

**Permanent Building Committee Meeting
Minutes of Tuesday, February 13, 2018
Town Hall, Room 130**

Call to Order: Wayne Klocko called the meeting to order at 7:12 p.m.

Meeting Attendees:

PBC

Wayne Klocko (Chairman), Diane Jurmain, Craig Schultze, Jon Wine, Kim Borst (Department Assistant)

Additional Attendees

Catherine McGinnis, James McKay

SGH Report for DPW and Next Steps

The PBC requested an architectural study from Simpson Gumpertz & Heger (SGH) for the DPW Garage. This study provides a budget and summary of the best options for the town. In a report dated January 10, 2018, (Exhibit A) SGH defined 4 options. They recommend an approach for renovating the facility which is a combination of option 1 and option 3. This would involve limited renovations to the existing garage structure and construction of a new staff wing, maintenance bay, and wash bay attached to or near the existing structure.

Wayne Klocko made a motion to authorize SGH to pursue their recommendation in the report dated January 10, 2018 to combine Options 1 and 3 and to request a proposal at an additional cost to further define scope and cost for the rest of the project. Craig Schultze seconded the motion. The motion passed unanimously.

Status of Fire Station Boiler and Commissioning

A new heating control and pump system was installed at the Fire Station during the renovation process. The original boiler was retained with its own control system. The new systems were never connected to the existing boiler. A quote from Commercial Boiler to fix the damper and actuator at the Fire Station has been obtained. In a letter dated February 12, 2018, Commercial Boiler outlines the cost for the scope of work, inclusive of parts and labor, to be \$750.00

Craig Schultze made a motion to move forward with the proposal from Commercial Boiler to fix the damper and actuator at the Millis Fire Station for the quoted price of \$750.00. Jon Wine seconded the motion and the motion passed unanimously.

Status of Police Station Carport

Submittals for the construction of a carport at the Police Station are being solicited. It will be a pre-fabricated metal building. CDR will review the engineering. If approved, construction will begin this spring.

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Minutes

Meeting minutes from 10/30/17 were presented to the committee for approval.

Craig Schultze made a motion to approve the meeting minutes from 10/30/17 as written. Wayne Klocko seconded the motion. The motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:03 p.m. The motion was seconded by Jon Wine and passed unanimously.

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee