

Municipal Building Committee
Minutes of Meeting
19 August 2015

Approved:
September 2, 2015

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Cal Lawrence

Others Present:

Peter Collins, Heery
Chris Tremblay, Heery
Jim Malloy, Town Manager
Captain Bob Rand, Fire Department
Pat Cullen, Fire Department

Zachary Schmalz, Heery
Kevin Lipes, Jacunski Humes
Police Chief/Fire Chief Al Gordon
Captain Pat Purcell, Fire Department

Mr. Brown called the meeting to order at 8:31 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

Mr. Arnold made a motion to approve the minutes of August 5, 2015 and Mr. Blois seconded. VOTED: 4-0-0 (Mr. Fryer and Mr. Barrette were absent for this vote).

Fire Station

Mr. Arnold brought up the parking lot and the lack of progress. He noted the fence on Milk Street is still up and felt that the tank disposal was taking way too long. Mr. Schmalz said that the soil around where the tank was located was sampled and the test results are back. They also sampled the ground water last Wednesday and are rushing those tests. There was one compound within the tank that was flagged. They are now waiting to prove that what was in the tank didn't get in to the ground water. There are two options – one is to encapsulate that area, or they can excavate out the contaminated soil. Mr. Schmalz wasn't sure of the cost but didn't think it would be high (estimated about \$3,000). They are trying to determine the best way to handle this issue. If they encapsulate that area, the LSP, Tighe & Bond, will need to file a report with Mass DEP and then wait for them to respond. If we remove the contaminated soil, Mr. Schmalz said that work would be able to proceed in a timelier manner. Mr. Malloy recommended approving up to \$5,000 for soil removal so work can continue and asked Mr. Schmalz how quickly they could get started. Mr. Schmalz said that he would send out notification today and hope to have people working on it by tomorrow. Mr. O'Neil was concerned with removing the soil and then the State coming back and asking us to do more. Mr. Collins pointed out the expertise of the LSP and that they are aware of the characteristics in the soil and to what depth it should be removed. Mr. Malloy suggested a motion to approve up to \$6,000 and then base what is done on Tighe & Bond's report. Mr. Malloy feels confident in whatever Tighe & Bond proposes for a resolution and felt the DEP would listen to the recommendation of an LSP. He also noted that asphalt will be poured on top of that area, since it is a parking lot, and there would be a low level of risk. Mr. Blois made a motion to authorize spending up to \$6,000 for removal of contaminated soil as recommended by Tighe & Bond and Mr. Arnold seconded. VOTED: 4-0-0 (Mr. Fryer and Mr. Barrette were absent for this vote).

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

Tighe & Bond – Invoice #051593106 in the amount of \$4,339.00 for LSP services through 4/25/15.
Tighe & Bond – Invoice #061593153 in the amount of \$1,122.90 for LSP services through 5/23/15.
Tighe & Bond – Invoice #071593120 in the amount of \$2,660.08 for LSP services through 6/27/15.
National Water Main – Invoice #026638 in the amount of \$4,800.00 for CIPP repair.
Wesco – Invoice #354207 in the amount of \$509.61 for exit signs.

After some discussion about the invoice for National Water Main, Mr. Blois made a motion to approve payment for Tighe & Bond and Wesco but exclude the invoice for National Water Main. He felt the invoice was too high for the work performed. Mr. Schmalz said that he will follow up on the cost and get more details. Mr. Collins brought up the work done by Tighe & Bond to date. They were originally contracted for 6 tasks at a cost of \$43,200 for base services. We then encountered 5 tanks on the job site so additional services had to be approved along the way, along with additional testing. Mr. Collins said that the total amount approved in payments to Tighe & Bond through June 27, 2015 is \$48,678, but will likely end up at more than the \$51,502 still open on the PO. He felt that they will come in at around \$55,000 when done, due to more services being approved in order to keep the job going. Mr. Malloy thought that amount was reasonable given the 5 underground tanks that were uncovered. Mr. Collins said that Heery will continue to monitor and track the tasks performed by Tighe & Bond. VOTED: 4-0-0 (Mr. Fryer and Mr. Barrette were absent for this vote).

The budget was discussed and Mr. Collins said it is up to date. Currently there is approximately \$835,000 in uncommitted funds. Mr. Blois noted that the \$4,800 for National Water Main was charged against the line item for LSP services, which is still pending review.

Mr. Schmalz provided an update on recent construction activity for Phase 1 Punch List items. The new cork floor is in, but G&R needs to install molding around the perimeter since a gap was needed for the expansion and contraction of the flooring. Other work for the Phase 1 Punch List include about 5-10 open items that pertain to site work. Mr. Schmalz pointed out that the overhead doors are still on the open item list and that money is being withheld. A repair was done by the manufacturer on the bottom of the doors to prevent leaking, but it isn't functioning properly so they need to come back out and fix. Heery is going to write a letter to G&R regarding this issue. Mr. Schmalz mentioned that WSP is trying to obtain a meter to test the grounding of the P/A system. When he receives their test schedule, he will share that with the Fire Department. Mr. Collins added that the testing of the P/A system should take place over the next couple of weeks. Mr. Collins also noted that mechanical systems training is being coordinated with the Fire Department staff. Mr. Schmalz said that they will be reviewing the hardware adjustment survey, organizing the two visits provided in the first 6 months for the fire alarm system that need to be requested, and going over the fan units. Mr. Collins suggested requesting any visit included by a manufacturer or vendor to review products installed. Mr. Schmalz will write up a summary and provide the contact information for vendors and manufacturers for Captain Rand. Mr. Blois asked about warranties and when those would end since we will need our own maintenance agreements in place after that date. Mr. Schmalz said we are looking at November 1st as the end date for most warranties since that is a year. Mr. Blois pointed out that the Fire Department will need an idea of the costs for these maintenance agreements for FY17 budgeting purposes. Mr. Schmalz said that we could look at the vendors used on the job and have them recommend what sort of maintenance is needed and a schedule.

Mr. Collins noted that they are still collecting information regarding the third party review of the concrete floors. Captain Rand asked about applying striping to the concrete floors so it is easier for them to line up vehicles in the bays. He didn't want to put the striping down if something was going to change with the concrete floors. Mr. Collins mentioned that additional analysis done by a third party will involve figuring out what happened and looking at the designs. He suggested going ahead with the striping to support current operations since he doesn't think anything will change in the near future.

Mr. Tremblay informed the Committee that a purchase order was drafted for Northern Exposure for additional signage.

Mr. Schmalz mentioned that construction activity for Phase 2, which is related to the parking lot, has already been discussed. Mr. Schmalz has told G&R that the Town wants the fences down so pedestrians aren't walking in the street. Mr. Malloy wanted Mr. Schmalz to inform G&R that if the sidewalks aren't installed soon, the Town will install them ourselves and charge the cost back to G&R, along with liquidated damages. Mr. Malloy noted that G&R is well beyond the substantial completion date and this is a public safety issue.

Mr. Arnold inquired about the soil sample that was lost by G&R and asked if they will come back to us for a delay on the job. Mr. Schmalz mentioned that G&R noted on the paperwork submitted for the underground storage tank that the job has been delayed and the cost for their down time. However, he pointed out that they should have had the job done in February and they are well beyond the substantial completion date. Mr. Malloy added that the Town has delayed paving Milk Street and our costs continue to increase. Mr. Malloy said that he will write a letter for Mr. Schmalz to give to G&R outlining the action items that the Town wants completed. Mr. Collins mentioned that Heery has been tracking outstanding items and can provide this list to Mr. Malloy. He gave examples of the overhead doors, Punch List items from Phase 1, and the sidewalks. There continues to be frustration that it is now August and we are still dealing with these items. Mr. Malloy wanted to put G&R on notice that if there are any injuries to a pedestrian while walking on Milk Street in the area where their fence is located, then it will be G&R's liability issue. He pointed out that trucks often times use Milk Street, since they can't come down Main Street, and it is extremely dangerous for pedestrians. Mr. Malloy felt that the sidewalks

should have been done last fall. Mr. Arnold agreed and thought that at the very least they should have been done in May since the snow was gone in April.

Mr. Brown pointed out that we need a date for the dedication ceremony so we can inform the public. Mr. Malloy mentioned that he will send an email to the Advisory Finance Committee with an updated timeline for both the new Fire Station project and Town Hall renovations.

Mr. Collins noted that Heery has close out documents to turn over to the Town. Mr. Malloy said that maintenance information should go to the Fire Department and all other items should be forwarded to his office.

Town Hall

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

Mystic Air – Invoice #40746 in the amount of \$1,285.00 for abatement services through June 18, 2015.

WSP – Invoice #52996 in the amount of \$500.00 for commissioning services through July 25, 2015.

Systematics – Invoice #53581-1 in the amount of \$7,372.35 related to the high density filing system.

Mr. Blois made a motion to approve payment on the above invoices and Mr. Arnold seconded. VOTED: 6-0-0.

Regarding the budget, Mr. Collins noted that the invoices presented today are already included. He also said that he could provide the budget electronically if Committee members prefer it that way. Mr. Collins pointed out that there is about \$438,000 remaining in the budget and he does share this information with the Town Accountant to make sure their records match. Mr. Malloy asked if there were any change orders in the queue to present. Mr. Collins said there were and they will present them to the Committee for approval. He guessed that the cost was less than \$50,000, though Mr. Tremblay said it may be as low as \$15,000. Mr. Malloy pointed out that we will need to keep an eye on the expenses if there's only \$438,000 left in the budget. Mr. Lipes brought up a change order that Mr. Humes wanted him to present in his absence. They had to install zero clearance lights in the Buildings & Grounds office. Since it is located in the basement, they pushed the ceiling up as far as it could go. The original lighting was too low and could cause an injury so recessed lighting had to be added. Mr. Malloy said he was already aware of this change. The cost for the change to the lighting came in around \$900. Mr. Blois made a motion to approve the change order for the recessed lighting in the Buildings & Grounds office for a cost of approximately \$900 and Mr. Barrette seconded. VOTED: 6-0-0.

Mr. Collins asked Mr. Lipes to review any pending change orders. Some outstanding pending changes included relocating two microwave outlets, sump pump alarms for the elevator, asbestos removal in tiles, and fencing. There may also be some pending credits for the skylight, piping for the boiler, and PVC to rebuild the gutter, though Mr. Lipes said that will be voided since there's also a charge. Regarding the fencing in the back of the Town Hall property, Mr. Lipes said that the cost to go from a 5 foot fence to a 6 foot fence is minimal (approximately \$50 more). They were also going to have a black fence so it fades in to the background. Mr. O'Neil was concerned that vinyl moves in the sun and thought there may be sagging since black absorbs the heat. Mr. Malloy had the same concern and checked with Mr. Humes who said it shouldn't. Mr. Lipes confirmed there are metal reinforcements to prevent sagging and felt we were getting the best vinyl fence option. He also noted that a warranty is provided. Mr. Lipes said that pending C.O. #9 contains all of these changes but that they are still under review. It was noted that the abutting property has a white vinyl fence. Mr. Barrette was concerned that a black fence wouldn't match and felt that the color of the fencing should be consistent. Mr. Brown asked if there was a cost difference for the fence based on color and Mr. Lipes said he didn't think so. Mr. Fryer made a motion to have a white fence so it matches the abutting property and Mr. Blois seconded. VOTED: 6-0-0. Mr. Lipes will confirm the color selection with Mr. Humes. He mentioned that C.O. #9 should be presented at the next MBC meeting.

Mr. Collins informed the Committee that he hasn't received an updated schedule from R.A.C. Heery presented one so they can track progress on the job. There was one change to Furniture, Fixtures, and Equipment (FF&E). Red Thread will adjust their schedule for furniture delivery at no additional cost. Mr. Collins mentioned that he has walked the building, along with Mr. Schmalz and Mr. Malloy. He felt there has been substantial completion and noted the hallways and plaster work. Mr. Lipes is scheduled to do a walk through today to approve the dismantling of the scaffolding. It was noted that the flooring is completely done in the high density room and Mr. Malloy asked if they will start installation of the filing system. Mr. Schmalz said there is still some ceiling work left to complete. Mr. Malloy brought up the tile work in the restrooms for discussion. The floor in the men's room was supposed to be painted, but they decided to go with ceramic tile so it matches the tile in the ladies room. Mr. Lipes said that they haven't received a price for that yet. Mr. Malloy felt it shouldn't be more than \$1,000 since that bathroom is tiny. Mr. Malloy asked Mr. Lipes to forward the proposal to his attention once he receives it. He will approve it so it doesn't hold up the job. Mr. Brown mentioned that the belfry looks nice. Mr. Collins said that, with respect to the schedule, the job is on track. He will be meeting with MIS/GIS Director, Mark

Stockman, later today regarding technology items. Mr. Malloy pointed out that the woodwork in the Town Clerk's and Assessor's office looks sharp. Mr. Collins complimented Ron Lampro on his detail to the job and workmanship. He noted that R.A.C. is making a lot of progress and there have been many workers on site to get things done.

Mr. Barrette asked about closing off the alleyway next to the Town Hall and whether that has been approved. Mr. Malloy said that he is still waiting to hear back from the attorneys. Mr. Malloy brought up the water on the first floor and in the basement. Mr. Schmalz said they were doing some fire prevention testing and found that the drain was off. They also discovered a storm drain that was blocked during the downpour from yesterday that needs to be cleaned. Mr. Malloy mentioned that there was a box of fire extinguishers sitting in the water. He wanted to make sure that they were fully functional and weren't rusted. Mr. Malloy asked if the roof hatch was being installed since they still have the dog house style hatch. Mr. Lipes said that they couldn't get rid of the dog house style hatch since that structure is made of steel. He noted that a precision ladder will need to be added to access this hatch and that will come in as an additional cost.

Mr. Arnold pointed out the catch basin located next to the new addition. He felt the grate should be a solid cover and the catch basin relocated somewhere else to drain. He was concerned someone could catch a heel and get hurt. Mr. Lipes showed a drawing of the catch basin. Mr. Malloy suggested moving the catch basin when the parking lot is repaved. Mr. Lipes was worried about adding additional scope of work to the job since that is the entrance that will be used to deliver the furniture and it could further delay the job. There was discussion about where the catch basin could be relocated since the Committee felt the grate was non-pedestrian friendly. Mr. Malloy said he would take a look at it and Mr. Collins will as well. They will try to come up with options for getting the grate away from the door. Mr. Lipes reiterated that it may delay the job. Mr. Collins will review and if the job needs to be accelerated and done on non-premium time, then they will figure it out. He mentioned that the grate that is there now is a highway grate and not a sidewalk grate. Mr. Malloy said that he will have the DPW and Town Engineer review to see what can be done.

Library

There was no Library business brought before the Committee.

Old Business

Mr. Barrette reported that he received an email from the Chairman of the Spurr House Committee, Bob Petrucelli. They would like to review other parking configurations in case they only take down part of the house. The Spurr House Committee is looking in to taking off a couple of additions attached to the main house and wanted to evaluate alternative layouts. Mr. Barrette said that Town Engineer, Carl Balduf, will provide them with drawings. Mr. Malloy mentioned that the Spurr House Committee needs to provide a recommendation for the use of that building if they suggest it stays. Mr. Malloy also informed the MBC that he would like to add an article to the upcoming warrant in October for demolition of the house since the Town has use for that property, but not for the house itself.

New Business

There was no new business brought before the Committee.

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, September 2, 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 10:41 AM. VOTED: 5-0-0, with 5 being present (Mr. O'Neil was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant