

# Permanent Building Committee Meeting

## Minutes of Wednesday, March 11, 2015

**Call to Order:** PBC Chairman, Wayne Klocko, called the meeting to order at 7:08 p.m.

### **Meeting Attendees:**

#### **PBC Members**

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

#### **Ex-Officio Members**

Chris Smith (Selectman)

#### **Other Attendees**

Steven Agostini (Agostini Construction), Julie Allen (Agostini Construction), Rick Barrett (Fire Chief), Fabrizio Caruso (CDR Maguire), Jeff D'Amico (Compass), Keith Edison (Police Chief), Brian Main (Compass), and Kevin Witzell (CDR Maguire)

### **Police/Fire Project:**

#### **Design Status**

CDR has released a 90% set of drawings that were reviewed this past week by Compass and Agostini. The working group has offered comments. Fabrizio Caruso told the group we will have 100% bid documents by 3/23. Subcontractor bids will be due 4/17 with ad running 3/25, allowing four weeks for bidding. Bids will be presented to the Selectman during the 1st week of May.

#### **Old Library Demo Status**

Demo is targeted to be completed by May 15th. Site will be clean, hazardous materials and building demo will be removed. Demo company asked for help with snow removal which town has agreed to barring any DEP issues. Agostini will start construction on police station 5/16 if demo finishes on time.

#### **Permitting Status**

Permitting process is progressing. Both the Planning Board and Zoning Board have given their approval. The ConCom meeting is slated for the end of the month and the Board of Health meeting is set for Monday, 3/16 at 8 p.m.

7:30 p.m. - Chris Smith arrived.

Discussion ensued regarding the height of the front entrance to the police station. There is a possibility we will need a variance but likely it will not apply to us. The Building Inspector needs to be satisfied that we are in compliance.

#### **Project Status and Bidding**

Jeff D'Amico handed out a detailed project schedule update. (Handout A) Line items were reviewed with the group. Concern was raised about line item #76, Technology Design. An owner needs to be

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determined for the following pieces: UPS, wiring, equipment in IT room and the racks. Next steps are for Fabrizio, Kevin, Keith and Jeff to determine who owns what and to identify the rest of the IT equipment needs for both buildings.

8:25 p.m. - Chris Smith, Steven Agostini and Julie Allen left the meeting.

Temporary trailers for the fire department were discussed. Two trailers will be needed, one as an office and one for sleeping quarters. Rick Barrett had reached out to companies including Eagle, Able and Triumph and found that they were more reasonable than the original quote from Agostini.

### **CDR Additional Service Proposal Review**

CDR submitted a letter/proposal requesting compensation for additional services for Architectural and Engineering services in association with the design of the New Millis Police Station and Renovations to the Fire Stations. (Handout B) Fabrizio Caruso identified areas where he was requesting additional funds. These areas were sorted by task and reviewed with the committee. Discussion ensued about why the Committee wasn't notified about the cost impact of the changing plans at the time that the changes were requested. The Committee told CDR that the request for additional compensation will be considered and will be responded to formally. The committee reaffirmed that the contract requires prior approval of any additional expenses and that no requests would be considered unless approved prior to any work expended or cost incurred.

9:05 p.m. - Fabrizio Caruso and Kevin Witzell left the meeting.

Compass prepared a response to CDR's Additional Services Request Proposal in the form of a letter dated March 11, 2015. A copy of the letter was handed out to the committee and discussed. (Handout C)

After reviewing CDR's Additional Services Proposal #1 and Compass Project Management's response to that proposal, the Permanent Building Committee decided to move forward with a settlement offer to CDR Maguire.

**Pat Sheehan made a motion that upon review of the CDR letter dated February 5, 2015 and amended February 19, 2015, the PBC requests that Compass make a settlement offer for additional services proposal #1 to CDR of \$22,720 subject to the Board of Selectmen's approval of the agreed amount. Diane Jurmain seconded the motion and it passed unanimously.**

10:20 p.m. - Chief Edison, Chief Barrett, Jeff D'Amico and Brian Main left the meeting.

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**Invoice Approval**

A bills payable schedule for Francesco Demolition, Inc. for services rendered through March 6, 2015 was reviewed.

**Pat Sheehan made a motion to pay Francesco Demolition, Inc. \$1,884.00 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

A bills payable schedule for Agostini Construction for the fifth 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 bills payable schedule for Compass Project Management for services rendered in February was reviewed.

**Pat Sheehan made a motion to pay Compass Project Management \$6,859.00 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for CDR Maguire for services rendered through January 30, 2015 was reviewed.

**Pat Sheehan made a motion to pay CDR Maguire \$89,611.82 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

A bills payable schedule for CDR Maguire for services rendered through February 27, 2015 was reviewed.

**Pat Sheehan made a motion to pay CDR Maguire \$131,947.78 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for ClogBusters for services rendered on February 5, 2015 and February 10, 2015 was reviewed.

**Pat Sheehan made a motion to pay ClogBusters \$3,020.00 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

A bills payable schedule for B.W. Construction for services rendered through January 20, 2015 was reviewed.

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**Pat Sheehan made a motion to pay B.W. Construction \$152,000.00 for services provided. The motion was seconded by Jon Wine and passed unanimously.**

**Meeting Minutes**

The meeting minutes from 1/21/15 were presented and reviewed.

**Pat Sheehan made a motion to accept the minutes of 1/21/15 as written. Jon Wine seconded. Diane Jurmain abstained. The motion passed.**

The meeting minutes from 2/3/15 were presented and reviewed.

**Jon Wine made a motion to accept the minutes of 2/3/15 as amended. Pat Sheehan seconded. Diane Jurmain abstained. The motion passed.**

**Adjournment**

Wayne Klocko made a motion to adjourn the meeting at 10:35 pm. The motion was seconded by Pat Sheehan and passed unanimously.

The next PBC meeting will be held in the Roche Bros. Community Room at the Library on April 7, 2015 at 7:00 p.m.

Submitted by:

Kim Borst  
Secretary, Permanent Building Committee