MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Tuesday, April 26, 7:00 p.m.   *Approved 5/31/16*
Wayland Town Building

Attendees:

PMBC Members:	Brian Chase, Douglas Goddard, James Riley, Eric Sheffels
Claypit Hill School:	Michael Gitten, Jeanne Downs
Ex-Officio:	Ben Keefe
Absent:	

Meeting called to order at 7:04 p.m. by Chair, James Riley.

Public Comment

Paul Doerr, the abutter to the DPW building, asked for an update on the trees to be planted on the border of his property. John Moynihan is contacting a landscaper and will work with the abutter on the optimum number of trees to be planted, probably 12-16 trees

DPW Project Update and Invoice Approval

Ben reiterated that John Moynihan is in discussion with the landscaper to determine the number of trees to be planted along the abutter's property. Members discussed that it is important not to plant trees too close together. John Moynihan needs to work with the union regarding the installation of security cameras. There are just a few items left on the punch list. Mowing has been delayed due to wet weather. John has reviewed the invoices and approves them.

KVA Invoice #23, March 1, 2016 was reviewed by PMBC members.

KVA Associates $3,270.00

Motion to approve KVA Invoice #23 made by Eric Sheffels, seconded by Brian Chase and approved with a vote of 4-0.

KVA Invoice #24, April 1, 2016 was reviewed by PMBC members.

KVA Associates $1,975.00

Motion to approve KVA Invoice #24 made by Eric Sheffels, seconded by Doug Goddard and approved with a vote of 4-0.

Claypit Hill Windows Project – Update & Invoice Approval

Ben stated that last week a window was removed, and the structure around the window is sound. Because caulking did break, Hub Testing will require full containment. This is a very rigid standard.

It is unlikely that a credit will be received due to the caulk breaking, but the cost of full containment has been budgeted. An estimate of $45,000 was given as the amount to be credited if full containment wasn't necessary. All submittals are in and approved. Windows are on order and Lockheed states it will meet the schedule. Work will begin as soon as school ends. Ben approved a change order of $2,326 to add limit stops on the windows. A budget tracking sheet was provided. Project is currently tracking $119,729 below budget with $27,499 remaining in owner contingency.

Requisition #16: Invoicing Period: 3/1/2016-3/28/2016

Pinck & Co., Inc.	OPM Services, 3/31/16	$2,460.00

Motion to approve Pinck & Co. Requisition #16 made by Eric Sheffels, seconded by Brian Chase and approved with a vote of 6-0.

Update on Stone's Bridge

Ben reported that a RFQ was issued last week. Statements of qualification are due May 10. Structure North emphasized the importance of hiring firms with dry stone masonry. Design services could be completed this summer and should not exceed $50,000. Nan appointed an Evaluation Committee consisting of Ben and Elisa Scola. Brian Chase will represent PMBC.

Approval of Minutes

Motion to approve minutes of March 29, 2016 made by Eric Sheffels, seconded by Brian Chase and approved with a vote of 6-0.

Members' Concern

This is Douglas Goddard's last meeting. He extended his appointment with the knowledge that he would be leaving early due to professional commitments. Members thanked him for his service. Several names were mentioned as possible additions to the Committee and will be contacted as there are two openings. New members need to provide a resume and letter of interest to the Selectmen.

Ben met with the MSBA last week concerning the windows at Loker. We applied for the same grant as Claypit and made the first cut. The MSBA representative indicated there is a good chance of receiving the award though it is not definite. If award is granted, it may be possible to replace the windows next summer.

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

None

Motion to adjourn made by Eric Sheffels, seconded by Brian Chase and approved with a vote of 6-0.

Meeting adjourned at 7:40 p.m.