

TOWN OF WAYLAND
PERMANENT MUNICIPAL BUILDING COMMITTEE

Meeting Minutes

Tuesday, February 25, 2014

(Approved 4/29/14 5-0)

Attendees

PMBC members: Doug Goddard- Chair, Brian Chase, Joe Lewin, Eric Sheffels; Jon Mishara-DPW Project, Tom Abdella - DPW Project, Mike Gitten- Middle School Project

Ex-officio members: John Moynihan, Public Buildings Director

DPW Project Consultants: Frank Vanzler, David Saindon and Josh Sydney, KVA

Absent: Massimo Taurisano, Donna Bouchard- Middle School Project

7:08 p.m. Meeting called to Order by Doug Goddard.

Public Comment

None

Approval January 30, 2014 Meeting Minutes

Motion: A motion was made by Joe Lewin and seconded by Brian Chase to approve the meeting minutes of the January 30, 2014 PMBC meeting

Vote: The motion was approved: 5 in favor, 0 opposed.

Department of Public Works Project

John M. reported that a contract had been negotiated and signed with KVA for OPM services for the DPW project. The total contract amount is \$326,670. John introduced the KVA team: Frank Vanzler, Principal in Charge, David Saindon, Project Executive and Josh Sydney, Project Manager. David Saindon provided a brief background review of himself and of Josh Sydney. Josh's duties on the project and time on the site were reviewed.

Tom Abdella reported that there was no requirement nor need to do the methane mitigation (\$300,000 budget item). DEP approved the plan but made no order for the work. The wells will be monitored and if there are no hits (there have been no hits to date) mitigation is not required. Letters are being gathered from Board of Public Works and the Board of Health confirming that the mitigation is not required.

KVA was asked if there were any scope issues related to their contract that needed to be discussed. David Saindon responded that if there are significant additional hours required for monitoring work in the "sensitive areas" KVA would discuss with the Town before incurring any additional KVA expense.

KVA was asked what they saw as possible risk factors. David Saindon responded that the work in the sensitive areas was one and who the GC team will be is another. He said the project schedule is very doable.

The Filed Sub-bids are due 2/26/14 and the GC bids are due 3/5/14. At the next PMBC meeting (3/11/14) the PMBC will vote on the General Contractor contract.

Eric Sheffels asked what the PMBC could expect in terms of John Moynihan's role and level of involvement in the DPW project, given that he was leaving Town employment on March 31, 2014. John Moynihan reported that he will be a consultant to the Town on the DPW project (and also perform some other Town duties) until at least a new Public Buildings Director is hired. He said he has sufficient time allocated in his consulting contact with the Town to act as the Town's representative on the DPW project. He assumes the new Public Buildings Director will be in place in about six months.

A question was raised regarding what authority the PMBC can delegate to John Moynihan to be the Town's representative on the project given that he will be a consultant and not a Town employee. John Moynihan will report back to the PMBC at its next meeting after he confers with the Acting Town Manager and/or legal counsel on what delegation of authority is allowed.

David Saindon will provide a proposal at the next PMBC meeting regarding how the PMBC may want to delegate certain authority to John Moynihan and to KVA regarding change orders.

David Saindon said there will be a pre-construction meeting with all relevant Town departments and boards to review the project with them, discuss and resolve any concerns and to coordinate.

Discussion of the Charge of the PMBC

The PMBC discussed if the current charge for the PMBC was adequate as is or should the PMBC make a recommendation for modification to the Board of Selectmen for their consideration. Joe Lewin led a discussion regarding the roles, responsibilities and authority of the PMBC with particular focus on what projects should come before the PMBC and which aspects of a project should the PMBC be the decision making body and on which aspects should the PMBC's role be advisory. All of the items in the outline attached were discussed. Joe Lewin will bring to the next PMBC a draft of the recommendations agreed upon at this meeting for further review.

Wayland High School Project invoices

Invoices related to the Wayland High School Project were presented for approval. There was a discussion about the role the PMBC was to play regarding the WHS project. Joe Lewin will ask Lea Anderson, prior to the next PMBC what role, if any, related to the WHS project was delegated to the PMBC by the School Committee and will report back at the next PMBC meeting.

Motion: A motion was made by Eric Sheffels and seconded by Brian C. to approve the following invoices for a total of \$23,501.35:

- KVA \$970.50
- Bright Window Covering \$650.00
- Pour Electrical Solutions \$9,971.30
- Barn red Quiltworks \$500.00

- Sonny's Tinting \$7,820.75
- StageStep \$3,588.80

Vote: The motion was approved: 4 in favor, 0 opposed.

(Subsequent to the meeting it was determined that the PMBC does not have a role in the review and approval of WHS project invoices.)

List of Documents:

1. WHS Invoices
2. Discussion Outline for PMBC Roles and Responsibilities

The next meeting will be held in on March 11, 2014

Motion was made by Tom Abdella at 9:29p.m. to adjourn and seconded by Joe Lewin

Vote: The motion was approved: 6 in favor, 0 opposed.

Respectfully submitted,

Joe Lewin