

Municipal Building Committee  
Minutes of Meeting  
15 April 2015

Approved:  
April 29, 2015

Location: Room 23, Forbes Building

Members present:

Cal Lawrence  
Bob Brown  
John Arnold  
Peter O'Neil  
George Barrette

Members absent:

Dexter Blois  
Bob Fryer

Others Present:

Zachary Schmalz, Heery  
Brian Humes, Jacunski Humes  
Kristi Williams, Assistant Town Manager  
Maureen Ambrosino, Library Director

Chris Tremblay, Heery  
Jim Malloy, Town Manager  
Leah Talbot, Town Accountant  
Rod Thompson, Fire Department

Mr. Brown called the meeting to order at 8:30 AM.

**Open Forum**

Mr. Barrette wanted to discuss the renovation of the Forbes Building. He mentioned that Selectman, Denny Drewry, had asked Town Manager, Jim Malloy, to come up with a report on moving forward with the renovation of the Forbes Building, which Mr. Malloy presented to the Board of Selectmen (BOS) last night. Mr. Barrette said that he believes the entire BOS is in agreement to proceed with the Forbes renovations next year, and Mr. Malloy said he was under the same impression. Mr. Malloy said he would most likely bring this matter up at the next Annual Town Meeting in March of 2016 for a vote. He spoke about how the Recreation Department could use school basketball courts to make up for losing the court at Forbes. Mr. Malloy also pointed out that the Recreation Department rents court space to the travel basketball teams. By moving those teams out, it will open up more space for Town Rec programs. Mr. Malloy mentioned that they may end up adding approximately \$17,000/year to the school budget to use their courts for the Rec programs, but it is far less expensive than building a new Recreation Center and incurring debt of about \$550,000/year, and then adding in the cost for staff, heat, electric, custodial, and other expenses. Mr. Malloy noted that by using the school courts rather than building a new Rec Center, it would also keep the debt service at 7%, which coincides with the Board of Selectmen's fiscal policy. Mr. Malloy said that the debt for both the Mill Pond School and the renovations to the High School will be paid off by 2025. He spoke about possibly having to renovate the Senior Center. Mr. Malloy pointed out the Recreation Center in Natick where they combined a senior center with a youth recreation center. He said he would like to wait until 2023-2024 to look at what to do in the future for a Recreation Center when debt will be at a lower level. Mr. Arnold asked about any upcoming requests for a new school or renovations needed at the current schools. Mr. Malloy discussed the study that is being done for future needs at the schools and also to assess capacity. He did not feel a new school would come out of the enrollment study, but he did mention the possibility of a small addition at the Fales School. Mr. Malloy said that the consultant that was hired to perform the study is extremely detail-oriented and the report should calm fears about having to build a new school. Once they come out with the report, the Planning Board can move forward with re-zoning the downtown district.

**Approval of Open Minutes**

Mr. Arnold made a motion to approve the minutes of April 1, 2015 and Mr. Lawrence seconded. VOTED: 5-0-0.

**Town Hall**

Mr. Schmalz presented the Committee with R.A.C. Construction's fourteenth application for payment in the amount of \$179,920.00 for work completed on the Town Hall renovations. Both Heery and Jacunski Humes have reviewed this application and recommend approval for payment. Mr. Humes noted that at the last MBC meeting this application was approved for a not to exceed amount of \$205,000.00, so no vote was necessary.

Mr. Schmalz pointed out the schedule update that was attached to Heery's report and the increase to the completion of activities. He said that there has been good momentum over the last two weeks and lots of subs on site, which is helping them catch up. Both Heery and Jacunski Humes are making sure any questions from the Contractor are answered immediately so there are no delays to the job. Mr. Schmalz was optimistic that they could recapture the 10 days lost. Mr. Brown asked about the clock tower. Mr. Schmalz said that they are going to use scaffolding to complete

that job and R.A.C. is showing that work starting in May. The company that will be renovating the clock tower will operate around the work being done on the ramp and stairs. Mr. Schmalz noted that work out in front of the Town Hall will be done at a subgrade level until complete, and then pavers will be installed. Mr. Humes mentioned that they'll be installing electrical outlets in the front of the Town Hall. Mr. Malloy reminded the Committee that they'll also be replacing the lighting downtown to period style lamp posts. Mr. Humes added that with the increase to manpower at the job site, there has been an increase in questions, which is typical with a renovation project. Mr. Humes said that Kevin Lipes from Jacunski Humes is on hand to quickly answer questions. Mr. Schmalz said that they reminded the Contractor that if there are questions, they should have a mock up ready for Mr. Lipes to review when he is at the job site each Wednesday. Mr. Humes said that they also need to determine what's within contract scope and what's out of contract scope. Mr. Schmalz mentioned that the good weather should bring an influx in exterior work.

Mr. Schmalz provided an update on the roof. He said that Jacunski Humes issued drawings and R.A.C. sent the drawings out to five firms with a request that bids are due back by April 24<sup>th</sup>. Mr. Schmalz said that Heery will also come up with an estimate to insure quotes are accurate. Mr. Schmalz will email the Committee as information becomes available and provide an update at the next MBC meeting.

Change Order #6 was quickly reviewed, since Pending Change Orders (PCO's) were already presented at the last MBC meeting. It was noted that R.A.C. would like progress payments made against PCO #59 for additional excavation related to the new transformer. Mr. Humes mentioned that costs due to revisions to the case work was agreed to by the Owner, and also that there shouldn't be any more expenses for heat.

Regarding Furniture, Fixtures, and Equipment (FF&E), Mr. Humes said that Assistant Town Manager, Kristi Williams, has been working with Interior Designer, Deanna Dewey. Ms. Dewey was hoping to attend today's MBC meeting but she is waiting on some additional information before presenting Purchase Orders to the Committee. Ms. Williams mentioned that they are still reviewing costs. Mr. Humes said that Ms. Dewey should be ready before the next scheduled MBC meeting on May 6<sup>th</sup> and asked if the Committee could briefly meet on April 29<sup>th</sup> so Purchase Orders for the furniture could be approved and issued, and also to review the drawings for the new roof. The Committee voted unanimously to approve meeting on April 29<sup>th</sup> at 8:30 AM at the Forbes Building. VOTED: 5-0-0. Mr. Humes said that once the Purchase Orders are approved and orders placed, Ms. Dewey felt that she could get deliveries scheduled for the beginning of August. Mr. Humes pointed out that it was important for them to get approval for ordering the high density filing system.

Mr. Schmalz did not have any updates for technology at this time. Mr. Humes mentioned that some technology items were under FF&E, such as AdTech. He thought that an update to technology may be available on April 29<sup>th</sup>. Mr. Schmalz said he would check with MIS/GIS Director, Mark Stockman. Regarding the Audio-Visual (AV) system, Mr. Humes said that they are working with Westborough TV on the placement of the cameras in the Selectmen's Meeting Room. Originally they had the cameras mounted on the ceiling; however, they think that will be too high so they may have to mount lower. They are working on relocating the cameras and making sure any exposed wires aren't too prominent.

Mr. Schmalz said that he will have more information on the move and Special Equipment as the project gets closer to its completion date. Mr. Malloy said that there will need to be a more detailed discussion on the move, specifically what is actually being moved. He pointed out that some filing cabinets are being repainted by the DPW, and that these cabinets need to be emptied and sent out for repainting. He also said that he needs to look at what records need to be brought over to the Town Hall. Ms. Williams suggested moving the offices over the weekend and closing Town Hall offices to the public on that following Monday so employees can unpack their offices and get settled. Town Hall offices could then re-open on that next Tuesday and be mostly functional.

Mr. Arnold asked Mr. Malloy about the recent activity at the Town Hall job site. Mr. Malloy said that there have been about 15-25 workers on site when he's visited recently. He had a tour yesterday with Mr. Schmalz and things are moving along. Mr. Malloy mentioned that Ms. Williams noticed a door in the Veterans Department that may come in as a change order. Mr. Humes said he would double check on the door. Mr. Malloy said he was fine with the Contractor coming in after the move to repair Punch List items since there should be an extra office with data capability if an employee needs to vacate their office while repairs are taking place. Mr. Malloy was concerned with finalizing furniture items since the cost has come in higher than he thought. Ms. Dewey sent him a spreadsheet with the furniture that would be going in to each office. She provided both the retail cost and the discounted price off the Massachusetts State contract list. Mr. Humes noted that some of the cost is due to furniture being specifically designed for lay out in a particular office. Mr. Humes also mentioned that by working off the Massachusetts State contract list, it gives the Town purchasing power plus insures the furniture is of a good quality. Mr. Malloy agreed and pointed out that the Town is

paying 50% of the cost with the discount. However, he felt the cost was still high so he is having Ms. Dewey look at other alternatives.

### **Fire Station**

Mr. Humes briefly spoke about the puddling issue on Milk Street. He mentioned that he contacted G&R about this issue. They went out and flooded that area and verified everything was built according to the specs. G&R agreed that a catch basin would solve the problem but Mr. Humes noted that they would still need to get the water off the apron. Mr. Malloy offered to have Town Engineer, Carl Balduf, meet with the Committee. Mr. Brown felt that would be a good idea but wanted MBC member, Bob Fryer, in attendance.

Regarding recent construction activities, Mr. Schmalz provided an update. Activities currently include Phase 1 Punch List items, WFD (Westborough Fire Department) Punch List items, warranty list, Phase 2 schedule, and close-out activity. Mr. Schmalz mentioned that the WFD Punch List should be called something different since it is beyond 60 days from occupancy and it is difficult to get subcontractors to come back. Mr. Schmalz felt it should fall under the warranty list and they should arrange a time with the Fire Department to discuss how best to go about closing out this list. Mr. Schmalz would like to figure out what is required to be corrected on behalf of G&R and their subs. Mr. Brown asked who created the Punch List and Mr. Schmalz said it is compiled by G&R, Heery, and Jacunski Humes. Mr. Malloy mentioned that the Fire Department contacted his office about filing an insurance claim from a leaky faucet. He felt this was a warranty item and redirected the call. Mr. O'Neil asked what would happen if a Punch List item was signed off on and then two weeks later the same problem occurs. It was noted that it should go on the warranty list. Mr. Humes explained that Jacunski Humes and Heery both review the Punch List, and once items are completed, they come off the list. Mr. Humes gave the example of the leaky faucet – if it is not leaky when they look at it, then it comes off the list. If the faucet starts leaking a week later, then it becomes a warranty item. Any damage that occurs, such as water damage, would also fall under the warranty. Mr. Humes noted that the plumber did come out and look at the leaky faucet and they are bringing out the manufacturer. It was determined that the Fire Department shouldn't go to G&R with issues that are wrong, but should contact Heery first. There was a discussion about what level of finish was acceptable. Mr. Arnold mentioned the frost heave at the main entrance. Mr. Humes suggested writing these items down and he'll take a look at the list. Mr. Tremblay added that major items are already on the Punch List. Mr. Humes reminded the Committee that they are still working through the Punch List and are still holding money in retainage as motivation to get things done. Mr. Arnold felt there were some things that he could let go, but cracks in the floor and on the apron are not items he's willing to live with since they will always be there. Mr. Humes pointed out how sophisticated the slab was that they put down. It is 8 inches thick and contains radiant tubing, mesh, densifiers, rebar, tubing – yet even with all of those items combined there are cracks, but it's still a good strong slab. Mr. Humes mentioned that the concrete shrunk which is what caused the cracks. Mr. Arnold asked about the compaction. Mr. Schmalz said that all of the compaction tests came in at a score of 97-98, and they require a 95 and higher. Mr. Schmalz said that the whole site was mass excavated and each compaction was tested. Mr. Schmalz said that the compaction test scores were good all the way through and materials used were brand new. Everything used was submitted and approved and he agreed that it was tough to go through the process and still see some shrinkage cracks. Mr. Arnold asked if we'll hold back money for unresolved items on the Punch List and fix things ourselves. Mr. Schmalz said that G&R was fine with doing a walk through and determining what actually needs to be fixed. Mr. Humes gave the example of the power supply in the Apparatus Bays. They requested a 20 amp power supply for the ambulances yet a 15 amp power supply was installed. He pointed out that the ambulances need the 20 amp power supply but the fire trucks only need a 15 amp power supply so they really only need to change the power supply for the ambulances. Mr. Schmalz referred to the 10 month walk through that they will schedule as that date gets closer.

Mr. Schmalz reported on the Phase 2 schedule. They have the area next to the new station ready to backfill and subgrade the new parking lot. Preliminary work that was done includes site demo, ripping up sidewalks, excavating the bottom of the pit, and rolling it. Mr. Schmalz mentioned that they will need to test it and JTC is on hand. Mr. Schmalz will coordinate JTC with G&R's schedule. Mr. Malloy asked about the time frame for completing the new parking lot. Mr. Schmalz thought that the new parking lot should take about 6 weeks to complete.

Mr. Schmalz informed the Committee that commissioning of the Public Announcement (P/A) system has begun. WSP met with Mr. Schmalz, Chief Perron, Captain Rand, and Matt Stockwell from the Fire Department. They provided WSP with a good overview of the communication system. WSP performed some tests and submitted a final report. One item on their report was the grounding of the racks. WSP still believes this was not done correctly. Heery will get this information over to Jacunski Humes, and then send off to G&R and Bay State Wiring. It was noted that G&R and Bay State Wiring are holding money in retainage for Signet, yet Signet wasn't responsible for the grounding of the racks. Mr. Schmalz mentioned that we are holding money back from G&R and Bay State Wiring. He thought that we may need to hire an independent contractor to fix the grounding of the racks. Mr. Lawrence felt that all costs associated with

grounding issues should fall back on Bay State Wiring. Mr. Humes mentioned that we do know the racks are grounded but we don't know if the grounding was done correctly.

Mr. Humes did not have an update on the Memorial Park at this time. He did point out that he directed G&R to leave that area as a sub-base.

Mr. Brown asked about a dedication date or ceremony for the new station. It was noted that we are waiting for completion of the new parking lot. Mr. Malloy suggested the evening of the 4<sup>th</sup> of July Block Party. Mr. Humes said that the parking lot should be done by then but he wasn't sure about the Memorial Park since they still need to get someone locally to do the work. Mr. Humes said that they could still do a walk-through of the new station without the Memorial Park being complete and put an easel up in the entry way with a picture of the Memorial Park. Mr. Malloy suggested waiting until September 11<sup>th</sup> and having the walk-through and dedication done at that time. The Committee felt that the Memorial Day Open House could still be held as it has over the past several years.

Mr. Thompson asked about the Punch List items. He arrived late and missed the discussion. He was directed to go through Heery with any issues and also that phone calls need to be made for warranty items.

### **Library Renovations**

Ms. Ambrosino informed the Committee that she received an email from the consultant with the Massachusetts Board of Library Commissioners that was assigned to our Library and the planning and design phase for our renovation project has been accepted. As soon as she receives the official acceptance letter, she will submit for funds. Ms. Ambrosino will begin the selection process for an Owners Project Manager (OPM). She mentioned that Mr. Malloy sent a sample letter for a "Request for Proposal" for an OPM that she will use when seeking bids. Ms. Ambrosino said that construction grants are eminent, and that there are two informational sessions coming up that explain the application process for construction grants and a time line. She said that the rest room renovations are still on hold. Mr. Malloy said he would check with DPW Operations Manager, Dennis Cote, as to when renovations would resume. Ms. Ambrosino reported on an email exchange between herself and their architect for the window replacement project, George O'Neil. She said that a full window replacement is significantly more expensive. An estimated cost for a full window replacement is \$200,000 more for materials, and then labor on top of that. There was a discussion over whether to replace the whole window unit or to just replace the windows. Mr. O'Neil was concerned with the space between the replacement window and the existing sill unit. He mentioned that normally caulking would be applied, but he doesn't think that fully prevents heat from escaping. Mr. O'Neil would like to see the costs for replacing the whole window unit, along with replacing the mill work inside, and also the cost savings on heat. Mr. Malloy asked Ms. Ambrosino to do an alternative bid for full window replacement and then get quotes from the contractors to do both jobs. Mr. Arnold felt that there was still a lot of woodwork repair to do with just a window replacement that should be factored in to the cost. He asked if the window manufacturer would meet with a member of the MBC at the library to give their opinion on both projects. Mr. O'Neil wanted the figures on heat savings, since a savings of 20% per year on a \$100,000 heating bill would come out to \$100,000 over a five year period. Mr. Brown asked Ms. Ambrosino if money received from the State is capped. Ms. Ambrosino said that the State usually pays about half the amount needed for an expansion or renovation of a building. Mr. Malloy said that they will give the architect that direction since it is an important issue as the Library is currently very drafty.

### **Old Business**

There was no old business brought before the Committee.

### **New Business**

There was no new business brought before the Committee.

### **Future Meetings**

The next Municipal Building Committee meeting will be held Wednesday, April 29, 2015, at 8:30 AM in Room 23 of the Forbes Building.

### **Adjournment**

Having no further business, Mr. Lawrence made a motion to adjourn at 10:15 AM and Mr. Arnold seconded. VOTED: 5-0-0, with 5 being present.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant