

**Permanent Building Committee
PBC Retreat - June 18, 2014**

Approved 6-26-14

A duly called and posted meeting of the Permanent Building Committee was held at the Wellesley Police Station, Kingsbury Room, at 6:00PM, June 18, 2014. Present: S Langer, M King, S. Littlefield, R Shupe, Andrew To

UPDATES:

Current Projects:

- Fiske & Schofield – SOQ Review, ZBA is scheduled for Fiske in July and Schofield in August
- PBC Architect's Bundle – Deiulis is managing it very well
- Fire/Police Stations HVAC – GC informed permit application submitted June 18
- MS Auditorium Seating – Contingency is at approximately \$17,000; must find other funding for ceiling painting
- Fire Station Floor Replacement – Almost complete; trucks will be back in garage by end of June
- PBC Cap Proj FY14 (Design) – Security – Spinning Fiske/Schofield off; Schools will continue with other schools
- Tolles Parsons Center – architect's contract almost finalized
- School Phones- Final wiring scheduled for the week of June 23rd. Commissioning on June 30th
- Hills Branch Chimney Repair – awaiting final landscape work and approval by DPW and close-out documents from Weston & Sampson (W&S)
- DPW Admin – Schedule J Alberti, W&S to attend a PBC meeting for June 26th – close-out
- DPW HVAC – Schedule J Alberti W&S to attend a PBC meeting for June 26th – close-out
- MLP Admin – closing out
- WHS- Basketball court to be scheduled for 7/10/14 meeting; Roger working on MSBA and Turner close-out;
 - Boiler repair: install dampers over summer; vent may need to be done later; fix SMMA sketch
 - HVAC control system: PBC commented that controls system should have been a design/build by manufacturer rather than separate vendor;
 - Traffic Report - prepare for fall study

Pending Projects:

MS Windows – 6/23/14 meeting to discuss MSBA Accelerated Program

Possible FUTURE Projects: from FMD 10 yr Capital Plan

Central Street Station – Roof replacement (\$600,000) – FY18

Hills Branch- Roof replacement – (\$600,000) – FY18

Hills Branch – East Chimney

Town Hall Reno – Offices of Clerk, Treasurer, Building Inspector

North 40

900 Worcester Street

New FMD Building

Fire Station HQ – Living Quarters Renovation (\$98,000)

Police Station Booking/Fingerprint space – (\$95,000)

Town Hall Boiler replacement (\$98,000)

Middle School (over 10 years) Façade, lighting, kitchen, paving, HVAC/plumbing (\$15,000,000)

Bates – concrete repairs (steps, etc)

Round Table: HVAC and Lighting – There is little utility involvement; ROI on lighting in schools is minimal. It is only used 3 seasons. Discuss with Advisory

Town Counsel – attending 6/19/14 meeting: discuss:

MSBA, CORI policy, MBE/WBE policy, Quick Decision policy, Contracts & Bonds

Interdepartmental:

- BOL – HR is discussing position with PBC and FMD;
- Financial Services (Fin Serv): Audit letter – after meeting- agree to disagree, developing statements on how to move forward; continue coordination efforts with MUNIS work.
- Munis:
 - LB explained to Committee how the MUNIS reports have worked with multi-year projects.
 - Committee was provided with MUNIS reports for the DPW Admin project for years 2012, 2013, and 2014 ytd along with the Budget spreadsheet that is maintained by PBC staff.
 - LB summarized work with R Lopes, Fin Serv. They have met multiple times discussing PBC needs in accounting for their projects and how to best work within MUNIS.

- It was decided that all contracts executed with vendors would initiate the creation of a Purchase Order. PO would be carried throughout the life of the project and would provide history across multiple years. The 2014ATM projects (Architect's Bundle, PS &FS HVAC, Fire Station HQ Floor replacement, MS Auditorium Seating) have been created in this manner in MUNIS.
- Sub committee participation by PBC – at this time the committee did not see a need to participate

GOALS:

- Minutes – staff to prepare minutes on a more timely basis
- FTP site – staff working with IT to develop a FTP site where documents would be stored for the committee to be able to access and review in preparation for meetings. This would eliminate many emails.
- Website – staff to work with town staff to update current website description of current projects
- PBC Manual – to be reviewed and updated

Committee Reorganization

It was moved and seconded to approve Matt King as the Chairman. It was approved 4-0;

It was moved and seconded to approve Steve Langer as Vice Chairman. It was approved– 4-0

Project Liaisons - S Littlefield will be the liaison for the Architect's Bundle and R Shupe will be the liaison for the Police & Fire Station HVAC reno/repair.

Handouts:

CORI Forms

CORI Log

DPW Admin – (3) MUNIS reports – 2012, 2013, 2014 ytd

DPW Admin – Budget/Expended spreadsheet

The meeting was adjourned at 8:40PM

Respectfully submitted,

Laura Ball

Projects Assistant