

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC) Minutes

Tuesday, December 2nd, 2014 *Approved 2/3/15*

Wayland Town Building

Selectmen's Meeting Room

### **Attendees**

PMBC Members: Jonathan Mishara, Brian Chase, Joe Lewin, Eric Sheffels, Chris Brown

Ex-Officio Members: Ben Keefe

Absent: Doug Goddard, Massimo Taurisano, John Moynihan

Guest: Joshua Sidney – KVA, representative for the DPW Project

Meeting called to Order at 7:06 pm by Eric Sheffels as acting Chair

### **Public Comment;**

There were no members of the public present to give comments.

### **DPW Project Update**

Joshua Sidney provided an update on the Project:

Construction update:

1. Sitework is progressing. Current schedule is very tight to put the paving binder down this month. Overtime and additional management has been instituted by the Contractor to help the sitework schedule. The Committee expressed concern over maintaining access to the salt shed.
  
2. Progress on building construction is as follows:
  - a. Metal panels are 80% complete
  - b. Roofing is 50% complete
  - c. Exterior Block is near completion
  - d. Interior masonry is ongoing
  - e. In slab rough-in is substantially complete except the wash bay
  - f. Light Gauge Metal Framing has started
  - g. Electrical has permanent power in place
  - h. Gas service is available, but the Contractor is using propane for temporary heat

Discussion of Authorizations:

Discussion ensued to update Ben Keefe on authorizations to spend money. Authorization has previously been given to John Moynihan and Joshua Sidney (jointly) as town representative to make

## MEETING MINUTES

decisions up to \$50,000 that require a timely response. As Ben will be taking over John's role, he shall inherit that same level of authorization.

### Change Order Review:

CR #13-R1 has been negotiated with the Contractor. CR #6, relating to the handling of excess earthwork material, is to be reviewed by Joshua for an interpretation of the Contract Documents and further discussion with the PMBC. The balance of Changes are relatively minor.

### Budget Review:

Joshua reviewed the updated Project Budget. Commissioning was discussed as an item that needs to be procured. It was recommended for this work to be a change order to Weston & Sampson as the scope and budget amount is relatively small. It was also recommended they source this from a separate Engineer from the Project MEP Engineer.

Methane mitigation has not received the formal documentation of approval. Joshua is to pursue status with John Moynihan.

For procurement of FFE, it was recommended to use the Town bid list for procurement. For procurement of Industrial Equipment it was recommended to have Weston & Sampson assemble a package for the Contractor to price. Discussion ensued that we should review the list of requested equipment with the DPW as there are certain new staff involved. Also, the list of equipment should be reviewed to ensure a proper match of equipment to DPW current needs.

### **DPW Facility Project—Invoice Approval**

Invoices were presented for approval on the DPW Project:

KVA Associates	\$30,135.00
UTS of Massachusetts	\$1,455.00
Weston & Sampson	\$18,500.00
G&R Construction	859261.70
Total Invoices	\$909,351.70

Motion was made by Joe Lewin to approve DPW invoices for payment in the amount of \$909,351.70

Brian Chase seconded the motion

**Vote:** 5-0-0 to approve the motion

### **Approval of Meeting Minutes**

## MEETING MINUTES

The PMBC Meeting Minutes of 11/5/14 were discussed. Jonathan Mishara prepared a draft, but Sections X, XI, XII and XIII need to be updated as Jon was absent from that portion of the meeting. Joe Lewin will update those portions of the minutes.

### **Additional Items not Anticipated:**

No additional items were discussed.

Eric Sheffels made a motion to adjourn.

Joe Lewin seconded the motion

**Vote:** 5-0-0 to adjourn.

**These meeting minutes represent the meeting, and recorded as understood by**

**Brian Chase. If you feel that these minutes and their content are in error, please contact Brian**

**at [bchase@tcco.com](mailto:bchase@tcco.com)**

Respectfully Submitted,

Brian Chase