

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Wednesday, January 20, 2016, 7:00 p.m.
Wayland Town Building

Approved 2/23/2016

Attendees:

PMBC Members:	Brian Chase, Douglas Goddard, James Riley
Stone's Bridge Project:	Elisa Scola, Tonya Largy
CoA/CCCA	William Sterling
	Mark Foreman
Library Building Project:	Thomas White
Ex-Officio:	Ben Keefe
Absent:	Eric Sheffels, Massimo Taurisano
Guests:	Anne Knight, Aida Gennis

Meeting called to order at 7:02 p.m. by Chair James Riley.

Public Comment

Mark Foreman and William Sterling reported on the status of the Council on Aging Community Center Advisory Committee (CoA/CCCA) project. The project will need a consultant to conduct a programming study and then an engineering study to accommodate the space needed to support the programs. They explained this project would serve the needs of the Council on Aging, Veterans' Affairs, the Historical Commission(HC) and provide indoor use for the Recreation Department. Space could be utilized from morning to mid-afternoon by CoA, Veterans and HC. Recreation could use it from mid-afternoon through the evening. Weekends would be open for Recreation.

The intention is to utilize the existing building, but, if necessary, to add an annex. Brian Chase noted that the parcel is currently owned by Twenty Wayland, and the Town is still debating whether to lease or buy the parcel. The Board of Selectmen is currently negotiating the transfer. Doug Goddard asked about Raytheon's deed restriction on the building's use and if hazardous waste is on the site. Raytheon has opined that the proposed uses would be consistent with the use restrictions and a letter stating their willingness to formally allow the proposed uses has been received. Bill Sterling said the PCBs are at 1 ppm which is at the threshold of being reportable. The Town's approval of using the site would be contingent on additional testing. Although the building is 100-200' from water, it is above the flood zone. The building is on a slab.

Recommend Ranked Finalists for Library OPM Selection

Ben Keefe reported that the Town received 11 proposals for the Library Project. After reviewing the design selection process and Town bylaws, he met with Thom White and Suzanne Woodruff. Together they narrowed the list to the top 3 proposals. Design Techniques submitted the top-ranked proposal. The Newburyport firm demonstrated an in depth understanding of the MBLC process with a detailed proposal highlighting the importance of an OPM. Doug Goddard has worked with this firm and reports they are very capable. Project Planning Professionals (P3) from Norwell ranked 2nd. They highlighted

their extensive experience with municipal projects. Specifically, their Principal has worked on both sides of municipal projects. Third-ranked Pinck & Co.'s proposal included using an outside library consultant, Susan Flannery, current Director of Libraries in Cambridge. Wayland has experience with this company as they are handling the Claypit Hill windows project.

Anne Knight asked the Committee whether it is more advantageous to hire firms with in-house expertise rather than those that sub-contract. The Committee's experience is there are pros and cons for both.

Library members would like to schedule interview meetings as soon as possible. PMBC members recommend a 30-45 minute interview scheduling all firms on the same night. A list of questions that will be asked of each firm will be drawn up by PMBC members and individually sent to Ben to collate. Ben will confer with Town Counsel on pros and cons of having interviews open to the public or conducted in Executive Session. Key personnel from library will attend all interviews.

James Riley wants to schedule a library project update agenda item for all future PMBC meetings.

Claypit Hill Windows Project – invoice approval

There were no invoices to approve at this time.

Stone's Bridge Discussion

Elisa Scola states they need to develop a unique scope of work for the Stone Bridge project in order to submit an application for a \$100,000 Massachusetts preservation grant by March 23rd. She said an in-process grant application can be submitted. The Structure North's 2012 report only details the bridge's status. Ben will confer with Beth Doucette about the bidding requirements for non-vertical structural work. Brian Chase noted that it is important to consider a time-line for the project as seasonal water levels will impact working on the bridge. Elisa asked about whether it is necessary to get permitting from the Army Corps of Engineers. This will have to be researched.

Approval of Minutes

Minutes of June 2 were reviewed and approved with a vote of 3-0.

Minutes of September 16 were reviewed and approved with a vote of 3-0.

Minutes of October 14 were reviewed and amended to note Eric Sheffels and Doug Goddard were absent and to note that a quorum did not exist for DPW matters with a vote of 3-0.

Minutes of November 12 were reviewed and approved with a vote of 3-0.

Minutes of December 16 were reviewed and amended to move J. Mishara from PMBC member to DPW member with a vote of 3-0.

Members' Concerns

For future scheduling purposes, Jim Riley suggests meetings be held on the last Tuesday of each month

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

None

Motion to adjourn made, seconded and approved with a vote of 3-0.

Meeting adjourned at 9:02 p.m.