

TOWN OF WAYLAND
PERMANENT MUNICIPAL BUILDING COMMITTEE

Meeting Minutes

Minutes Approved August 1, 2012

June 21, 2012

In Attendance: David George, Jon Mishara, Tom Adella, Mark Reardon, John Moynihan, Brian Chase.

Absent: Matt Kaufmann, Eric Sheffels

Also in Attendance: From the DPW: Highway Superintendent Steven Kadlik
Parks Superintendent Mike Lindemann

6:36 p.m. Meeting called to order by David George

Public Comment - Annette Lewis:

- What is the status of the legal opinion for the access road from Route 20 to the DPW facility?
- John Moynihan responded that the request has been made to Town Counsel, but he did not have a response yet.

John Moynihan gave an update on the work he and the DPW staff had done reviewing the previous meeting's recommendations for changes to the current program. The changes listed below were agreed upon by the Committee and the DPW:

- Only 2 offices will be required in the office area of the building; the remaining workstations can be open-area stations and do not require offices.
- The conference room currently shown in the office area can be moved into the Employee Facilities area and combined with the Storm Event Room.
- Two bays can be eliminated from the Central Vehicle Maintenance area and the tire storage area is not required.
- After making these changes, the Office area should be able to fit within the footprint of the main building and not be a bump-out area.
- The minimum height required in the Central Vehicle Maintenance area is 22'.
- The minimum door height in the CVM is 15'.

A discussion followed in regards to the scope of work that had been prepared by Weston & Sampson (WS), and gaining approval by the Committee to release WS for the design phase of work. The Committee discussed the overall fee and the SOW. Two items were discussed for which the Committee wanted to amend the Scope of Work:

- 1) Change the language on permitting to state that WS is responsible for the permitting and all meetings associated with obtaining the permits
- 2) WS will prepare the design of the road from Rt.20 to the DPW facility.

At this point, Jon Mishara requested that the Committee vote on approving the SOW with the amendments listed above. Tom Abdella seconded the vote and all voted Yes to approve. At this time, John Moynihan had to leave.

Further discussion about the Fueling Station followed this vote. Mark Reardon suggested we eliminate the Fueling Station requirement as it did not seem to be a must-have item. The group suggested that we delete this from the Scope of Work and just have empty conduits installed for future power and show a future location for the Fueling Station on the site plans.

David George requested that the Committee vote on approving the Scope of Work with the additional amendment to eliminate the Fuel Station. This should result in a reduction of \$18,000 to the WS contract value. The Description Design and Bidding Services Document prepared by Jeff Alberti of WS on April 2, 2012 included the number of sheets required for the project as well as the hours per sheet. The 3 sheets associated with the Fuel Station each required 60 hours; by eliminating them there is a reduction of 180 hours or \$18,000 using the average rate of \$100/hr as listed on the document.

Jon Mishara seconded the vote and all voted Yes to the final amendment to the Scope.

8:15 p.m. Meeting adjourned.