

## MEETING MINUTES

Permanent Municipal Building Committee (PMBC)  
Tuesday, May 30, 2017, 7:00 p.m. *Approved 7/18/2017*  
Town Building – Board of Selectmen Meeting Room

### Attendees:

PMBC Members: Brian Chase, James Riley, Michael Gitten, Patrick Rowe  
Eric Sheffels  
Library Study Legal Fees: Aida Gennis  
Stone's Bridge Project: Tonya Largy, Elisa Scola  
Claypit Hill/Loker Project: Michael Hoyle  
Ex Officio: Ben Keefe

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

### Public Comment

None

### Loker School Project Update and Invoice Approval

Ben reported that the MSBA met two weeks ago and approved the Accelerated Repair Window and Door Replacement Project at Loker School for \$1,439,682.00

Members reviewed the following invoice:

Strategic Building Solutions, LLC, Invoice #17993, dated 4/30/2017 \$1,631  
for services from 4/01-4/30, 2017, related to the Schematic Design Phase

Motion made by Eric Sheffels, seconded by Michael Gitten, to approve Strategic Building Solutions Invoice 17993, for \$1,631 and approved with a vote of 6-0-0.

Ben distributed Amendment No. 1 to the contract for CBI Consulting, Inc, for designer services and Strategic Building Solutions' Amendment No. 1 to the contract for project management services. Both amendments are for professional services to complete the project after the acceptance by PMBC.

CBI's Amendment is a result of the MSBA approval of its schematic design. The amendment is for \$132,000 the new contract total is \$162,000. Architect fees were negotiated with CBI and reflect the economy gained by referencing plans from the Claypit Hill project.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve CBI Consulting, Inc., Amendment No. 1 totaling, \$132,000, and approved with a vote of 6-0-0.

Members reviewed and discussed Strategic Building Solutions Amendment No. 1 for \$158,000 resulting in a new contract total of \$173,000. The OPM will be on site 8 hours a day throughout the construction phase.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve Strategic Building Solutions, LLC Amendment No. 1 totaling, \$158,000, and approved with a vote of 6-0-0.

To expedite processing of Loker School invoices, Ben asked for the PMBC to recommend that the School Committee pay invoices at their next regularly scheduled meeting pending the PMBC review. This is needed because of the relative timing of the respective meetings.

Motion made by Eric Sheffels, seconded by Brian Chase that the PMBC recommend that the School Committee approve Loker School project invoices at their next regularly scheduled meeting pending PMBC review, and approved with a vote of 6-0-0.

### **Stone's Bridge Update**

Ben reported that due to questions concerning the bid documents, specifically the details of permitting the project were returned unopened. After consulting with the Conservation Director it was determined that if we do the permitting, it would result in better pricing and may take less time and as well. Discussion ensued on what we can do on the river, the order of conditions from the Conservation Commission, whether bids can be rejected and whether we have to accept the lowest bid. The Conservation Commission will meet on June 14th and the advertisement should appear on June 28<sup>th</sup>. Results will be announced two weeks later.

### **Library Study Project**

Aida Gennis reported that Elizabeth Doucette sent a request to the Library Trustees to contribute \$7,952 from the Library Planning and Design budget to the Town's projected legal budget deficit. Aida stressed this would be a one-time contribution. As the PMBC has oversight of these funds, she brought this request to the Committee. Ben reported there are no outstanding OPM or architect fees. Members discussed the importance of having a contingency fund, and it was not prudent to deplete it. However, in a good faith gesture, they agreed to a sum of \$4,000.

Motion made by Eric Sheffels, seconded by James Riley, to pay an amount of \$4,000 toward the Town's legal fees, respectively retaining \$5,000 for the Library's contingency budget, and approved with a vote of 6-0-0.

### **Wayland High School Athletic Fields Project**

Ben updated the Committee on the maintenance and rehabilitation requirements at the High School athletic fields. The track is falling apart, the bleachers don't meet ADA guidelines, the artificial turf surface is 11 years old and at the end of its useful life. The School Committee and Recreation Department are working together to develop a master plan to rehab the fields as well as move out of the Happy Hollow Wells Zone 1 area. Ben wanted the PMBC to be aware that they may be asked to handle the project. While not truly within the scope of the PMBC if the PMBC is asked to participate it is important that PMBC be involved in its early phases.

### **Approval of Minutes**

Members reviewed the minutes of April 25, 2017.

Motion made by Eric Sheffels, seconded by Brian Chase to approve the minutes as amended and approved with a vote of 7-0-0.

**Members' Concerns**

None

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

None

**Adjourn**

Motion to adjourn made by James Riley, seconded by Mike Gitten and approved with a vote of 7-0-0

Meeting adjourned at 8:18 p.m.