

Municipal Building Committee
Minutes of Meeting
3 June 2015

Approved:
June 17, 2015

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Bob Fryer

Others Present:

Peter Collins, Heery
Zachary Schmalz, Heery
Jim Malloy, Town Manager
Chief Nick Perron, Fire Department

Chris Tremblay, Heery
Brian Humes, Jacunski Humes
Maureen Ambrosino, Library Director
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. Blois made a motion to approve the minutes of May 20, 2015 and Mr. Arnold seconded. VOTED: 4-0-1 (abstention: Mr. O'Neil). Mr. Barrette wasn't present for this vote.

Town Hall

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

Heery International – Invoice #590809 in the amount of \$14,250.00 for OPM services for the month of May 2015.

WSP – Invoice #47786 in the amount of \$1,000.00 for commissioning services through 4/25/15.

Heery has reviewed the above invoices and recommends approval for payment. Mr. Blois made a motion to approve payment on both of these invoices and Mr. Arnold seconded. VOTED: 5-0-0 (Mr. Barrette wasn't present for this vote).

Mr. Collins informed the Committee that he is in the process of updating and reconciling the budget with Town Accountant, Leah Talbot. He will have an update at the next meeting.

Regarding the construction schedule, Mr. Collins said they are waiting for R.A.C. to provide an update that includes the new roof project. Mr. Collins also wants the schedule to incorporate FF&E delivery. He mentioned that they are still on track for substantial completion in August. Mr. Humes also confirmed that he has spoken with R.A.C. and they are all set for furniture delivery in early September.

Mr. Humes handed out a Change Order Log dated 6/3/15 to the Committee. Mr. Humes said that he is proposing CO #8 and pointed out that it contains about two months' worth of changes. Some of these items were due to demolition where old walls had failed and new walls were needed. Mr. Humes reviewed the items that make up CO #8. Regarding line item #078, Mr. Humes mentioned that the credit for \$7,787.00 is for a wood gutter that won't be replaced with PVC, but painted instead. Mr. Blois asked if there would need to be continued maintenance if the gutter was painted versus installing PVC, and Mr. Humes said that there would need to be maintenance of the paint on both the wood gutter and PVC, since both would need to be painted to keep the color consistent. Mr. Humes mentioned that the wood gutter is in good condition and that it is one big piece of wood. He felt it would be expensive to replicate the wood gutter. There was continued discussion over the wood gutter and what could be done so painting wouldn't have to be as frequent. Mr. Humes will come back with more information as to what could be applied. Mr. Humes continued reviewing those items that make up the rest of CO #8. He pointed out that after all of the changes approved to date, with the exception of the new roof, the renovation is at 3.5% for Change Orders and Mr. Humes felt that was a good percentage to be at when

considering that the project will be wrapping up in three months. Mr. Brown asked if Mr. Humes needed approval for CO #8. Mr. Humes thought the Committee could vote the figure of \$40,506.00 but that Heery still needed to review, so the cost could go down but shouldn't go up. Mr. Collins felt that Heery could lower the cost of CO #8 so he recommended voting a "not to exceed" amount. Mr. Blois asked if the credit for the wood gutter could be removed for now while Mr. Humes investigates further. Mr. Collins said that the cost of CO #8 would be \$48,293.00 if they removed the credit. Mr. Blois made a motion to approve CO #8 as modified for a not to exceed amount of \$48,293.00 and Mr. Barrette seconded. VOTED: 6-0-0.

Mr. Humes finished reviewing submitted change requests, which he is not recommending approval of yet. He wanted to provide an informational update to the Committee as to what was still out there. Mr. Collins referred to Heery's Change Order Log and mentioned that Mr. Schmalz is tracking items that may become change requests. Mr. Collins pointed out that they are still going back and forth with R.A.C.

Regarding construction updates, Mr. Schmalz provided a report. On the exterior, carpenters are working on the trim and front entrance and the masons are working on the back entrance. On the interior, electrical work is in good shape. The flooring went down in the server room so the racks can be installed. There's also work on the insulation for mechanical, plumbing, and duct work, and the chiller was roughed in. Woodwork and mill work on the second floor is underway and the painters are prepping the walls. There was discussion over the downspouts and if they were tied in to the drains yet. Mr. Schmalz gave an update and mentioned they are being worked on. Mr. O'Neil was reminded of the large icicles that ran down the front of the building over the winter and asked if that had been fixed. Mr. Humes said that they took the plaster off the inside of the Selectmen's Meeting Room to determine where the leak is. Mr. Humes reminded the Committee that there will be a gutter and downspout added, and also an ice shield will be applied to prevent this from happening again. Mr. Humes felt that the ice build-up from this past winter was due to having no downspout.

Mr. Humes reported that for FF&E, he is trying to expedite the installation of the rails for the high density filing system.

Library Renovations

Ms. Ambrosino informed the Committee that an RFQ for an OPM was sent out and the due date for quotes is next Wednesday. They will open envelopes at the DPW on June 10th. Ms. Ambrosino reviewed the deadline dates for filing for grants with the State. She said that all paperwork is in order and will be sent out well before the dates they are required. Ms. Ambrosino said that the State will award grants in order of approval until there are no more funds. Then they will put libraries on a waiting list and award money as it becomes available in future years. Ms. Ambrosino mentioned that the DPW was out yesterday and finished the concrete floor in the men's restroom and it should be open today. The DPW will be back to finish the ladies restroom when they have time. Mr. Brown asked if there was anything Ms. Ambrosino needed from the Committee and she asked if a few of the Committee members could be present to review the OPM bids at 2pm on Wednesday, June 10th. Mr. Blois and Mr. Arnold volunteered to help. Mr. Blois asked about the State match for construction and Ms. Ambrosino said it was about 40-50% of the construction cost and thinks it is based on the size of the project.

Fire Station

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

Heery International – Invoice #590808 in the amount of \$8,600.00 for OPM services for the month of May 2015.

WSP – Invoice #40484 in the amount of \$2,550.90 for commissioning services through 12/27/14.

Heery has reviewed the above invoices and recommends approval for payment. Mr. Arnold made a motion to approve payment on both of these invoices and Mr. Blois seconded. VOTED: 6-0-0.

Regarding the budget, Mr. Collins said that he is in the process of reconciling it with Town Accountant, Leah Talbot. Mr. Collins referred to the construction schedule. They are looking to remobilize G&R on June 8th. They will remove soil in conjunction with the LSP, and then start on the underground utilities, parking lot, and landscaping. He felt that G&R would be accomplishing a lot during the month of June.

Mr. Humes had some questions about the Memorial Park. He asked the Committee if they wanted the Memorial Park left at grade level or raised and the Committee wanted it left at grade level. His second question was in regard to the stone they wanted used on the walls and the Committee agreed on fieldstone. Mr. Humes' third question concerned the number of flagpoles and the Committee only wanted one flagpole and not three. Mr. Humes mentioned using solar power LED's that can illuminate the flagpoles from the top so you don't have to run power and have lights on the

ground. There was discussion over the reliability of using solar lights and it was noted that the technology has improved. Mr. Cullen pointed out that solar powered lights are being used more frequently in the downtown area and it hasn't been a problem even after a string of cloudy days. Mr. Humes mentioned that LED technology has helped solar and made it a more viable alternative. He said that he would have a final layout of the Memorial Park to hand over to the Committee by the next meeting. Mr. Barrette asked Mr. Humes for an approximate cost on the Memorial Park and both Mr. Humes and Mr. Collins estimated the cost at \$40,000.00-\$50,000.00. Mr. Humes said that he will provide designs for the Memorial Park but they won't be biddable documents. Mr. Malloy felt that the designs should be fine since it can be considered a landscape project similar to one they did at Bay State Commons, so full blown bids aren't necessary. He will speak with Mr. Humes once he has the plans complete. Chief Perron asked that the maintenance of the Memorial Park be kept to a minimum.

Mr. Schmalz provided an update and discussion of Punch List items, warranty, and close out activity. Mr. Schmalz mentioned that he sent a new list to G&R that was cleaned up and organized. He is tracking about 72 open contract Punch List items and 23 post opening warranty items. He said that there are seven items not in the contract that he'll need to find out from the Committee as to what they'd like to do. The seven items were reviewed such as occupancy limits to the EOC room and bunk rooms, along with proper signage for roof access over the boiler room, in the kitchen, and for the fire extinguishers. The Committee reviewed each item and provided their comments. Mr. Schmalz noted that all seven items are requirements from Fire Prevention. Mr. Blois asked why we don't have a permanent Occupancy Permit and Mr. Humes felt that he needed to ask the Building Department that question. He thought it was due to the parking lot not being complete. Mr. Tremblay mentioned that they have been waiting for the parking lot to be finished to have a close out discussion. Chief Perron added that what Fire Prevention is asking for are the same requirements as with any other building. For example, having signage in larger font helps emergency personnel view it. Mr. Collins noted that most signage is put up for maintenance purposes but Fire Prevention is asking for more signage for their purposes. However, he felt the fix was easy and that vinyl lettering could be applied to signs so emergency personnel can identify mechanical units easily. Mr. Brown asked for an estimate of the cost for these signs and Mr. Collins said he would look in to it and get back to the Committee in two weeks.

Mr. Schmalz had a question on the communication process if an item was identified as needing service and what the Town's procedure was for maintaining their buildings. Mr. Malloy said that the Town's Buildings & Grounds Department handled maintenance on Town buildings. Mr. Schmalz mentioned that some items on the warranty list have been outstanding and unresolved and are now causing frustration. He said that items needing service should be recorded, categorized, documented, a call needs to be placed, and there should be a point person for contact. Mr. Malloy said he would speak with Mr. Schmalz after the meeting to figure out a procedure. Mr. Collins wanted to clarify that there's a Punch List – and then there's a warranty service call item. Anything that malfunctioned after the Punch List was established – such as if a furnace fails in February – would be a warranty service call issue. Mr. Collins agreed that G&R owns the Punch List. Mr. Malloy reiterated that he would speak with Mr. Schmalz about a procedure for warranty items and also include Captain Bob Rand as the contact person from the Fire Station.

Mr. Humes provided an update on the HVAC system. The contractor was back and found some items needing corrections to the controls. He said the problems relate back to installation issues.

Mr. Collins referred to the back of Heery's OPM report and alerted Mr. Malloy about a letter from the LSP that will require his signature.

Mr. Schmalz reported that Tighe & Bond performed their third air quality test and is waiting for the result. Mr. Collins hopes to have the LSP in on June 17th to provide a report. He noted that the contaminated soils should be removed from the job site within the next week.

Mr. Collins noted that they have a meeting with G&R this afternoon to review controversial outstanding electrical items. Depending on the outcome of that meeting, they will bring in the Commissioning Agent, WSP, for testing of the Public Address system.

Mr. Collins mentioned future agenda items such as having the LSP in, the 10 month walk through, the infra-red roof test, and the 9/11 ribbon cutting.

Chief Perron approached the Committee about the trouble they've been having with the HVAC system over the last few weeks. He noted that last week there were cool temperatures in the living quarters yet the offices were really hot. Chief Perron said that they found that two of the three units on the roof had failed. They also had an issue with heat blowing in to the offices and found the unit was wired backwards. He mentioned that Johnson controls were used and they may

not be available anymore and that the building management information systems weren't installed. Chief Perron wanted to make sure that these issues were resolved before the Town takes possession of the building. Mr. Blois confirmed that the Fire Department's list of issues were in Heery's and Jacunski's possession. Chief Perron pointed out the glass in the Apparatus Bay doors and said that these were supposed to have been fixed but leaked during recent rain. Mr. Malloy mentioned that he went on a walk-through of the station with Chief Perron and he is aware of the unresolved items. Mr. Malloy will speak with Mr. Schmalz since he thinks the leaks are a manufacturer issue and they may try to get the manufacturer out here to address. Mr. Lawrence pointed out the one year anniversary that is approaching and the need to get these items resolved quickly. Mr. Malloy said that once these items are on the Punch List, the one year anniversary doesn't matter since retainage won't be paid until everything is done. Mr. Humes said that Heery will follow up on making sure Punch List items are being done.

Forbes Building

Mr. Humes handed out an update on the Forbes renovation project. He mentioned that back in 2011 the budget for Forbes was estimated at \$12,005,477.00. Mr. Humes provided a comparison from 2011 to present. He referenced value engineering which brought down the price to \$10.9 million due to funding the new roof from another source and also reducing the Sally port and not replacing the windows. Mr. Humes pointed out that now the Sally port is larger in scope and the project is estimated at about \$13.5 million. If a new Police Station was built, he referred to his handout which showed the estimated cost of a new station at \$12.5 million. Mr. Humes noted that the new station would provide less space, and we would still need to determine what to do with the Forbes Building. Mr. Malloy discussed using a piece of land at the former State Hospital site to build a new Recreation Center. He mentioned that as the Town sells off parcels of land at the State Hospital, the money needs to be held separately and can only be used for building, so the funds could be used to pay down debt incurred from renovating Forbes or the Town Hall. We could also use some of that money to build a new Recreation Center so we would only need to ask the Town for a minimal amount if any at all. Mr. Malloy felt that the Forbes Building should be renovated for the Police Station, and so it can continue to be used by other Town and School Department offices. Mr. Blois asked if the MBC should go before the Board of Selectmen to provide an update and Mr. Malloy agreed. He requested that Ms. Thomas contact Paula Covino in the Selectmen's Office so the MBC can be added to the July agenda. Mr. Humes asked if there have been any issues with the elevator since we are coming up on the end of the one year warranty. Mr. Malloy said he hasn't had any complaints.

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 17, 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 10:57 AM. VOTED: 5-0-0, with 5 being present (Mr. Barrette wasn't present for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant