

MEETING MINUTES

Permanent Municipal Building Committee (PMBC) Minutes

Tuesday, February 3, 2015 *Approved 4/1/15*

Wayland Town Building

Selectmen's Meeting Room

Attendees

PMBC Members: Brian Chase, Joe Lewin, Eric Sheffels, Chris Brown, Doug Goddard, Michael Gitten

Ex-Officio Members: Ben Keefe, John Moynihan

Absent: Jeanne Downs, Massimo Taurisano, Jonathan Mishara

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

Meeting called to Order at 7:06 pm by Doug Goddard, Chair

Public Comment;

Paul Doerr, 58 River Road, Wayland addressed the committee. He mentioned that the site lighting is once again burning all night. There had been a time when it was being turned off but lately it had been on all night again. He also would like to review the landscape plan to ensure that adequate screening between the new DPW Building and his property. The committee directed Joshua Sydney to remind the general contractor about site lighting and set a meeting with Mr. Doerr to review the landscaping.

Claypit Hill Elementary - Windows and Doors – MSBA Accelerated Repair Program

Invoices for Pinck & Co, Inc. the owner's project manager (OPM) were presented for approval.

Ben Keefe explained that the "problem" with last month's invoice from Pinck & Co, Inc. was that the spreadsheet had been folded when copied and the center half of the spread sheet had not been reproduced. The fold was precise enough that it was almost undetectable.

Motion to approve Pinck & Co, Inc. invoices totaling \$3,650.15 moved, seconded, and approved by a vote of 5-0.

Ben Keefe advised the committee that the schematic design has been prepared and is ready for submittal to MSBA. The committee reviewed the project budget and concluded that there was insufficient project contingency funds to cover all that might be found in a rehab project of an older building. Ben Keefe explained that the contingency was dictated by MSBA, the committee insisted that the contingency was the owner's to set and that the MSBA guidelines applied only to how much would be eligible for reimbursement.

Ben Keefe to contact Pinck & Co. and determine if the project contingency could be increased to bring the total project budget to \$1,800,000 and the deductive alternate budget to 1,110,000.

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DPW Project Update

Joshua Sydney provided an update on the Project:

Construction update:

Josh provided update of project and project budget.

Site work is still an issue. Temporary access road to the salt shed has been completed. Josh provided pictures. Change Order for action later in the meeting.

Change Order Review:

Change Order 006 consisting of a time extension of 30 days for site work only in exchange for the construction of a temporary access road to the salt shed. No change in contract pricing.

Changes to the main entrance canopy were discussed and approved in concept by the Committee.

Motion to approve Change Order 006 made, seconded, and approved by vote of 5-0

DPW Facility Project—Invoice Approval

Invoices were presented for approval on the DPW Project:

KVA Associates	\$23,485.00
Weston & Sampson	\$17,500.00
G&R Construction	\$532,528.20
Total Invoices	\$573,513.20

Motion to approve invoices made, seconded, and approved by vote of 5-0

Approval of Meeting Minutes

The PMBC Meeting Minutes of 12/4/14 were reviewed and discussed. Motion to approve minutes made, seconded, and approved by vote of 5-0

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Members' Concerns

Discussion regarding a possible status report for Annual Town Meeting. It was agreed that a report be drafted for presentation at the beginning of Annual Town Meeting and inclusion in the Report of Committees and Boards section.

Additional Items not Anticipated

None

Motion to adjourn made, seconded, and approved with a vote of 5-0.

Meeting adjourned at 8:50pm.

Respectfully submitted,

Ben Keefe