

Municipal Building Committee
Minutes of Meeting
17 June 2015

Approved:
July 1, 2015

Location: Room 23, Forbes Building

Members present:

John Arnold
Bob Brown
Dexter Blois
Cal Lawrence
Bob Fryer

Members absent:

George Barrette
Peter O'Neil

Others Present:

Peter Collins, Heery
Zachary Schmalz, Heery
Daniel Aylward, G&R Construction
Mark Richards, Tighe & Bond
Mark Stockman, MIS/GIS Director

Chris Tremblay, Heery
Jim Malloy, Town Manager
Robert Morel, G&R Construction
Pat Cullen, Fire Department
Kristi Williams, Assistant Town Manager

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 amended minutes of June 3, 2015 and Mr. Arnold seconded. VOTED: 4-0-1 (abstention: Fryer).

Fire Station

Dan Aylward and Bob Morel from G&R Construction met with the Committee to review Punch List items and the warranty list. Mr. Aylward explained that they just returned to the job site on June 8th. They thought the soil would have been removed so they could begin working on the parking lot but that hasn't happened quite yet. They have stayed on course and are about 80-85% complete. It was noted that Chief Perron had concerns that the warranty list was modified and not as complete as when they originally issued it. Mr. Aylward assured the Committee that whatever may have been cut from that list they will take care of, and he agreed that the requests from the Fire Department were reasonable. Mr. Blois requested that whenever G&R does a walk-through of the new station that a Heery representative is in attendance since Heery is responsible to the town as the OPM. Mr. Aylward said he would include Heery next time. Mr. Collins referred to the Punch List and mentioned that it hadn't been updated since yesterday's walk-through. He asked Mr. Aylward if he thought these items would be fixed within the next 10 days. Mr. Aylward felt all items would be fixed within 10 days with the exception of the cork flooring and Corian countertops, which are being addressed by the manufacturer. Mr. Collins asked if there was anything on the Punch List that wasn't within the contract and Mr. Aylward verified that it was a good list. There was discussion about the window panes in the Apparatus Bay doors. Mr. Aylward acknowledged that they have leaked. He is working on getting the manufacturer out to the job site to view the doors and provide assurance that everything they are doing will be covered under warranty. Mr. Aylward noted that they are meeting with the manufacturer on Thursday at 10 AM and should know more after that. He also suggested getting an extended warranty. Mr. Brown asked about the cork flooring and Mr. Aylward mentioned that the floor is being replaced and that work is ongoing. Mr. Morel pointed out that the cork flooring needs to be maintained and sealed according to the manufacturer's suggestions. Mr. Blois was concerned that this wouldn't get done. Mr. Collins spoke about close out activity and one of those tasks will be to pass along operations maintenance manuals which contain manufacturer care recommendations. He said they could review procedures with the maintenance staff at the Fire Department and develop a schedule. Mr. Lawrence asked about the patio door and Mr. Aylward said they will grind down the concrete near the threshold and pitch it away so water doesn't leak in. The concrete apron was discussed and the puddling issue. Mr. Arnold mentioned that he spoke with DPW Manager, John Walden. They will plane and perform a deep excavate of Milk Street from Phillips Street to the Rotary when they re-pave. They will also add catch basins which should solve most of the puddling problem, but there will still be some slight puddling near the sidewalk where the dip is located. Mr. Aylward will take a look at it and discuss with Heery to figure out a solution.

Regarding Phase 2, most of that work concerns the parking lot. It was noted that an acceptance letter should be written today from the facility in Clinton where the soil will be dumped. Mr. Aylward will need a sign off signature from Town Manager, Jim Malloy, and also from the LSP, Tighe & Bond. Mr. Aylward felt that they should receive that letter by noon today. If that happens and he gets the appropriate signatures, then they can start hauling soil offsite as early as tomorrow since they already have trucks reserved. Mr. Collins mentioned the soil since G&R is seeking compensation for disposal because they felt the soils were not fully described in the contract documents. Mr. Blois suggested that Heery discuss with G&R and come back to the Committee with their recommendation. Mr. Collins said that Heery, along with Jacunski Humes and Tighe & Bond, will review this claim and discuss with G&R. Mr. Aylward thought that it would take about 8 days to remove all of the soil. The timeline for finishing the parking lot was reviewed by Mr. Collins and Mr. Aylward. Most of the work on the parking lot will be done in July, and then they will loam and seed in August.

Tighe & Bond representative, Mark Richards, provided an update to the Committee on soils, contaminants, and indoor air quality. Regarding soil disposal, Mr. Richards mentioned that paperwork is in the queue as to what will be removed and he reviewed steps involved for disposing of the soil. He noted that the LSP has to provide their stamp on each truck that leaves the property. Once the material is shipped, Tighe & Bond will submit paperwork to the State (DEP). Mr. Blois was concerned with the soil issue resurfacing again with G&R and noted that the Town has received nothing in writing.

Mr. Richards discussed the indoor air quality and the passive vapor barrier system that was installed which ventilates through the roof. He said that they recently performed an air quality test since new construction involves bringing in lots of new materials. Mr. Richards said the test results were good and mentioned that the Town may want to consider another air sampling test in a year to make sure nothing has changed. Mr. Richards noted that he is working on drafting an AUL (Activity and Use Limitations) for the property which is a document that would need to stay in place where the Fire Station is specifically located. He said that basically the document says that the passive vapor barrier system needs to be maintained if anything changes on the property. Mr. Richards noted that this is a legal document that Tighe & Bond will provide and they will work with our Town Counsel to execute. Mr. Richards recommended waiting a few months so the document meets current standards before setting the AUL in place. Mr. Collins will add "finalizing the AUL" as a future agenda item so it isn't forgotten.

Mr. Richards provided a handout to Committee members on the location of wells on the Fire Station property. He spoke about how these wells have historically been on the property and Tighe & Bond has been testing the groundwater for contaminant levels. Ideally they like a reading of 5 or less. While the test results have improved over the years, he noted that the well that is located about 20+ feet away from the apartment building on Grove Street (MW1) had a reading that was below standard. Mr. Richards suggested putting a well in that corner or obtaining permission from the property owner to install a well behind the apartment building so further readings can be obtained. There was discussion about waiting on installing these wells since test readings have been declining. Mr. Richards recommended doing something now rather than waiting since installing a well is relatively inexpensive. Mr. Richards mentioned that the further away the new well is installed from MW1 - the better - since he felt issues would be eliminated. Mr. Blois felt the new well should be located behind the apartment building and Mr. Malloy agreed. Mr. Malloy will determine who owns the apartment building at 11 Grove Street and send them a letter seeking permission to install a well and the Town will cover the cost. Mr. Arnold asked what would happen if the owner refused and Mr. Richards said that the DEP would then become involved and address the issue. Mr. Brown asked what would happen if we decide to do nothing. Mr. Richards said that the Town will have only satisfied some of the requirements on the property so he would only be able to write up a partial report. He also pointed out that the DEP audits reports so they could become involved down the road. Mr. Blois made a motion to request that the Town Manager seek approval to install a well on the property located at 11 Grove Street to satisfy DEP regulations and Mr. Arnold seconded. Mr. Richards noted that installing the well should solve everything since the air quality at the new station is fine, due to the vapor barrier system that was installed, and 7 Grove Street was found to be sufficient. The only remaining concern was at 11 Grove Street. VOTED: 5-0-0. Mr. Blois made a motion that if the Town Manager is successful in obtaining permission to install a well at 11 Grove Street that authorization is given to Tighe & Bond to proceed. VOTED: 5-0-0. Mr. Richards mentioned the current contract in place between the Town and Tighe & Bond. There is still work left to do and he noted a \$2,000 filing fee, the AUL to complete, and additional reporting. Mr. Collins will connect with Mr. Richards to figure out what is owed. Mr. Richards said the next steps are to record the AUL, submit a revised permanent solution, and then he hopes to be wrapped up by the fall if the well is installed and the readings are fine. Mr. Richards pointed out that the DEP may perform an audit. Mr. Collins asked if there were any other fees that may be coming up and Mr. Richards said there weren't any he could think of unless the Town wants to do another air quality test in a year, but that is optional.

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

US Markerboard – Invoice #I4005556 in the amount of \$1,123.64 for two custom-made whiteboards.

Integrated Partners – Invoice #N0015851 in the amount of \$7,732.00 for additional switches.

Mr. Collins noted that both Captain Roberts and the Fire Department have confirmed receipt and signed off on these items. Heery has reviewed the above invoices and recommends approval for payment. Mr. Blois made a motion to approve payment on both of the above listed invoices and Mr. Lawrence seconded. VOTED: 5-0-0.

Mr. Collins referred to the updated budget attached to their OPM report. He continues to follow up with Town Accountant, Leah Talbot, to insure that balances match between Heery and the Town's records. He reviewed the budget and pointed out that if the project ended today, we would turn back approximately \$865,000 to the Town, and that the contingency line item currently stands at \$204,000.

Mr. Collins mentioned that the construction schedule is also attached to their OPM report. Heery will adjust this schedule after their meeting with G&R today and provide a forecast for the completion of remaining tasks at the next meeting.

Regarding construction updates, Mr. Collins noted that they got a feel for what G&R will do with the Punch List from Mr. Aylward's report earlier in the meeting. Heery will review the Punch List and provide a back punch to G&R so items that are completed will be removed.

Mr. Collins mentioned that they have combed through the report issued by Chief Perron and the items listed on his report are either on the Punch List or the warranty list - so they are tracking. Mr. Blois reiterated that he would like a Heery representative conversing with G&R and in attendance during any walk-throughs of the building. Mr. Blois felt that Fire Department personnel should be communicating with Heery and then Heery should communicate with G&R. He was concerned with meetings going on where the Town's OPM wasn't involved. Mr. Collins agreed since the Town relies on their OPM to communicate issues to the MBC. Mr. Collins said that he would re-establish protocol with G&R. Mr. Collins noted that one of the items on Chief Perron's list was the HVAC system and said that these items have been added to the warranty list (WL# 60 and 61 on the warranty list attached to the OPM report). Mr. Collins had the Commissioning Agent and HVAC representative onsite and they met with Mr. Schmalz in the EOC room. Mr. Schmalz noted that they came up with 5 items and provided recommendations for energy efficiency, but there was nothing that raised any red flags. Mr. Schmalz mentioned that there were items that had previous paper trails attached to them, such as the roof units going in to failure. Mr. Fryer asked why the EOC room was so hot at a recent Selectmen's meeting. Mr. Schmalz said that they discovered that the thermostats were working against each other. One thermostat was cranked way down while the other was set at 77 degrees. He has sent this information to BVH for comment. Meanwhile Heery will work with the maintenance contact at the Fire Department, Rod Thompson, to coordinate training onsite with the controls engineer.

Mr. Collins wanted to follow up about the additional signage requested by Fire Prevention that wasn't included in the contract. Mr. Collins spoke with Chris Knight at the Fire Department and he provided more details as to what they were specifically looking for. Mr. Collins will get costs for the signage and bring back to the Committee in two weeks.

Mr. Collins noted one last item – Bay State Wiring will be in this week to install grounding for the racks and also cord rails per the specifications in the contract. He is hoping they complete the job within the next few days and then he will schedule the Commissioning Agent, WSP, to come back and test the system.

Town Hall

Mr. Collins presented the Committee with R.A.C. Construction's sixteenth application for payment in the amount of \$351,349.00 for work completed on the Town Hall renovations during the month of May. Heery has reviewed this application and recommends approval for payment. Mr. Blois made a motion to approve payment to R.A.C. Construction in the amount of \$351,349.00 for Application #16 and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Collins referred to the budget attached to their OPM report and reviewed the balance in the Owner's Contingency line item. Mr. Blois pointed out that the roof is being done as a bonus since it wasn't in the original plans. Regarding the budget, Mr. Collins said they continue to double check their figures with those of the Town Accountant. There were a few items that they weren't tracking such as Verizon and technology issues, and also the move out of the Town Hall and the A/C unit that was added to the third floor of the Forbes Building. Mr. Collins referred to the FF&E line item and mentioned that it was \$137,000 over budget. He also said that technology was about \$22,000 over budget. Mr. Malloy mentioned that earlier this week MIS/GIS Director, Mark Stockman, was contacted by AdTech regarding changes to the Selectmen's table. They added more outlets to the table and Mr. Malloy noted that this will change the cost. Mr. Malloy provided a handout indicating what is being added and mentioned that the specs were changed by AdTech without

notifying Mr. Stockman. However, he pointed out that the changes are beneficial since they provide more convenience and will allow more technology to be added in the future. Mr. Fryer made a motion to approve the additional cost for AdTech in the amount of \$4,782.95 for technology updates to the Selectmen's table and Mr. Blois seconded. VOTED: 5-0-0.

There was discussion about the parking lot located next to the Town Hall and repaving. Mr. Malloy mentioned that new period style lighting will be installed downtown similar to what is already at Bay State Commons.

Mr. Collins referred to the construction schedule attached to their OPM report. He noted that the substantial completion date is August 21st per a recent update from R.A.C.

Mr. Schmalz provided a quick overview of construction activity. He said that the addition is almost completely wrapped in brick and the next steps would be to install windows and doors. On the interior, they continue to work on inspections, dry wall, and taping. Mr. Schmalz noted that the millwork on the second floor is in good shape. The server room is coming together nicely and the racks have been installed. They are working on putting together a start-up schedule for all of the major equipment with the Commissioning Agent. Mr. Schmalz mentioned that the skylight should be installed shortly and then the finish work will come together. Also the elevator is well established. Mr. Malloy asked about the wood gutter and whether it will be replaced with a composite piece. Mr. Schmalz said that now that a new roof is being done they will re-look at that area. There was concern with the copper pieces changing color and streaking the white composite pieces that are being installed. Heery took note and will double check. Pending change orders were discussed related to the pipe and the copper lining of the gutters.

Library Renovations

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

Forbes Building

There was no business brought before the Committee regarding the Forbes Building 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, July 1, 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 11:15 AM. VOTED: 4-0-0, with 4 being present (Mr. Lawrence wasn't in attendance for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant