

Municipal Building Committee
Minutes of Meeting
20 May 2015

Approved:
June 3, 2015

Location: Room 23, Forbes Building

Members present:

John Arnold
Bob Brown
Dexter Blois
Bob Fryer
Cal Lawrence

Members absent:

George Barrette
Peter O'Neil

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Mark Stockman, MIS/GIS Director

Zachary Schmalz, Heery
Kristi Williams, Assistant Town Manager
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

Regarding the minutes of April 29th, Mr. Blois mentioned that he wasn't here for that meeting but did read through the draft of the minutes. He recommended that Committee members educate themselves on the Community Preservation Act (CPA), and the financial impact it could have on taxes if CPA funds are used for the renovation of the Forbes Building. Mr. Blois was also concerned with the Municipal Building Committee becoming involved with funding projects. He felt this was a Selectmen's issue and that the MBC is only responsible for Town buildings, not financing. Mr. Lawrence pointed out that the discussion on using CPA funds had more to do with the impact of scheduling projects so debt levels are kept at appropriate levels. Mr. Blois made a motion that the Municipal Building Committee not become involved with the funding of projects that the MBC inherits or becomes responsible for and Mr. Fryer seconded. VOTED: 5-0-0. Mr. Blois made a motion to approve the minutes of April 29, 2015 and Mr. Arnold seconded. VOTED: 4-0-1 (abstention: Blois).

Mr. Blois had some follow up questions on the minutes of May 6th. He asked about re-paving the Town Hall lot. Mr. Humes informed him that the DPW is now involved with that part of the project. Mr. Blois felt that re-paving the lot wasn't necessarily part of this project, but determining where to locate the handicap spot is. Mr. Humes mentioned that he thought Town Manager, Jim Malloy, was working with the abutters regarding the re-paving and that it would fall under this project since it includes the handicap spot. Mr. Blois said that the Committee wouldn't know about funding the re-paving of the lot until the end of the project to see what is left in the budget. Mr. Humes pointed out that the handicap spot needed to be resolved before moving in to the Town Hall. Mr. Collins said that he would put this item on their agenda to discuss within the next 60 days. Mr. Blois brought up the flowable fill in the street and Mr. Collins said that they will provide a report on that later in the meeting. Mr. Blois also asked about closing the entrance next to the Town Hall. Assistant Town Manager, Kristi Williams, reported that she spoke with Mr. Malloy and he said that Chief Perron of the Fire Department gave his approval to close it. Mr. Blois asked if they were planning on using removable bollards and Ms. Williams wasn't aware of what was decided. Mr. Blois felt that entrance should be restricted to emergency vehicles only. Mr. Collins said he would add this item for discussion on a future agenda. Mr. Blois made a motion to approve the minutes of May 6, 2015 and Mr. Arnold seconded. VOTED: 4-0-1 (abstention: Mr. Lawrence).

Town Hall

Mr. Collins said he will have an update to the budget at the next MBC meeting.

Regarding the construction schedule, Mr. Collins reported that he should be receiving an updated schedule from R.A.C. now that they have received the signed paperwork to proceed with the roof.

Mr. Collins had nothing to add to the Change Order Log at this time.

Mr. Schmalz provided a report on recent construction activity. Scaffolding equipment has been erected around the clock tower. They will work on removing the old pieces and then add insulation and new trim. Mr. Schmalz said that the chiller unit was installed last Monday and it is the last large piece of equipment to connect to the building. The generator and gas was tied in last week, so two out of the three major units are substantially complete. New mill work is being installed and they are starting to climate control the building. Mr. Schmalz said that the Town has approved the plumbing and electrical in the addition, and the next step is to have the architect's engineers perform an inspection. Regarding the interior, the elevator was delivered and they are starting to install the pistons and attachments. Carpentry and paint prep is ongoing, and electrical, plumbing, and fire protection finishes are underway. They are trying to prioritize some of the flooring so technology work can commence. Mr. Lawrence noted that OSHA compliance needs to be reviewed since there was a lack of belt use while working on some of the higher exterior work. Mr. Humes pointed out that it is the responsibility of the contractor to make sure safety measures are being met. Mr. Collins said he will mention harnesses. Mr. Fryer asked about the water leak in the Selectmen's Meeting Room. Mr. Schmalz mentioned that they mapped out the location inside where the leak occurred and will leave that area open so when it does rain they can figure out where the water is coming from. Mr. Schmalz and Mr. Humes both felt that, once the roof was done, that should correct the water problem. Mr. Schmalz finished his report by saying that they are tying in the foundation drains to the downspouts on both sides of the Town Hall, which will also help with leaks. He mentioned that the new downspouts are included in the contract but the underground drains will come in as a change order.

