

**Permanent Building Committee Meeting
Minutes of Tuesday, September 13, 2016
Town Hall, Room 130**

Call to Order: Jon Wine called the meeting to order at 7:03 p.m.

Meeting Attendees:

PBC Members

Diane Jurmain, Craig Schultze, Pat Sheehan, Jon Wine, Kim Borst (Secretary)

Other Attendees

James McKay – (Town of Millis – DPW), Mark Saccoccio – (CDR Maguire), Chris Soffayer (Town of Millis – Police Representative)

Police/Fire Project:

DPW Architect Selection Process

Three proposals have been received for the DPW Roof Repair project. Jon Wine and committee have reviewed the proposals and will invite the three candidates in for an interview at the end of September or beginning of October.

Discussion took place regarding the ventilation system and the need for that to be repaired before a new roof is done. Additionally it was noted that when SGH did an initial inspection of the facility to define the scope, they did not put the insulation back. Committee recommended that McKay call SGH and ask them to come put it back. If that doesn't happen, escalate to PBC.

James McKay left the meeting at 7:30 p.m.

Mark Saccoccio arrived at the meeting at 7:30 p.m.

Update on Police Department Completion

The certificate of occupancy was issued on 9/9/16. A final punch list has been issued. Police department will be moving boxes tomorrow and moving in on September 15th.

A purchase order for printers and a purchase order for switches that were overlooked in the original order were presented to the committee for approval.

Craig Schulze made a motion to approve the purchase of 2 switches from CDW-G in the amount of \$1,726.60. Jon Wine seconded the motion and it passed unanimously.

Craig Schulze made a motion to approve the purchase of 3 printers from CDW-G in the amount of \$829.08. Jon Wine seconded the motion and it passed unanimously.

An open house is tentatively scheduled for October 15th at 10 a.m. Speakers from town boards and state representatives will be there. Retired police officers will be invited. Boston Bagpipers have been asked to come salute fallen officers. The public will be able to tour the station and meet the officers. Local businesses will provide food and refreshments.

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Fire Department Progress Report

The floor in the apparatus bay has been completed. Fire station personnel are scheduled to move out next week but there is question about the communication to the temporary trailers. As soon as that is sorted out they can move out and work can begin on the hazardous material abatement.

Review and Approve Agostini Payment Application 14

Agostini's application for payment #251-14 for August in the amount of \$404,302.65 was reviewed by the committee.

Craig Schultze made a motion to pay Agostini Construction Co., Inc. \$404,302.65 for services provided. The motion was seconded by Jon Wine and passed unanimously.

Review and Approve Agostini Change Order

The Committee reviewed Agostini's CO #16 which includes CORs #62 to add/relocate electric boxes, #63 to add 3" conduit for owner use, #96 for ceiling finish in mechanical spaces, #97 for RFI #53 Bodine lighting relays, and #99 for revised lobby counter. The change order totals \$9,808.00.

Craig Schultze made a motion accept Change Order #16 from Agostini Construction Company, Inc. in the amount of \$9,808.00. Diane Jurmain seconded and the motion passed unanimously.

Budget

A budget update through 9/13/16 was presented and reviewed. (See Handout A)

Invoices

A bills payable schedule for CDR Maguire for services rendered through July 31 was reviewed.

Pat Sheehan made a motion to pay CDR Maguire \$13,786.20 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 \$330.12 for water/sewer. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Hunt's Photo and Video for the booking room camera system was reviewed.

Pat Sheehan made a motion to pay Hunt's Photo and Video, \$3,705.00 for the booking room camera system. 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.

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Pat Sheehan made a motion to pay CDW-G \$6,372.21 for technology items. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for WB Mason for office furniture and supplies for the new police station was reviewed.

Pat Sheehan made a motion to pay WB Mason \$78,521.49 for office furniture and supplies with the understanding that if we pay within 10 days we can save 3%. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Millis Glass for fitness room mirrors for the new police station was reviewed.

Pat Sheehan made a motion to pay Millis Glass \$1,250.00 for fitness room mirrors. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Christopher Soffayer for reimbursement for rubber flooring for the gym at the new police station was reviewed.

Craig Schultze made a motion to pay Christopher Soffayer \$1,316.65 for rubber flooring. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for KP Law P.C. for legal counsel regarding the new police station was reviewed.

Pat Sheehan made a motion to pay KP Law P.C \$332.50 for legal counsel for the new police station. The motion was seconded by Craig Schultze and passed unanimously.

Minutes

Minutes from 6/14, 6/28, 7/12, 8/9, and 8/23 were presented to the committee for approval.

Craig Schultze made a motion to approve the minutes from 6/14/16 as written. Jon Wine seconded the motion and it passed unanimously.

Craig Schultze made a motion to approve the minutes from 6/28/16 as written. Jon Wine seconded the motion and it passed unanimously.

Pat Sheehan made a motion to approve the minutes from 7/12/16 as written. Jon Wine seconded the motion. Craig Schultze abstained and the motion carried.

Craig Schultze made a motion to approve the minutes from 8/9/16 as written. Jon Wine seconded the motion and it passed unanimously.

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Craig Schultze made a motion to approve the minutes from 8/23/16 as written. Jon Wine seconded the motion and it passed unanimously.

Adjournment

Jon Wine made a motion to adjourn the meeting at 8:22 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 October 4, 2016 at 7 p.m.