

Municipal Building Committee
Minutes of Meeting
7 October 2015

Approved:
November 4, 2015

Location: Room 23, Forbes Building

Members present:

Bob Brown
Dexter Blois
Bob Fryer
Peter O'Neil
Cal Lawrence
George Barrette (arrived at 8:38 AM)

Members absent:

John Arnold

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Leah Talbot, Town Accountant
Captain Bob Rand, Fire Department
Ed Baldwin, Library Trustees

Zachary Schmalz, Heery
Jim Malloy, Town Manager
Police/Fire Chief, Al Gordon
Pat Cullen, Fire Department
Larry DeBurro, R.A.C. Builders

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

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of September 16, 2015 and Mr. Blois seconded. VOTED: 4-0-1 (abstention: O'Neil).

Open Forum

There were no requests to address the Committee.

Town Hall

Regarding invoices, Mr. Collins said that they have received a new requisition from R.A.C. but have not fully reviewed it yet so no action is required. He did have an invoice from Heery to present for approval. Mr. Blois made a motion to approve payment to Heery International for Invoice #605231 in the amount of \$9,000.00 for OPM services during the month of September 2015 and Mr. Fryer seconded. Voted: 5-0-0. It was noted that Town Manager, Jim Malloy, is holding payment on project invoices until further notice.

Mr. Collins referred to the budget attached to Heery's report and pointed out the amount remaining in uncommitted funds. He mentioned that this is a monthly update from the last time the budget was discussed.

Mr. Malloy noted that carpet was being installed today and R.A.C. is storing furniture in rooms that have been completed. Mr. Brown questioned whether the Town Hall is finished enough to be accepting furniture delivery. Mr. Humes pointed out that furniture delivery cannot be stopped once it is set in motion. In order to stop delivery, Mr. Humes said that labor, trucks, and storage become expensive. If the furniture is damaged, then it is not the responsibility of the Town, rather it is the responsibility of whoever damages it. Mr. Humes mentioned that the desks and chairs will be delivered next week. He also pointed out that R.A.C. has been fully aware of the furniture delivery schedule. Mr. Malloy wanted to know how we are going to determine who damages the furniture if anything were to happen. Mr. Humes noted that Interior Designer, Deanna Dewey, was here at the beginning of the week and will be back tomorrow and Friday to put together a Punch List on the furniture. Mr. Humes pointed out that the furniture should be wrapped in plastic, and Mr. Malloy said the furniture is not wrapped. Mr. Brown asked again how we would know who damaged the furniture if that occurs. Mr. Humes said that Ms. Dewey would be the one to determine that. Mr. Blois asked if Ms. Dewey is taking pictures of the furniture in case the Contractor damages it. Mr. Humes said that Ms. Dewey has not fully inventoried the furniture. He noted that it takes about 4 hours to unload the truck and, until they receive all of the furniture, she won't be able to fully inventory it. Mr. Blois confirmed that Red Thread is responsible for damages, since delivery is to the room, unwrapped, and installed. It was also noted that until Ms. Dewey approves delivery and installation of the furniture, then it is still Red Thread's responsibility. Mr. Humes mentioned that this is the same case as with the high density filing system. Mr. Blois pointed out that the Town cannot accept receipt of the furniture, since if Ms. Dewey confirms delivery she is doing so on the Town's behalf. If anything is damaged, Mr. Blois would prefer letting Red Thread and R.A.C. figure out who's responsible. Mr. Humes noted that it is common to deliver furniture to a building that is not yet complete.

Regarding the construction schedule, Mr. Schmalz said that Heery based their information off of what they received from R.A.C. this week. Mr. Malloy wanted to discuss substantial completion and whether R.A.C. is on target. Mr. Humes explained that "substantial completion" is a term they have used throughout the contract and marks a milestone where, according to the Design Team, the building is available for its intended use and the Owner takes responsibility for items like insurance, security, and utilities. The project will still come with a Punch List, but it doesn't affect the terms of occupancy and the building is available for its intended use. Mr. Humes noted that certain items need to be completed related to life safety, such as fire alarms, and that good judgement needs to be used to determine if the staff can operate on a daily basis. Mr. Humes pointed out that this Friday should have marked substantial completion however he is not comfortable with that date. Mr. Humes mentioned that the move in date of November 6th through the 9th should still proceed even though the substantial completion date has slipped. Mr. Brown asked what the new date is for substantial completion and Mr. Humes said that it is when the Design Team decides the staff can operate in the building. He thought it would be October 20th. Mr. Collins pointed out that the Design Team, MBC, and Town officials will determine the status of the building at noon on Friday and ask R.A.C. when they feel the next substantial timeline is. Mr. Collins agreed with Mr. Humes that the move in date shouldn't be impacted. Mr. Collins noted that this Friday is the day when they will determine what's done, and what still needs to be done, and then figure out a substantial completion date. Mr. Malloy reminded Mr. DeBurro of a meeting they had where he asked for a realistic date for substantial completion or the Town would consider other options. Mr. Malloy mentioned they are sticking with the 8/21 date, and if the building is not complete by November 6th, then the Town will seek liquidated damages. Mr. Malloy pointed out that this Friday will mark 49 days from the contractual date of August 21st for substantial completion. There was some question as to whether the MBC should meet this Friday. Mr. Collins asked that the MBC wait until the Design Team has gone through the building and compiled a list of items that need to be completed. He suggested meeting next Wednesday to review. Mr. Humes reminded the Committee that three signatures are needed (Designer, Contractor, and Town Official) for signoff on the substantial completion document. Mr. Brown asked Mr. Malloy if he was okay with what has been said. Mr. Malloy said he was as much as he could be, but he has no confidence. Mr. Humes mentioned that unfortunately that was the same opinion of the Design Team last week which was disappointing. He apologizes for any way they've fallen short. Mr. Collins asked if Mr. DeBurro had anything to add and he said he did not.

Mr. Schmalz wanted to review the Change Order Log with the Committee. He pointed out the Pending Change Orders (PCO's) and wanted to highlight one in particular – PCO #97 – and said that he has additional information as to what that amount reflects. Mr. Collins referred to the reworking of the drainage structure where they are adding a catch basin and capping off one of the structures located near the entrance off the back parking lot. He noted that the cost of \$23,352 is based on a quote from Ricciardi Bros. who is performing the work. Mr. Collins mentioned that Town Engineer, Carl Balduf, has looked at the sketches and received price quotes from Ricciardi Bros. and R.A.C. Mr. Collins noted that Mr. Balduf found the pricing was in line with what should be charged. Mr. Malloy said that Mr. Balduf had estimated a cost of around \$24,000 before he saw the quotes. Mr. Humes pointed out that we have a quote of \$23,352, but some of this work is exploratory, so we won't find out what needs to be done until we put a shovel in the ground. Mr. Humes mentioned that this work represents what everyone feels would be the preferred solution, but he's not sure it is fully achievable yet. They will make as many improvements as they can, and if the catch basin cannot be installed, then they will stop the work. Mr. Schmalz mentioned that they were also asked to completely rebuild the catch basin in front of the entrance and noted that this came in at an increase of \$3,699. Mr. Humes said that they had to revise the elevation which increased the cost. Mr. Barrette asked if the total amount will be \$23,352 plus the \$3,699 for a total of \$27,051, and that was confirmed. Mr. Collins pointed out that they are looking to get this work underway as soon as possible if the quote is acceptable. Mr. Fryer made a motion to approve the additional drainage work in the Town Hall parking lot for a cost not to exceed \$27,051 and Mr. Lawrence seconded. VOTED: 6-0-0. Mr. Humes said that, based on this action, Ricciardi is scheduled to start work tomorrow.

Mr. Humes wanted to bring PCO #98 in the amount of \$4,604 to the Committee's attention for new slate stair stringers for the stairs leading from the lobby entrance to the lower level. He said that they were supposed to reinstall the old stringers that were salvaged during the demolition process. However, Mr. Humes said that the old stringers came off in pieces and it would look like a patch job if they tried to reassemble. He felt they were damaged beyond repair and he recommended getting new ones. Mr. Blois pointed out that some of the additional costs that have come in are due to dealing with a building that is old. Mr. Fryer made a motion to approve purchasing new slate stair stringers in the amount of \$4,604 and Mr. Blois seconded. VOTED: 6-0-0. Mr. Fryer asked how long it would take to get the new slate and Mr. DeBurro thought it may be about 2-3 weeks from when the purchase order is issued. Mr. Fryer was worried about delays to the job and asked if there was another material that could be used. Mr. Humes felt that slate was best and the right solution for the life of the building. Mr. Collins said that if they called today, they could get delivery by 10/28. He noted that the Contractor would have to cut the slate pieces outside and may be ready to install by 11/4, and that would give them 2 days before the move in date of 11/6 and almost a week before the building is open to the public. He felt that waiting for the new slate

wouldn't greatly impact the job and would look nice. The Committee decided to go ahead and proceed with the new slate stair stringers.

Mr. Schmalz pointed out PCO #102 for the locks on the doors. He noted that this additional cost has to do with security and the price includes installation of locks by a Locksmith. Mr. Blois made a motion to approve the installation of locks for a cost of \$951 and Mr. Fryer seconded. VOTED: 6-0-0.

Mr. Malloy asked about the doors that were delivered in the wrong color. Mr. Humes noted that the doors are being stripped, stained, and reinstalled. He mentioned that the door manufacturer is not taking responsibility for this mistake but the door distributor is.

Regarding recent construction activities, Mr. Schmalz reported that on the exterior work continues on the front entrance. In the rear of the building, the site work contractor is beginning to clean and seed. On the interior, pre-functional testing is underway along with certification by vendors. There has been installation of finishes (flooring and doors), and technology vendor items. Mr. Schmalz mentioned that there is an ongoing Punch List for the clock tower that they have already started. Mr. Malloy said that Buildings & Grounds Supervisor, Frank Cornine, is trying to obtain someone to maintain the clock. Mr. Humes mentioned that the elevator has been inspected and approved and they have the certification.

Mr. Schmalz noted dates for delivery for Furniture, Fixtures, & Equipment (FF&E) and also technology. He said that for technology, they are dealing with a multitude of vendors and he is trying to stay coordinated with MIS/GIS Director, Mark Stockman.

Mr. Schmalz referred to a sketch attached to Heery's report and mentioned that signage is lacking. Mr. Humes pointed out that there are no signs directing the public to where offices are located in the Town Hall. Mr. Malloy said that he does not want to use the old sign and would prefer something more modern. He asked the Committee to give him a couple of weeks to discuss with Mr. Stockman and he'll bring this back when he has more details.

Mr. Malloy noted that the move is all set and that crates were delivered to the Auditorium at the Forbes Building.

The Committee felt it was important to stay on top of events at the Town Hall and agreed to meet next Wednesday, October 14th, to insure progress is ongoing and deadlines are being met.

Library

Mr. Baldwin from the Library Trustees informed the Committee that the Request for Proposal (RFP) for architectural services is due back a week from today. Library and MBC Committee members involved with the renovation project will meet next Thursday evening to determine who is eligible and who they'd like to invite back for interviews. Mr. Baldwin noted that interviews will occur in about two weeks.

Fire Station

Mr. Collins informed the Committee that they have received a new requisition from G&R but have not fully reviewed it yet so no action is required. He also had an invoice from Jacunski Humes for Designer Services from May 2015 in the amount of \$3,000 to present for approval. Mr. Blois made a motion to approve payment to Jacunski Humes for Invoice #15240 in the amount of \$3,000.00 for Designer Services during the month of May 2015 and Mr. Fryer seconded. VOTED: 6-0-0. It was again noted that Town Manager, Jim Malloy, is holding payment on project invoices until further notice.

Mr. Collins referred to the updated budget attached to Heery's report. He pointed out the amount remaining in uncommitted funds. Mr. Brown asked if there were any major changes and Mr. Collins said there were not.

Regarding the schedule, Mr. Schmalz said that he has had discussions with G&R and mapped out a timeline for the parking lot. This week a finish coat was placed and they started removing the construction fence. Hydro-seeding should occur this Friday and then line striping for the lot. Mr. Schmalz said that G&R has started demobilizing. Mr. Brown asked about the light poles and Mr. Schmalz said they were delivered Monday. Mr. Collins noted that G&R should be done and gone next week. Heery will inform the Committee when the parking lot is open for public use and thought it should be within the next week.

Mr. Schmalz wanted to discuss the Change Order (CO) log attached to their report. He referenced the first page of the CO Log where change orders under review and anticipated were listed. He noted that there is only one anticipated change order and that is for contaminated soil removal. There was discussion about PCO #88, which is also under review, for deleting the guardrail in the parking lot. Mr. Schmalz mentioned that the site work contractor, Case, is hesitant to install the guardrail since there's granite and electrical near that area. Mr. Humes said that they wanted a guard rail in front of

the vinyl fence to protect it so cars or trucks won't damage it. Now that they see the distance between the curb and fence, he felt it shouldn't be a problem unless a truck backs in. Mr. Humes asked the Committee whether they want to keep the guard rail. Mr. Blois asked what would go in that strip instead and Mr. Humes said it would be loam and seed. Mr. Brown wanted to know the height of the curb and was told it is about 6 inches. Mr. Humes mentioned snow removal and snow pressure. Mr. Brown was in favor of the guard rail. Mr. Blois felt that the strip should have stone put down instead of grass since that area may be hard to mow. Mr. Humes suggested telling G&R not to hydro-seed and the Town can come in and fix it since they've already put loam down. Mr. Collins pointed out that the contractor is saying it is going to be difficult to put the guard rail in, but the Committee is saying that they still want the guardrail so the vinyl fence is protected. Mr. Fryer asked about the dimensions and size of the guard rail. Mr. Humes noted it was smaller in size and not what you'd find on a highway. In reviewing where the guardrail was going to be installed, Mr. Collins felt the guardrail should be continuous and placed in front of the light pole, rather than having the guardrail in two pieces with the light pole in between. Mr. Fryer made a motion to not delete the guardrail and to have it installed according to the designs and Mr. Blois seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote). Otherwise there were no other changes and it was agreed that grass would be under the guardrail. Mr. Humes noted that #3 that is under review for the concrete footing removal has been rejected since it is part of the contract work. Mr. Schmalz pointed out that G&R is still looking for payment on the underground storage tank removal. Mr. Humes mentioned that he has not seen any paperwork on removal of the contaminated soil. Heery said that they have a pending change order that G&R submitted. Mr. Malloy asked Heery to get the paperwork from G&R to Mr. Humes' office.

Mr. Schmalz referred to the attachment in Heery's report regarding Phase 1 Punch List items that are still open. He noted that there are 14 open items and referenced items 2 and 3 off the list that relate to the Apparatus Bay doors. Mr. Schmalz mentioned that there were heavy rains last week and the doors are still leaking. A representative from the door manufacturer came out last week to observe the doors during the rain and he said there wasn't any leaking. He will come back during wind driven rains to see if there's anything different that occurs. Captain Rand said that he met with the door manufacturer and there was only a slight bit of leaking under the doors. He noted that we did receive 4 inches of rain all at once. Captain Rand would like to keep this item open since he has seen leaks through the door panels during wind driven rains and that shouldn't be happening. Mr. Schmalz will leave this item on the list and monitor.

Mr. Schmalz read the letter from Case that was attached to Heery's report to MBC Committee members. He noted that he would like Mr. Humes' engineers to review. Regarding Punch List (PL) #482 for the patch on Milk Street, Mr. Schmalz said he had mentioned it to G&R but hadn't gotten anything up until now. Mr. Brown asked when Milk Street will be paved. Mr. Malloy mentioned that they have put paving off until the spring since they were so late on the parking lot. Mr. Malloy pointed out that there's an area without flowable fill that needs to be fixed. Mr. Collins said that if Case doesn't fix, we are holding back money, so we will have it fixed and charge the cost back to the Contractor. Mr. Malloy informed Mr. Schmalz that he should have Assistant DPW Manager, Rich Voutas, attend any future meetings with G&R related to this subject. Mr. Blois noted PL #486, 487, and 488, and Mr. Schmalz confirmed those items are still open on the Punch List and Heery is tracking. Mr. Humes mentioned that, if the items on the Punch List don't get fixed, we have money that we are holding in retainage so we may have to take care of this work ourselves. He said that the next steps would be to go back to the Contractor and determine whether the work is going to be done or not. If it is not going to be done, then we would take it off the Punch List, hold back the money, and get the work done on our own. Mr. Humes mentioned the Contractor's scope of work, and if items not done as specified in specs, then we should get a credit back. Mr. Humes said that they want to resolve these items as soon as possible so they are not tracking for another 6 months. He said it was common to come to a financial resolution at the end of a job in order to close out items and move on. Mr. Humes said they will review the remaining 14 items and figure out what is a "must have", such as the PA system. Mr. Blois felt that the Fire Department should weigh in on what's important off the Punch List. Mr. Fryer brought up the patch on Milk Street and said that he always thought the Contractor would fix that when they came back to pave the parking lot. Mr. Humes confirmed that was also the understanding of the Design Team. Mr. Humes said that they will respond to G&R's letter and give a number of days that they have to fix the remaining Punch List items, and if not completed, then they will close it out and the Owner will take it from there and deduct the costs. Mr. Blois asked about the PA system and noted it wasn't on the Punch List. Mr. Schmalz pointed out it was on the agenda and added that Pat Cullen and Matt Stockwell from the Fire Department have spent a lot of time addressing this item. Mr. Schmalz discussed the results from the day WSP spent functionally analyzing the PA system. He mentioned that they performed a large acoustical verification test using a meter that measured acoustic and decibel readings. They went around the Fire Station and duplicated internal calls. At the end of the test, they summarized the results and provided a recommendation section. They are recommending that in the Apparatus Bays the speakers are lowered to a different height, or possibly changing the speakers out. The other area flagged was the kitchen area, since the kitchen had high background (ambient) noise. They collected different types of readings for whatever type of call came in over the PA. Mr. Cullen didn't feel adding another speaker was going to solve the issue. He mentioned that the volume of the speakers in that area can be adjusted. They are also working toward a digital system, since right now they have a hybrid (combination of analog and digital). Mr. Schmalz said that he would

come back to the Committee with ideas for a resolution. Mr. Humes pointed out that he hasn't read the report yet or given BVH an opportunity to read it. He mentioned that they have made progress, since we now have a system that works, but it's not audible in all areas. Mr. Humes noted that we can at least work on audibility and sound, but we are no longer dealing with a failure of the system like we were at the start. Mr. Humes will take the report and analyze it. Mr. Collins mentioned that there are no shortcomings with the PA system and the contract work is complete, which is why it is not on the Punch List, but they still need to work on enhancing the system. Mr. Blois pointed out that we need to know if the recommendations are possible and the costs. Mr. Cullen mentioned that he had a list of contractors and he could get a quote on the costs. Mr. Blois felt that the first step was to get the opinion from Mr. Humes and BVH and then go from there. Mr. Humes said that he will provide a report in two weeks.

Mr. Schmalz noted that the infrared test for the roof was done on 9/24 but they don't have the report back yet. Captain Rand mentioned a leak where their records are stored and said there was some damage to the ceiling tiles and the wall. He said that they informed G&R. There was some discussion about the roof and the possibility of seams letting go. Mr. Humes felt this shouldn't be a reoccurring issue.

Mr. Schmalz informed the MBC that there was a discussion between Town Manager, Jim Malloy, Heery, and Tighe & Bond since Tighe & Bond has items left to complete before they can close out their report. He noted that there were two monitoring wells that still need to be installed. For one of the wells, Mr. Schmalz said that they are waiting to receive paperwork back from the abutter before they can install it. He mentioned that Tighe & Bond would like to install both of the wells on the same day. Mr. Schmalz said he will follow up with Mr. Malloy and provide more information to the Committee once he gets an update.

Mr. Humes pointed out the flow switches (#13) as being an outstanding item on the Punch List that is related to Bay State Wiring. He mentioned that this item failed during the fire prevention inspection. Mr. Humes said that Bay State Wiring submitted a change order indicating that the work to correct the flow switches would be an additional cost of about \$2,700. However, BVH said the work is in the specs - so it is not additional. Bay State Wiring said they interpreted the specs in a different way and offered to split the cost. BVH felt it was still Bay State's responsibility but didn't know if it was worth the fight for \$1,350. Mr. Humes said he would go back to Fire Prevention to see how important this item is for \$1,350, since if Fire Prevention allows us to remove it from the Punch List, then we don't need to spend that money. Captain Rand said that we could go ahead and take it off the list since this was an isolated situation. He mentioned that the flow switches could be removed, but item #14 to fix the switch for the bell should stay on the Punch List. Captain Rand noted that Bay State Wiring is coming out today to fix the switch. Mr. Humes and Mr. Schmalz will communicate to G&R that item #13 for the flow switches is off the list and the work doesn't need to be done.

Captain Rand requested \$800 so they could paint lines on the Apparatus Bay floors noting where vehicles should be parked. He mentioned that the cost will cover materials and labor, and includes the application of polyurethane over the floors to provide longevity. Mr. Blois made a motion to approve \$800 for materials and labor for the purpose of painting parking lines on the Apparatus Bay floors and Mr. Fryer seconded. Voted 4-0-0 (Mr. Barrette and Mr. O'Neil were absent for this vote).

Captain Rand mentioned that he is still waiting for contract agreements. Mr. Schmalz has a list of close out service agreement proposals and service calls due the Fire Department from vendors used on the job. Captain Rand and Mr. Schmalz will meet to go over this information.

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, October 14, 2015, at 8:30 AM in Room 23 of the Forbes Building.

Adjournment

Having no further business, Mr. Blois made a motion to adjourn the meeting at 11:02 AM and Mr. Lawrence seconded. VOTED: 4-0-0, with 4 being present (Mr. Barrette and Mr. O'Neil were absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant