

**Permanent Building Committee Meeting**  
**Minutes of Tuesday, January 19, 2021**  
**Virtual Meeting via Zoom**

**Call to Order:** Wayne Klocko called the meeting to order at 7:03 p.m.

**Meeting Attendees:**

**PBC**

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

**Additional Attendees**

Douglas Manley – SSV Architects

James McKay – DPW

Joseph Metrano – SSV Architects

David Rachmaciej – DPW

Lynn Sullivan – SSV Architects

Robert Taylor – Taylor & Burns

DPW Project Update

Weather has been cooperating. Thermal blankets are being used for overnight. Excavation and foundation work are progressing nicely. Concrete footings and foundation walls are going in. Plan to backfill in two weeks. Good soils, they are draining well. Testing is going well. DPW is helping to remove any obstacles.

Initial impressions of J.J. Cardosi are favorable. Millis is getting good construction services with a lot of onsite supervision from DPW and PBC members. Hope to see this quality of service continue.

Cabinets from a house demo in Weston were donated to the project. DPW to send crew over to remove them to be re-used in staff kitchen area.

DPW Invoices

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

**Craig Schultze made a motion to pay Taylor & Burns \$9,020.00 for services rendered. Richard Nichols seconded the motion and it passed unanimously.**

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

A bills payable schedule for J.J. Cardosi was presented to the Committee.

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**Wayne Klocko made a motion to pay J.J. Cardosi \$53,364.35 for construction services. Richard Nichols seconded the motion and it passed unanimously.**

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

A bills payable schedule for GCG was presented to the Committee.

**Wayne Klocko made a motion to pay GCG \$1,550.00 for services rendered. Richard Nichols seconded the motion and it passed unanimously.**

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

A bills payable schedule for S.M. Lorusso was presented to the Committee.

**Richard Nichols made a motion to pay S.M. Lorusso for services rendered. Craig Schultze seconded the motion and it passed unanimously.**

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

A bills payable schedule for BETA was presented to the Committee.

**Richard Nichols made a motion to pay BETA \$2,205.02 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; Craig Schultze – aye; Wayne Klocko – aye.**

A bills payable schedule for East Coast Crushing & Recycling was presented to the Committee.

**Richard Nichols made a motion to pay East Coast Crushing & Recycling \$3,610.00 for construction services. Craig Schultz seconded the motion and it passed unanimously.**

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

7:30 p.m. - Douglas Manley, Lynne Spencer, and Joseph Metrano joined the meeting.

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7:34 p.m. - Robert Taylor, Jim McKay, and David Rachmaciej left the meeting.

Lansing Millis Project Update

SSV presented a reorganized draft of their report to the PBC.

Several areas of concern about the building's exterior conditions we raised including rotted wood trim, gutters and downspouts rotted or missing, roof nearing end of life, windows needing to be replaced, masonry degradation, and pests and vermin in walls and soffits.

Phases were broken out by priorities, phase one being the most urgent, phase two a little further out and phase three – long term. Phase one would include removal of non-original elements, masonry repairs and roofing replacement, replacement of structural columns in basement, all exterior carpentry and interior framing, vapor barrier and insulation, replacement of all exterior doors. Phase two would include window replacement with historically appropriate wood alternatives, and reconstruction of south bay window. Phase three would include site plan revisions.

PBC members responded with concern about some numbers in the cost estimate appearing to be low, specifically in masonry, carpentry and contingency. SSV was asked to offer names of contractors specializing in the various fields required. The PBC suggested that whatever materials are used would need to last 50 years with minimal maintenance.

PBC requested that SSV include a high priority phase in final version of report that would address immediate issues, anything that needed to be dealt with in order to stabilize the building.

The Committee will review the report one more time and send any final comments to SSV.

8:40 p.m. - Douglas Manley, Lynne Spencer, and Joseph Metrano left the meeting.

Lansing Millis Invoice

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

**Diane Jurmain made a motion to pay SSV Architects \$1,600.00 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; Craig Schultze – aye; Wayne Klocko – aye.**

Minutes

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The minutes from December 1, 2020 were reviewed by the Committee.

**Wayne Klocko made a motion to approve the minutes from December 1, 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; Craig Schultze – aye; Wayne Klocko – aye.**

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 8:55 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; Craig Schultze – aye; Wayne Klocko – aye.**

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee