

**Permanent Building Committee Meeting**  
**Minutes of Thursday, August 22, 2019**  
**Town Hall, Room 130**

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

**Meeting Attendees:**

**PBC**

Wayne Klocko (Chairman), Craig Schultze, Jon Wine, Kimberly Borst (Department Assistant)

**Additional Attendees**

Jim McCaffrey

Jim McKay - DPW

David Rachmaciej - DPW

David Rachmaciej introduced himself to the Committee as a candidate for project manager for the new DPW facility. He has some experience in the past with project management and proposed that he manage the project rather than having the Committee hire an external candidate which would end up being more costly for the town. Discussion with the Committee focused on how he would balance both his current responsibilities as well as this new project. It was agreed that it was feasible and a good option for the Town.

**Wayne Klocko made a motion to hire David Rachmaciej as project manager for the DPW project. Craig Schultze seconded the motion and the motion passed unanimously.**

Four firms submitted proposals for the new DPW facility. The firms included: CSS Architects, DiGiorgio Associates, RGB Architects, and Taylor & Burns Architects. Location, size of the firm, and prior experience with similar projects were among the factors considered. After reviewing all of the proposals, the Committee decided to move forward with Taylor & Burns.

Taylor & Burns worked on this project through the Feasibility study phase and has been very responsive and good to work with to date. It was agreed that none of the other proposals brought a new level of expertise to the table. Since Taylor & Burns have been with the project from the beginning, they know what they are working with, what to expect and can hit the ground running.

**Wayne Klocko made a motion to direct the Town's Chief Procurement Officer to enter into a contract to design renovations and the addition to the DPW garage with Taylor & Burns. If negotiations fall through with Taylor & Burns, the Town's Chief Procurement Officer should enter into negotiations with the Committee's second choice of CSS Architects. Jon Wine seconded the motion and the motion passed unanimously.**

\$35,000.00 was recently approved for a feasibility study to evaluate current conditions of the Senior Center and to look at needs and the best ways to cost efficiently meet those needs. The state will reimburse for the study. The senior center director and board should be involved in the feasibility study meetings.

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Minutes

The minutes from March 21, 2019 were reviewed by the Committee.

**Jon Wine made a motion to approve the minutes from March 21, 2019 as written. Craig Schultze seconded the motion and the motion passed unanimously.**

Invoices

A bills payable schedule for SGH was reviewed by the Committee.

**Wayne Klocko made a motion to pay Simpson, Gumpertz and Heger \$6,939.64 for work on the DPW project. Craig Schultze seconded the motion and it passed unanimously.**

A bills payable schedule for Gatehouse Media was reviewed by the Committee.

**Jon Wine made a motion to pay Gatehouse Media \$86.95 for RFP advertising for the DPW project. Craig Schultze seconded the motion and it passed unanimously.**

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Jon Wine and passed unanimously.**

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee