

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC)  
Tuesday, May 18, 2016, 7:00 p.m.  
Wayland Town Building *Approved as corrected 5/31/16*

### Attendees:

PMBC Members:	Brian Chase, Eric Sheffels, James Riley
Library Building Project:	Ann Knight, Thomas White
Ex-Officio:	Ben Keefe
Absent:	Doug Goddard
Guests:	Aida Gennis, Sandy Raymond, Anne Heller, Tom Fay, Christopher Blessen, John Sayre-Scibona

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

### Public Comment

None

### Library Project – Status/Review of Progress on Library Grant Project

John Sayre-Scibona stated that he sent the library survey link to the PMBC, the Library Trustees, and the Library Planning Group. It is now on the library's website and as of 4:00 p.m. today, there have been 165 responses to the survey. John and Chris Blessen said this was a good start. The survey will close on May 31.

Tom Fay reported that the public visioning forum on May 17th had around 30 people with a good demographic mix except that there were few young parents. Tappe did a great job describing the process. Chris' goal is to educate people on the importance of libraries and their future. Ben commented that Jeff Hoover did an outstanding job highlighting the importance of libraries in the community stating that Wayland had approximately 110,000 visits every year. Library members acknowledged it was frustrating not to be able to give a cost for the project for people who asked. The project's cost will depend on the site selection so final cost can't be determined yet.

A map was displayed and attendees were asked to use colored markers to show how they got to the library: by car, walking or on bicycle. The attendees were also asked to mark which part of the library they used. A blank map will be left at the library to gather further information of patron usage. The map will serve as a guide for site and building analysis. A teen survey will be held on May 27th. The second visioning forum will be held on June 8<sup>th</sup>.

Thomas White emphasized the importance of setting up a series of objective measures for choosing each site. A matrix of site characteristics is being developed to show the strengths and weaknesses of each site. This will lay the groundwork for the final site selection and to explain why it was chosen. John stated there will be more information about the 3 sites at the next meeting. Chris plans to put all

programs in a bubble to see what fits and what the constraints of each site are. As each site was discussed, it became clear that there are potential limitations to each. Main Street was formerly the town dump. The current library parcel is in the Town's Aquifer Protection District. And 202 Old Connecticut Path may be a sensitive site of archaeological importance according to The Historical Commission. Therefore, PMBC charged Ben to confer with the town administrator, Nan Balmer, relating the Committee's concern about each site. After consultation with Nan, it may be necessary to move up the geotechnical site exploration. Ben will also check with the Board of Health on the time regulations for percolation testing. Weston & Sampson will be contacted as they are familiar with the sites. Chris will determine if there are any engineering reports on existing buildings.

Eric requested that John bring in schedules to benchmark. The next regularly scheduled PMBC meeting is May 31<sup>st</sup>. A meeting for the Library Project is scheduled for Wednesday, June 15.

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

Motion to approve Design Technique Invoice, dated 5/2/16 for OPM services.

Motion made by Eric Sheffels, seconded by Brian Chase, and approved with a vote of 5-0-0.

Project Management Services, May 2, 2016	\$3,133.83
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**Members' Concerns**

New member status was discussed. There are two potential new members. Resumes and letter of interest are needed for appointment and are in the works.

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

None

**Adjourn**

Eric Sheffels moved to adjourn, seconded by Ann Knight and approved with a vote of 5-0-0.

Meeting adjourned at 8:25 p.m.