

Municipal Building Committee
Minutes of Meeting
15 July 2015

Approved:
August 5, 2015

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Others Present:

Peter Collins, Heery
Chris Tremblay, Heery
Jim Malloy, Town Manager
Captain Brian Roberts, Fire Dept.

Zachary Schmalz, Heery
Brian Humes, Jacunski Humes
Pat Cullen, Fire Department

Mr. Brown called the meeting to order at 8:32 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 July 1, 2015 and Mr. Blois seconded. VOTED: 7-0-0.

Library

Library Trustee, Ed Baldwin, introduced himself to the Committee. It was noted that they have been reviewing bids submitted for the Owners Project Manager (OPM) job for the upcoming renovation project. There were three OPM bids selected and interviews will take place next week. Mr. Blois and Mr. Arnold mentioned that they will be there to help during the interview process.

Town Hall

Mr. Collins said that there were no invoices to present for approval at this time. He will have an update to the budget at the next MBC meeting.

Regarding the construction schedule, Mr. Collins referred to an email sent last week by Town Manager, Jim Malloy, with concerns about meeting the substantial completion date. Heery met with Mr. Malloy last Wednesday, along with MBC member, John Arnold, and walked the building while making observations. Heery called R.A.C. to share the issues that the Town and Heery had with the project and meeting the deadline, since R.A.C. is behind in certain areas. Heery put together a schedule of critical items and attached it to their report. They also included R.A.C.'s schedule from two weeks ago. Mr. Collins noted that R.A.C. will be updating their schedule, but Heery wanted to identify those tasks that aren't complete and are delaying the project. There were a couple of items in particular that Mr. Collins pointed out (items 7-16 on Heery's schedule) concerning abatement work and hazardous material that were recently identified. Heery called Tighe & Bond, since Mystic Air couldn't come out right away, and they took samples which came back positive. They are now in the process of scheduling an abatement contractor to come in and remove the hazardous materials (specifically items 12-16). Mr. Collins mentioned that those tasks now won't start until 7/29 since it takes about 10 days to resolve. It was noted that asbestos was discovered after removing the flooring in the basement, lower level bathrooms, and where the Town Clerk's desk was located. Mr. Humes thought that the change order for the asbestos removal in the bathrooms and Town Clerk's office will come in around \$5,000. Mr. Collins reminded the Committee that their approach is to remove materials that contain asbestos, rather than encapsulating, since he felt that was the best practice. Mr. Collins pointed out that the discovery of asbestos has slowed down the project. The flooring subcontractor is now delayed and he's voiced concerns about coming and going several times. The other aspect of abatement work is in the roof shingles where some material was identified. They think it is localized in the chimney area and some of the valleys and eaves rather than the entire roof. Mr. Humes noted that the roofing contractor is qualified to remove the

asbestos so there shouldn't be extra costs associated with the removal since that was already factored in. However, there will be extra costs for dumping the hazardous materials. Mr. Collins mentioned that another reason R.A.C. has been delayed is due to subcontractors saying they don't own certain work. The design team came back and said the work did belong to them so Heery wrote letters to proceed under protest (items 17-23). Mr. Humes explained that some of the extra work that the subs say they don't own have to deal with substitutions that other subs have made, so they need to work that out on their own. Mr. Collins referred to items 24-26 on their schedule concerning the carpentry work to re-work the roof gutter so it involves less maintenance and referenced Jacunski Humes' design that was attached to their OPM report. Mr. Humes said he changed the design since the MBC wanted to get rid of the wood so all pieces of the roof were maintenance free. Mr. Humes felt that this should be the last big item to come in as a change order. Mr. Malloy asked Heery if they could verify that R.A.C. has ordered new materials for the change in the roof design. Mr. Schmalz said that he did send an email last Monday to confirm that R.A.C. received the design and also that PVC has been ordered.

Mr. Collins mentioned that he walked the project this morning and it seems more organized. He asked R.A.C. if they thought they would be done by 8/21 and they said it doesn't look that way. Nor does Heery think that they will be done by August 21st, which is why they put together a schedule. He referenced line 3 where R.A.C. said they will be done September 25th. Heery will confirm with R.A.C. that 9/25 is definitely the date where the project should be substantially complete. There was discussion amongst the Committee about the next steps. Most members felt that bringing in Larry DeBurro and Ron Lampro, who are in charge of the project for R.A.C., to discuss the Committee's concerns would be a good place to start rather than going directly to R.A.C.'s corporate office. Mr. Malloy expressed the difficulties he's encountered with not knowing when the building will be complete such as making sure staff is present for the move, confirmation with the moving company on a date, dates for furniture delivery, and technology items. Heery will invite Mr. DeBurro and Mr. Lampro to the next MBC meeting on August 5th.

Mr. Humes brought a sketch for changes to the parking lot. He was concerned with giving R.A.C. additional work to complete when the Committee seems disappointed with the current progress. There was discussion about giving the extra work to a paving contractor. Mr. Brown asked Mr. Humes for his opinion. Mr. Humes felt that if the Town awards the extra work to R.A.C. then they are agreeing to work with them, however the work could be given to someone else if the Committee isn't happy. Mr. Humes pointed out that he was gone much of June and when he came back and walked the building, he was surprised the project wasn't further along. He knew the renovations wouldn't be substantially complete in August and referred to the nature of municipal construction. He referenced his email from last week where Jacunski Humes will continue to work on this job beyond the substantial completion date but won't be seeking any additional compensation. Mr. Fryer made a motion to have Jacunski Humes complete the design work for closing off the alleyway, but wanted to hold off on giving this work to R.A.C. for now. Mr. Arnold seconded. There was discussion about not giving the additional work to R.A.C. and possibly damaging the relationship. However there was more frustration expressed at not having a date for substantial completion. Mr. Malloy reiterated that he needs an end date that R.A.C. will stick with so he can coordinate the move on his end. They are planning to move over a weekend, close Monday to organize Town offices, and then reopen on a Tuesday for regular business - and he needs an idea as to when that will happen so his staff is available. Mr. Collins said he will let R.A.C. know the concerns of the Committee and invite them to the next MBC meeting on 8/5. He will also ask what hurdles R.A.C. is encountering and how Heery can help. VOTED: 6-0-0 (Mr. Barrette wasn't present for this vote).

Mr. Schmalz discussed "Change Orders Under Review". There was a discussion about Pending Change Order #25 (P.C.O. #25) for the custom grids. Mr. Humes mentioned that this is more of an aesthetic feature where an insert will be provided for the window frames on the entry doors so it looks more historical. Mr. Malloy wanted to wait on this item to see what the entry doors looked like after the arch transom was installed. Mr. Malloy asked Mr. Humes if the Committee should act on P.C.O. #83 and #84 and Mr. Humes said that #84 could be voted on. Mr. Fryer made a motion to approve P.C.O. #84 for floor abatement for an amount not to exceed \$5,073 and Mr. Arnold seconded. VOTED: 7-0-0.

Mr. Schmalz asked who he should contact for removal and storage of the skylight and also the stair treads. Mr. Malloy will speak with the DPW regarding removal and storage. Mr. Collins pointed out that removal should be done sooner rather than later since there is a forklift on sight that can be used to remove the granite treads.

Regarding site improvements, Mr. Humes distributed the sketch he did for the front walk and plaza on the north elevation, and changes to the parking lot. Mr. Humes will double check his sketch against the job site when he is there later today. He pointed out the bollards that will be used to close off the alleyway will be similar to the ones located across the street at the cemetery. Mr. Malloy pointed out that we should also have bollards at the other end of the alleyway. There was discussion about the design and the need for a handicap spot so an occupancy permit can be

issued. Mr. Malloy mentioned that the Town will be re-doing the sidewalks in the next year so a temporary spot could be put in as long as it was code compliant. Mr. Blois suggested getting rid of the curb stops for now.

Mr. Collins referred back to Heery's schedule and line items 32-37. They will be starting up the generator with the manufacturer, and then the boiler and chiller, so there is commissioning work starting up. Mr. Blois asked about where the exit sign was removed in the Selectmen's Meeting Room and what is being done about the gaping hole. Mr. Collins will be walking the building later today with R.A.C. and will check on outstanding items.

Fire Station

Mr. Collins said that there were no invoices to present for approval at this time. He will have an update to the budget at the next MBC meeting.

Mr. Schmalz expanded upon the schedule G&R provided from June 30th. He pointed out that existing soils were removed off-site and excavation of exterior lighting is complete, along with excavation of existing granite curb. Mr. Schmalz coordinated the removal and storage of the old curbing with the DPW. They have received approval of the base soil sand and gravel for the parking lot and received delivery of the materials. Mr. Schmalz referred to the Punch List attached to Heery's report. He pointed out that a number of items have been completed by the electrical contractor and they've been reviewed by BVH and Jacunski Humes' office. Mr. Schmalz said they are working on getting updates from G&R on items they are still tracking like the overhead doors. Regarding the underground storage tank, paperwork is still pending on removing the tank. Mr. Schmalz said they are waiting for results from the sample that was taken of the liquid contained in the tank. They will then need to have the liquid removed from the tank, the tank cleaned, and then removal of the tank and disposal. Mr. Schmalz noted that there was a hole in the tank that happened during excavation. Tighe & Bond, in coordination with Mass DEP, will let them know the date when the tank will be removed. Mr. Malloy asked if there was any action required from the Committee to keep this issue moving forward. Mr. Schmalz said there was not and that Tighe & Bond will handle. Mr. Humes also pointed out that there were samples taken of the soil surrounding the tank. There was discussion about removal of extra soil where the Memorial Park will be built. Mr. Humes felt that the Town may be able to dispose of the soil less expensively than having G&R do it. Mr. Fryer suggested using the excess soil to fill the hole created where the tank was removed. Mr. Schmalz will check with Tighe & Bond to see if that soil is acceptable for compaction. Mr. Fryer also asked if Heery could get an idea of the cost for G&R to remove the excess soil for comparison. Mr. Malloy pointed out that if the excess soil could be used to fill the hole then that would benefit G&R since they won't have to truck in fill for that purpose.

Regarding the P/A system, Heery has notified WSP so they can take the next steps for commissioning. Mr. Schmalz is putting everything together for testing and will coordinate with the Fire Department. Mr. Blois brought up the shoddy work done by the electrical contractor for wiring the racks. Mr. Schmalz said that he took all of that information and sent it to BVH and Jacunski Humes' office to see if it met contract requirements. Mr. Schmalz felt that G&R could clean up some of the wiring.

Mr. Schmalz said that G&R reported that the overhead door subcontractor isn't getting back to them. Mr. Lawrence asked what steps could be taken if they don't come back, and Mr. Humes pointed out that we are still holding retainage. Mr. Malloy suggested that Mr. Schmalz send a letter to G&R giving them 30 days to get back to us and, if we don't get a response, they will hear from our legal counsel. Mr. Humes mentioned that the overhead door subcontractor had the door manufacturer out to the job site but we haven't seen a report back as to a resolution. Mr. Schmalz confirmed that we still have retainage remaining for the overhead doors.

Mr. Schmalz informed the Committee that the report from Barrier One was received and is included in Heery's OPM report. He referenced the copy of the email regarding third party testing on the concrete floor. He is working with Captain Purcell on the timing of installing the cork flooring. There has been a bit of a standoff between what the flooring subcontractor says they need and what Barrier One provided. Mr. Humes said that - since the report from Barrier One came out - he had contacted G&R to have West Flooring proceed with the installation of the new cork flooring as they do not need to provide any further testing of the concrete floor. However West Flooring is claiming that additional moisture mitigation is required for proper installation. Mr. Humes said that the manufacturer of the cork flooring is due out today and the Barrier One representative is expected tomorrow. Mr. Blois asked if they'd take back the cork flooring for a full credit since they are complaining about reinstalling the cork flooring due to moisture coming in but it is not. Mr. Collins said that the flooring manufacturer could come out today and think the concrete slab is fine and tell West Flooring to put in the cork flooring. The other scenario is that the flooring manufacturer could determine that they can't put down the cork floor. Mr. Humes thought it was more of a financial concern and mentioned that G&R, Barrier One, and the flooring subcontractor are meeting tomorrow. Mr. Humes said that Barrier One's position is that their product is functioning properly. He felt it has never been a product defect or failure but rather an installation failure. Mr. Humes

pointed out that the cork flooring is a good product if installed properly. He said that the financial aspect needs to be resolved quickly so that installation occurs and they adhere to the schedule.

Mr. Schmalz reported that he has inquiries out for a third party review of the concrete floor. He will continue to gather names and summarize for a future MBC meeting.

Mr. Tremblay referred to the last page of Heery's OPM report regarding the additional signage request. He said that Fire Prevention gave him a list of what they required for signs. He went out and got a rough estimate of the cost. It was noted that the occupancy sign needs to be changed in the EOC room since the number went from 49 to 102. Mr. Humes said that Building Commissioner, Tin Htway, accepted Mr. Humes' numbers. Mr. Humes pointed out that the occupancy in the bunk rooms went from 9 to 18, but posted signs are only required in the EOC room. Mr. Tremblay mentioned that the contingency amount was for the labor to install the signs. Mr. Fryer made a motion to purchase the additional signage needed per Fire Prevention for a not to exceed amount of \$500 and Mr. Blois seconded. VOTED: 7-0-0.

Mr. Schmalz mentioned that the maintenance required for the cork floor is attached to their OPM report and will be placed in the maintenance manual at the Fire Station for future reference.

Regarding Phase 2, Mr. Schmalz will provide an update as he receives more information related to the removal of the storage tank.

Mr. Schmalz noted that G&R's schedule was sent to the Town Manager to discuss with legal counsel. He mentioned the change orders pending with G&R and said that they have not formally sent anything for the removal of the soils yet. If G&R does send something, whatever amount they are looking for can be offset with the amount charged for going beyond the substantial completion date. The Committee was frustrated with the fact that the parking lot was still not complete.

Mr. Fryer asked if there was enough granite curbing in stock. Mr. Schmalz said that he spoke with both the DPW manager and Assistant Manager and they discovered that the vendor they are using for the curbing is the same one Case is using. He gave the responsibility to G&R to coordinate delivery of all curbing, but the Town is paying for the straight curbing. He noted that all of the new curbing is being delivered from the vendor directly and nothing is coming out of the DPW's stock.

Regarding project closeout, Mr. Schmalz is in the process of transmitting closeout documents to the Fire Department. He asked who the contact should be for the certified payroll. Mr. Malloy noted that his office should receive anything that is not maintenance related.

Pat Cullen from the Fire Department addressed the Committee. He explained that when the front door was changed, they lost their card access. G&R presented a change order for \$10,000 to add card access back in to the entrance. Mr. Cullen felt that the Fire Department could buy new readers and install this technology themselves for a cost of approximately \$4,000. He would like the Committee's approval to spend \$4,000 for this purpose. Mr. Fryer made a motion to authorize the Fire Department to spend a not to exceed amount of \$4,000 to electrify the front entry doors and Mr. Lawrence seconded. VOTED: 6-0-0 (Mr. Barrette wasn't present for this vote).

