

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC)

Tuesday, April 19, 2016, 7:00 p.m. *Approved as revised 5/31/16*

Wayland Town Building

### Attendees:

PMBC Members:	Brian Chase, Doug Goddard, Eric Sheffels
Library Building Project:	Suzanne Woodruff, Thom White
Ex-Officio:	Ben Keefe
Absent:	James Riley, Massimo Taurisano
Guests:	Ann Knight, Aida Gennis, Tom Fay, Tim Marsters, Betty Salzberg Christopher Blessen, Jeff Hoover, John Sayre-Scibona

Meeting called to order at 7:03 p.m. by Doug Goddard

### Public Comment

None

### Library Project – Update , Designer Selection & Design Technique, Inc. Invoice Approval

Ben Keefe explained the organizational structure and process through which the PMBC, Design Technique, Inc., the OPM, and the Library Planning Group will work. Ben will be the singular point of contact. Ann Knight will replace Suzanne Woodruff as a library voting member. Tappe Architects was selected for the design project. Tappe is the firm that handled the renovation and expansion of the library in 1985. Jeff Hoover, Tappe principal, worked on the 1985 project. Jeff has 30 years of experience focusing on libraries. He will be working on this project along with Christopher Blessen, another Tappe principal. Chris has 11 years of experience, is LEED AP certified, who focuses on public facilities. Tappe began a 2 ½ minute introductory video presentation that unfortunately froze halfway through. It will be posted on the library's website.

John Sayre-Scibona, OPM, will work from the RFQ of designer selection through the finishing touches of the grant when it is due January 20, 2017. John described how Massachusetts funds library construction projects. They will assign 5 reviewers for the grant. Although 90% of projects are approved, rank is based on need, space, and available funds. The Massachusetts Board of Library Commissioners (MBLC) goes down the ranked list until funds are exhausted. The remaining approved proposals are then held over to the next year.

He reviewed the MBLC grant design requirements and handed out a checklist used for each project. He brought a recent MBLC grant design manual for review that Design Technique prepared for Athol's library project. A checklist is used to track progress. He stated that MBLC is concerned more about the functionality of the project than its design. Brian Chase asked if MBLC dictates programs or has guidelines. Ann Knight responded that the project will follow Wisconsin standards for public libraries. Eric Sheffels asked if MBLC allows modifications post-award. John Sayre-Scibona stated that MBLC is

flexible as long as modifications conform to programs. MBLC does not allow for reduction of programs post-award. Mechanical issues are judged on square footage of building. LEED certification was discussed. Eric Sheffels recommended that OPM seek certification and that the design meet LEED guidelines. John Sayre-Scibona stated that there are state funds with a 20 year payout for LEED projects. Doug Goddard stated that the Athol Library is platinum certified and PMBC would defer to the Library Planning Group whether to seek LEED certification. Eversource also has incentives for LEED certification that will be pursued.

John reviewed the Grant Budget and other MBLC required grant related tasks such as the borings/geotech report, the site survey and HAZMAT testing report. There was a question about curb cutting in a State numbered road that needs to be addressed. He stated money will be needed for marketing, perc tests and legal fees (deed restrictions, etc.).

Eric Sheffels requested that the Library Planning group should report back to the PMBC in between PMBC meetings. He also asked about the status of the WRAP report. Ben will check on this.

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

Motion to approve Design Technique Invoice, dated 4/5/16 for OPM services.

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

Project Management Services, April 5, 2016	\$3,113.96
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**Members' Concerns**

None

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

None

**Adjourn**

Brian Chase moved to adjourn, seconded by Doug Goddard and approved with a vote of 4-0.

Meeting adjourned at 8:53 p.m.