

Permanent Building Committee Meeting
Minutes of Tuesday, December 1, 2020
Virtual Meeting via Zoom

Call to Order: Wayne Klocko called the meeting to order at 7:02 p.m.

Meeting Attendees:

PBC

Diane Jurmain, Wayne Klocko (Chairman), John Larkin, Richard Nichols, Kimberly Borst (Department Assistant)

Additional Attendees

James McKay - DPW

Jim McCaffery – Select Board Representative

David Rachmaciej – DPW

Robert Taylor – Taylor & Burns

DPW Project Update

J.J. Cardosi is lining up sub-contractors. They expect to be site mobilized by the week of 12/14. The building permit is in process and expected be reviewed by building inspector on Thursday morning. The Fire Department will also need to review. Documentation is being finalized for the Planning Board meeting on December 8th.

Site preparations are progressing. The silt fence is up. Asphalt has been stripped and needs to be moved off the premises. The AC will be de-energized this week so that it can be moved. Guardrails have been removed and the stone entranceway has been finished.

The first project meeting will be Thursday. The schedule will be discussed.

In an effort to keep the project moving along, the Committee discussed granting the PBC Chairman and Chief Procurement Officer of the town the ability to approve invoices up to \$10,000.

Richard Nichols made a motion to grant the PBC Chairman and Chief Procurement Officer of the town the ability to approve invoices up to \$10,000. Diane Jurmain seconded the motion. By roll call vote – Diane Jurmain - aye; Richard Nichols – aye; John Larkin – aye; Wayne Klocko – aye. The motion passed unanimously.

The Committee would like to ask the Select Board to waive the permit fees for the duration of this project. The project budget would cover the inspector's time, but the permit fee collected by the town would be waived. The PBC will request that this item be added to the agenda of an upcoming Select Board meeting.

The Treasurer's office will need to plan ahead in order for invoices to be processed in a timely manner. Taylor & Burns to ask Cardosi to provide a cash flow report.

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Invoices

A bills payable schedule for Putnam Pipe was presented to the Committee.

Richard Nichols made a motion to pay Putnam Pipe a total of \$2,152.88 for services rendered. John Larkin seconded the motion and it passed unanimously.

By roll call vote – Diane Jurmain - aye; John Larkin – aye; Richard Nichols – aye; Wayne Klocko – aye.

A bills payable schedule for Taylor & Burns was presented to the Committee.

Richard Nichols made a motion to pay Taylor & Burns \$28,802.16 for services rendered. John Larkin seconded the motion and it passed unanimously.

By roll call vote – Diane Jurmain - aye; John Larkin – aye; Richard Nichols – aye; Wayne Klocko – aye.

A bills payable schedule for Community Newspapers was presented to the Committee.

Richard Nichols made a motion to pay Community Newspapers \$478.88 for services rendered. Diane Jurmain seconded the motion and it passed unanimously.

By roll call vote – Diane Jurmain - aye; John Larkin – aye; Richard Nichols – aye; Wayne Klocko – aye.

7:55 p.m. - Jim McKay and David Rachmaciej left the meeting.

Council on Aging Update

The Council on Aging (COA) has suspended activities on the Senior Center Project, pending their ability to have community meetings to determine programming needs. COVID is preventing outreach, especially to this population.

The Select Board has asked to review a budget proposal for the current fiscal year to expand hours to full time at the COA. This would require additional staffing and programs. Determining what they could do if they were open full time, should help them better determine programming for a new or renovated/expanded Senior Center.

Wayne Klocko to reach out to Abacus regarding project status.

Lansing Millis Update

PBC to reach out to SSV Architects to find out the status of their report.

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Invoice

A bills payable schedule for SSV Architects was presented to the Committee.

Diane Jurmain made a motion to pay SSV Architects \$10,350.00 for services rendered. John Larkin seconded the motion and it passed unanimously.

By roll call vote – Diane Jurmain - aye; John Larkin – aye; Richard Nichols – aye; Wayne Klocko – aye.

Minutes

The minutes from September 15, 2020 were reviewed by the Committee.

Wayne Klocko made a motion to approve the minutes from June 15, 2020 as written. Diane Jurmain seconded the motion and it passed unanimously.

By roll call vote – Diane Jurmain - aye; John Larkin – aye; Richard Nichols – aye; Wayne Klocko – aye.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:21 p.m. The motion was seconded by Diane Jurmain and it passed unanimously.

By roll call vote – Diane Jurmain - aye; John Larkin – aye; Richard Nichols – aye; Wayne Klocko – aye.

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee