

Permanent Building Committee Meeting
Minutes of Tuesday, July 21, 2015
Millis Public Library, Roche Bros. Community Room

Call to Order: PBC Chairman, Wayne Klocko, called the meeting to order at 7:09 p.m.

Meeting Attendees:

PBC Members

Wayne Klocko (Chairman), Craig Schultze, Pat Sheehan, Jon Wine, Kim Borst (Secretary)

Other Attendees

Brian Main (Town of Millis, Project Manager), Kevin Witzell (CDR Maguire)

Police/Fire Project

CDR Additional Services Proposals

The Committee reviewed two requests for additional services from CDR for the Police/Fire project. The first proposal (Document A) was from Sovereign Consulting for the LSP Administration Phase additional services in association with the remediation of the contaminated soils on the New Millis Police Station site in the amount of \$40,542.00. The committee discussed the proposal and determined that is best to move forward with it.

Pat Sheehan made a motion to recommend to the Board of Selectmen that they approve the CDR change order in the amount of \$40,542.00 for LSP Services. Craig Schultze seconded the motion and it passed unanimously.

The second proposal (Document B) from CDR was for additional Architectural and Engineering services in association with the continued value engineering for the New Millis Police Station and Renovations to the Fire Station. The proposal included four tasks. Task 1 was the redesign of the fascia/roof edge detail on the police station. Task 2 was the revision of the hot water delivery system and attic modifications and OH Services for the police station. Task 3 was the truss modification meeting and Task 4 was the window type revisions.

The committee deliberated for a long time about this second proposal. Major concerns were expressed over the footnotes on tasks three and four, which mention that additional design services may require a separate proposal for consideration at a later date. The committee asked CDR for clarification on what situations might cause additional design services to be required. CDR responded that most likely the truss modifications can be done with a stamped drawing, but there is a chance that they may need to redesign if not. The point was made by the committee that if the truss redesign idea doesn't work, we can go back to what we currently have designed. CDR said that the note pertains to the window situation in that the new windows may require some additional flashings, phalanges, or stops in order to keep a tight building but that they don't expect it to be much additional work.

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The committee also expressed concern to CDR over timeliness. For example, The PBC directed CDR to discuss plumbing changes with RDK on 6/8, almost two months ago and nothing has been done. Additionally, the committee expressed concerns about having to deal with small issues constantly that CDR claims weren't included in the original scope. When asked about this issue moving forward, Kevin Witzell said that his goal is to get this into a smooth running CA project. He expects that as the project continues there may be sketches to clarify and discrepancies to be picked up but that that would be part of normal CA.

The committee told CDR they would consider recommending their proposal to the selectmen without the two footnotes if they understand that that the PBC wasn't happy when they went through the first change order, that they are extremely disappointed with the amount of time things have taken to get done and that they don't want to be dealing with small issues constantly. The committee asked that CDR get RDK started immediately contingent on the selectman's approval.

Craig Schultze made a motion to recommend to the Board of Selectmen that they approve the proposed contract modification for CDR in the amount of \$11,020.00 with the notes from tasks 3 and 4 removed. Jon Wine seconded the motion and it passed unanimously.

Construction Sign Options

CDR presented two construction sign options (Documents C and D). One had the Millis Police logo on it and the other had the rendering of the new police station on it. The committee recommended the one with the rendering and asked for the rendering to be made larger and to take the names of the PBC members off the sign in order to do that. Additional spacing issues were brought up and will be addressed by CDR.

Kevin Witzell left at 8:20.

Francesco Demolition Billing Dispute Update

Wayne Klocko updated the committee on conversations that he has been having with Francesco Demolition regarding payment. Francesco is billing the town additional dollars for disposal on top of the additional monies that we had already approved and set aside for them. The committee was under that understanding that the amount that we approved was the entire additional cost. SGH who has been overseeing the project gave us their opinion of what the town should owe. The PBC will ask SGH to write up a letter outlining what they would assume to be a reasonable cost and that is what the committee will recommend for payment. Based on the communication to date with SGH, the PBC will recommend increasing Francesco's contract to \$123,890.20 and pay the difference of what we haven't already paid.

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Pat Sheehan made a motion to recommend to the selectmen that they vote to increase Francesco Demolition's contract value by \$18,072.20 to a total of \$123,890.20. Craig Schultze seconded the motion and it passed unanimously.

Pat Sheehan made a motion to issue payment to Francesco Demolition in the amount of \$41,159.45. Craig Schultze seconded that motion and it passed unanimously.

BW Construction DCAM Rating

BW Construction has asked that the PBC adjust their DCAM rating after they complete the roof repairs to the library. The committee reviewed the criteria for the rating and determined that they could increase it to satisfactory.

Pat Sheehan made a motion that pending successful completion of the roof repairs, the committee modify the original DCAM rating for BW Construction to satisfactory. Craig Schultze seconded the motion and the motion passed unanimously.

Jopa Property Encroachment

Wayne Klocko and Brian Main updated the committee on the Jopa property that is encroaching on the police/fire site. Jopa has removed some dirt to date, but not all. His contractor has committed to removing the rest of his dirt and planned electrical line by Monday.

Project Budget Update

Brian Main reviewed the project budget with the committee(Document E). The committee expressed concern about how low the contingency budget is already. Wayne updated the group on the plan to bring the project accounting for the project in house rather than paying Compass to do it. The transition will be taking place over the next month or two.

Invoices

A bills payable schedule for GateHouse Media, Inc. for ad placement for OPM services on June 3, 2015 was reviewed.

Craig Schultze made a motion to pay GateHouse Media \$169.63 for services provided. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Brian Main's expense report dated July 6, 2015 was reviewed.

Pat Sheehan made a motion to pay Brian Main \$138.56 for expenses incurred. The motion was seconded by Jon Wine and passed unanimously.

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A bills payable schedule for CDR Maguire Inc. for services rendered through June 26, 2015 was reviewed.

Pat Sheehan made a motion to pay CDR Maguire, Inc. \$9,854.17 for services provided. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for PK Associates, Inc. for services rendered through June 27, 2015 was reviewed.

Craig Schultze made a motion to pay PK Associates, Inc. \$864.00 for services provided. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Andrew T. Johnson Co, Inc. for services rendered through June 16, 2015 was reviewed.

Pat Sheehan made a motion to pay Andrew T. Johnson Co, Inc. \$58.12 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Compass Project Management for services rendered through June 30, 2015 was reviewed.

Pat Sheehan made a motion to pay Compass Project Management \$3,668.00 for services provided. The motion was seconded by Jon Wine and passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:30 p.m. The motion was seconded by Jon Wine and passed unanimously.

Submitted by:

Kimberly Borst
Secretary, Permanent Building Committee

The next PBC meeting will be held August 11th at 7pm in the Roche Bros. Community Room at the Millis Public Library.