

Municipal Building Committee
Minutes of Meeting
1 April 2015

Approved:
April 15, 2015

Location: Room 23, Forbes Building

Members present:

Cal Lawrence
Bob Brown
John Arnold
Bob Fryer
Peter O'Neil

Members absent:

Dexter Blois
George Barrette

Others Present:

Zachary Schmalz, Heery
Peter Collins, Heery
Jim Malloy, Town Manager
Leah Talbot, Town Accountant
Chief Nick Perron, Fire Department
Pat Cullen, Fire Department
Peter Allen, Advisory Finance Committee

Chris Tremblay, Heery
Brian Humes, Jacunski Humes
Kristi Williams, Assistant Town Manager
Mark Stockman, MIS/GIS Director
Captain Brian Roberts, Fire Department
Rod Thompson, Fire Department

The Committee took part in a tour of the Town Hall at 8:30 AM. Mr. Brown reconvened the meeting in Room 23 of the Forbes Building at 9:15 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

Mr. Arnold made a motion to approve the minutes of March 18, 2015 and Mr. Lawrence seconded. VOTED: 5-0-0.

Town Hall

Mr. Collins presented the Committee with Invoice #584197 for Heery International in the amount of \$71,250.00 for OPM services for November 2014 through March 2015 on the Town Hall project. The Committee voted unanimously to approve payment to Heery International in the amount of \$71,250.00 for Invoice #584197. VOTED: 5-0-0.

Mr. Humes reviewed the Change Order Log with the Committee and presented Change Order #6 for their approval. Mr. Humes mentioned that he wanted to make sure the case work matched the furniture selections and he is confident that is complete. Items #040, 041, 053, and 057R under CO #6 include revisions to the counter tops from a plastic laminate to solid wood in the Town Clerk, Assessors, and Treasurer's offices. They are also adding shelving in these offices for forms. Item #056 under CO #6 is for fire protection, which is the number that was anticipated. Item #058 is for fuel costs for temporary heat in the addition, and Item #059 is for additional excavation relating to the transformer. Mr. Humes mentioned that R.A.C. is waiting for approval of CO #6 so they can include it in their requisition. Since Item #059 hasn't been thoroughly reviewed by Jacunski or Heery, Mr. Humes is recommending a not to exceed amount of \$21,479.00 for this line item. There was a discussion about the hold up on completing the case work since cabinets could have been fabricated and built weeks ago. There was also some discussion over the temporary heat since the addition should have been done last fall according to R.A.C.'s schedule. Mr. Humes said that he felt the delays go back to the transformer issue with National Grid. Mr. Schmalz said that he will review the date that R.A.C. was able to start work on the addition. Mr. Fryer asked Mr. Humes if he noticed any major change order work after his walk through of the job site last week and Mr. Humes said there was nothing major. He did mention crumbling walls. Mr. Collins said that as the job unfolded, they found walls that needed to be replaced that they didn't know were going to have to be replaced. Mr. Malloy asked about crumbling walls in the Treasurer's office and noted that they have been like that for months. Mr. Humes said that the dry wall contractor had been off the job because there wasn't enough scope of work, but he just started back. Mr. Humes pointed out that this was the case with the other subs as well, which he felt all stemmed from the lack of power. Mr. Brown asked if they wanted approval of a not to exceed amount on Item #059 under CO #6. Mr. Humes recommended approving \$10,000.00 as a down payment on work to be completed on Item #059. Mr. Fryer made a motion to approve Change Order Items 040 through 058 in the amount of \$33,856.00 and a not to exceed amount of \$10,000.00 on Item #059 for Change Order #6 and Mr. Arnold seconded. Mr. O'Neil asked about the additional work for Item #059 and felt it should have already been included in the contract. Mr. Humes explained that

the old transformer should have been gone, but because of delays, it was still there, with live conduits, and R.A.C. had to work around it. There were also conditions that they ran in to in the field and they had to rent trench boxes. Mr. Humes said that R.A.C. informed both Heery and Jacunski Humes about the extra work that needed to be completed and they both agreed this work needed to be done. Mr. Collins said that Heery will check the time and materials slips against the cost of \$21,479.00 for accuracy. VOTED: 5-0-0.

R.A.C.'s construction schedule was discussed. Mr. Collins mentioned that both Heery and Jacunski Humes met with R.A.C. on March 20th. There were some issues brought up by R.A.C. that Jacunski Humes responded to immediately. R.A.C.'s current schedule shows them at substantial completion on August 7th. Mr. Collins said his office will work with R.A.C. on a recovery schedule to get the project back on track. Mr. Collins felt that with proper discussion and assistance, they could possibly make up the 10 days they are over and get back to the old substantial completion date of July 21st. Mr. Malloy referred to the anticipated change orders and asked whether these should be discussed so lack of approval isn't holding up the job. Mr. Humes noted that Submitted Change Request #025 isn't holding up the job. He wanted to change the material for the custom grids at the entry arch doors from plastic to wood. The grids need to be custom made and Mr. Humes is waiting to hear back from the gentleman who can fabricate the grids since he recently underwent hand surgery. Mr. Arnold said he would follow up. Mr. Tremblay mentioned duct work in the attic. He is informing the Committee merely as a placeholder for now since the sub who did the work brought it up initially but they have not seen a formal change order request. Mr. Fryer asked if Heery and Jacunski Humes could check with R.A.C. to see if there's anything else that could hold up the job. Mr. Malloy inquired about the roof. Mr. Humes said he still needs to get the drawings to R.A.C. There was a discussion about R.A.C.'s requisition as a not to exceed amount of \$205,000.00. Mr. Fryer made a motion to approve R.A.C.'s next requisition for a not to exceed amount of \$205,000.00, which includes CO #6, and Mr. Arnold seconded. VOTED: 5-0-0.

Mr. Brown brought up Mr. Malloy's frustration over the job moving slowly and asked if the MBC needed to meet with R.A.C. It was pointed out that both Heery and Jacunski Humes have been meeting with R.A.C. Mr. Malloy noted the number of workers in there today versus other times he's viewed the job site. There was discussion over the job delays due to the transformer issue. Mr. Collins said that Heery will continue to work with R.A.C. on organization and getting the job back on track. Mr. Collins suggested waiting until the beginning of May to see where the job is at before any further steps are taken. Mr. Malloy reminded Mr. Collins about the difficulty they are experiencing in ordering furniture for delivery since we don't know the actual substantial completion date.

Regarding Furniture, Fixtures, & Equipment (FF&E), Mr. Humes said that Interior Designer, Deanna Dewey, should be comfortable in coming to the next MBC meeting to present purchase orders for the office equipment. Mr. Humes reiterated that they will need to have an idea of the substantial completion date for delivery purposes. He mentioned that they are trying to steer clear of a mid to late August delivery date because it is difficult to schedule due to school deliveries. Mr. Humes would prefer a delivery date at the beginning of August or the beginning of September. Mr. Malloy felt that a decision on the delivery date for the furniture needs to be made no later than the beginning of May.

Recent construction activity has included getting the catch basins and gutters cleaned. Mr. Humes reported that he will have the drawings for the roof replacement to R.A.C. by April 3rd. He hopes to have an idea of the cost of replacing the roof at the next MBC meeting on April 15th.

MIS/GIS Director, Mark Stockman, provided an update on technology. He has a quote for the audio-visual system from AdTech. The quote includes wiring the Selectmen's Meeting Room, along with wiring and tie-ins for Westborough TV. The quote also includes the conference room downstairs, the Town Manager's office, and the employee break room. Originally the cost was estimated at \$25,000.00; it is now higher since the scope of work has increased. Mr. Stockman believes Westborough TV is going to be upgrading their equipment to provide better audio during meetings. Mr. Stockman's quote is \$75,000.00, but we will receive a credit on the contract from R.A.C. for \$25,000.00.

Mr. Brown asked if there should be another tour of the Town Hall before the next MBC meeting. The Committee decided to tour the job site the first MBC meeting of each month. Heery will inform R.A.C. that the Committee will be touring the site at the beginning of May.

Fire Station

Mr. Collins presented the Committee with Invoice #584307 for Heery International in the amount of \$8,600.00 for OPM services for February 2015 for the new Fire Station. Mr. Arnold made a motion to approve payment to Heery International in the amount of \$8,600.00 for Invoice #584307 and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Collins noted the budget that was attached to Heery's report. He said it included invoices that have been paid to date. Mr. Collins said he would verify his figures with the Town Accountant to make sure their records match.

Regarding the construction schedule, Mr. Schmalz reported that they are working on closing out Phase 1 of the Punch List. He said that G&R provided him with a snap shot of how they will remobilize and complete the work that is left. He noted that remobilization could occur as early as April 6th. Mr. Schmalz said that both Heery and Jacunski Humes will be going back through the new station to verify that items have been completed before giving the Punch List back to G&R. Mr. Schmalz said that he has received Punch List items from Chief Perron and Rod Thompson. He is in the process of looking up warranties to see what's covered. Mr. Thompson mentioned the back side of the building where the foundation is showing and wondered how much we should push back. Chief Perron felt that an expectation needed to be set on how perfect the building should be. It was noted that the one year warranty began on November 1, 2014. There was mention of yellow window panes in the overhead doors due to moisture, and also a crack in the ramp across the front of the building. Mr. Tremblay said he would take a look at the crack in the ramp. Mr. Arnold also offered to walk through the building with Mr. Thompson to see what items still needed to be resolved. Mr. Humes pointed out that G&R owes us a level of quality according to the job specifications. Mr. Collins mentioned that at some point there needs to be a transition to the Fire Department for making calls about warranty issues since they now have the warranties and manuals. Mr. Collins felt that if something has failed, there should be a warranty service call made by the Fire Department staff. Mr. Collins noted that Heery has full ownership of the Punch List through completion. Mr. O'Neil asked about the yellowed window panes and thought those were on the Punch List. Mr. Collins said that the window panes weren't identified originally on the Punch List. There was continued discussion about the condition of the new station. Chief Perron felt that, since the building wasn't complete, they still needed Heery's help. Mr. Collins noted that Heery was still there to help, but a call should be logged when items are identified as having failed so we don't lose time in getting it fixed. Mr. Collins said he would work on cleaning up the process of communication since the Contractor needs to be notified as quickly as we can when we discover items that have failed. Mr. Brown thought that a tour of the new station should be done by Committee members. He mentioned meeting next Wednesday, April 8th, at 8:30 AM. Committee members who cannot make that time will schedule individual tours with Mr. Thompson.

Mr. Collins reported that he will have an update on the Public Announcement (PA) system at the first MBC meeting in May. They are in the process of scheduling a date for the Commissioning Agent to come in and perform a stress test and run through the functions of the system the week of April 13th. Mr. Cullen said that the system is functioning - they have some things to tweak but want to wait until after the Commissioning Agent has looked at it. Chief Perron and Captain Rand both felt comfortable with the Commissioning Agent that was chosen.

The Change Order Log was reviewed and Mr. Humes presented Change Order #11 to the Committee. Mr. Humes noted that he has not received any documentation from the flooring company that performed their work under protest, so he feels this issue may be resolved. Mr. Lawrence made a motion to approve Change Order #11 in the amount of \$15,695.87 and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Schmalz spoke about the "Submitted Change Requests". He said that submitted change request #078 for additional addressable monitor modules for the FA system is still under review. They are waiting for G&R to respond. Regarding change request #079 for Signet's revisions to the PA system equipment, Mr. Schmalz said that is on hold. Mr. Humes noted that the only money spent on the PA system was for the Commissioning Agent.

Mr. Humes informed the Committee that he has received feedback on the design of the Memorial Park. They are going to incorporate the 911 Memorial back in to the corner of Milk Street & Grove Street. Mr. Humes said the site is still under design.

Mr. Collins noted that they'll be setting up a walk-through of the station at the 10 month mark so it occurs before the 12 month expiration date. Continued discussion on the infra-red test on the roof is slated for September. Mr. Arnold asked about the condition of the roof and Mr. Schmalz said that the roofing contractor is due back to probe the seams.

Library Renovations

It was noted that Ms. Ambrosino wasn't able to attend today's meeting since she is at a conference. An update will be provided at the next MBC meeting.

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 15, 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 11:30 AM and Mr. Arnold seconded. VOTED: 5-0-0, with 5 being present.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant