

**Permanent Building Committee Meeting**  
**Minutes of Wednesday, October 20, 2021**  
**Zoom Meeting**

**Call to Order:** Diane Jurmain called the meeting to order at 7:02 p.m.

**Meeting Attendees:**

**PBC**

Diane Jurmain, John Larkin, James McCaffrey, Richard Nichols, Kimberly Borst (Department Assistant)

**Additional Attendees**

James McKay – DPW

Dave Rachmaciej - DPW

Erin Underhill – Select Board

**DPW**

The staff building is coming along, all of the tiling and carpeting is finished. The hot water tank is in. We are still waiting on the egress window. The grading is done in back of the building. The sewer has been inspected and sent for approval. It was tested and cleaned. Miosi had the gravel delivered today and will start the finish grade of the parking lot tomorrow.

Plastic is covering the doors of the vehicle service building. We are waiting on the steel to come to be able to hang the garage doors.

The building, electric and plumbing inspections have all been done and passed. The wallboard has been delivered and now can be installed.

The substantial date for completion is still targeted for 11/16/21. MassCor completion date for furnishings is also 11/16/21.

The Committee considered a proposal to have MassCor install and place the workstations and shelves once they are complete. The quote for delivery, and installation comes to \$2,100.12.

**Richard Nichols made a motion to approve the quote from MassCor in the amount of \$2,100.12 for the delivery and installation of workstations and shelves. James McCaffrey seconded the motion. By roll call vote, James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Diane Jurmain aye.**

The Committee considered a proposal from Power Washer Sales for a three-phase pressure washer to wash the salt and grime off of the trucks and busses. The quote for power washer is \$9,050.00.

**Richard Nichols made a motion to approve the quote from Power Washer Sales in the amount of \$9,050.00 for a power washer for the vehicle wash building. John Larkin seconded the motion. By roll call vote, James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Diane Jurmain aye.**

The Committee reviewed a proposal to relocate the SCADA panel to the electrical closet in the staff building which would keep it more secure. The original quote to take down the old panel and build a new one was approximately \$25,000. At that time it was decided that it was too expensive and that we could leave the

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panel where it was and build a box around it to protect it. After further research, a less expensive option came to light. Anderson Electric quoted \$5,921 to relocate the SCADA panel to a more secure location.

**Richard Nichols made a motion to approve the quote from Anderson Electric in the amount of \$5,921.00 to relocate the SCADA panel to a more secure location. John Larkin seconded the motion. By roll call vote, James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Diane Jurmain aye.**

DPW Invoices

A bills payable schedule for J.J. Cardosi for construction of the new DPW facility was presented to the Committee.

**Richard Nichols made a motion to pay J.J. Cardosi \$378,456.25. John Larkin seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey - aye.**

A bills payable schedule for Taylor & Burns for work performed in September was presented to the Committee.

**Richard Nichols made a motion to pay Taylor & Burns \$6,314.00. John Larkin seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey - aye.**

A bills payable schedule for Norfolk Registry of Deeds was presented to the Committee.

**Richard Nichols made a motion to pay the Norfolk Registry of Deeds \$212.00. John Larkin seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey – aye.**

7:45 PM –Dave Rachmaciej left the meeting.

Senior Center Update

Looking to schedule focus groups after the new year, likely in February.

The next PBC meeting is scheduled for Tuesday, November 30, 2021 at 7:00 PM.

Minutes

The minutes from September 22, 2021 were reviewed by the Committee.

**Richard Nichols made a motion to approve the minutes from September 22, 2021 as written. Diane Jurmain seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey – abstained.**

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Adjournment

**Diane Jurmain made a motion to adjourn the meeting at 7:48 p.m. The motion was seconded by Richard Nichols. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey – aye.**

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee