

**Permanent Building Committee Meeting**  
**Minutes of Tuesday, August 23, 2016**  
**Town Hall, Room 130**

**Call to Order:** Wayne Klocko called the meeting to order at 8:09 p.m.

**Meeting Attendees:**

**PBC Members**

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

**Ex-Officio Member**

Catherine MacInnes (BOS)

**Other Attendees**

Brian Main (Town of Millis – Project Manager), Chris Soffayer (Town of Millis – Police Representative)

**Police/Fire Project:**

Technology

Software Leverage, Inc. has been recommended by technology consultant, Peter Jurmain, to assist with setting up and configuring the new networking components for the police station. This would include help with the firewall/router, network switches, server interaction with the network, E911 recording requirements, and internet connectivity.

**Craig Schultze made a motion to approve Software Leverage, Inc. as a vendor to assist the police department with network installation and configuration for the not to exceed amount of \$4,850.00. Diane Jurmain seconded the motion and it passed unanimously.**

Help with setting up and configuring computers, laptops, printers, network switches, routers, and access points as well as other support for the move and the additional ongoing support for after the go-live date is needed. Three firms were looked at and TCG Network Services seemed to be the best option.

**Craig Schultze made a motion to enter into a contract in the amount of \$9,320.00 with TCG Network Services for technology project work and support for the new police station. Pat Sheehan seconded the motion and it passed unanimously.**

CDW-G quotes were reviewed for technology items including software licenses, printers, switches, cables and more. These quotes totaled \$6,383.14 and came off the state bidders list.

**Craig Schultze made a motion to purchase the technology supplies listed in the CDW-G quotes totaling \$6,383.14. Pat Sheehan seconded the motion and it passed unanimously.**

Owner Supplied Items

Chris Soffayer updated the committee on the need for a new electronic fingerprinting system as the current system is outdated. The Crossmatch Guardian 200 fingerprinting system was recommended for purchase.

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**Diane Jurmain made a motion that the committee recommend to the Selectmen the purchase of the Crossmatch fingerprinting system in the amount of \$26,953.22 to be used in the new police station. Craig Schultze seconded the motion and it passed unanimously.**

A new booking room camera is needed for the police station. Chris Soffayer presented an option off the state bidders list from Hunt's Photo and Video.

**Craig Schultze made a motion to approve the purchase of a Hunter Smartshot system from Hunt's Photo and Video in the amount of \$3,795.00. Pat Sheehan seconded the motion and it passed unanimously.**

A quote from Sirchie was reviewed for a fuming chamber, defumigator and portable humidifier for the police station.

**Pat Sheehan made a motion to approve the quote in the amount of \$2,199.95 from Sirchie for a fuming chamber, defumigator and portable humidifier. Diane Jurmain seconded the motion and it passed unanimously.**

A quote from B & H Photo was reviewed for two televisions, one for the break room and one for dispatch, and some wall mounts. A third television that is currently in use at the old police station will be brought over for use in the gym.

**Pat Sheehan made a motion to approve the purchase of two televisions and three wall mounts from B & H Photo in the amount of \$660.89. Diane Jurmain seconded the motion and it passed unanimously.**

Permits and Inspections

The inspection for the bio-retention area is tomorrow. The Planning Board agreed to eliminate the fence along the basin. Building Inspector to walk through 9/6, then he will be out for an extended period of time. 9/15 is still the targeted move-in date.

Fire Department Progress Report

Work has begun at the Fire Station with the planned Apparatus Bay work. Soil has been compacted. Preparing for trench drains. Slab will be poured next week.

Review and Approve Agostini Payment Application 13

Agostini's application for payment #251-13 for July in the amount of \$670,888.18 was reviewed by the committee.

**Pat Sheehan made a motion to pay Agostini Construction Co., Inc. \$670,888.18 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

Review and Approve Agostini CORs

The Committee reviewed Agostini's CO #13 which includes CORs #52 for adding eyewash to sallyport, #72 for revising showers and lockers, #80 for gas piping to attic heater, #88 for installing mail slots at cabinet, #90 for adding "1003" numbers to front of police station, and #92 for a tiered flooring credit. The change order totals \$1,719.00.

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**Craig Schultze made a motion accept Change Order #13 from Agostini Construction Company, Inc. in the amount of \$1,719.00. Diane Jurmain seconded and the motion passed unanimously.**

The Committee reviewed Agostini's COR #48 for installing urethane flooring at the fire station.

**Craig Schultze made a motion accept Change Order Request #48 from Agostini Construction Company, Inc. in the amount of \$9,528.00. Diane Jurmain seconded and the motion passed unanimously.**

The Committee reviewed Agostini's COR #95 for the cost to rework the casework in the detention area per the ASI.

**Pat Sheehan made a motion accept Change Order Request #95 from Agostini Construction Company, Inc. in the amount of \$4,715.00. Craig Schultze seconded and the motion passed unanimously.**

Invoices

A bills payable schedule for CDR Maguire for services rendered through June 30 was reviewed.

**Pat Sheehan made a motion to pay CDR Maguire \$9,234.81 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

A bills payable schedule for PK Associates, dba Brigg's Engineering & Testing for services rendered through July 22, 2016 was reviewed.

**Pat Sheehan made a motion to pay PK Associates, dba Brigg's Engineering & Testing, \$160.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

A bills payable schedule for Town of Millis for water/sewer services for the new police station through 8/12/16 was reviewed.

**Pat Sheehan made a motion to pay the Town of Millis \$53.07 for water/sewer. The motion was seconded by Craig Schultze and passed unanimously.**

A bills payable schedule for Wrightline LLC for a police dispatch console was reviewed.

**Pat Sheehan made a motion to pay Wrightline LLC \$13,722.52 for a police dispatch console. The motion was seconded by Craig Schultze and passed unanimously.**

A bills payable schedule for CDW-G for technology items for the new police station was reviewed.

**Pat Sheehan made a motion to pay CDW-G \$20,821.77 for technology items. The motion was seconded by Craig Schultze and passed unanimously.**

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Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 9:42 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 scheduled for September 13, 2016 at 7 p.m.