Mr. Blois had a question for Mr. Malloy regarding the purchase of materials under \$25,000 for the Memorial Park. Mr. Malloy wasn't sure if that could be done, since it would be splitting the bid, but he will find out. Mr. Fryer reported that the Memorial Park committee met with a landscaper and he doesn't think they will have it done by 9/11. Mr. Humes suggested going ahead with the ribbon cutting for the new station on September 11th and putting up a sign with what the Park will look like at the ceremony. Mr. Arnold mentioned that he spoke with Southborough's Police Department and they did their Memorial Park in a similar fashion where materials were purchased through their DPW and a local landscaper performed the design. Mr. Malloy pointed out that the Town went to three different landscapers for bids for the seating area at Bay State Commons. Each of the landscapers reviewed the Town's designs and provided pricing. Mr. Malloy noted that the design plans could be given to the landscaper with a request to provide pricing, with the Town buying the materials needed. Mr. Humes pointed out that the landscapers could help provide the quantities needed for the materials, and he felt it was a cost effective way of doing the job. He mentioned that the landscapers may also provide samples for choosing. Mr. Blois noted that if the project can be done where we purchase the materials and a landscaper installs, then the Park may be done for 9/11. Otherwise, if the Park is not done by 9/11, Mr. Arnold said that a ceremony could be held in October instead.

Mr. Collins noted the dates for upcoming MBC meetings and moving forward with the 10-month walk through, infrared testing of the roof, and the ribbon cutting ceremony. Mr. Collins mentioned that he is looking to perform the 10-month walk through at the beginning of August.

Old Business

Mr. Brown wanted to provide a quick update on the Police Department. Based on last night's Board of Selectmen's meeting, there was agreement among the Selectmen to keep the Police Department in a central location. Mr. Humes pointed out that the last cost estimate for the renovations of the Forbes Building is from a few years ago and needs to be updated. There was mention of looking at the Harvey Building for the school offices and using the whole Forbes Building for the Police. The Committee felt that the MBC needed to go back to the BOS fairly quickly with their recommendation. It was determined that the Harvey Building would need to be remodeled before moving the school offices. Mr. Humes noted that if the school offices were relocated to the Harvey Building then renovations of the Harvey Building would take precedent over renovating the Forbes Building. Mr. Malloy felt that we need to determine what we would gain with moving the school offices and renovating the Harvey Building. Mr. Fryer felt that the space provided at the Forbes Building was sufficient with the new design. The Committee wanted to get back to the Selectmen with their suggestion. Mr. Fryer made a motion to have the MBC stick with Mr. Humes original plan of renovating the Forbes Building and keeping the school offices on the third floor. There was discussion about the Spurr House and recommending demolition to provide more municipal parking. Mr. Malloy said that his last conversation with the Spurr House Committee was that if there was no use for the Spurr House then it needs to be torn down. Mr. Fryer felt there was still adequate parking in the downtown area if the Forbes Building was renovated. Mr. Fryer made a new motion that the MBC endorse the floor plan designed by Mr. Humes and that their recommendation is for the Police Department to stay on the lower level of the Forbes Building and the school offices remain on the third floor and Mr. O'Neil seconded. Mr. Blois did not want to vote on a motion quite yet without checking in to the uses of the Harvey Building since that was mentioned at the BOS meeting. Mr. Fryer felt that reasons such as the timing of the renovations could be used as to why the Harvey Building wasn't looked at further. Mr. Blois suggested going back to the BOS and saying after further review the MBC feels the current plans for renovating the Forbes Building will work. We could look at the Harvey Building down the road for a possible location for a new Recreation Center, but for now we don't want to delay the plans for the Police Department. Mr. Malloy said he would double check with the new School Superintendent, Amber Bock, to see if she has any changes to the original renovation plans for their space at the Forbes Building. Mr. Brown asked if we could postpone Mr. Fryer's motion for now. Mr. Fryer decided to withdraw his motion pending Mr. Malloy checking with Ms. Bock. It was determined that a decision could wait until the next MBC meeting. When going back before the BOS with the MBC's decision, there was a request to have the plans from Mr. Humes blown up on whiteboards for display. Further discussion on this subject is reserved for the MBC meeting on 8/5. Mr. Collins said that between Heery's office and Jacunski Humes, they will distribute the Forbes renovation plans electronically to MBC members. Mr. Malloy noted that the only problem was that there was no provision for the Historical Commission to be located in the Forbes Building.

New Business

There was no new business brought before the Committee.

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, August 5, 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: 6-0-0, with 6 being present (Mr. Barrette was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant