

**MEETING MINUTES**

Permanent Municipal Building Committee (PMBC)  
Wednesday, November 30, 2016, 7:00 p.m. *Approved 1/31/17*  
Town Building – Board of Selectmen Meeting Room

**Attendees:**

PMBC Members: Patrick Rowe, Mike Gitten, Brian Chase, Eric Sheffels, James Riley  
Claypit Hill Project: Jeanne Downs, Michael Hoyle  
Library Project: Thomas White, Aida Gennis  
Stone's Bridge Project: Elisa Scola, Tonya Largy  
Ex Officio: Ben Keefe  
Guests: Chris Blessen, John Wathne, Tom Fay, Ann Knight, Dana Mastroianni,  
Michael Lowry

Meeting called to order at 7:05 p.m. by James Riley, Chair

**Public Comment**

None

**Library Project Invoice Approval**

Ben Keefe submitted the following invoices which were reviewed by all members:

**Invoice Approval – Tappe Architects, Inc.**

Tappe Architects, Inc., September 2, 2016 – Invoice #160810 \$14,000.00  
Professional Services, August 1 – August 31, 2016

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve Invoice #160810 and approved with a vote of 7-0-0.

**Invoice Approval – Tappe Architects, Inc.**

Tappe Architects, Inc., October 31, 2016, Invoice #161003 \$7,000.00  
Professional Services, October 1 – October 31, 2016

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve Invoice #161003 and approved with a vote of 7-0-0.

**Invoice Approval – Tappe Architects, Inc.**

Tappe Architects, Inc., November 21, 2016, Invoice #161009  
GeoTech Services \$16,900.00

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve Invoice #161009 and approved with a vote of 7-0-0.

**Invoice Approval – Design Technique, Inc.**

Design Technique, Inc., November 3, 2016, Invoice #21601.09 \$3,745.00  
OPM services, October, 2016

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve Invoice #21601.09 and approved with a vote of 7-0-0.

**Library Project Update**

Chris Blessen reported there are no substantial design changes since the last joint meeting. Therefore, members agreed to forgo a redundant review of the design concept to concentrate on reviewing the cost estimate for the building. Members acknowledged receipt of a library design that is consistent with appropriate programs for the library and will produce a budget that is at the level of development for submission to the MBLC.

John Sayre-Scibona was unable to attend the meeting. Chris Blessen fielded questions about the budget that was prepared by Design Technique, Inc. Chris explained that the MBLC wants to see the cost of construction in today's dollars. The town then needs to provide an escalator cost for 3 years. MBLC expects each town to individually determine an escalator cost for their town. Members questioned the 4% escalator cost Design Technique used. MIT currently uses 6%. Publicly available data from Turner Construction will be provided but 6% will be used as a placeholder for this grant until historical data can be documented.

LEED certification was discussed. The State gives incentives at each level, but reimbursement is capped at \$500,000. In order to achieve net zero, the town would need to secure off site energy sources which would have a substantial cost impact.

Questions were raised about the location of the septic system and fill types. Members suggested the cost be raised to \$300,000. The GeoTech report will be provided at the next meeting. It was emphasized that the site encompasses two potential town projects, the library and recreation. Eric Sheffels asked if IT needs were included in the budget, and, if not, Tappe should provide an estimate based on their experience. There was no line item for roadway improvement and whether a traffic signal would be required. Some other concerns that weren't clear from the budget are the abatement of the DPW building, which members believe would be around \$300,000. Costs for the foundation, permitting, hazmat evaluation, furniture, and how to get power, water and gas to the site were also questioned.

It was agreed that members would send final comments to Ben by Friday, December 2. He will collate them and forward to Chris. A meeting will be scheduled for Wednesday, December 14. John Sayre-Scibona will attend to clarify how the budget was prepared. It is expected the next meeting will finalize the budget for grant submission in January.

### **Stone's Bridge Update**

John Wathne, Structures North, presented a design review. After inspecting the bridge, he stated that work would need to stop half way between either the 2<sup>nd</sup> or 3<sup>rd</sup> arch. Currently, there is only enough money for the first arch and half of the second arch. He recommended hydra grouting for the gaps between the stones which are mostly below the water level. A bobcat would work from the land side out excavating soil. Excavation would take 1-2 weeks. Any artifacts found would be turned over to the Historical Commission.

John provided 3 guard railing options. All members preferred the sawn board fence design. John stated the wood fence be set 24" beyond the parapet to avoid the building code guardrail requirements. Shrubs would be planted to prevent walking on the parapet. The Town could specify any finish for the roadway. Bollards would be placed in front of the bridge to prevent cars from driving onto the bridge. The Wayland Historical Commission will apply for a grant from the Massachusetts Historical Commission (MHC) that could cover a portion of the costs of stabilizing 3 arches. However, the MHC's decision would come after the RFP has been issued. Although Framingham supports the project, they are not inclined to financially contribute to it.

Another meeting will be held in January before the bid goes out. Structures North will send Ben the proposal, who will then distribute it to members.

### **Claypit Hill School Project update and Invoice Approval**

Jeanne Downs introduced Michael Hoyle who has been appointed a member for the duration of the Loker School windows project. He is the CFO of Lasell College with experience in construction, renovation and financing.

Ben reported the Claypit project is 100% completed. It was the first job using BidDocs which worked exceedingly well. We have all the warranties and lien releases. Landscaping will occur in the Spring. The selected OPM and architect for the Loker School project have received all the CAD drawings from the Claypit Hill OPM. Ben reported the project was finished on time and under budget (about 5.5% under budget). Eric Sheffels requested that this be noted in the final report to the School Committee from the PMBC.

Members reviewed the following invoices:

PMBC members reviewed Pinck & Co., Inc., Invoice #880, October 31, 2016.

**Invoice Approval - Pinck & Co., professional services, Oct. 1-31, 2016, Invoice #880      \$4,618.75**

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve Pinck & Co., Invoice #880 and approved with a vote of 6-0-0.

**Invoice Approval - CGKV Architects, Inc., Invoices #7, #8 and P5.**

CGKV Architects, Inc., professional services, Inv. #7, Aug. 17-Oct. 31, 2016	\$ 6,180.00
CGKV Architects, Inc., professional services, Inv. #8, Nov. 1-30, 2016	\$ 7,980.00
CGKV Architects, Inc., Hub Testing Laboratory, Inv. P5, October 28, 2016	<u>\$ 4,310.00</u>

Total: \$18,470.00

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve above invoices from CGKV for a total of \$18,470 and approved with a vote of 6-0-0.

**Invoice Approval - Lockheed Window Corp., PO 02016142, Nov. 30, 2016 \$112,607.03**

Motion made by Patrick Rowe, seconded by Eric Sheffels, to approve Lockheed Window Corporation, Payment #5 of \$112,607.03 as the final invoice and approved with a vote of 6-0-0.

**Approval of Minutes**

Members reviewed the minutes of October 25, 2016.

Motion made by Patrick Rowe, seconded by Eric Sheffels to approve the minutes of October 25, 2016 as amended and approved with a vote of 4-0-0.

**Members' Concerns**

Ben reported the Loker window project will go out to bid and will start the summer of 2018. The lead time for windows is 27-28 weeks.

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

None

**Adjourn**

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

Meeting adjourned at 9:37 p.m.