

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Tuesday, October 25, 2016, 7:00 p.m. *Approved as corrected 11/30/16*
Town Building

Attendees:

PMBC Members: Patrick Rowe, Mike Gitten, Brian Chase, James Riley
Claypit Hill Project: Jeanne Downs
Library Project: Thom White, Ann Knight
Ex Officio: Ben Keefe
Absent: Eric Sheffels
Guests: John Sayre-Scibona, Chris Blessen, Tom Fay

Meeting called to order at 7:10 p.m. by James Riley

Public Comment

None

Update and Invoice Approval, Claypit Hill School Project

Ben Keefe reported that the punch list for the project is 99% complete. The paperwork has been submitted to the MSBA and will take 1-2 months for processing. Landscaping is expected to cost between \$5,000-10,000. It will be provided locally. The first and final change order details ten items for a total of \$32,048.18. Four of those items were for credits.

PMBC members reviewed Change Order #1, October 25, 2016.

Invoice Approval – CGKV Architects

CGKV Architects, Inc. Change Order #1, October 25, 2016 \$32,048.18

Motion made by Michael Gitten, seconded by Brian Chase, to approve Change Order #1 for \$32,048.18 and approved with a vote of 5-0-0.

Invoice Approval – Pinck & Co., Inc.

PMBC members reviewed Pinck & Co., Inc., Invoice #830, September 30, 2016

Pinck & Co., Claypit Hill, professional services, Sept. 1-30, 2016, Invoice #830 \$6,472.50

Motion made by Brian Chase, seconded by James Riley, to approve Pinck & Co., Invoice # 830 and approved with a vote of 5-0-0.

Library Project Update

Ann Knight reviewed the site jurisdictional issues for the Town's parcel at 195 Main Street. The Library, School Department and Recreation Commission are meeting to finalize a solution that will satisfy the interests of all three. The School Department is interested in seeking jurisdiction over the current driveway and having a town site to park school buses. Once agreement is reached, transfers of jurisdiction from the Board of Public Works (BoPW) and the Board of Selectmen will be sought. The BoPW request use of the site for a lay-down area until construction commences for the new library. Additionally, Ann reported that the MBLC will pay for 40% of the value of the property. Value could be determined by 3 real estate appraisals or the assessor.

Aida Gennis will be appointed as a PMBC member for the library project, to replace Ann Knight, by the Board of Selectmen.

Chris Blessen of Tappe Architects presented an updated site plan that would fit within new jurisdictional boundaries. The drive-up book drop has been eliminated although there will still be an outdoor storage box to return books after hours. Parking spots will be reduced to accommodate Recreation's use of the parcel. The children's story tower shape is evolving. A variety of materials is being considered for the exterior of the building with an emphasis on low maintenance.

Once the grant is submitted, the cost, site and programs are fixed. However, the design is flexible. The grant will have 3 years of escalation built into the cost estimate.

John Sayre-Scibona of Design Technique reported that the library project is now responsible for the DPW building's demolition. This cost can be included in the MBLC grant. A pre-demolition hazmat survey should be completed to better estimate the demolition costs. Ben will arrange for the survey.

Design Techniques will forward a line item estimate for schematic design to Ben and he will forward to PMBC members. Members will individually give comments to Ben.

Chris stated that the traffic study estimate is approximately \$6,000.

Invoice Approval – Tappe Architects, Inc.

John Sayre-Scibona submitted Tappe Architects, Inc. PO # 02016197 that was reviewed by members.

Tappe Architects, Inc., Professional Services, Sept. 1-30, 2016 \$14,000

Motion made by Brian Chase, seconded by James Riley, to approve Tappe Architects, Inc. PO # 02016197 and approved with a vote of 6-0-0.

Invoice Approval -- Design Technique, Inc.

Members reviewed Design Technique, Inc., Invoice # 21601.08, dated October 4, 2016, for project management services for September 2016. \$3,990

Motion made by Brian Chase, seconded by James Riley, to approve Design Technique, Inc., Invoice # 21601.08 for \$3,990 and approved with a vote of 6-0-0.

Approval of Minutes

Members reviewed minutes of September 27, 2016.

Motion made by Brian Chase, seconded by Patrick Rowe to approve the minutes of September 27, 2016 and approved with a vote of 6-0-0.

Members' Concerns

It was decided to have the Historical Commission attend the next PMBC meeting and change the PMBC meeting to November 30. The Historical Commission will attend at 8:00 p.m. Ben reported the Annual Report with amendments was submitted.

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

Ben reported \$8,000 was spent for the WayCAM camera system at the DPW conference room. The contract for the OPM on the Loker Project has been signed. The School Committee has selected a new member for the Loker Project.

Adjourn

James Riley moved to adjourn, seconded by Brian Chase, and approved with a vote of 6-0-0.

Meeting adjourned at 9:07 p.m.