

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC)

Tuesday, March 29, 2016, 7:00 p.m.

*Approved 4-26-16*

Wayland Town Building

### Attendees:

PMBC Members:	Brian Chase, James Riley, Eric Sheffels
Claypit Hill School:	Michael Gitten
Stone's Bridge Project:	Elisa Scola
Library Building Project:	Suzanne Woodruff
Ex-Officio:	Ben Keefe
Absent:	Douglas Goddard, Tonya Largy, Jeanne Downs, Thomas Largy

Meeting called to order at 7:03 p.m. by James Riley, Chair.

### Public Comment

None

### Library Project – Update & Invoice Approval

Ben Keefe reported that Design Technique, the selected OPM, met with Library Planning members today. OPM expect to have a preliminary figure for a RFQ for a design team by the end of this week. Ben stated Design Technique is comfortable with the tight schedule, and they expect to have a contract signed by April 10. The OPM should provide a budget schedule with line items so Committee is able to monitor budget.

Ben Keefe reported that the selection committee for the Designer Services Library Expansion RFQ has completed their work and has provided the Town Administrator with a prioritized list of the top proposals.

Suzanne Woodruff motioned to authorize Ben Keefe to negotiate a contract for design services that would reflect remaining contingency funds in the feasibility study budget not to exceed \$70,000. If unable to negotiate a contract with the first choice firm, he is then authorized to negotiate with the second and third choice firm as necessary.

Motion made by Suzanne Woodruff, seconded by Brian Chase and approved with a vote of 4-0.

A discussion ensued concerning PMBC's role regarding the library project. The role of the PMBC is to oversee and direct the design and construction of Town building projects by providing technical, project management and cost and schedule expertise as charged by the Board of Selectmen. Committee members emphasized that it needs to be totally involved from the project's beginning to ensure the full utilization of the Committee's expertise. Therefore, the OPM and design firm should be reporting to the PMBC. Suzanne Woodruff reported that the MLBC has very strict guidelines that must be followed.

Eric Sheffels noted the recent High School building project had similar strict guidelines which were addressed satisfactorily to the sponsoring agency and High School planning members.

It was suggested that additional library input could be attained by adding six ex officio members from the Library Planning Committee. But since all PMBC meetings are open to the public, input concerning the project would not be limited to voting and ex officio members. Suzanne Woodruff will convey this issue to library members.

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

Motion to approve a contract for \$29,600 to Design Technique for OPM services.

Motion made by Brian Chase, seconded by James Riley and approved with a vote of 4-0.

An invoice was presented for Project Management Services by Design Technique, Inc. dated March 3, 2016 in the amount of \$3,000

Motion made by Brian Chase, seconded by Eric Sheffels and approved with a vote of 4-0.

**Claypit Hill Windows Project – Update & Invoice Approval**

Ben provided an update on the project and invoice. The contractor plans to take 3 bay windows out of one classroom over April vacation. They will then determine whether it is necessary to proceed with full containment or able to proceed with a relaxed method. Members discussed that they would like to know the cost of full containment versus relaxed containment and what credit would be received if the relaxed method is employed.

Pinck is requested to add value to their subsequent invoices that reflects what the project is costing and project final cost.

Pinck & Co. Invoice, March 23, 2016, Requisition #15

Pinck & Co., Inc.	OPM Services	\$11,875.80
BidDocs Online, Inc.	Electronic Bid Services	1,108.50
Lockheed Window Corp.	Contractor Project Management	16,117.50
Lockheed Window Corp.	Drawings/Submittals	<u>12,112.50</u>
<b>Total Due</b>		<b>\$41,214.50.</b>

Motion made by Brian Chase, seconded by James Riley and approved with a vote of 4-0.

**Stone’s Bridge Project – Update**

Ben Keefe spoke with the principal of Structures North, the firm that submitted a report on the bridge in 2012. Structures North is willing to help prepare a scope of work for the RFQ. The principal emphasized the importance of using the correct industry terminology for the RFQ. Elisa Scola reported that Gretchen Schuler has submitted an application to MHC to have the bridge listed on the National Register of Historic Places. Letters of support are coming from the Town of

Framingham and Assabet River Refuge. Framingham has not committed to funding. Mark Lanza and others have looked into establishing the boundary for the bridge without coming up with anything definitive. The plan is still to use funds to repair two arches. Elisa stated that the Massachusetts Historical Commission requires a member of PMBC be on the grant. This individual is required to be available July 13, 2016.

Eric Sheffels moved that James Riley represent PMBC on the MHC grants, seconded by Elisa Scola and approved by a vote of 6-0.

### **Approval of Minutes**

Motion to approve February 23, 2016 minutes made by Eric Sheffels, seconded by Mike Gitten and approved with a vote of 6-0.

### **Members' Concerns**

None

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

None

### **Adjourn**

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

Meeting adjourned at 8:43 p.m.