

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Tuesday, September 24, 2019, 7:00 p.m.
Town Building, Board of Selectman's Room

Attendees:

PMBC Members:	Brian Chase, Michael Gitten, Patrick Rowe, Jeanne Downs, Eric Sheffels, Andrew Steneri
Ex Officio:	Ben Keefe
Guests:	Aaron Hall

Meeting called to order at 7:03 p.m. by Patrick Rowe. This meeting is being video-recorded by WayCAM. Current members introduced themselves to the new member, Andrew Steneri. Ben summarized ongoing projects.

Public Comment

None

High School Athletic Fields Update and possible invoices

Aaron Hall updated the Committee on the project's progress and budget. He distributed the project manager's report for the month. He stated that all the base and leveling stone has been installed. The visitor's bleachers are complete. The home bleachers are progressing and completion is anticipated within two weeks. Installation of the lights begins tomorrow. Loam for the softball field has arrived. Seeding will begin as soon as possible. The binder placement for the basketball and tennis courts is scheduled for October 3rd and 4th. The top coat for the track is scheduled for October 9th. Curing is needed and is weather dependent.

Tower Construction was the low responsible bidder for the Chapter 149 buildings. The pad and slab for the storage building are done, but not the bathroom or concessions stand. The contractor has 180 days to complete the three buildings.

Inspection reports are being provided to the Conservation Commission. Baseline testing will be done this week. A third party engineer tested water infiltration rates. Steve Vitello is on site every day and taking photographs. WayCAM is taping the project.

Aaron discussed the following invoices, which the members reviewed.

Members reviewed LeftField Invoice dated September 20, 2019 for \$13,860.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve LeftField, LLC., Invoice dated 9/20/19 for \$13,860 and approved with a vote of 6-0-0.

Members reviewed Weston & Sampson Invoice 497374, dated 9/18/2019 for \$163,400.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve Weston & Sampson Invoice 497374 for \$163,400, and approved with a vote of 6-0-0.

Members reviewed Sudbury Park and Recreation Invoice 853426, dated 9/03/19 for \$413.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve Sudbury Park and Recreation Invoice 853426 for \$413 and approved with a vote of 6-0-0.

Members reviewed Heimlich Landscaping and Construction Corporation, Application #5, dated 9/19/2019 for \$1,344,250.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve Heimlich Landscaping, Application #5 for \$1,344,250 and approved with a vote of 6-0-0.

The contractor will replace the evergreen shrubs. Discussion ensued concerning the possibility of installing a lacrosse wall. Ben stated that he asked the architect today for a cost estimate and will report back to the Committee.

MSBA Loker Roof Replacement Project - Update

Ben said that the MSBA has approved the concept and assigned the OPM, ACG, Architectural Consulting Group, and the architect, Tighe and Bond. Ben met with them last Thursday. The schematic design and estimates need to be ready by January 2nd to be considered for the MSBA meeting on February 13th.

PMBC policies, procedures and checklists

Ben had a discussion with the Town Planner who stated they are working on a preliminary planning application that will allow planning to get started without a complete set of drawings. Members discussed developing a checklist and OPM manual. Brian requested that Ben send the DPW budget to members as a starting framework. Brian will populate topics required for projects that can be presented to OPMs. All members will provide feedback. Ben will solicit similar checklists from OPMs.

Patrick requested that future agendas list this topic.

Ben reported that the annual report was submitted.

Approval of Minutes

Members reviewed the minutes of 08/27/19.

Motion made by Brian Chase, seconded by Mike Gitten, to approve the minutes of August 27, 2019 and approved with a vote of 5-0-0.

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

Ben distributed an email requiring all members to use town email addresses. Members requested that IT attend the next meeting to facilitate logging on as some members have appeared multiple times at Town Hall and IT was never available to finalize the process. Ben will talk with IT.

Members' Concerns

None.

Adjourn

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

Meeting adjourned at 8:16 p.m.

Items included for discussion:

LeftField Invoice

Heimlich Landscaping Invoice

Weston & Sampson Invoice

Sudbury Park and Recreation Invoice

Project Manager's 9/24/19 Report

Anticipated Cost Report

Email from Teri Hegarty regarding Town emails