

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)
Tuesday, November 26, 2019, 7:00 p.m.
Town Building, Board of Selectman's Room

Attendees:

PMBC Members:	Patrick Rowe, Brian Chase, Michael Gitten, Andrew Steneri
Ex Officio:	Ben Keefe
Guests:	Aaron Hall, Corey Davidson

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

Public Comment

None

High School Athletic Fields Update and possible invoices

Aaron Hall handed out a photo update of the site. He reported on progress since the last meeting. The scoreboard was installed and the track striping began today. The track's perimeter fence has been installed. The lighting for the softball and football scoreboards has begun. The track is complete, but a couple of areas will require infill. Once roofing on the storage building is completed, installation of electrical work will begin. The restroom building is making good progress. The concession building's slab has been placed. The binder for the parking lot and a topcoat for the basketball courts will happen this Friday.

The softball and football fields have been hydro seeded. The press box is complete. Final coating for the tennis courts is weather dependent and will most likely need to be done in the spring. Aaron will follow up with Weston & Sampson about recommendations relating to track surface bonding. Testing of the field is planned. Remedial concrete work on the plaza will begin next week.

Aaron reviewed the cost report that incorporated Eric's suggestion. The net available funds are \$428,244.00 which is a combination of uncommitted costs plus contingency. Aaron explained that the \$290,977.00 is the contingency minus the variance.

Aaron discussed a disagreement in the scope of work concerning the stadium sound system. He stated that the contractor contends he did not carry a sound system because it wasn't listed in the Table of Contents. Ben stated the advertisement included the stadium, track, bleachers and a sound system. Aaron is working with the Athletic Director, Weston and Sampson, and the contractor to seek a resolution. The maximum exposure is \$38,747.

Aaron also noted that he has added anticipated expenses to the budget for masonry during cold weather.

The methodology for reporting overruns was discussed and Aaron will revise the cost report per suggestions.

Members reviewed LeftField Invoice Summary, dated November 26, 2019 for \$551,539.36.

Motion made by Brian Chase to approve all invoices identified in LeftField's Invoice summary dated November 26, 2018 totaling \$551,539.36, seconded by Andrew Steneri, and approved with a vote of 4-0-0.

LeftField, Invoice #11, 1/22/2019, Construction, OPM Services	\$ 12,580.00
Tower Construction, Invoice #2, 11/24/19, Chapter 149 construction	\$124,028.20
First Student, Invoice #11627462, 10/25/19, HS field rental	\$ 1,281.93
First Student, Invoice #11637230, 11/22/19, HS field rental	\$ 1,708.50
Town of Weston, Invoice #3.09, 11/19/19, HS field rental	\$ 280.00
Weston & Sampson, Invoice #499374, 11/26/19, CA services	\$ 27,000.00
Weston & Sampson, Invoice #499374, 11/26/19, Material Testing (UTS)	\$ 10,500.00
Heimlich Landscaping, Invoice #7, 11/20/19, site construction (\$322,860.73)	
Chapter 149 (51,300.00)	\$374,160.73
Totaling	\$551,539.36

Loker Roof Replacement

Ben reported that the Town Administrator, OPM, architect and he went to Boston to attend the MSBA training session for the accelerated repair program. Tighe and Bond's contract is signed. The architect's (ACG) contract is complete but not signed. The schematic design is due to MSBA on January 2nd. It will include a budget and project schedule. Members should be able to review documents at the next meeting on December 17th. The design and bid will include sections not covered by the MSBA as alternates. MSBA will participate in the design of the roof's structural ability for solar.

PMBC Policies, Procedures and Checklist

Brian handed out a rough draft of Guidelines for Managing Projects that he developed. He identified and described 6 major sections. Members made suggestions. Setting standards and consistency for all projects is the goal. Members will continue to work on developing the guideline.

Approval of Minutes

Members reviewed the minutes of November 26, 2019.

Motion made by Michael Gitten, seconded by Andrew Steneri, to approve the minutes of November 26, 2019 and approved with a vote of 4-0-0.

Members' Concerns

Ben reported that a RFP has been issued for a proposal from a developer for a COA/Community Center. Mike requested that Ben bring a copy of Weston & Sampson's report on the turf to the next meeting.

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

None.

Adjourn

Motion to adjourn made by Brian Chase, seconded by Andrew Steneri, and approved with a vote of 4-0.

Meeting adjourned at 8:26 p.m.

Items included for discussion:

LeftField Invoice Summary

LeftField Cost Report

LeftField Photos, 11/19

PMBC Guidelines for Managing Projects