

Municipal Building Committee  
Minutes of Meeting  
18 March 2015

Approved:  
April 1, 2015

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Others Present:

Zachary Schmalz, Heery  
Peter Collins, Heery  
Jim Malloy, Town Manager  
Maureen Ambrosino, Library Director  
Captain Brian Roberts, Fire Department  
Rod Thompson, Fire Department

Chris Tremblay, Heery  
Brian Humes, Jacunski Humes  
Kristi Williams, Assistant Town Manager  
Chief Nick Perron, Fire Department  
Pat Cullen, Fire Department

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

**Open Forum**

There were no requests to address the Committee.

**Approval of Open Minutes**

Mr. Barrette made a motion to approve the minutes of March 4, 2015 and Mr. Arnold seconded. VOTED: 5-0-1 (abstention: Blois). Mr. O'Neil was not present for this vote.

**Fire Station**

Mr. Collins presented the Committee with Invoice #15030 for Jacunski Humes in the amount of \$6,000.00 for Designer Services on the new Fire Station. Heery has reviewed this invoice and recommends approval for payment. Mr. Blois made a motion to approve payment to Jacunski Humes for Invoice #15030 in the amount of \$6,000.00 and Mr. Barrette seconded. VOTED: 6-0-0 (Mr. O'Neil wasn't present for this vote).

Mr. Collins informed the Committee that he will have a budget update at the next MBC meeting. He will also have an updated schedule for remobilization on Phase 2.

Mr. Collins reviewed Change Order #11 with the Committee and referred to his report. Regarding the wiring for the overhead doors, Mr. Collins had a discussion with G&R. Initially the amount for the wiring on the overhead doors came in at approximately \$20,000 if they had used the electrical contractor, Bay State Wiring. They went with a different electrical contractor, since Bay State was behind on their work, who quoted a price of about \$11,000. There was discussion that this work should have been covered in the contract. Mr. Humes said there was some ambiguity in the specs since there were more accessories to wire. Heery made an offer of \$5,000 to cover this work and G&R made a counter offer of \$9,500. After some back and forth, they are now at \$7,716.45 (see attachment). Mr. Humes noted that there are plenty of safety features with both sensor bars and photoelectric eyes on the doors, so it is a bit of a gray area. Mr. Humes said that he took a hard stand at first but then he read through the specs and looked at the drawings. Mr. Collins referred to page 2 of their report where Heery's conclusion was listed. They felt the sensor edges were covered but the photoelectric eyes were in addition. Mr. Humes mentioned that the wiring was only shown going to the motor and that the electrical contractor said it wasn't in the specs to wire to the accessories – whether sensor edges or photoelectric eyes. Mr. Humes said that the overhead door company bought the job without the wiring. Mr. Schmalz pointed out that the sensor bars didn't meet the requirements for the insurance underwriter which is why the photoelectric eyes were added as an additional safety feature. Mr. Blois made a motion to approve payment for Change Order #11 for the low voltage wiring to the overhead door accessories in the amount of \$7,716.45 – with prejudice – since he felt this work should have been covered under the original contract. Mr. Lawrence seconded Mr. Blois' motion.

Mr. O'Neil asked what happens next if G&R doesn't agree to the \$7,716.45 amount and Mr. Humes said the issue would go to mediation. VOTED: 6-1-0.

Mr. Collins continued reviewing the remaining items that made up Change Order #11 in the amount of \$3,680.98. The items included; furnishing additional keys, lab sample of fluid found in underground tanks, and proper disposal of the fluid and underground tanks. There was a small credit for medicine cabinets that were eliminated. Mr. Fryer made a motion to approve the remaining items associated with Change Order #11 in the amount of \$3,680.98 and Mr. Blois seconded. VOTED: 7-0-0.

Mr. Barrette mentioned that the Fire Department has a Punch List that they have assembled. Mr. Barrette went through the list with Mr. Thompson from the Fire Department. Items include problems with the flooring, doors, a hole in an Apparatus Bay door, and settling from the winter. Mr. Humes said that the Fire Department should let him know about these items since he has a running list. He checks the list to see if they are already on the Punch List. If not, he adds the items and then double checks to see if the Punch List items are in G&R's scope of work. Mr. Thompson requested an updated Punch List for the Fire Department's records.

Mr. Malloy asked about the Pending Change Order items, specifically about the vinyl flooring. Mr. Humes explained that they didn't accept the substitute flooring that was installed, so the work was done under protest. The flooring company installed a wax product when an un-waxed product was specified in the contract. Since it was a different flooring and involved different maintenance, they did not approve the substitution. Mr. Malloy asked if Heery agreed with the other pending items. Mr. Schmalz reviewed and said they agreed with items 4, 6, and 8, but felt items 1 and 5 should go away. Mr. Schmalz confirmed that work has been completed on item 8 but item 4 is still pending. The exit signs were discussed and Captain Roberts reported that they are still working on completing that task. Mr. Blois asked if they should take a vote on any of the remaining items. Mr. Malloy said that item 6 should be voted on for \$3,401.20 (this amount includes a \$500 credit). Mr. Blois made a motion to approve payment for Pending Change Order #6 for the removal of the underground storage tanks for \$3,401.20, and upon receipt of documentation, approve Pending Change Order #8 for \$1,029.83 for the additional fire extinguishers and Mr. Barrette seconded. VOTED: 7-0-0. Mr. Collins will incorporate these approved pending items in to Change Order #11.

Mr. Schmalz discussed recent construction activity. They are still reviewing Phase 1 Punch List items. All of the interior work has been back punched by Heery and Jacunski Humes and they have verified that this work has been completed. Most of the Punch List items remaining involve exterior work that will take place once the weather gets better. Regarding Phase 2, Mr. Schmalz has had some preliminary conversations with G&R. G&R has been meeting with their subcontractors who still have work to complete on Phase 2. They are looking at a remobilization date of April 15<sup>th</sup>. Mr. Blois mentioned the Memorial Park and asked Mr. Schmalz to inform G&R that the area where the Park will go shouldn't be loamed and seeded. The puddling on Milk Street was discussed. Mr. Malloy noted that the DPW's plan is to repave and add drainage on Milk Street this summer. They will be repaving from the Rotary to Fisher Street. Mr. Fryer pointed out that the puddling is contained inside the concrete slab and the Committee agreed that adding drainage to Milk Street won't solve the puddling on the slab. Mr. Humes said he will look at it today. Mr. Malloy suggested having Town Engineer, Carl Balduf, attend an MBC meeting. There was concern from the Committee that we are reaching the one year mark for substantial completion so any problems need to be identified since the work is still covered by G&R. Mr. Humes said he will put G&R on notice now about the puddling issue. Captain Roberts added that where the sidewalk meets the apron is dangerous for pedestrians when the puddles ice over.

Mr. Schmalz provided an update on the Public Announcement (P/A) system. They have had a brand new amplifier installed by Signet. After that was installed, he walked around to all of the zones with the Signet representative and Fire Department staff to confirm all of the speakers now work. Captain Roberts confirmed that the P/A system was fully functional. Mr. Schmalz received and reviewed the report from the Contractor and everything is checking out. The parts that were purchased by the Fire Department that Signet used were mentioned. They are still trying to determine if those parts were needed. Mr. Schmalz felt that the Commissioning Agent (CA) should come in and test the system. He thought it would be a good process to go through to get a third party confirmation that the P/A system is doing what it should be doing. Captain Roberts agreed that the CA should test so they have confidence in the system. Mr. Collins referred to a proposal by Commissioning Agent, WSP, which was provided in Heery's report. Mr. Blois asked if WSP was sufficiently knowledgeable in this area. Mr. Humes said that he was not personally aware of WSP's experience with radio engineering but BVH Integrated Services felt confident with WSP. Mr. Blois made a motion to approve issuing a Purchase Order to WSP for an amount not to exceed \$7,750 for testing the P/A system and Mr. Fryer seconded. VOTED: 7-0-0.

Captain Roberts handed out a proposal from CyberComm, Inc. for a phone system integration that will provide digital lines to a new phone recorder. Mr. Blois made a motion to approve \$15,896.00 for the Fire Department to purchase a new phone recorder and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Humes will meet with Mr. Fryer and Captain Roberts regarding ideas for the Memorial Park.

Mr. Schmalz reported on the leak in the roof. They were first notified about the leak by Captain Rand and went over and took photos. G&R said they would send their roofer out to take a look. The roofer came out but there was still a lot of snow so he couldn't identify where the leak was coming from. G&R also took a look at the roof and will write a letter to the roofer to have him come back out when there's no snow and probe at the seams to figure out where the leak is coming from. The leak is in an area where a roof drain and an exhaust vent are located. Mr. Blois mentioned the infrared test and pointed out that it would identify where leaks were located. Mr. Schmalz said that the test is still on their radar, but yesterday – after it rained – the floor was dry. Mr. Thompson mentioned that there are some glass panels in the garage doors that look like they contain moisture and are yellowing. Mr. Schmalz said he is aware of that and it is on the Punch List.

### **Town Hall**

Mr. Collins presented the Committee with Invoice #15031 for Jacunski Humes in the amount of \$5,000.00 for Designer Services for the Town Hall renovations and Invoice #15057 for Jacunski Humes in the amount of \$6,000.00 for the Furniture, Fixtures, and Equipment (FF&E) allowance for the Town Hall. Heery has reviewed both of these invoices and recommends approval for payment as the value of the work performed during this period. Mr. Blois made a motion to approve payment to Jacunski Humes for Invoice #15031 in the amount of \$5,000.00 and Invoice #15057 in the amount of \$6,000.00 and Mr. Fryer seconded. VOTED: 6-0-0 (Mr. Barrette had to leave early and wasn't present for the remaining votes).

Mr. Collins presented the Committee with Invoice #1435021-09 in the amount of \$730.00 for Materials Testing & Inspectional Services completed by John Turner Consulting for the Town Hall. Heery has reviewed this invoice and recommends approval for payment. Mr. Blois made a motion to approve payment to John Turner Consulting for Invoice #1435021-09 in the amount of \$730.00 and Mr. Fryer seconded. VOTED: 6-0-0.

Mr. Collins presented the Committee with Invoice #43924 for WSP in the amount of \$500.00 for Building Commissioning Services through February 21, 2015 at the Town Hall. Heery has reviewed this invoice and recommends approval for payment as the value of work performed during that period. Mr. Blois made a motion to approve payment to WSP in the amount of \$500.00 for Invoice #43924 and Mr. Fryer seconded. VOTED: 6-0-0.

Mr. Collins mentioned that he would have an updated budget at the next MBC meeting.

Regarding the project schedule, R.A.C. issued an update on 2/2/15. Heery has reviewed R.A.C.'s schedule update (attached to Heery's report) and will reply to the submission. Currently R.A.C. is targeting a completion date of August 7<sup>th</sup>, which is two weeks beyond the contract date of July 21<sup>st</sup>. This forecast was based on National Grid providing power to the new transformer by March 23<sup>rd</sup>. Since National Grid installed the new electrical power last week, Heery is hoping to have the schedule revised by two weeks, which should compensate for the two week delay, and put them back on schedule. Mr. Humes mentioned that it wasn't just a two week delay for R.A.C. since they thought they would be done in May and now they are looking at August. However, Mr. Humes noted that not all of the delays were related to the transformer. The clock tower was supposed to have been completed in the fall, and nothing has been done so far, and it doesn't have anything to do with electrical power. Mr. Humes reminded the Committee that the only item that has been approved so far due to the delay is for winter conditions. They will continue to discuss the job delay with R.A.C. and advocate for the Town. Mr. Collins will be finalizing their comments back to R.A.C. and will copy the Committee.

Mr. Collins mentioned that he will provide an update to the Change Order Log at the next meeting.

Mr. Schmalz provided an overview of recent construction activity. He said that the new transformer was energized on March 6<sup>th</sup>. The only thing left is to install bollards around the new transformer, which will be done when the ground thaws. Right now they have temporary jersey barriers in place. The plumber is working in the boiler/mechanical room installing valves. On the first floor they are running wires and conduits. The metal pan staircase has been installed. Duct work continues with connections to the new addition. The roof on the addition is just about complete (some flashing left), and the roof top unit should be installed this week. Mr. Schmalz said he had a meeting last week with the Commissioning Agent, WSP, and they provided some functional test reports. The elevator contractor should be here soon, and work continues on the carpeting and flooring. Mr. Malloy pointed out items that show on R.A.C.'s schedule

that should be done that they haven't even started yet. Mr. Malloy doesn't think this project will be substantially complete by 7/21. He mentioned the skylight and front of the building as not being finished. Mr. Malloy was concerned with the organization of this project. He felt the elevator contractor should have been ready to go when the power was supplied. He hasn't seen much change on the first floor. With interior work still left, along with all of the exterior work, Mr. Malloy did not think this project would be complete in 4 months. He felt there should be pressure put on the Contractor to get the job done before getting to the stage where the Town is looking for liquidated damages. Mr. Schmalz pointed out the scheduling report and that he looks at the completion schedule, which indicates how well they are anticipating getting work done. This indicator comes back as a percentage. Mr. Schmalz likes to see the percentage around 75-80%. R.A.C.'s last schedule was at 40%. Mr. Schmalz pointed out that in addition to the completion schedule, he will be looking for a recovery schedule as to how they are going to get back on track. Mr. Schmalz will have a discussion with the Contractor.

Mr. Humes mentioned that the roof replacement drawings are in progress and should be done by 4/1. Once the drawings have been approved by the Committee, he will give the drawings to R.A.C. and they will get 5 quotes. Mr. Humes said that if we want to go outside of R.A.C.'s scope, then we should wait until they are off the project. However, he felt it made more sense to get the roof done during the course of the project rather than waiting until the building is done and then turning it back in to a construction zone. Mr. Malloy asked about the roof patching that is in the contract since that wouldn't need to be done if we install a new roof. Mr. Malloy also didn't feel it was necessary for Mr. Humes to wait for approval from the Committee on the drawings. He asked Mr. Humes to forward the drawings directly to R.A.C. The Committee agreed that there were benefits to having R.A.C. oversee the new roof project. Mr. Malloy would like to see what R.A.C. says and then go forward from there.

Regarding Furniture, Fixtures, & Equipment (FF&E), Ms. Williams is working to get a date to see the furniture that the Interior Designer is recommending. She would like to see the furniture before placing an order. Mr. Humes mentioned that there are two showrooms – one in East Hartford, CT and the other is in Boston. He will provide the date that they will be viewing the furniture in case any Committee members would like to go. Once the furniture is approved, Purchase Orders will be written for the vendors for the Committee to review and vote on.

Mr. Schmalz informed the Committee that MIS/GIS Director, Mark Stockman, is still working on obtaining a quote for the Audio-Visual (AV) equipment. He is working with Westborough TV to finalize some loose ends. Once the quote is complete, they will present it to the Committee.

### **Forbes Building**

There was no business regarding the Forbes Building brought before the Committee.

### **Library Renovations**

Ms. Ambrosino mentioned that she has not yet had a chance to meet with Mr. Malloy regarding the proposal from the architect. She reported that the Library Trustees approved the plan and the State also accepted their building plan. Ms. Ambrosino said that they now need to hire an Owners Project Manager (OPM), which the State says should be done right away. She asked for the Committee's help in hiring an OPM. Mr. Malloy and Mr. Blois said they could both send Ms. Ambrosino specs for OPM services. Mr. Malloy asked if the Library Trustees want the MBC to handle interviewing the applicants from the RFP's (request for proposals). The MBC would take the top three and then recommend their first pick based on the evaluation of the criteria in the RFP, and then negotiate a price. Ms. Ambrosino added that the restroom renovation project is still on hold and she will be discussing the window project with the Library Trustees tonight.

### **Old Business**

There was no old business brought before the Committee.

### **New Business**

Mr. Arnold felt that someone from the Municipal Building Committee should be on the Spurr House Committee. Mr. Malloy agreed and felt someone should also be on the Spurr House Committee from the Library, since that location concerns parking for both the Library and the Forbes Building.

Mr. Brown mentioned that he got a sense from Town Meeting that something needs to be done for the Police Department. Mr. Humes and Mr. Malloy both pointed out that we have an estimate on renovating the Forbes Building. Some items have been done, such as updates to the elevator and a new roof, which can be removed from the original estimate. Mr. Collins said he could provide an update on the estimate at the next MBC meeting. There was discussion over building a free standing Police Department versus renovating the Forbes Building, and also about where the

School Department should be located. It was noted that plans for this building are at 100% design development stage. Mr. Blois asked Mr. Humes if the plans for the Forbes Building were reviewed with the new School Superintendent, Amber Bock, and he said he had spoken with her. There was additional discussion about the former State Hospital land and the cost of demolition and hazardous material abatement for the buildings currently on that property. Mr. Malloy hopes to have a proposal for use of that land at the next Town Meeting. Mr. O'Neil also pointed out that the Recreation Department would like a new Recreation Center and that the Gibbons School renovation project will start soon. Mr. Brown felt this subject deserved more review and will place on a future MBC agenda.

**Future Meetings**

The next Municipal Building Committee meeting will be held Wednesday, April 1, 2015, at 8:30 AM in Room 23 of the Forbes Building.

**Adjournment**

Having no further business, Mr. Blois made a motion to adjourn at 10:48 AM and Mr. Arnold seconded. VOTED: 6-0-0, with 6 being present.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant