

Municipal Building Committee  
Minutes of Meeting  
29 April 2015

Approved:  
May 20, 2015

Location: Room 23, Forbes Building

**Members present:**

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

**Members absent:**

Dexter Blois

**Others Present:**

Zachary Schmalz, Heery  
Brian Humes, Jacunski Humes  
Kristi Williams, Assistant Town Manager  
Chief Nick Perron, Fire Department  
Rod Thompson, Fire Department  
Leah Talbot, Town Accountant  
Tim Novak, Westborough TV

Chris Tremblay, Heery  
Jim Malloy, Town Manager  
Deanna Dewey, Interior Designer  
Captain Brian Roberts, Fire Department  
Pat Cullen, Fire Department  
Peter Allen, Advisory Finance Committee

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

**Open Forum**

There were no requests to address the Committee.

**Fire Station**

Chief Perron asked to speak with the Committee. He was concerned with a conversation at the last MBC meeting that his staff had complaints about the new building. Town Manager, Jim Malloy, said that he had sent Chief Perron an email during the April 15<sup>th</sup> meeting letting him know that discussion around town by fire personnel about the Punch List items may give the public perception that there was shoddy workmanship. Chief Perron said that his fire fighters are very proud of the new station and he felt that any derogatory comments the Committee has heard are most likely rumors. He wanted to clear up any confusion and reiterate that his staff is very happy with the new station.

Captain Brian Roberts asked the Committee if they would approve the final balance owed to AdTech in the amount of \$4,267.68 that was being held due to errors. Captain Roberts said that they have worked out the balance remaining and the sales tax that was charged has been credited. He said the billing is now correct and they'd like to get this vendor paid. Mr. Barrette made a motion to approve payment to Adtech for \$4,267.68 and Mr. Arnold seconded. VOTED: 6-0-0.

**Approval of Open Minutes**

Mr. Lawrence had corrections to the minutes. Mr. Lawrence made a motion to approve the amended minutes of April 15, 2015 and Mr. Arnold seconded. VOTED: 5-0-1 (abstention: Fryer).

**Town Hall**

Mr. Schmalz directed the Committee to the New Roof Installation Summary attached to their report. He said that both Heery and Jacunski Humes did an analysis on installing a new roof and came up with estimates. The construction bids they received from outside firms were within the same range as what they had for cost estimates. Mr. Schmalz pointed out that Mr. Humes' estimate included other costs, such as design, printing, and contingency, but actual construction costs were similar. R.A.C. sent out a request for bids to five companies – Capeway, Independent, J.D. Rivet, Titan Roofing, and Rockwell, and gave them a two week window to return their bids. They received bids back from two of the five companies within that time frame. Mr. Schmalz reviewed the differences between the two bids that were submitted. Mr. Brown asked if Heery or Jacunski Humes knew anything about the bidders. Mr. Humes mentioned that Capeway is the current roofer on the project and was also the low bidder at \$235,700.00. Mr. Fryer made a motion to go with Capeway for re-roofing the Town Hall, since they were the lowest bidder and the roofer that is already on the job. Mr. Lawrence seconded Mr. Fryer's motion. Mr. Brown asked if there was further discussion. Mr. Humes pointed out the proposal from R.A.C. that was attached to Heery's OPM Report. R.A.C. is requesting an additional 30 days to complete the entire renovation project since we are adding more work with the new roof. Mr. Humes noted that R.A.C. is

providing additional supervision and the amount in their proposal, which includes Capeway, is \$290,664.00. Mr. Humes mentioned that this may be a good solution for both parties since R.A.C. may have needed additional time due to the transformer issue, but now there is additional work with the new roof. Mr. Humes recommended that the Committee approve the re-roofing estimate provided by R.A.C. since it will provide a new roof with a 30 year warranty on it. Mr. Fryer amended his motion to approve the bid provided by R.A.C. and Capeway for installation of a new roof at a total cost of \$290,664.00, which includes supervision costs for R.A.C., and to also approve the four week extension that R.A.C. is requesting. Mr. Barrette seconded Mr. Fryer's motion. VOTED: 6-0-0.

Mr. Humes introduced Interior Designer, Deanna Dewey, to the Committee. She has been working with Town Manager, Jim Malloy, and Assistant Town Manager, Kristi Williams, and she wanted to review the furniture they have selected for the Town Hall. Ms. Dewey showed the Committee pictures of the furniture that has been chosen and mentioned that she has seen the actual furniture, along with Ms. Williams. She felt they have done their due diligence in trying out the furniture and spent a lot of time making sure they found the right pieces. Ms. Dewey wanted to obtain the Committee's approval for generating four Purchase Orders so she can order the furniture and schedule delivery. Purchase Order (PO) #1 in the amount of \$33,988.40 was for the high density filing system from Systematics, PO #2 in the amount of \$16,271.00 was for technology needs, PO #3 in the amount of \$246,197.69 was for all of the general furniture, and PO #4 in the amount of \$41,505.00 was specifically for the furniture needed in the Selectmen's Meeting Room. Ms. Dewey gave the Committee a binder containing all of the furniture selected with swatches of fabric and colors chosen. She mentioned that Ms. Williams has a duplicate copy of this binder for her records. Mr. Malloy noted that there was much back and forth while they tweaked what was purchased, which brought the price down by several thousand dollars. Mr. Tim Novak from Westborough TV spoke about the cameras in the Selectmen's Meeting Room and that he is working with the Town on where they will be anchored – whether on the walls or the ceiling. Mr. Brown asked if these expenses fit within the budget. Mr. Schmalz said they did and he will provide a budget update at the next MBC meeting. Mr. Schmalz pointed out that the owner contingency and construction contingency is around one million dollars. Mr. Fryer asked if that figure included the new roof and Mr. Schmalz said it did not. Mr. Malloy passed out an FF&E budget that he put together. Mr. Lawrence was concerned with laminate furniture since the Fire Department is having some problems with their furniture. Ms. Dewey said that she chose new laminate products with reinforced edges since that's where the problems usually occur. She also suggested glass tops for the desks to protect them from spills and stains. Mr. Lawrence asked if Mr. Malloy and Ms. Williams were comfortable with the furniture that was chosen and they said they were. Mr. Humes said he would have his office look in to the furniture that they are having trouble with at the Fire Station since it is still under warranty by the manufacturer. Ms. Dewey added that any commercial furniture purchased at this level that has issues - the manufacturer is willing to take care of it. She mentioned that the furniture selected for the Town Hall is durable and she isn't concerned with the quality. Ms. Williams pointed out that MIS/GIS Director, Mark Stockman, looked at the desks and approved of the space for the keyboard trays and technology accessories. Mr. Humes said that they wanted to bring the furniture requests up today so Ms. Dewey can place the orders and schedule delivery since they are trying to avoid the time frame right before school starts. Mr. Humes felt that we were looking at delivery and installation of the furniture sometime around the beginning of September which will be after the school rush. Mr. Malloy mentioned that the FF&E came out to more than what was budgeted, and when it is time to do the next project – possibly the Forbes Building – those estimates will need to be increased. Mr. Fryer made a motion to approve issuing PO #1 to Systematics for a not to exceed amount of \$33,988.40, PO #2 to Red Thread for a not to exceed amount of \$16,271.00, PO #3 to Red Thread for a not to exceed amount of \$246,197.69, and PO #4 to Red Thread for a not to exceed amount of \$41,505.00, and Mr. Lawrence seconded. VOTED: 6-0-0.

### **Forbes Building**

Mr. Fryer asked Mr. Malloy if they should start with the design phase of renovating the Forbes Building. Mr. Malloy said they could since he's looking to bring this project forward at next year's Annual Town Meeting in March of 2016. Mr. Malloy asked Mr. Humes to update his estimates for inflation and to also check with School Superintendent, Amber Bock, about any changes since she wasn't here when the original design was done. Mr. Barrette mentioned the Community Preservation Act (CPA) and said that Selectmen, Tim Dodd, was looking in to ways that CPA funds could be used to pay down a portion of the Town Hall project and part of the renovation of the Forbes Building. He explained that one of the purposes for CPA funds is for the preservation of historic resources. Mr. Barrette said that the Board of Selectmen will begin the process of looking in to obtaining CPA funds in June so they can have this information available for voters when seeking approval for the Forbes Building. Mr. Malloy pointed out that they would likely put aside 1% percent of the 3% that is collected through a surcharge on local property tax bills for the purpose of the CPA since 1% is matched by the State. He noted that taxes could go down, and they could also apply a portion of these funds toward reducing the debt service on what these projects cost. Mr. Malloy mentioned that we could receive CPA funds over 20 years, and that CPA funds can only be used for historic preservation, along with open space dedication, affordable housing, and the development of outdoor recreational facilities.

Mr. Brown asked if we have confirmation that the schools will let the Recreation Department use their basketball courts before renovating the Forbes Building. Mr. Malloy said he is waiting for something in writing to that effect and will follow up with Amber Bock. Mr. Fryer asked about the Spurr House and it was noted that Town Moderator, John E. Arnold, is still working on selecting the Committee.

#### **Library Renovations**

There was no business brought before the Committee regarding Library renovations.

#### **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, May 6, 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 9:30 AM and Mr. Arnold seconded. VOTED: 6-0-0, with 6 being present.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant