

**Permanent Building Committee Meeting  
Minutes of Wednesday November 6, 2019  
Millis Public Library, Roche Bros. Community Room**

**Call to Order:** Wayne Klocko called the meeting to order at 7:09 p.m.

**Meeting Attendees:**

**PBC**

Wayne Klocko (Chairman), Diane Jurmain, Patty Kayo (Ex-Officio) Bert Lannon (Ex-Officio), James McCaffery (Ex-Officio), Patrick Sheehan, Craig Schultze, Jon Wine, Kimberly Borst (Department Assistant)

**Additional Attendees**

Helen Daly

Christine McCaffery

Senior Center Feasibility Study

Prior to reviewing the RFPs for the senior center, everyone present at the meeting was encouraged to discuss what was important to them as far as this project goes and what they hoped to see come out the Feasibility study. A number of ideas and priorities were discussed including making sure that programming defines the project, being fiscally conscious, and involving the community.

Five firms submitted RFPs for the Senior Center Feasibility Study. PBC members had a chance to review the proposals prior to the meeting. Each PBC member was asked to rank their top three choices. After polling each member and some discussion, three firms were chosen to interview. Abacus Architects and Planners, Catlin & Petrovick Architects, and LLB Architects.

Wayne Klocko will reach out to the selected firms to invite them to interview with the PBC on December 3, 2019. The interviews will take place at Town Hall in the current Senior Center, room 18.

Minutes

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

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

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 8:23 p.m. The motion was seconded by Craig Schutze and passed unanimously.**

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee