

**Permanent Building Committee Meeting**  
**Minutes of Tuesday, June 14, 2016**  
**Town Hall, Room 130**

**Call to Order:** Wayne Klocko called the meeting to order at 7:03 p.m.

**Meeting Attendees:**

**PBC Members**

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

**Ex-Officio Member**

Catherine MacInnes (BOS)

**Other Attendees**

Keith Edison (Town of Millis – Chief of Police), Brian Main (Town of Millis – Project Manager), Peter Jurmain (Technology Committee)

**Police/Fire Project:**

Construction Update

Full construction update can be found in the project manager's monthly report. Highlights include:

- Subsurface drainage systems complete
- Established finish grades and rough grading underway
- Concrete pads installed for compressors and generator and front steps poured
- Building is weather tight except tower (waiting for overhead wires to be relocated)
- Walls are all sheet rocked and taping nearly complete
- Plumbing and sprinklers mostly complete
- Project is on schedule with a September 15<sup>th</sup> anticipated occupancy for police.
- Fire station construction to start July 19

Owner Supplied Item Review and Approval

**Computers and Servers:**

Peter Jurmain addressed the committee on his technology recommendations for the police/fire stations. He researched servers on the MA approved bidders list and looked primarily at HP as they had the best prices. Jurmain outlined two options. The total cost of the recommended option for a rack mount HP DL 360, RAID 5 server would be \$5113.89. This would include the servers needed as well as additional memory, a host business adapter that allows for expansion if necessary, and an ILO (Integrated Lights Out) component. Software costs for a Windows 2012 operating system with enough licenses for both police and fire would cost approximately \$2,100 plus shipping. The second system option kept most things the same with a different, heavier duty server for approximately \$1300 more.

A firewall and router will be needed for security from the Internet. Jurmain recommended a Netgear Product – SRX5308 – with high capacity WAN performance for between \$300-\$450 and four Aruba switches that total of \$4,000. Jurmain recommended looking to the cloud for email and looking at the Microsoft E1 and E3 plans for Microsoft Office. PC's with an I 3 processor run approximately \$400-600 per unit.

Jurmain was asked to put a scope together based on his recommendation.

**Permanent Building Committee Meeting**  
**Minutes of Tuesday, June 14, 2016**  
**Town Hall, Room 130**

Internet Access:

Verizon and Comcast will both be coming into the new Police Station. Chief will need to put the order in and tell them when (September 1<sup>st</sup>) it should be ready to go live.

Appliances:

Looking to purchase refrigerator, stove, range, over the range microwave, countertop microwave, small refrigerator, and washer/dryer. Received quotes from three local appliance companies; Frank's in Milford - \$4,729, Bellingham Electric - \$3,561, and Belcher's in Framingham - \$3,500. Bellingham Electric was preferred because it came in less than Frank's and comparable to Belcher's. For \$61 more at Bellingham Electric you get a front load washer and dryer that should be more energy efficient than the top loaders proposed by Belcher's.

**Diane Jurmain made a motion to purchase appliances from Bellingham Electric for \$3,561. Craig Schultze seconded the motion and it passed unanimously.**

Lockers:

Still researching lockers for dispatch and detention. Six single tier and six double tier are needed. Cost looks like it will be approximately \$1,000.

Whole Furniture Package:

Still researching. Looking at WB Mason and KI. We have a price of \$118,000 from WB Mason. With a breakout of \$66,522.56 for police and \$31,325.10 for fire. There will some additional items needed for the bunk room at the fire department. Chief Edison to follow up with KI and see where their quote is. If we don't have a bid from them by the end of the week, we need to look at other options. Brian Main recommended Robert Lord as a reasonable alternative should we need one.

Police Department Contact

Wayne Klocko asked Chief Edison to get the PBC a contact from the police department that will help bridge the gap when the Chief retires.

7:30 p.m. Chief Edison left the meeting.

Review and Approve Agostini CORs

The Committee reviewed Agostini's CO #8 for which includes CORs #43 for control joints, #46 for gang boxes, #73 for a bullet resistant panel, #74 for a VGA converter and #77 for fire dampers. The change order totals \$3,487.00.

**Craig Schultze made a motion accept Change Order #8 from Agostini Construction Company, Inc. in the amount of \$3,487.00 for control joints, gang boxes, a bullet resistant panel, a VGA converter and fire dampers. Diane Jurmain seconded and the motion passed unanimously.**

The Committee reviewed Agostini's CO #9 (COR #66) for the cost of a radio and telecommunications system change which totals \$4,692.00.

## Permanent Building Committee Meeting

Minutes of Tuesday, June 14, 2016

### Town Hall, Room 130

**Craig Schultze made a motion to approve Change Order #9 from Agostini Construction Company, Inc. in the amount of \$4,692.00 for a radio and telecommunications system change. Diane Jurmain seconded and the motion passed unanimously.**

The Committee reviewed Agostini's COR #76 to add insulated ceiling tile in three rooms at the police station to help eliminate sound transfer for the cost of \$585.00.

**Diane Jurmain made a motion accept Change Order Request #76 from Agostini Construction Company, Inc. in amount of \$585.00 for the cost to add insulated ceiling tile in three rooms at the police station. Craig Schultze seconded and the motion passed unanimously.**

#### Budget Update

Kim Borst handed out the latest budget update. (Handout A) Changes since last meeting include updating actual spent column to include invoices that were approved and paid since 5/11 PBC meeting. The "Budget Line Item Transfers" column was updated to reflect necessary transfers to cover CO #7 including:

- \$1,238 from "Construction Contingency" to "Construction" for COR 9, curbing and pavement markings
- \$9,589 from "Contamination Contingency" to "Construction" for COR 26.2, additional premium work
- \$1,728 from "Construction Contingency" to "Construction" for COR 32, misc. masonry changes
- \$125,337 from "Technology" to "Construction" for COR 58, security, surveillance and wiring
- \$13,000 from "Construction Contingency" to "Construction" for COR 67, training room tiered flooring
- \$15,000 from "Construction Contingency" to "Construction" for COR 68, relocate utility wires
- \$9,140 from "Utility Company Backcharges" to "Construction" for COR 69, Eversource work order

The "Budget Line Item Transfers" column was also updated to cover CDR Amendment 7 including:

- \$7,986 from "Technology Equipment" to "Technology Design" for additional security design

#### Contamination Budget update:

There is currently \$84,564 left in the "Contamination Clean Up" line item and \$16,177 left in the "Contamination Contingency" line item. There is still some digging left to do but the hope is to have some money to return to the town in the end.

#### Project Manager's Report

Brian Main reviewed the Project Manager's report for the month of May. (Handout B) Issues/Concerns raised included the need to maintain a robust construction contingency for the fire station renovation, the timing of Eversource relocating the wires by the tower, Verizon strike could impact Occupancy, processing of agreements for the Owner's vendors needs to be timelier, the continued discovery of Code related changes previously identified in plan reviews but never corrected by designer, and finalizing tiered floor in training room may require a variance from AAB.

#### New Business

The PBC has been asked to oversee the architectural services for the DPW garage roof. The first order of business will be to select an architect. An RFP will be issued and proposals will be reviewed. It was recommended that Jon Wine take the lead on this project.

#### Invoices

**Permanent Building Committee Meeting**  
**Minutes of Tuesday, June 14, 2016**  
**Town Hall, Room 130**

Agostini's application for payment #251-11 for May in the amount of \$665,573.20 was reviewed by the committee.

**Craig Schultze made a motion to pay Agostini Construction Co., Inc. \$665,573.20 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for CDR Maguire for services rendered through May was reviewed.

**Craig Schultze made a motion to pay CDR Maguire \$18,475.62 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

Minutes

Meeting minutes from 5/31/16 were presented and reviewed.

**Diane Jurmain made a motion to accept the minutes of 5/31/16 as written. The motion was seconded by Craig Schultze and passed unanimously.**

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 9:20 p.m. The motion was seconded by Craig Schultze and passed unanimously.**

Submitted by:  
Kimberly Borst  
Secretary, Permanent Building Committee

The next meeting of the Permanent Building Committee is tentatively scheduled for the week of July 11<sup>th</sup>.