

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC)

Thursday, November 12, 7:00 p.m.

Wayland Town Building, Board of Selectmen Conference Room *Approved 1/21/2016*

### Attendees:

PMBC Members: Brian Chase, James Riley, Doug Goddard, Eric Sheffels  
Ex-Officio: Ben Keefe  
Absent: Massimo Taurisano, John Moynihan  
Claypit Hill School: Jeanne Downs, Michael Gitten  
Guests: Alicia Toney – Pinck & Co.  
Jason Knutson – CGKV Architects, Inc.

Meeting called to Order at 7:00 p.m. by Chair, James Riley.

### Public Comment:

There were no public comments.

### Review/approval of Claypit Hill Bid Documents

Jason Knutson gave a visual presentation of the project. He noted that Claypit was built in 1956 with additions in 1961 and 1970 by 5 different architects. This resulted in a lack of cohesion in the building. Every window and every door around the perimeter of the building will be replaced. Casement windows that open out at lower levels and present a safety hazard will be replaced by horizontal bands. The windows will add unifying elements to improve the building's exterior appearance and function. The fiber-glass reinforced polyester doors meet the energy code according to MSBA standards. Colors will be determined later. All new aluminum horizontal blinds will be installed. He noted that the vinyl windows that are only 10-15 years old may remain if they are still operational. He will be testing their functionality. Technology has not improved significantly since their installation. The 9 vinyl windows are in the \$10,000-12,000 range. Savings could be had if they are still functional. The clerestory windows that were replaced in 2002 are in the scope. The windows carry a standard 10 year warranty and 2 years on the contractor.

Board's preference is to use PVC trim on wood trim and sills and low VOC paint. Eric Sheffels wants the univents examined when the wall is out.

Eric asked whether security should be upgraded and discussion ensued. Jason answered that the swipe locks on doors will stay. The main entrances have cylinder locks. The default standard is unkeyed access. There are no exterior locks. Essentially the security system will remain as is since the number of access points is already minimized to limit entry but allows many areas for egress. Jason stated that certain manufacturers of door closings can't be specified in the bid in response to Doug Goddard's question. Pinck & Co. and CGKV will provide oversight almost every day. When the façade of the building is exposed and vulnerable, the contractor typically hires a night watchman.

Eric Sheffels asked if there were any latent condition issues that may warrant adjustments. Jason said there were no PCBs according to initial hazardous waste assessment, but asbestos may be found in the existing glazing compound once renovation begins. Mike Gitten wants contractor to factor in possibility of finding PCBs.

Work will commence a week after school ends. The gym will be used as a staging area. The Pegasus program will not run at Claypit in the summer.

The bid opens 12/1-12/14. Pinck & Co. have alerted several contractors with prior experience and expertise. Contractors are concerned with getting work done within timeframe.

All of the Board's questions and concerns were addressed and answered.

**Members' Concerns**

Eric Sheffels noted that at the last Town Meeting voters approved \$150,000 for Library Planning and Design and acquired land for a possible building project for the Council on Aging. The Board's consensus is that all projects start at the idea level and the expertise of the PMBC will better serve the town when PMBC is involved with projects from the beginning.

A motion was made to express to the Board of Selectmen the consensus of PMBC that current studies by CoA & Library Trustees be referred to PMB C for its administration of that process.

Motion made, seconded and approved with a vote of 4-0.

**Other business not reasonably anticipated by Chair 48 hours prior to meeting**

None

Motion to adjourn made, seconded and approved with a vote of 4-0.

Meeting adjourned at 8:19 p.m.