Mr. Collins referred to their OPM report where there was a quote from FiberTech Services and a copy of an email from MIS/GIS Director, Mark Stockman, regarding bringing fiber and a coax cable from the basement to the server room. Mr. Stockman discussed their limited capacity and that FiberTech proposed adding more cable and a splice tray that would provide adequate capacity for future growth. While FiberTech is performing that work, they will also pull the coaxial at the same time. Griffin Electric had provided a quote for this work, but FiberTech can pull the cable for a better cost. Mr. Fryer asked – since the existing conduit is full – if installing another conduit would make more sense while construction is ongoing. Mr. Humes mentioned that installing another conduit is expensive and that the wires in the existing conduit can provide capacity. Mr. Blois asked Mr. Stockman if he was satisfied with the new capacity and he said he was. The work FiberTech is proposing will provide the Town Hall with 12 more connections plus they'll have additional capacity at the DPW. They will use FIOS for their primary internet use and Charter as the secondary. There was some concern by Committee members that there wasn't enough capacity for future growth, but Mr. Stockman pointed out that they will have both FIOS and Charter, and he felt this was a good solution for the Town's budget. Mr. Humes will void out Griffin Electric's quote. Mr. Blois made a motion to approve a Purchase Order to FiberTech Services in the amount of \$7,252.00 for additional capacity and consolidation of fiber and Mr. Fryer seconded. VOTED: 5-0-0. Mr. Stockman noted that they are waiting for the floors to be completed so the racks can be installed.

Mr. Humes provided a quick update on Furniture, Fixtures, & Equipment (FF&E). Interior Designer, Deanna Dewey, has prepared an extensive list of delivery dates, along with where delivery will take place, and the responsibility of the vendors. The anticipated installation date for taking delivery of the furniture is right after Labor Day. Mr. Humes will remind R.A.C. so they are ready at that time. Kristi Williams reported that they are looking at quotes for the move from two different vendors and the cost is coming in around \$20,000.00. They are hoping to move on a Saturday, but both vendors think they'll need two days, so they will likely start the move on a Friday afternoon. Town offices will then be closed to the public on the following Monday so employees can organize their offices and will re-open on Tuesday. Ms. Williams also wanted to mention that Library Director, Maureen Ambrosino, has been working with Ed Turner of Art Emporium on refurbishing the antique frames found in the old Fire Station's attic. Ms. Williams and Mr. Malloy have viewed the frames and Mr. Malloy is proposing having three of those frames hung in the Town Hall. Ms. Williams noted that Mr. Turner has an old military uniform that he has mounted and framed as well. For Mr. Turner to complete his work on glazing and re-doing some of the photos found in the attic, and to display original Town documents, they are looking at an additional cost of \$5,000.00. Mr. Blois asked if this was in addition to the money voted at Town Meeting for the frames and Ms. Williams said it was. Mr. Fryer asked if a vote on this expense could wait and Ms. Williams said it could. Mr. Blois agreed, since they are looking at other expenses coming up for the parking lot and the roof. The Committee agreed to wait on a vote until later in the project to see what's left in the budget.

Mr. Schmalz provided a report on the flowable fill. He said that everything was done according to what was agreed upon at the planning meeting. He is still reviewing his notes and mentioned that either flowable fill was used or sandy gravel, but both would have been approved by the Town's engineering office. Mr. Schmalz mentioned that the work was done on a Saturday and he wasn't sure if someone from the DPW office inspected it. Mr. Schmalz added that the material used was consistent throughout the project and that one material wasn't used and then something else.

Fire Station

Mr. Collins presented the Committee with G&R Construction's eighteenth application for payment in the amount of \$79,671.31 for work completed on the new Fire Station for the month of April. Mr. Blois made a motion to approve payment to G&R Construction for application #18 in the amount of \$79,671.31 and Mr. Fryer seconded. VOTED: 5-0-0.

Regarding the Project Budget and Change Order Log, Mr. Collins said there was no update at this time.

Mr. Collins reported on the recent meeting they had with G&R. In attendance were representatives from Heery, Jacunski Humes, and G&R, and they spoke about a series of issues. First was the soil claim by Case. Case was still claiming that removal of the contaminated soil was not in their scope of work and also referenced an earlier soil disposal claim. Mr. Collins reported that they are now going to withdraw both claims since there's enough language and information in the project documents to support that it is within their scope of work. The soil that is there now will be disposed of properly, but Case needs to find a new site to take it to because the previous site they were using is full. Since they have to go to a new site, they will need soil samples and lab reports from the LSP. Tighe & Bond will write up a report so the facility can accept the soil. Mr. Schmalz said that he hopes to have the approval letter from the receiving facility this week, and then they can start trucking the soil off site. Mr. Schmalz noted that the LSP (Tighe & Bond) keeps track of all of the official paperwork.

Mr. Collins mentioned that the Punch List from Phase 1 was also reviewed in their meeting. Mr. Schmalz provided a brief update. He said that after the meeting, they broke out the Contractor's Punch List items since Heery was tracking about 60 issues. Mr. Schmalz and Mr. Humes backtracked through these items to see what's been completed. He mentioned that G&R have noted some items they consider to be "not in contract". Heery has provided comments on these items and G&R has commented back. Regarding the Close-Out Log, they are working on administrative paperwork, which G&R will complete and then Heery will close out. Mr. Schmalz has all of the vendor names, contact information, and email addresses and will provide this material to the Fire Department. Mr. Schmalz mentioned that G&R agreed to take service calls and handle warranty issues for the first year. Mr. Fryer asked about the glass panels in the Apparatus Bay doors and said it was still an ongoing issue. Mr. Humes felt that the overall tone of their meeting from May 11th was good and that G&R was willing to make sure all issues were resolved before the project was considered complete. Mr. Humes spoke about the grounding of the racks and mentioned that Bay State Electrical would come back and perform the additional ground work. Regarding the cork flooring in the kitchen, G&R has arranged for Wes flooring to come back and rip up the old floor and replace it with new cork flooring. They will install the new floor after June 7th when there is more of a reduced schedule at the Fire Department since the kitchen is a centralized location. Mr. Humes reported that the issue with the original flooring was from the installation process, since they applied water to the product before they sealed it so the corners curled up. They were waiting to see if the corners came back down – and they have somewhat – but not satisfactorily. The new flooring will be installed and then two coats of a polyurethane sealant will be applied to seal it. Mr. Humes mentioned that a sealant may need to be applied every few years. Mr. Blois felt that applying a sealant every few years should be noted since his concern was with the sealant wearing off and the corners turning up again since traffic in the kitchen is high. Mr. Fryer asked about different flooring and Mr. Humes said that would come at a high cost since the flooring was already ordered. Mr. Collins said he would add the sealant to the maintenance schedule. The overhead doors were mentioned and that the glass and glazing still needs to be repaired. Mr. Humes pointed out that the glass is still under the warranty period. Mr. Humes also mentioned the 20 amp cord rails for the ambulances, since 15 amp cord rails were installed. It was noted that the commissioning on the P/A system is ongoing. Mr. Fryer asked about the air conditioning in the Meeting Room at the new station since last night it didn't seem to be working during the Selectmen's meeting. Mr. Schmalz explained that they will be providing user guides as an educational tool for users. Mr. Humes said that since the Meeting Room is typically unoccupied, it is not air conditioned on a normal basis. Pat Cullen of the Fire Department said that they are still going through a learning curve on this sophisticated system. Mr. Humes added that the control on the wall needs to be changed to "occupied" so the air is balanced. Mr. Fryer asked Heery to make sure Fire Department personnel know how the climate control system works. Mr. Humes noted that, while waiting for Punch List items to be resolved, the completion date was pushed back to July 1, which is over the time allotted for this project. They will wait to see what items are resolved before making an issue of G&R going beyond the completion date. Mr. Collins mentioned that they will finish the landscaping in July. He will coordinate with the Fire Department about watering the new grass. Mr. Lawrence pointed out the mill work in the foyer and in the Emergency Operation Center and asked if that was on the Punch List. They used filler and there are now white spots. Mr. Schmalz mentioned that he spoke to Chief Perron and sent out an inquiry to G&R earlier this week. He noted that the doors and dumpster pad are still on the list and that G&R is having some items done next week.

Regarding the Public Announcement (P/A) system, Mr. Collins reported that he will have the testing done once the proper grounding of the racks is completed.

Mr. Humes provided a design for the Memorial Park to Committee members for their discussion. He showed the steel beam from the Twin Tower installed in a pentagon shape design where Pennsylvania soil and grass would be used, along with limestone for the Pentagon, and three plaques for the two Westborough residents and first responders. Mr. Humes thought that the memorial should be large enough so that people could walk in and touch the steel. There would also be benches for people to sit and reflect. Mr. Fryer felt the area might be too big. He envisioned an 8 foot area where people could still touch the steel beam but that the middle area would be raised and people could walk around the outside of the memorial. There was discussion over changes to the design. Mr. Brown noted that he would like to see local masons and labor install the Memorial Park. Mr. Humes pointed out that he intentionally left the flag pole and fire memorial outside of the 911 memorial since he didn't feel they should be combined. Mr. Brown preferred that the walls were made of fieldstone rather than limestone, but understood the significance of the limestone. There was a suggestion to make the plaque in the fieldstone wall out of limestone. Mr. Fryer felt that there could be one plaque for both of the Westborough victims. There was concern over people crawling on the steel beam. Mr. Humes suggested planting the Pennsylvania ornamental grass around the outside of the memorial and landscaping it to discourage people from getting in to that area. Mr. Humes said he will re-do the design, based on suggestions received today, and make the memorial smaller. Mr. Arnold added putting in pavers on the inside of the bed rather than grass or plantings that will need to be maintained. Mr. Humes said that a Colonial Williamsburg type cobblestone could be used, or brick or concrete pavers. There was continued discussion over the size of the memorial, walkways and being ADA compliant, and where the plaques should be located. The Committee decided on the plaques – they wanted one for the two Westborough victims, one for the Pentagon, one for Pennsylvania, and one for the first responders, with a description of the World Trade Center on the outside. The Committee also noted that they only wanted one flagpole and no capstones on the corners of the walls around the memorial.

Mr. Collins said he hopes to have the LSP (Tighe & Bond) at the next MBC meeting to provide an update. He was waiting for the soil issue to be resolved.

Forbes Building

Mr. Humes provided plan designs on the Forbes Building, along with a recap of floor plan revisions. He spoke with the Police Department recently and was given some changes. Mr. Humes said there were very little changes to the lower level, other than adding two quiet rooms. Mr. Fryer explained that they'd like to use these rooms for officers who may have to sleep over in the event of an emergency. Mr. Arnold was concerned with digging up the bleachers in the gym since we aren't aware of what's under there. Mr. Humes said that they will do exploratory work to see where the wall ends. If they find that the footings stop, then he agrees with the decision not to excavate the bleachers and he will relocate rooms designated for that area somewhere else. However, if the footings go all the way down then he felt it wasn't a problem to excavate and remove the bleachers. Mr. Humes mentioned that they did have to dig out the elevator machine room to move it lower and the walls on either side did go all the way down. Regarding the first floor, Mr. Humes noted that there were quite a few changes. They swapped out the administrative area and replaced it with the Detective's Bureau. They also added a records window to the public lobby so now there is both a dispatch window and records window. The Sally port was expanded and additional storage added. On the second floor, the administrative area was placed where the Detective Bureau was, and a conference room was added for the Chief along with offices for the detectives. Mr. Humes pointed out that nothing had changed on the third floor. Mr. Brown asked Mr. Humes if he has spoken with new School Superintendent, Amber Bock, and he has not. Mr. Humes noted out that right now the third floor has been designated for the School Department and Youth & Family Services. He mentioned that the stage area on the second floor will be eliminated and that area could be turned in to meeting rooms and storage. Mr. Humes said that for now he wanted to update the Committee on the changes. Mr. Arnold asked about the project renovation cost and Mr. Humes said that he typically sees about a 4% increase to the price per year. He also added that we'd have to factor in the Sally port and the site work around the Sally port. There was discussion about renovating Forbes or building a new station. It was noted that the Forbes Building would need to be renovated anyway and then would be largely vacant. There was mention of turning the Forbes Building in to affordable housing. Mr. Arnold was concerned with the parking issues downtown. Mr. Humes reminded the Committee that there were other Town offices such as Planning, Conservation, and Youth & Family Services that they'd need to find a home for, along with the School administrative offices. Mr. Arnold suggested using a piece of land at the former State Hospital property for a new station and relocating the Town and School offices to the Harvey Building. Mr. Collins mentioned that the estimate to renovate the Forbes Building three years ago was about \$10.9 million. The cost now would be around \$12 million, which would be roughly the same cost as building a new station. Mr. Blois pointed out that back during the discussion of building the new Fire Station and whether to combine it with the Police, it was noted that we need to maximize our current inventory. There was discussion over whether to go to the Board of Selectmen (BOS), or to continue discussion amongst MBC members. Mr. Humes offered to firm up his figures so they have an accurate estimate on the Forbes renovation project. Mr. Blois thought that the MBC needed to go before the BOS, and also that a lot of consideration needed to be placed

in to what to do with the Forbes Building if they recommend a new police station. Mr. Blois felt that it was the Selectmen's call as to whether to renovate the Forbes Building or build a new station. Mr. Fryer mentioned that the Town would get more from renovating Forbes since they'd get a new Police station plus other offices. Mr. Brown brought attention to the parking and congestion issues in the downtown area.

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, June 3, 2015, at 8:30 AM in Room 23 of the Forbes Building.

Adjournment

Having no further business, Mr. Blois made a motion to adjourn the meeting at 11:18 AM. VOTED: 5-0-0, with 5 being present.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant