

**Town of Wayland**  
**Permanent Municipal Building Committee**

**Meeting Minutes**

**Tuesday March, 11, 2014**

**(Approved 4/29/14. 5-0)**

**Attendees:**

**PMBC members:** Doug Goddard- Chair, Brian Chase, Joe Lewin, Eric Sheffels; Jon Mishara-DPW Project

**Absent:** Massimo Taurisano, Tom Abdella- DPW project

**Ex-officio members:** John Moynihan, Public Buildings Director

**DPW Project Consultants:** David Saindon- KVA, Josh Sydney- KVA, Jeff Alberti- Weston & Sampson, Steve Nordby - Weston & Sampson, Joe Fitzpatrick- Weston & Sampson

**Guests:** Anne Harris- Energy Initiatives Advisory Committee

7:03 PM Meeting called to order by Doug Goddard.

**Public Comment**

None

**Status Update from Public Buildings Director re: moving forward:**

John Moynihan confirmed that while he will be retiring effective March 31, 2014, he will be retained by the Town as an employee on a part time basis. John's primary responsibility will be the DPW project. John currently intends to remain with the project through to completion. John will be able to exercise his duties just as if he were a full time employee.

**Update on bids received for new Public Works Facility:**

9 bids received on the project. The average bid of \$9.56 million compared favorably to the engineer's estimate of \$9.611m carried in the Town approved project budget (... the budget included an additional \$0.3m bid contingency).

The low bid was submitted by G & R Construction, Inc. in the amount of \$8.877m. This bid was approximately 3.6% higher than the low bid received when the project was previously bid last year.

Joe Lewin moved and Brian Chase seconded a motion as follows: "Move to authorize the Town Administrator to enter into a contract with G & R Construction, Inc. in the amount of \$8,877,000 for the construction of the new DPW Building." Motion passed 5-0.

John hopes to have contract documents to G & R by 3/18/2014. G & R has a number of permits to secure (including a building permit...) prior to proceeding. PMBC has requested that John invite G & R to the scheduled May meeting to meet with the committee.

**Review of KVA memo dated March 4, 2014 regarding Construction Change Order Process:**

Reviewed memo and discussed several suggested changes in wording. Brian Chase suggested that the concept of "time" as a change be incorporated also. KVA to revise memo and present at the next meeting.

Committee recognized that procedures needed to be in place to provide for timely decision making in the event that either the Public Buildings Director is not available or in the event that the authority thresholds are exceeded ( \$ or time...) and the issue can't wait until the next regularly scheduled meeting. The committee agreed that in this event it designates its chairman (Doug Goddard) or Brian Chase to act for the committee.

**Discussion of award of additional purchase orders or contracts associated with the DPW project:**

The committee discussed its involvement with procurement of other services pursuant to the DPW project (testing, commissioning, FF&E, Industrial equipment, etc.). It was agreed that the Public Facilities Director will bring all purchasing decisions to the committee for final ratification prior to award regardless of whether such goods or services were previously delineated in the approved budget.

**Sudbury Fire Service Connection:**

John Moynihan reported that the Sudbury Water District voted to allow the Town to connect to its 8" water line. A design has been issued and the work is currently out to bid. Town Counsel is drafting an agreement with the Sudbury Water District. Approximately 1,000 lf of line will be installed.

**Utility Connections:**

John Moynihan reported that he has contacted both N-Star and National Grid to coordinate bringing services onto the site.

**Energy Initiatives Advisory Committee Status Update:**

Anne Harris from the Energy Initiatives Advisory Committee presented to the committee a draft presentation on a proposed Energy Improvement Program slated to go before Town Meeting this spring. She described the proposed scope of the program and the proposed methods of both executing the work (through a Performance Contracting method pursuant to M.G.L. c. 25A) and financing the program (through Town issued debt and cash contributions). The PMBC first focused on the question of whether or not this committee believed that this scope of work came within the purview of its charge. The

consensus of the committee was that the work was generally associated with either, i) repair and maintenance or ii) minor capital upgrades or replacements and that the formal involvement of the PMBC was not warranted. The committee did not undertake to examine in any detail the merits of the proposed work and takes no position on the project, but thanked the Energy Initiatives Advisory Committee for informing the PMBC of its efforts.

**Revised Charge of the Wayland Permanent Municipal Building Committee:**

Joe Lewin led a discussion surrounding his re-draft of the Charge to the PMBC based upon items discussed at the previous meeting. Committee consensus was that the draft document accurately reflected the sentiment of the PMBC as to suggested revisions and clarifications to its charge. It was agreed to wait until the new Board of Selectmen is seated and a new Town Administrator hired before delivering the revised document for consideration.

**Role of PMBC Regarding Close out of the High School Project:**

Clarification was sought from the School Committee and the former chairman of the High School Building Committee as to what role the PMBC was to have in approving invoices for goods or services on the High School Project. The PMBC is to have no formal role. The PMBC will be asked to render technical advice only should problems arise.

**List of Documents:**

1. Town of Wayland New Public Works Facility General Bid Opening Dated March 5, 2014 @ 2:00PM
2. KVA Memorandum dated March 4, 2014
3. Revised Charge of the Wayland Permanent Municipal Building Committee dated March 7, 2014

Motion was made by Joe Lewin to adjourn at 9:06PM and seconded by Brian Chase. The motion was approved 4-0.

Respectfully submitted,

Eric Sheffels