

**Permanent Building Committee Meeting**  
**Minutes of Monday, October 7, 2019**  
**Millis Public Library, Roche Bros. Community Room**

**Call to Order:** Wayne Klocko called the meeting to order at 7:05 p.m.

**Meeting Attendees:**

**PBC**

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

**Additional Attendees**

James McKay - DPW

David Rachmaciej – DPW

Robert Taylor – Taylor & Burns Architects

The Committee reviewed and discussed the designer contract for the renovations and additions to the DPW. Robert Taylor was present to represent Taylor & Burns Architects.

The Committee reviewed the numbers that were originally provided last April and compared them with the proposal submitted at the end of July. Concern was expressed over SGH's numbers that had changed from just a few months ago. Their numbers went up on the structural side and for permit support.

Additionally, the mechanical, electrical, plumbing (MEP) number was reduced by almost half of the April estimate. The Committee asked for clarification on why that number changed so much. In April, when the fees were estimated, they included the wash bay and recirculating water system. They infrastructure, electrical, and plumbing are part of the scope, but the actual wash bay system itself is off the shelf. That piece was not part of the original scope. Taylor & Burns got a number of estimates for that system and went with a good price.

The Committee inquired about the option to add a third bay as an ad alt and asked if the design work would support that. The support team would need to be consulted about how much more work it would entail but it may be possible to duplicate the existing bay. It was suggested that it be included as an ad alt right now and exploring the option more as we get further into design.

The overall fee vs. the grossed up construction cost at 20% seemed high to the Committee. It was suggested that we could potentially shift some of those dollars to the design contingency. The Committee would be more comfortable with a number closer to 15%. It was discussed that if we could get the scope to \$400,000 rather than \$470,000 the \$70,000 could be earmarked for additional services should that original scope be exceeded.

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The plan is to have the DPW in the new staff building finished in 13 months as long as the project can be mobilized quickly. Goal is to finish the staff building, which is phase 1, by November of 2020 and then start on phase 2 which is the truck wash and repair bay.

**Patrick Sheehan made a motion to recommend to the Selectmen that they move forward with a contract with Taylor & Burns for the not to exceed amount of \$470,000. This would be subject to final negotiation of \$400,000 for the basic service contract and \$70,000 being earmarked for additional services. Jon Wine seconded the motion and it passed unanimously.**

Two additional projects will be coming up for this Committee, the Senior Center Feasibility Study and the Train Station Feasibility Study.

Minutes

The minutes from August 22, 2019 were reviewed by the Committee.

**Wayne Klocko made a motion to approve the minutes from August 22, 2019 as written. Jon Wine seconded the motion and the motion passed unanimously.**

Invoices

A bills payable schedule for an expense report from David Rachmaciej was reviewed

**Jon Wine made a motion to pay David Rachmaciej \$399.50 for code books to be used for the DPW project. Craig Schultze seconded the motion and it passed unanimously.**

Adjournment

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

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee