

Municipal Building Committee  
Minutes of Meeting  
1 July 2015

Approved:  
July 15, 2015

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Others Present:

Peter Collins, Heery  
Brian Humes, Jacunski Humes  
Chief Nick Perron, Fire Department  
Pat Cullen, Fire Department

Zachary Schmalz, Heery  
Jim Malloy, Town Manager  
Captain Brian Roberts, Fire Department  
Peter Allen, Advisory Finance Committee

Mr. Brown called the meeting to order at 8:35 AM.

**Open Forum**

There were no requests to address the Committee.

**Approval of Open Minutes**

Mr. Arnold made a motion to approve the amended minutes of June 17, 2015 and Mr. Blois seconded. VOTED: 5-0-2 (abstention: Barrette, O'Neil).

Mr. Arnold made a motion to approve the amended minutes of June 24, 2015 and Mr. Lawrence seconded. VOTED: 5-0-2 (abstention: Barrette, O'Neil).

**Fire Station**

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

Heery International – Invoice #594394 in the amount of \$9,577.00 for OPM services for the month of June 2015.

John Turner Consulting – Invoice #15-4-000155 in the amount of \$1,155.00 for testing and inspectional services through 4/30/15.

G&R Construction – Application #19 in the amount of \$92,851.93 for work completed through 6/30/15

Heery and Jacunski Humes have reviewed the above invoices and recommend approval for payment. Mr. Blois made a motion to approve payment on the invoices listed above and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Collins reviewed the remaining budget for the new Fire Station. Mr. Blois asked if the cost for the Memorial Park was figured in. Mr. Collins said it was not but the necessary funds could be drawn from the Owner's Contingency. Mr. Brown asked Mr. Humes if he had a cost for the Memorial Park and he said they did not do a cost analysis.

Regarding the look-ahead schedule, Mr. Schmalz said there's been activity on Phase 1 Punch List items and work completed on Phase 2 for the parking lot. He noted that they are about 90% complete with removing excess soil from the job site. Yesterday they were able to excavate and install the light pole bases and conduits and that was the last remaining underground utility work that needed to be done. All that is left are catch basins and manholes. Mr. Schmalz informed the Committee that they ran in to another underground storage tank. They will go through the proper procedures and contact the LSP, Tighe & Bond. He mentioned the sidewalks that will be re-done on Milk Street and Grove Street. He will coordinate this work with the DPW since they are providing all straight curbing and the contractor is supplying the radius curbing. Mr. Malloy said that DPW Manager, John Walden, asked him if the cost for the curbing

was coming out of the General Fund or if it was being charged against the Fire Station project. Since the project has funds available, Mr. Malloy will get the cost and bring it back to the Committee. It was noted that the curbing would be purchased through the DPW since they receive more favorable pricing. Mr. Arnold felt that the DPW should be reimbursed for all curbing. There was discussion about whether the curbing was in stock. Mr. Malloy will follow up with Mr. Walden, and if curbing is needed, they will order it. Mr. Schmalz mentioned the existing curbing that is there and said that he asked the DPW if they wanted it. Mr. Humes pointed out that G&R has the right to salvage the curbing. If they don't want it, then the Town is welcome to it. If we decide we don't want it, G&R will get rid of it. Mr. Brown agreed with Mr. Arnold about reimbursing the DPW for the curbing, and also wanted to let G&R know that we will take the existing curbing if they don't want it. Mr. Schmalz mentioned that we will have to arrange to remove and store the curbing from the job site if we decide to keep it. Mr. Blois made a motion to reimburse the DPW out of the new Fire Station budget for curbing purchased for this project and Mr. Lawrence seconded. Voted: 7-0-0.

Mr. Schmalz noted that there are about 30 items remaining on the Phase 1 Punch List and a handful should be resolved this week. Some issues are warranty items. The grounding of the racks, overhead doors, cork flooring, and some electrical items are larger issues that Heery is still tracking. Heery had hoped to provide an update on the cork flooring at today's meeting but G&R has not received the report back from Barrier One. Heery will share that report with the Committee once they receive it. Regarding the cracks in the concrete, Mr. Schmalz has been in touch with one third party representative but he has not received a quote back yet for inspection. He also has a few other inquiries to send out. Once they get feedback, they will send information out to the Committee as to the next steps. Mr. Humes noted that the Commissioning Agent is in the queue to come out and test the grounding of the racks. Chief Perron asked if Heery could do an inspection of the roof and pointed out the electrical boxes since he doesn't think they are weather tight. They recently had water leak in and ruin some ceiling tiles. Mr. Schmalz said that they saw there was leaking and had G&R look at that area and they sealed the penetration. Mr. Schmalz noted that the ceiling tiles will be replaced. Mr. Arnold asked about putting G&R on notice for going beyond the substantial completion date. Mr. Collins wanted to review with Jacunski Humes, Town Manager, Jim Malloy, and Town Counsel for contractual language before presenting to the Committee. Mr. Collins mentioned that there has not been a formal written change request for soil disposal. Mr. Collins also noted that Chris Tremblay is trouble shooting the signage at the station and he can provide a report once he's back from vacation.

Regarding the Memorial Park, Mr. Humes mentioned that a lot of coordination still needs to be done. There was a discussion about the plans. Mr. Humes pointed out that a local landscaper who has design services could provide help with that area. Mr. Fryer and Mr. Arnold offered to work on touching base with a local landscaper and Captain Roberts said he would also be willing to provide his assistance. There was a motion from the Committee to appoint Mr. Fryer, Mr. Arnold, and Captain Roberts to handle the designs for the Memorial Park. Voted 7-0-0. Mr. Humes will send the electronic designs to Mr. Fryer. Mr. Fryer, Mr. Arnold, and Captain Roberts will bring back updates to the Committee and hope to be ready for the September 11<sup>th</sup> ribbon cutting ceremony.

Mr. Humes provided one last update – he did reach out to Building Inspector, Tin Htway, about the occupancy in the EOC and bunk rooms. He should hear back from him soon and will inform the Committee as to what was decided.

#### **Town Hall**

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

Heery International – Invoice #594395 in the amount of \$14,250.00 for OPM services for the month of June 2015.

John Turner Consulting – Invoice #15-4-000156 in the amount of \$2,515.00 and Invoice #1435021-12 in the amount of \$315.00 for testing and inspectional services through 5/29/15.

WSP – Invoice #49970 in the amount of \$1,000.00 for commissioning services through 5/23/15.

R.A.C. Builders – Application #17 in the amount of \$232,448.00 for work completed through 6/30/15.

Heery and Jacunski Humes have reviewed the above invoices and recommend approval for payment. Mr. Blois made a motion to approve payment on the invoices listed above and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Collins pointed out the budget attached to their OPM report. He noted the Owners Contingency and mentioned that the cost for the new roof was taken out of that line item as to what they know now for costs.

Regarding the look-ahead construction schedule, R.A.C. is still targeting 8/21 as being substantially complete. There was concern from the Committee about the building being weather tight and Mr. Malloy noted the blue tarp on the roof and buckets inside for leaking. Mr. Blois asked about the Selectmen's Meeting Room and if water was coming in and was told that there weren't any leaks that they've seen. Mr. Fryer asked if R.A.C. was on schedule and Mr. Schmalz mentioned that they need to ramp up Commissioning Agent meetings to make sure the major equipment is ready to go. Mr. Schmalz noted that they tried to schedule a meeting last Friday and only about 10% of the participants attended. He said that better efforts will be made going forward to insure appropriate people needed at a meeting show up.

Mr. Humes mentioned that he is coordinating the Selectmen's table with MIS/GIS Director, Mark Stockman, for the additional electronics. Mr. Malloy asked about the elevator and Mr. Schmalz said the functionality of the elevator is at about 85%. Mr. Malloy pointed out an exit sign that existed where the Selectmen's Meeting Room is located. There is now a gaping hole where the sign was removed and Mr. Malloy wondered what R.A.C. was doing to repair that area. Mr. Schmalz said he would double check.

Mr. Malloy had a couple of other items to discuss. He pointed out an area where there was a sticker for a fire extinguisher and now there is no longer an extinguisher at that site. Mr. Malloy felt the sticker should have been removed, the plaster corrected, and then that area painted. Instead the Contractor painted around the sticker. He also pointed out the name plates on the doors, brackets for shades still left on the window trim, and holes in the wainscoting. He felt all of these items should have been corrected now - during the construction phase - and was concerned with these items being fixed after the carpet is installed and risking paint being spilled. Mr. Malloy noted that there will be no contract extension and the penalty of \$1,000 per day will be assessed if these items are not fixed. Heery and Jacunski Humes understand these issues, but are still trying to make progress. Mr. Malloy was also concerned with rain dripping in through the hole for the skylight since it hasn't been installed yet. Mr. O'Neil asked about water leaking in and damaging the insulation. Mr. Blois felt that someone needed to go in and check the insulation for water damage. Mr. Blois asked Mr. Humes if the Town Hall roof should be infrared tested like the Fire Station and Mr. Humes said it wasn't necessary and pointed to the roof membrane. Mr. Collins suggested that the infrared test on the Fire Station roof should be done when the roofing contractor is here replacing the roof on the Town Hall since it would cost less because he is already in the area.

Mr. Schmalz said that they received the lab report results and there are some areas in the flashing and near the roof that are hot. Mr. Humes noted that the roofing contractor can handle asbestos removal - we just need to make sure it is done properly. There shouldn't be any special abatement that is necessary but there may be an additional cost to dispose. Mr. Humes said this part of the project is still in the works and they will provide updates as they receive more information.

Mr. Humes provided a brief report on Furniture, Fixtures, & Equipment (FF&E) and technology. He has met with Mr. Malloy, Ms. Williams, and Mr. Stockman, and also spoke with Interior Designer, Deanna Dewey. He will put together a matrix to coordinate an interface between the Owner and contractor for delivery of furniture. The only item Mr. Humes is trying to expedite at this time is the installation of the rails for the high density filing system. He will continue to work on this and update the Committee.

Mr. Blois brought up the pre-fabricated PVC pieces on the clock tower and front of the Town Hall and asked about maintenance. Mr. Humes said these pieces will be painted before they are installed. Mr. Blois asked why the PVC pieces needed to be painted and Mr. Humes said this was part of the standard installation when mixing and matching pieces and using fasteners. He pointed out that this is a high quality product and the paint should last longer than on wood. Mr. Humes guessed that the paint should last 7-10 years before having to be re-done. Regarding the gutters, Mr. Humes said that he is coming up with a different design to cover up the wood. Kevin Lipes from Jacunski Humes had a question on the long gutters running along the north and south sides that were to remain. He wasn't sure if they were in decent shape. Mr. Humes will bring back a suggestion to the Committee once he looks in to it further.

Mr. Malloy wanted to discuss closing off the entryway near the Town Hall next to Subway and also the location for the handicap spot. Mr. Malloy said that he has spoken with Fire Chief, Nick Perron, and he agrees with closing off that entrance. There was discussion about what could be done once that entryway is closed off such as removing the existing concrete wall and installing pavers near the Town Hall, along with putting in removable bollards. Mr. Malloy has been speaking with abutters and Abodeely would also like to close off the small alley way next to their building. They own half of the alley way so they will speak to the other owner. Cars have now been cutting through there since the Town Hall entryway is closed off for construction and they feel this is dangerous. Mr. Malloy proposed having a paved area where local restaurants or coffee shops could have tables for their customers. He also spoke about locating the handicap parking spot on Main Street in front of the Town Hall since it will be flush with the handicap ramp. Mr. Malloy

mentioned that clearance isn't needed on the driver's side – only the passenger side, per code, so we would be compliant. It would also provide downtown businesses located near the Town Hall with a handicap spot. Mr. Malloy noted that the bollards would match the ones located across the street and would prevent vehicles from cutting through that area. Mr. Collins was concerned with the time frame and felt this needed to be moved on quickly. Mr. Blois made a motion to instruct Mr. Humes to come up with a cost proposal for redesigning the parking lot and handicap spot for R.A.C. and Mr. Arnold seconded. Voted: 6-0-0 (Mr. Barrette was absent for this vote). Mr. O'Neil asked if this would push back the timeline for substantial completion and was told it should not since it involves exterior work. It was noted that if R.A.C. didn't want to be involved with the parking lot and handicap spot, that work could be given to someone else. Mr. Malloy mentioned that he has spoken with the abutters about repaving the lot and enlarging it. The Committee pointed out that more downtown parking would increase business.

Mr. Malloy noted the framing project that Ms. Williams had brought up to the Committee previously. Mr. Malloy has reviewed what has been done so far and he felt it looked spectacular. He asked if the Committee would like to view the pieces and if so they could visit the Art Emporium or he could arrange for them to be brought in to a future MBC meeting. Mr. Malloy would like to contact Interior Designer, Deanna Dewey, about where best to hang the pieces, but wanted the Committee's approval. Mr. Fryer felt that if Mr. Malloy thought the pieces looked nice then he should move on it now. Mr. Malloy said he would work on coordinating these art pieces and where they should be placed at the Town Hall.

Mr. Blois asked about the MBC appearing at an upcoming Board of Selectmen's meeting and if a date had been selected. Mr. Malloy will check with Ms. Covino about adding the MBC to the 7/14 meeting agenda. Mr. Blois felt that the BOS should determine what to do with the Forbes Building. Mr. Malloy added a brief update on the recent enrollment study that was done on the schools and future items planned. He noted that there is a larger bubble of students coming through but that no additional space is needed at Mill Pond or the High School. The elementary schools could use modular units to add space. Mr. Malloy also pointed out that the Fales School still has their original windows from 1963 so something will eventually need to be done there.

#### **Library**

Mr. Blois said they received seven quotes for the Owners Project Manager (OPM) and have finished their reviews. Mr. Blois spoke with Library Director, Maureen Ambrosino, and she is happy to have continued involvement from the MBC. He also said that one of the Library Trustees is going to review the ratings for the OPM's that submitted quotes.

#### **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 15, 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 10:23 AM and Mr. Lawrence seconded. VOTED: 6-0-0, with 6 being present (Mr. Barrette was absent for this vote).

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant