

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Tuesday, October 29, 2019, 7:00 p.m.
Town Building, Board of Selectman's Room

Attendees:

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

Meeting called to order at 7:04 p.m. by Andrew Steneri. This meeting is being video-recorded by WayCAM.

Public Comment

None

High School Athletic Fields Update and possible invoices

Aaron Hall provided the Committee with a photographic handout of the site and discussed the project's progress. Hydro seeding will begin this Thursday. Timing is weather dependent. The track base coat installation began last week. Completion is also weather dependent. The storage building materials have been delivered. The restroom underground plumbing is proceeding with slab placement scheduled for next week. The press box and bleachers have been completed. The lift has arrived at the installer from the manufacturer. The lighting and fence posts at the tennis courts are in. When installed the lights will be tested to ensure there is no overspill to neighbors' houses or roadway.

The retaining wall for the tennis courts is finished. There is a need to trim some trees that obstruct lighting onto the basketball courts. Foundation work for the concession building starts next week. All the permits are ready. The goal is to complete all the Chapter 149 work by the end of December.

Aaron stated that Weston and Sampson wrote a letter relating to the recent news stories on artificial turf.

Aaron handed out budget material consisting of an Invoice Summary, an Anticipated Cost Report and a Draw Request that members reviewed. Members requested that the DPW work be itemized separately. Ben will send an invoice to the DPW.

Members reviewed LeftField Invoice #10 dated September 20, 2019 for \$15,770.

Motion made by Michael Gitten, seconded by Jeanne Downs, to approve LeftField, LLC., invoice dated 9/20/19 for \$15,770 and approved with a vote of 6-0-0.

Members reviewed Tower Construction Invoice #1 dated October 25, 2019 for \$47,428.75

Motion made by Andrew Steneri, seconded by Jeanne Downs, to approve Tower Construction invoice dated 10/25/19 for \$47,428.75 and approved with a vote of 6-0-0.

Members reviewed First Student Invoice 11617190 dated September 3, 2019 for \$3,759.86.

Motion made by Eric Sheffels, seconded by Michael Gitten, to approve First Student invoice dated 9/3/2019 for \$3,759.86 and approved with a vote of 6-0-0.

Members reviewed Heimlich Landscaping and Construction Corporation, Application #6, dated 8/20/2019 for site construction, \$826,329.47 and for Chapter 149 work, \$51,300, totaling \$877,629.47.

Motion made by Andrew Steneri, seconded by Brian Chase, to approve Heimlich Landscaping Application #6 for \$877,629.47 and approved with a vote of 6-0-0.

Loker Windows and Doors – Project Update and Possible Invoice Approval

Ben explained MSBA's reimbursement policy.

Members reviewed Colliers International Invoices, 002108, 002457, 003215, totaling \$7,388.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve Colliers International invoices totaling \$7,388 and approved with a vote of 6-0-0.

MSBA Loker Elementary Roof Replacement Project – Update

MSBA invited Wayland to attend a training session on the Accelerated Repair Program (ARP) process. Ben, the Town Administrator, the OPM and the Architect will attend next Wednesday. The design money has been appropriated. The goal is to have an estimated number ready by the first week in January and a firm number by Town Meeting.

PMBC Policies, Procedures and Checklist

Brian has begun to compile a manual that will include sections such as organization, regulations, design, best practices, reporting, authorizations, etc.

Approval of Minutes

Members reviewed the minutes of September 24, 2019.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve the minutes of September 24, 2019 and approved with a vote of 6-0-0.

Members' Concerns

Eric asked about the status of the COA building. Ben stated the Board of Selectmen have approved an RFP for alternate locations for a Community Center. Eric asked Ben to bring the RFP to a meeting for review. Members also requested that the DPW attend a meeting regarding Stone's Bridge.

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

None.

Adjourn

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

Meeting adjourned at 8:20 p.m.

Items included for discussion:

LeftField Invoice
Heimlich Landscaping Invoice
Tower Construction Invoice
First Student Invoice
Colliers International Invoices
LeftField Invoice Summary
LeftField Anticipated Cost Report
LeftField Draw Report