

Municipal Building Committee  
Minutes of Meeting  
6 May 2015

Approved:  
May 20, 2015

Location: Room 23, Forbes Building

Members present:

John Arnold  
Bob Brown  
Dexter Blois  
Bob Fryer  
Peter O'Neil

Members absent:

Cal Lawrence  
George Barrette

Others Present:

Peter Collins, Heery  
Chris Tremblay, Heery  
Jim Malloy, Town Manager  
Pat Cullen, Fire Department

Zachary Schmalz, Heery  
Brian Humes, Jacunski Humes  
Chief Nick Perron, 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**

A vote on the approval of the minutes from April 29, 2015 was deferred until the next meeting.

**Town Hall**

Mr. Collins presented the Committee with R.A.C. Construction's fifteenth application for payment in the amount of \$164,497.00 for work completed on the Town Hall renovations. Both Heery and Jacunski Humes have reviewed this application and recommend approval for payment. Mr. Blois made a motion to approve payment to R.A.C. Construction in the amount of \$164,497.00 for Application #15 and Mr. Arnold seconded. VOTED: 5-0-0.

Mr. Collins presented the Committee with the following invoices related to the Town Hall renovations:

Heery International – Invoice #586801 in the amount of \$14,250.00 for OPM services for the month of April 2015.

Jacunski Humes – Invoice #15096 in the amount of \$1,500.00 for FF&E allowance through 3/6/15.

WSP – Invoice #46313 in the amount of \$1,750.00 for commissioning services through 3/21/15.

John Turner Consulting – Invoice #1435021-10 in the amount of \$480.00 and Invoice #1435021-11 in the amount of \$250.00 for testing services provided through 2/28/15.

Heery has reviewed the above invoices and recommends approval for payment. Mr. Blois asked what WSP was doing for commissioning services so early in the project. Mr. Collins explained that the work involved project start up, coordination meetings, and administrative work. He added that WSP is currently at 15.2% complete on the job. The Committee voted unanimously to approve payment on the above invoices. VOTED: 5-0-0.

Mr. Collins referred to the budget attached to Heery's OPM report and said that it has been updated to reflect current invoices approved for payment. Mr. Collins added that line #131 on the budget included the increase for the new roof, which came out of the Owner's Contingency (line #201), and that balance is now at \$398,000.00. Mr. Blois was concerned with drawing down the Owner's Contingency. Mr. Collins referenced line #204 where it indicated that there was approximately \$725,000.00 left in the remaining budget. Mr. Blois pointed out that FF&E had increased by \$100,000.00 so line #186 was currently at \$250,000.00, which brings down the Owner's Contingency to \$298,000.00. The remaining budget also decreased by \$100,000.00 to \$625,000.00. Mr. Humes mentioned the parking lot and said that the handicap spot still needs to be resolved. Mr. Malloy said that the Town is looking to re-pave the whole parking lot and estimated our cost at \$17,700 for paving with another \$7,000 for cold planing and striping. He showed the Committee plans and had the DPW break out costs based on ownership. Mr. Malloy will contact the other property

owners to see if they want to re-pave their portion of the parking lot at a nominal cost. Mr. Blois asked what happens if the other owners do not want to re-pave their portion of the parking lot. Mr. Malloy said that the Committee may need to discuss it anyway since puddling is an issue where the water collects around the storm drains and those should be fixed. Mr. Malloy added that he has received support from the owners of the strip mall. Mr. Malloy mentioned that some of the work, like raising manholes, would be done by the DPW and he would put the rest of the work out to bid since the Town usually receives competitive quotes. Mr. Malloy said that he would contact the abutters involved now but he isn't looking to have this work done until the fall.

Mr. Malloy informed the Committee that he spoke with Assistant DPW Manager, Rich Voutas, about two connections on Main Street in front of the Town Hall. One was backfilled with flowable fill but one was not and Mr. Voutas was concerned with changes to the ground. Mr. Voutas suggested excavating and putting in all flowable fill since we don't want to pave Main Street and then have to dig it up. Mr. Malloy asked Heery to look in to it and Mr. Schmalz mentioned that one connection was for gas and the other was for water. Mr. Malloy wanted to double check that flowable fill was complete between the water and gas lines. Mr. Malloy also mentioned that he would like to speak with Chief Perron about closing the Main Street entrance to the parking lot located next to the Town Hall and get his concerns. Mr. Malloy felt that it would be safer for pedestrians by closing this entrance. Mr. Humes suggested using removable bollards for emergency purposes if that entrance was necessary for emergency vehicles. Mr. Malloy and Chief Perron will discuss and get back to the Committee.

Mr. Collins reported that Heery has had conversations with R.A.C. about their schedule. Mr. Schmalz said that he took R.A.C.'s file and inputted it in to Heery's software so he could project snapshots of work that should be completed on a monthly basis. He referred to the schedule attached to their report where they projected out for a four week period through June 10<sup>th</sup>. Mr. Schmalz pointed out that there has been good completion of work done lately. In summary he said that work R.A.C. was supposed to complete in April is about 75% done. The Committee reviewed the schedule. Mr. Schmalz added that scaffolding was delivered yesterday and they are a little behind on some masonry work, but otherwise they will continue to increase the completion schedule. Mr. Schmalz clarified that the additional 30 days R.A.C. requested was from the original substantial completion date of 7/21. He will get a schedule update once R.A.C. receives formal notice to proceed with the roof work. Mr. Humes added that the paperwork for the roof is in progress. He said that we will need to coordinate the Owner's asbestos testing lab with the roofer to see if there is asbestos in the flashing. Mr. Humes said that if there is asbestos, it should only be in the flashing and not in the main part of the roof. He added that the roofer can handle the asbestos disposal but there would be different handling costs. Heery will have Mystic Air come in and check the roofing and flashing but would need the roofer to open up those areas for sampling. Mr. Collins estimated that if asbestos is found there could be an additional cost of about \$5,000 for disposal since it's a hazardous material. Mr. Humes pointed out that May will be a significant month for the Town Hall as work is completed on the elevator, R.A.C. will start on the exterior and the clock tower, and finishing touches will be done to the interior. He felt that there should be noticeable progress from May 1<sup>st</sup> to June 1<sup>st</sup>. Mr. Brown asked if Heery was optimistic about the date of completion. Mr. Schmalz said they were and Mr. Collins added that right now they are aiming for August 21<sup>st</sup> but they would like to do better. Mr. Humes mentioned that he has told the furniture vendors to aim for delivery at the beginning of September.

Mr. Humes provided a Change Order summary for the Committee's review. Change Order #7 for \$290,664.00 is for the new roof. Mr. Humes went through the submitted change requests and provided an update. He said they are still working on many of them and weren't ready to recommend approval. However, Submitted Change Request #070 for the aluminum ladder/attic platform/safety post at new roof hatch in the amount of \$2,078.00 was recommended for approval. Mr. Humes added that it is difficult getting to some of the mechanical units in the attic to perform routine maintenance. While doing the re-roofing project, they would like to take the roof ventilators off and replace them with 4'x4' roof hatches so access is more convenient. Mr. Fryer made a motion to approve Submitted Change Request #070 for a not to exceed amount of \$2,078.00 and Mr. Blois seconded. VOTED 5-0-0. Mr. Arnold asked about the clock tower and Mr. Humes said the clock is accessed from the Selectmen's Meeting Room. Mr. Humes added that it has been a challenge trying to incorporate duct work for the A/C in to the Town Hall but roof access will make it easier. Mr. Collins referred to the Change Order Log provided in their report and asked the Committee to review and let him know if there were any questions.

Mr. Collins noted the attachments in the Heery report for the Town Hall FF&E budget and the Purchase Order Listing for FF&E. He will continue to coordinate the move with Assistant Town Manager, Kristi Williams.

#### **Fire Station**

Mr. Schmalz informed the Committee that they received G&R's requisition for \$65,975.44 and it has not been completely reviewed and approved by the OPM and Designer since it just came in yesterday. Mr. Blois asked if a vote

to authorize payment could wait until the next MBC meeting. Mr. Schmalz said that he would recommend a number at the next meeting, but that a portion of this requisition was for retainage reduction since we are still holding 5% on site work done in 2013 when they stripped the job site. Mr. Blois asked why we would reduce the retainage from 5% to 2.5%. Mr. Schmalz said that there have been no issues with the site work from Phase 1. Mr. Humes added that Massachusetts General Law allows a contractor to request a reduction and G&R is only looking to reduce those line items without issues from 5% to 2.5%.

Mr. Collins presented the Committee with the following invoices related to the new Fire Station project:

Heery International – Invoice #586800 in the amount of \$8,600.00 for OPM services for the month of March 2015.

Jacunski Humes – Invoice #15061 in the amount of \$6,000.00 for Designer services through 2/16/15.

Jacunski Humes – Invoice #15087 in the amount of \$6,000.00 for Designer services through 3/16/15.

Tighe & Bond – Invoice #021593210 in the amount of \$2,841.80 for professional services through 1/24/15.

Verizon – Invoice dates 10/18/14 through 11/17/14 in the amount of \$1,043.94.

Heery has reviewed the above invoices and recommends approval for payment. Mr. Blois made a motion to approve payment for the invoices listed above, with the exception of G&R, and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Collins referred to the budget attached to the OPM report. He mentioned that the budget was updated to include the invoices approved for payment at today's meeting except for the Verizon bill. Mr. Blois asked if FF&E was all set and Mr. Humes said it was and that all that was left was Punch List items. It was noted that G&R has provided a work schedule for April 20<sup>th</sup> thru June 8<sup>th</sup> and Heery included it with their OPM report. Demo work and layout and grading work for the new parking lot is currently underway. They will be installing a new catch basin, working on underground utilities and light poles, and going through the proper procedures to remove the stockpile of materials that needs to leave the site. Mr. Schmalz is reviewing these procedures with Case again. In the meantime, Case has resubmitted their claim regarding removal of materials from 2013. It was noted that the soil currently on the job site is contaminated with certain elements and cannot be re-used offsite, but it isn't hazardous. Mr. Collins mentioned that wherever Case brings the soil, it has to be an acceptable location and they need to disclose what is in the soil. Mr. Collins said that Case was bringing the soil to Worcester but that location is now full so they need to bring it somewhere else. Case is claiming that there's now an extra cost to bringing the soil somewhere else and Heery is saying that the cost of removal is Case's responsibility. Mr. Collins noted that in their original documents there was a quantity of soil that was listed as needing to be removed from the site. The Committee agreed to have the work done under protest for now so it doesn't delay the job.

Regarding the Punch List, Mr. Collins informed the Committee that G&R wants to meet with Heery and Jacunski Humes to review the list. They should have a report at the next MBC meeting regarding the outcome of that meeting. Mr. Collins said that he informed Captain Pat Purcell that he'll be in touch to do a walk-through of the building with the Captains so he can review with the Contractor. Mr. Brown asked if MBC members should do a walk-through of the building. Mr. Humes suggested waiting until after the outcome of the meeting between Heery, Jacunski Humes, and G&R to schedule a Committee walk-through. Mr. Brown will check back at the next MBC meeting.

Mr. Collins provided an update on the Public Announcement (P/A) system. The Commissioning Agent, WSP, has downloaded all documents and provided minutes from their meeting. Heery has distributed these documents to Jacunski Humes, G&R, and the Fire Department for their review. Heery will schedule a time for WSP to do some functional testing at the Fire Station. WSP pointed to the grounding of the racks as not functioning properly in their report. However, the electrical contractor, Bay State Wiring, believes the job was done correctly. Mr. Schmalz said that he has a letter drafted to G&R and Bay State Wiring giving them 7 days to remedy the situation. Otherwise the Owner will hire an outside vendor to complete the work with all costs going to G&R. Mr. Fryer made a motion to send the letter and Mr. Blois seconded. VOTED 5-0-0. Mr. Humes mentioned the humming noise in the Apparatus Bays and noted that is usually due to improper grounding.

Mr. Humes will provide an update on the Memorial Park at the next MBC meeting on May 20, 2015.

Mr. Collins informed the Committee that the LSP will be at the next MBC meeting to provide their report regarding close out activities. He also wanted to remind the Committee about the 10 month walk through that will be coming up, along with scheduling the infra-red test on the roof for September.

Mr. Schmalz wanted to go back to the Punch List and discussed items that aren't being resolved. Mr. Humes noted the retainage amount for the balance to finish is \$385,000.00 and he felt that was incentive for the Contractor to finish the job. Mr. Collins mentioned the upcoming meeting and walk-through and will figure out what needs to be done. Mr. Collins added that the \$385,000.00 is for Phase 1 Punch List items. The Committee was unhappy with the way the job was going. Mr. Collins said that they'll hear G&R's side today and will provide feedback from our side. Mr. Collins agreed with Mr. Humes and didn't think G&R would leave \$385,000.00 on the table without finishing the job. He also felt that G&R wanted a good rating and testimonial. Mr. Collins will provide an update to the Committee at the next MBC meeting.

#### **Forbes Building**

Mr. Fryer and Mr. Humes will review plans for the Forbes Building renovations after this meeting.

#### **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 20, 2015, at 8:30 AM in Room 23 of the Forbes Building.

#### **Adjournment**

Having no further business, the Committee voted to adjourn at 10:29 AM. VOTED: 5-0-0, with 5 being present.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant