

MEETING MINUTES

Permanent Municipal Building Committee (PMBC)

Tuesday, January 28, 2020, 7:00 p.m.

Town Building, Board of Selectman's Room

Attendees:

PMBC Members: Patrick Rowe, Brian Chase, Michael Gitten, Eric Sheffels, Michael Hoyle

Ex Officio: Ben Keefe

Guests: Aaron Hall, Tonya Largy

Meeting called to order at 7:03 p.m. by Patrick Rowe. This meeting is being video-recorded by WayCAM.

Public Comment

None

Stone's Bridge Project

Paul Brinkman is sick and unable to attend tonight's meeting and Tom Holder is attending a DPW meeting. Paul sent Ben an email that summarized his efforts to date. Ben distributed the email which stated that an Army Corps permit is required. In order to obtain a permit from The Corps, Paul needs to specify how the water will be diverted around the bridge. Paul will also need to notify the Massachusetts DEP for water quality certification.

Ben spoke with Structures' North and they are still on board with the project. The endangered species issue will be mitigated prior to the start of the project. Members discussed additional permits that are needed. There is no expiration date on the funding, but the Conservation Commission's permit will need to be updated. Ben will bring the updated plans to the next meeting. Members also requested that Paul obtain in writing Framingham's agreement that allows us to work on their land and any other stipulations.

High School Athletic Fields Update and possible invoices

Aaron Hall updated the Committee on progress to date. The field is in good shape and draining well. Construction on the Chapter 149 buildings is progressing. He handed out an anticipated cost report and stated that we are currently running under budget.

Aaron discussed the sound system as a pending exposure. LeftField and Weston & Sampson will provide a letter suggesting a course of action.

Aaron distributed the January 28, 2020 Invoice Summary.

Members reviewed LeftField Invoice Summary, dated January 28, 2020 for \$481,779.20.

Motion made by Eric Sheffels to approve Invoice Summary dated January 28, 2020 totaling \$481,779.20 seconded by Brian Chase and approved with a vote of 5-0-0.

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|---|---------------------|
| LeftField, Invoice #13, 1/24/2020, Construction, OPM Services | \$ 9,270.00 |
| Tower Construction, Invoice #4, 1/31/20, Chapter 149 construction | \$257,674.20 |
| Weston & Sampson, Invoice 1200283, 1/13/2020, Design and CA services | \$ 21,000.00 |
| Heimlich Landscaping, Invoice #8, 12/12/19, site construction | \$ 193,135.00 |
| Michael J. Connolly & Sons, Inc., Invoice 148431, 1/9/2020, Rental/Busing | \$ 700.00 |
| Totaling | \$481,779.20 |

MSBA Loker Roof Replacement

ACG is unable to attend tonight's meeting but will be at the next meeting. Ben distributed handouts of an estimate and the project budget which is \$3.8 million dollars. Members reviewed these two handouts. A 10% project contingency was used. The Board of Selectmen is expected to authorize a debt exclusion vote for this project.

PMBC Policies, Procedures and Checklist

Ben handed out Brian's development draft for Guidelines for Managing Projects. Members will work on individual sections: Eric, financial reporting; Andrew, legal; Mike, regulatory; Patrick, funding appropriation; Brian, scheduling, organization and procurement. Members will send their sections to Ben. Reports to Town Meeting, the annual report and a report to the owner should go under organization.

The BOS would also like recommendations from the Committee on the two articles at the next Town Meeting—Loker Field and Loker roof replacement. Ben will draft a report and send to members for comments. Loker Field permits needed are from the ZBA for lighting and site plan approval and the Conservation Commission

Approval of Minutes

Members reviewed the minutes of December 17, 2019.

Motion made by Eric Sheffels, seconded by Brian Chase, to approve, the minutes as amended of December 17, 2019 and approved with a vote of 5-0-0.

Members' Concerns

None.

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

Ben will draft recommendations to the Board of Selectmen for the two articles and solicit comments.

Adjourn

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

Meeting adjourned at 8:09 p.m.

Items included for discussion:

LeftField Invoice Summary, 01/28/20

LeftField Cost Report, January, 2020

LeftField Draw Request, January, 2020

Loker School total project budget and estimated cost

Email from Paul Brinkman, dated 1/28/20 summarizing past efforts relating to Stone's Bridge

Development draft for Guidelines for managing projects