

**Permanent Building Committee Meeting  
Minutes of Tuesday, December 17, 2019  
Millis Public Library, Roche Bros. Community Room**

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

**Meeting Attendees:**

**PBC**

Diane Jurmain, Wayne Klocko (Chairman), Patrick Sheehan, Craig Schultze, Kimberly Borst (Department Assistant)

**Additional Attendees**

Conrad Chudzicki – Taylor & Burns Architects

Emmanuel DeAndrade – Simpson, Gumpertz & Heger

Dominic Kelly - – Simpson, Gumpertz & Heger

James McCaffery – Selectboard Representative

James McKay - DPW

David Rachmaciej – DPW

Robert Taylor – Taylor & Burns Architects

DPW Design and Cost Estimate Review

As the project design progressed, some factors came to light that may impact the design. The first being the wetlands which were recently surveyed and flagged. The wetlands appear to encroach on the site much more than previously thought and depicted in the older site drawings. The proposed vehicle maintenance building is now well inside the buffer zone. Several options were presented to the Committee. The Committee decided to bring plans to the next Conservation Commission Meeting to ask them to look at the proposed design and discuss if keeping the current plan is an option and if not, if replicating the affected wetlands elsewhere on the site might be an option. Finally if those options are not satisfactory, the proposed third bay may need to be eliminated.

The second factor that may impact the design was that that cost estimator suggested that modular construction which was the original intention may save on time, but not on cost. Due to the fact that the local market for modular construction is not very competitive and unpredictable, recent bids have come in higher than previous cost estimates. The building is a very simple stick build and with stick build multiple estimates can be obtained and the low bidder can be chosen. The project cost estimate includes a price for stick built construction rather than modular.

The cost estimate which is based on the schematic design drawings came in at \$3.585 million, about 7% over budget. This number does not include the footings for the third bay which is listed as an add alt at \$95,668. Additionally it was noted that there is no construction contingency line item. It may have been built into the sub-contractor numbers but the Committee would like to see it in a separate line item.

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Having the DPW help with some of the site work was brought up and discussed as a possible option to help keep costs down.

The next set of drawings (50% design) will be ready January 15, 2020.

Minutes

The minutes from October 7, 2019 were reviewed by the Committee.

**Wayne Klocko made a motion to approve the minutes from October 7, 2019 as written. Craig Schultze seconded the motion and the motion passed unanimously.**

Invoices

A bills payable schedule for an invoice from Taylor & Burns was reviewed by the Committee.

**Diane Jurmain made a motion to pay Taylor & Burns \$68,040.00 for basic and extra services for the schematic design phase of the DPW project. Pat Sheehan seconded the motion and it passed unanimously.**

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 8:30 p.m. The motion was seconded by Pat Sheehan and passed unanimously.**

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee