

Municipal Building Committee
Minutes of Meeting
14 October 2015

Approved:
November 4, 2015

Location: Room 23, Forbes Building

Members present:

Bob Brown
Dexter Blois
Bob Fryer
Cal Lawrence
George Barrette
Peter O'Neil

Members absent:

John Arnold

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Leah Talbot, Town Accountant

Zachary Schmalz, Heery
Jim Malloy, Town Manager (arrived @ 9:10 AM)
Pat Cullen, Fire Department

Mr. Brown called the meeting to order at 8:32 AM.

Approval of Open Minutes

There were no open minutes to approve.

Open Forum

There were no requests to address the Committee.

Town Hall

Mr. Collins reviewed recent developments. He informed the Committee that after last Wednesday's MBC meeting, they met with R.A.C. regarding the substantial completion date and it was determined that R.A.C. was not going to meet that deadline. Mr. Collins said that they reconvened last Friday and spent the day performing a walk-through of the Town Hall and assembled a Punch List. He spoke about the level of finish and amount of work left to be done. Mr. Collins said that R.A.C. mentioned they were having some trouble with a few of their subs so they are bringing in additional crew to help with plastering, painting, and caulking. Mr. Collins noted that he walked around the Town Hall this morning and the second floor is finished. He said that he was "cautiously confident" that the move in date will still be November 6th through the 9th. Mr. Collins mentioned that he was concerned with flaws being covered up once the furniture is installed. He felt they captured most of the items that needed to be corrected but that there may be some divots or nicks in the wall, or chips in the paint behind a filing cabinet. However he didn't think it would be anything major. Mr. Collins pointed out that R.A.C. is on notice and he felt that they understand that progress needs to keep moving forward since the deadline is three weeks away. Mr. Humes added that he was at the job site last Friday, and since August they have been telling R.A.C. that the substantial completion date is October 9th. Mr. Humes noted that he was disappointed with what he saw and walked out of the Town Hall with a 20 page Punch List. He felt that R.A.C. needed something specific in writing to act upon. Mr. Humes said that he brought items to Mr. DeBurro and Mr. Lampro's attention that they hadn't noticed, and after making notes, he turned his Punch List over to R.A.C. this past Monday. He noted that the tone of conversation has changed and on October 21st Mr. Humes will be determining whether the building is finished enough for substantial completion. He told R.A.C. that if it is not done, then there will be a financial impact. In addition, Mr. Humes instructed R.A.C. not to place furniture up against the walls and that R.A.C. will be responsible for placing the furniture in its final position and for damages if there are any. He mentioned that he asked R.A.C. to bring in a paint specialist since he's questioning the two coats of paint on the walls. They have a Sherwin Williams rep coming out to examine the level of paint as Mr. Humes is not satisfied with the end result. He pointed out that R.A.C. has limited control over their subs, so they are bringing more of their own crew on to the job. Mr. Humes noted that, after looking at the building last Friday, there was no way the Owner could have taken over the building as substantially complete. Mr. Brown asked if R.A.C. understands the financial impact. Mr. Humes said they do and also mentioned the additional scope of work that was added in the parking lot. He recognizes that the additional work isn't on the inside of the building and noted that R.A.C. asked for an extension. Mr. Brown said that we could put a stipulation that the extension only applies to the outside of the building and not the inside. There was a discussion about the legal aspect of the situation and getting attorneys involved, though the Committee wasn't sure that would make the job move any faster. Mr. Collins pointed out that R.A.C. wants to get the building done as well; they just seem to be a little disorganized at this time. He said that he noticed the mechanical and electrical systems are all working. There was a conversation about not giving an extension on the inside of the building, or

the outside, since a different contractor was hired to do the outside work so that doesn't affect R.A.C. Mr. Humes felt he needed to write everything down and he is still waiting for R.A.C.'s response. He noted that unless he had a note on the wall saying fix this, R.A.C. thinks the level of finish is done. Mr. Humes mentioned that they are dealing with a 100 year old building with old walls and old trim. He felt the building looked 1,000 times better, but they are still trying to improve the level of finish in an old building. Mr. Fryer asked if they submitted a change order to address the level of finish. Mr. Collins mentioned that R.A.C. repaired and patched the walls in the Selectmen's Meeting Room. However, when the sun came out and the lights were on, Mr. Collins didn't think the walls looked good. He went back to R.A.C. and said that he understands the walls are old and existing, but they want them to look better. He asked R.A.C. to track what they do above and beyond what was required in the contract. He noted that this doesn't relieve them from their contract work. Mr. Brown asked about the contract work and what was required. Mr. Humes said there were different levels. For example, if there was missing trim in the wall or a cracked baseboard, that would be additional work since it's not in the original scope. Mr. O'Neil felt this should have been factored in to the bid by the painting sub since you should know as a painter that you are dealing with an old building. Mr. Humes pointed out the filed sub bid arrangement and noted that the painter went in and did their two coats of paint. It was after the painting was completed that they realized they should have fixed some of the dings and nicks in the wall, but the painter already finished, so now they need to go back. Mr. Humes said that is part of the disorganization of the project. Mr. Collins reiterated that he's cautiously confident R.A.C. will meet the November 6th move in date. He said that he walked through the building today and it is looking much better than last week. Mr. Humes noted that he is meeting with Building Commissioner, Tin Htway, later today to do a walk-through. Mr. Humes mentioned that there were a few hiccups with the furniture delivery. There were some manufacturer mix ups on color and some items were sent in blue that should have been in sand and vice versa. Mr. Humes pointed out that the manufacturer is taking responsibility, however some furniture may not be swapped out until after occupancy. Mr. Blois asked about the high density storage system and Mr. Humes said that they are waiting on ten pieces of trim. He noted that Fire Prevention has some new protocols, which he will coordinate with Mr. Htway during their walk-through. Mr. Humes pointed out that the elevator is fully functional. Mr. Blois asked about signage and Mr. Humes said that there is nothing in the contract for directing the public as to where offices are located. He has spoken with Mr. Malloy and they may start out with paper signs until they figure out what they will do regarding an electronic sign. Mr. Humes said that they will have exit signs and restroom signs, but nothing about the offices. Mr. Malloy said that Mr. Stockman has found an affordable electronic sign with a touch screen directory. However, Mr. Stockman is busy with coordinating technology so they may hang the old sign for now and order signs for the offices that contain Braille. Mr. Malloy said that he will work on the signage separately and Mr. Humes offered to help. Mr. Blois was concerned about the ribbon cutting scheduled for November 10th. Mr. Collins said that they will continue to work closely with R.A.C. to make sure progress on the job is moving along as it should. He noted that the next MBC meeting is a week from today and he will have an update then.

A handout of Heery's Punch List items, along with Jacunski Humes, was given to Committee members. Mr. Collins noted that R.A.C. is also required to compile a Punch List and he mentioned their Punch List only had 5 items on it. Mr. Collins pointed out that Heery spent 3 days – Wednesday through Friday – composing their Punch List so they could provide it in writing to R.A.C. They will consolidate the two lists – both Heery's and Jacunski Humes – this week. Mr. Blois asked about Jacunski Humes' handout and Mr. Humes said that their Punch List was 20 pages long and only dealt with the inside of the building. He noted that they will compose a Punch List for the outside of the building as well.

Mr. Collins mentioned that they are still working on the final number for R.A.C.'s requisition and he hopes to present it at next week's meeting.

Mr. Collins informed the Committee that he is recommending not paying R.A.C. for general conditions since they did not meet the substantial completion date. Mr. Collins pointed out that they started the job on January 18th 2014, and should have been done by July 21st. He noted that we added the roof, so the substantial completion date was pushed out to August 21st. Mr. Collins mentioned that R.A.C. is now 55 days beyond that date. The contract says \$1,000 a day so that would come to \$55,000 in liquidated damages. Mr. Collins said that they would like to make sure that amount stays in general conditions since that is the purpose for that line item. He mentioned that they haven't definitely determined yet if they will be going after liquidated damages. Mr. Blois asked if subs are getting paid. Mr. Humes said they are approving work done by subs but holding back 5% in retainage. Mr. Collins pointed out that the subs are getting paid if their work is done and has been approved. He gave the painter as an example since they are not paying him and provided a notation in the requisition that their work is still under review by the Architect and OPM. Mr. Collins said he will not recommend any payment on general conditions until they see if R.A.C. achieves the substantial completion date. He will provide another update next week.

Mr. Schmalz mentioned that they are working on rebuilding the catch basin structure in the back parking lot. Mr. Humes added that the DPW is overseeing this project and were able to get the drainage lines in.

It was noted that there has been general coordination regarding technology and furniture. The move in date is still scheduled for November 6th. Mr. Collins mentioned that the next MBC meeting will be October 21st.

Fire Station

There was a discussion about the parking lot and whether it was open. Mr. Lawrence thought that it opened today. Mr. Collins was concerned since the guardrail has not been installed. Mr. Humes mentioned that there's also more striping to do at the cross walk. Mr. Humes said that they will be back on Friday to complete the cross walk. There was a conversation about the light poles on the sidewalk and moving them back since they block wheelchair access. Mr. Malloy noted that he is meeting with National Grid at 11 AM today to discuss this issue. Mr. Blois was worried about relocating the light poles since that will impact the handicap ramp, and he noted that the granite curbing will also have to be moved. The Committee discussed moving the land marker and getting a surveyor in. Mr. Blois will check with the abutter to see if we can remove it.

Mr. Collins noted that G&R's requisition is still in a draft condition and they are holding money against the substantial completion date. He mentioned that they will come back next week with a final recommended number.

Regarding recent activities, Mr. Schmalz said that they have been working on installing the light poles and line striping. Mr. Fryer asked if the lightpole could be moved so it shines down on the Fire Fighter monument and Mr. Humes said that was easy to do. Mr. Collins will speak with the Chief about a timer for the lights. He will also check on the guardrail. Mr. Collins said that they need something in writing as to when the job is done. Mr. Humes mentioned that the job was supposed to be done today but Mr. Aylward emailed him and said, because of the rain yesterday, they couldn't finish painting the lines in the parking lot. He noted that the line striping should be done Friday. Regarding the PA system, Mr. Humes forwarded the report from WSP to BVH. He said that BVH responded with some recommendations which he forwarded to the Fire Department. Mr. Humes mentioned that he is still waiting to receive quotes for work that needs to be done from the Fire Department. Mr. Humes noted that they could try lowering one of the speakers in an area where the test failed to see if it works since that was one of the recommendations. There was a discussion about the ice maker in the kitchen being a noise factor. Mr. Cullen said that he has a couple of ideas on how to resolve that problem which he'd like to run by Mr. Humes.

Mr. Blois asked about the wells that were supposed to be dug by Tighe & Bond. Mr. Schmalz said that Tighe & Bond worked with a risk specialist and determined that the wells aren't needed, so that job has been canceled.

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 21, 2015, at 8:30 AM in Room 23 of the Forbes Building.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 9:55 AM and Mr. Blois seconded. VOTED: 5-0-0, with 5 being present (Mr. Barrette was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant