

Permanent Building Committee Meeting
Minutes of Tuesday, June 13, 2017
Town Hall, Room 130

Call to Order: Wayne Klocko called the meeting to order at 7:02 p.m.

Meeting Attendees:

PBC Members

Wayne Klocko (Chairman), Pat Sheehan, Jon Wine, Kim Borst (Department Assistant)

Town of Millis Representatives

Rick Barrett (Fire Chief)

Rear Lot Paving at Fire Station

Rick Barrett presented three quotes for paving the rear lot at the fire station. The lowest bid came in at \$32,592.50 from DP & Sons Excavation to remove old asphalt, haul it away, create a new sub grade, prep the base and pave. The PBC determined that there is money left in the police/fire budget to cover the cost of the paving.

Pat Sheehan made a motion to recommend to the Selectmen that they accept the DP & Sons quote of \$32,592.50 to grade and pave the back parking lot at the Millis Fire Station. Jon Wine seconded the motion and it passed unanimously.

DPW Garage Status

Jon Wine and Jim McKay met with Eric Ammondson from Ammondson Architects, & Robert Taylor from Taylor & Burns Architects to look at program requests/design changes for the DPW building. Eric Ammondson was selected to be subcontracted by SGH for design services for proposed improvements to meet DPW needs. Ammondson is an architect that SGH has worked with in the past and was recommended for this type of building construction.

McKay expressed a need for employee bathrooms that could handle larger groups, additional equipment storage, an added repair bay, dedicated vehicle storage area, and a meeting room that were not in the original scope.

Jon Wine to ask SGH to prepare a not to exceed Time & Materials Proposal, facilitate a meeting between Jim and Eric to review proposed changes, and prepare an estimate for design changes, all within 2-4 weeks.

Carport at Police Station

The possibility of adding a carport to the Police Station was discussed by the committee. The carport was always an intended part of the new Police Station, but due to budget concerns it had been tabled until the end of the project to be sure that there was enough money left in the budget. At this point, the committee has decided to move forward with funding the carport.

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Invoices

A bills payable schedule for Cronin Sealcoating for seal coating, line striping and crack repair at the Fire Station was reviewed.

Pat Sheehan made a motion to pay Cronin Sealcoating \$1,875.00 for services rendered. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Correctional Industries for furnishings at the Fire Station was reviewed.

Pat Sheehan made a motion to pay Correctional Industries \$1896.19 for fire station furnishings. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Municipal Graphics for seal design and decals for the Fire Station was reviewed.

Pat Sheehan made a motion to pay Municipal Graphics \$475.00 for services rendered. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Northeast Rescue Systems for a mobile back board rack for the Fire Station was reviewed.

Pat Sheehan made a motion to pay Northeast Rescue Systems \$599.00 for a mobile back board rack. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Compass Project Management for OPM Professional Services from 12/1/16 – 3/31/17 for the Police and Fire Project was reviewed.

Pat Sheehan made a motion to pay Compass Project Management \$7,096.68 for services rendered. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Gym Source for gym equipment for the Fire Station was reviewed.

Pat Sheehan made a motion to pay Gym Source \$726.53 for gym equipment. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for LW Bills for a front lobby door switch at the Fire Station was reviewed.

Pat Sheehan made a motion to LW Bills \$1,387.00 for a front lobby door switch at the Fire Station. The motion was seconded by Jon Wine and passed unanimously.

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A bills payable schedule for CDR Maguire for services delivered by Axiom for abatement monitoring at the fire station was reviewed.

Pat Sheehan made a motion to pay CDR Maguire \$1,205.00 for services rendered by Axiom. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Home Depot Credit Card services for a 9 piece steel cabinet for the Fire Station was reviewed.

Pat Sheehan made a motion to pay Home Depot Credit Card services \$1,279.20 for a cabinet for the Fire Station. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Crossmatch Technologies, Inc. for a fingerprint station for the Police Station was reviewed.

Pat Sheehan made a motion to pay Crossmatch Technologies \$26,953.22 for a fingerprint machine at the Fire Station. The motion was seconded by Jon Wine and passed unanimously.

Minutes

Meeting minutes from 2/7/17 were presented to the committee for approval.

Pat Sheehan made a motion to approve the meeting minutes from 2/7/17 as written. Wayne Klocko seconded the motion, Jon Wine abstained. The motion passed.

Meeting minutes from 3/16/17 were presented to the committee for approval.

Jon Wine made a motion to approve the meeting minutes from 3/16/17 as written. Wayne Klocko seconded the motion, Pat Sheehan abstained. The motion passed.

Meeting minutes from 4/18/17 were presented to the committee for approval.

Wayne Klocko made a motion to approve the meeting minutes from 2/7/17 as written. Jon Wine seconded the motion. The motion passed unanimously.

Executive Session: 8:20 p.m.

Wayne Klocko made a motion to enter into Executive Session with respect to potential litigation. By Roll Call Vote: Wayne Klocko – aye, Pat Sheehan – aye, Jon Wine – aye.

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Return to Regular Session: 8:45 p.m.

Wayne Klocko made a motion to return to regular session back to order at 8:45 p.m. Jon Wine seconded the motion and it passed unanimously.

The Committee determined that the next PBC meeting will be held on Tuesday, July 18, 2017 at 7 p.m.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:55 p.m. The motion was seconded by Pat Sheehan and passed unanimously.

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee