

**Permanent Building Committee Meeting**  
**Minutes of Tuesday, May 8, 2018**  
**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), Diane Jurmain, Pat Sheehan, Jon Wine, Kim Borst (Department Assistant)

**Additional Attendees**

Catherine McGinnis, James McKay

SGH Proposal for DPW

SGH presented the town with a proposal dated April 23, 2018 (Exhibit A) to evaluate the existing environmental and geotechnical conditions at the Millis DPW site in advance of designing repairs and building additions.

They proposed a site assessment team comprised of SGH, CDW Consultants and Nobis Engineering. SGH would be the project lead and evaluate drainage conditions at the site and prepare a conceptual study for storm water management at the site. Nobis Engineering would provide geotechnical engineering services. CDW Consultants, Inc. would conduct certain environmental support services for the expansion and rehabilitation of the Town of Millis DPW Garage site.

The proposed fees for the project would be \$41,905.00 which includes the cost of the sub consultant firms.

After reviewing the scope, some questions/clarifications were requested by committee member Pat Sheehan.

**Jon Wine made a motion to recommend that the Selectmen enter into a contract with SGH for evaluating existing environmental and geotechnical conditions in the amount of \$41,905.00 pending answers to questions/ clarifications put forth by the Permanent Building Committee in an email dated May 8, 2018 from Pat Sheehan. Pat Sheehan seconded the motion and the motion passed unanimously.**

Additional discussion regarding the DPW project included altering preliminary design plans to include one more unisex bathroom for the bus drivers to use and increasing the mechanics bay and truck wash by 10 ft. in width and 10 ft. in length.

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Update on Police/Fire Project

Agostini has wrapped up work for the Police/Fire project. The manufacturer of the Fire Station boiler came out to make sure things are running smoothly. The carport is complete at the Police Station. The work on the Police/Fire Project is finished.

Signatory Vote

Due to the nature of projects requiring fast turnaround on certain items, the committee has decided to designate a signatory that can sign and approve invoices between PBC meetings should the need arise.

**Diane Jurmain made a motion to authorize Wayne Klocko to sign/approve invoices up to \$10,000 on behalf of the PBC, pursuant to MGL chapter 41, section 56. Pat Sheehan seconded the motion and it passed unanimously.**

Minutes

Meeting minutes from 2/13/18 were presented to the committee for approval.

**Diane Jurmain made a motion to approve the meeting minutes from 2/13/18 as written. Wayne Klocko seconded the motion. The motion passed unanimously.**

Invoices

A bills payable schedule for Agostini Construction for Application 251-23 for Contractor's Payment through April 30, 2018 for the Police/Fire project was reviewed.

**Jon Wine made a motion to pay Agostini Construction \$113,232.00 for services provided. The motion was seconded by Pat Sheehan and passed unanimously.**

A bills payable schedule for the Town of Millis Building Department – Electrical Inspector for electrical inspection related to boiler work at the Fire Station was reviewed by the committee.

**Wayne Klocko made a motion to pay Town of Millis Building Department \$20.00 for an electrical inspection of the boiler at the Fire Station. Jon Wine seconded the motion and it 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

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