invoice by Pat Sheehan, seconded by Craig Schultze. The motion passed unanimously.

An invoice from ProVantage for technology products, in the amount of \$2372.59, was reviewed.

A motion was made to approve the ProVantage invoice by Pat Sheehan, seconded by Craig Schultze. The motion passed unanimously.

An invoice from Renewable Choice Energy Inc. for energy credits for LEED Certification, in the amount of \$426.54, was reviewed.

A motion was made to approve the Renewable Choice Energy Inc. invoice by Pat Sheehan, seconded by Craig Schultze. The motion passed unanimously.

An invoice from Liddell Bros in the amount of \$393.00 was reviewed.

A motion was made to approve the Liddell Bros invoice by Pat Sheehan, seconded by Craig Schultze. The motion passed unanimously.

An invoice from American Floor Mat, in the amount of \$1619.63, was reviewed.

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A motion was made to approve the American Floor Mat invoice by Pat Sheehan, seconded by Craig Schultze. The motion passed unanimously.

The next PBC meeting is scheduled for December 17th at VMB in Room 229.

A motion to adjourn at 9:15 was made by Diane Jurmain and was seconded by Craig Schultze. The motion passed unanimously.

Submitted by:

Diane Jurmain