

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC)  
Wednesday, August 30, 2016, 7:00 p.m. *Approved 9/27/2016*  
Wayland Town Building

### Attendees:

PMBC Members: Brian Chase, Eric Sheffels, James Riley, Mike Gitten  
Claypit Hill Windows Project: Jeanne Downs  
Stone's Bridge Project: Elisa Scola  
Ex-Officio: Ben Keefe  
Guests: Annette Lewis, Gretchen Schuler, Nicole Riley, Molly Upton

Meeting called to order at 7:09 p.m. by James Riley, Chair

### Public Comment:

NONE

### Claypit Hill Windows Project: Status/Review/Approval of Invoices

Ben updated the committee regarding the project. Blinds have not been installed, scheduled to be completed the 3rd week of September. Temporary shades of heavy contractor paper have been installed in classrooms to facilitate learning environment. There is still approximately 30% of the exterior caulking to complete as well as final cleaning.

Ben Keefe authorized a Change Order to paint/reseal stucco adjacent to all the new windows and doors. In addition there is a proposed Change Order to clean the existing soffit/gravel guard. After cleaning a determination will be made as to whether or not painting the soffit is required. Ben had approved proposed change order to keep project on track. Committee approved of painting change order and proposed change order.

Brian Chase moved to approve Pinck & Co., Inc., Requisition #19 in the amount of \$690,837.55.

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

### Stone's Bridge Project – Update

Contract negotiations completed with Structures North for design and project admin services. Contract was advertised not to exceed \$50K, negotiated price of \$38K with an additional budget of \$5K for a landscaping architect. John Wathne from Structures North is scheduled to attend the September 27<sup>th</sup> PMBC meeting to discuss project approach and schedule.

### **Discussion of Wrap Decision Criteria and Site Selection Worksheets**

Discussion concerning the WRAP Committee's Draft Decision Criteria Worksheet and the Draft Site Selection Worksheet. The PMBC voiced concerned that these decision matrixes were too generalized in format to be flexible enough to accommodate all projects. It was explained that it was important that unique aspects of each project be considered. The PMBC considered the formalized matrixes a good idea to somewhat lessen the impact of proponents using biased criteria to evaluate their projects but still believed the decision matrixes should be flexible.

PMBC would like the WRAP Committee to make it clear that the PMBC could use the matrixes as the PMBC sees fit, but would not be bound by a rigid format.

The general consensus between both The PMBC and the WRAP Committee was that the matrixes could be used as evaluating tools but that the PMBCs work need not be bound by any results.

### **Discussion concerning PMBC Annual Report**

Ben presented a rough draft of the annual report and requested guidance on how much detail to include in individual project summaries. The PMBC instructed Ben to be very brief and simply explain where in the process the projects were and any expected milestones.

Annual Report will be voted on at September 27<sup>th</sup> meeting.

### **Approval of Minutes**

The Committee reviewed the minutes of 7/13/16. Minor corrections/ amendments were proposed.

Brian Chase moved to approve the 7/13/16 minutes as amended, seconded by Eric Sheffels and approved with a vote of 4-0-1.

The Committee reviewed the minutes of 8/02/16. Minor corrections/ amendments were proposed.

Brian Chase moved to approve the 8/02/16 minutes as amended, seconded by Eric Sheffels and approved with a vote of 4-0-1.

### **Members' Concerns**

Jeanne Downs explained that the School Committee is planning interviews on September 16<sup>th</sup> to fill the spot on the PMBC vacated when Mike Gitten became a permanent member of the PMBC.

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

None

### **Adjourn**

James Riley moved to adjourn, seconded by Brian Chase approved with a vote of 5-0-0.

Meeting adjourned at 8:47 p.m.