

Municipal Building Committee  
Minutes of Meeting  
2 September 2015

Approved:  
September 16, 2015

Location: Room 23, Forbes Building

Members present:

John Arnold  
Bob Brown  
Dexter Blois  
Cal Lawrence  
Bob Fryer  
George Barrette

Members absent:

Peter O'Neil

Others Present:

Peter Collins, Heery  
Brian Humes, Jacunski Humes  
Police Chief/Fire Chief, Al Gordon  
Pat Cullen, Fire Department

Zachary Schmalz, Heery  
Jim Malloy, Town Manager  
Captain Bob Rand, Fire Department  
Ed Baldwin, Library Trustees

Mr. Brown called the meeting to order at 8:30 AM.

**Approval of Open Minutes**

Mr. Blois made a motion to approve the amended minutes of August 19, 2015 and Mr. Arnold seconded. VOTED: 4-0-1 (abstention: Lawrence). Mr. Barrette wasn't present for this vote.

**Open Forum**

Hero Stars of Cape Cod contacted Mr. Fryer about obtaining some slate from the Town Hall project. They hand carve and paint individual stones as a way of honoring a fallen soldier's service and sacrifice. The stones are then delivered to the hero's family so they can remember their loved one. Hero Stars wanted the slate for a stone they are working on to honor Brian Arsenault, a soldier from Northborough who was killed in the line of duty last year. Mr. Schmalz said he checked with R.A.C. and they agreed that Hero Stars could have some of the old slate that was removed during the re-roofing project. Mr. Fryer wanted to inform the Committee so everyone was aware.

**Town Hall**

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

Heery International – Invoice #601373 in the amount of \$9,000.00 for OPM services through August 2015.  
Jacunski Humes – Invoice #15219 in the amount of \$8,000.00 for additional services related to the new roof.  
R.A.C. Builders – Application #11 in the amount of \$388,492.00 for work completed through August 2015.  
Vinny's Plumbing – Invoice #1178 & 1179 in the amount of \$348.00 for a steam leak and boiler repair.

Mr. Blois made a motion to approve payment on the above invoices and Mr. Fryer seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Mr. Collins will provide a budget update at the next MBC meeting.

Mr. Collins informed the Committee that he hasn't received a new schedule from R.A.C. yet but confirmed that October 9<sup>th</sup> is still the targeted substantial completion date. Mr. Humes added that everyone on the job is aware of the dates. Mr. Blois asked about recent progress on the job and if they'll meet that schedule. Mr. Humes felt that they should and Mr. Malloy agreed and said there has been a lot of work completed over the past few weeks. Mr. Malloy was concerned about the elevator and getting on the State's list for inspections since it can take a few months. Mr. Schmalz said that he spoke with R.A.C.'s job supervisor, Ron Lampro, and he is supposed to follow up with the State. Mr. Schmalz also said that they are working on the fire alarms, and MIS/GIS Director, Mark Stockman, is managing the telephone lines. It was noted that there are coordination items left related to the elevator and fire alarms so all systems are operational in order to pass inspections. Mr. Malloy mentioned that the Building Commissioner went in and inspected what's been completed so far and has flagged some items. He wanted to confirm that Heery has been notified about these items and that Mr. Humes has been kept in the loop as well for his approval in case materials need to be ordered. Mr. Malloy pointed out the tile floor in the lower level Men's Room as an example and Mr. Humes said that is item #95 on his Change Order Log.

Mr. Humes and Mr. Schmalz reviewed their Change Order Logs while on the subject. Mr. Humes handed out his Change Order Log for the Committee's review. He noted that the project is approximately \$257,896.00 over the original contract amount, and that by adding in C.O. #9, it brings the amount over budget to about \$300,000.00, which is in effect for the re-roofing. Mr. Humes discussed C.O. #9 and pointed out that these are an accumulation of items that have been discussed previously. Mr. Malloy wanted to confirm that the fence surrounding the chiller unit will be white and Mr. Humes said he was notified about the change in color. He added that the fence came down a bit in cost and will match the height and detail of the fence on the abutting property. Some of the other items included under C.O. #9 were for labor and materials for the oak trim that was added to various offices, additional wainscoting in the upper lobby of the new addition, and detail at the skylight. In addition, there were added costs for the copper lining for the gutters facing West Main Street, replacing the wood pieces with PVC for part of the gutter, asbestos abatement, and temporary concrete barriers to protect the new transformer. Also, in the lower level men's room, a tile floor was added. Mr. Humes said that he is trying to stay on top of these changes so he can move quickly and give R.A.C. the approval to proceed. Mr. Blois made a motion to approve C.O. #9 in the amount of \$43,437.00 and Mr. Lawrence seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Mr. Humes reviewed submitted change requests listed on his report. He mentioned that these are for items that have been submitted but are still under review. Some of these items include custom grids at the entry doors, metal framing and drywall, and adding an additional outlet for a microwave. He noted that they have requested some revisions where the costs came in too high, and a review of a credit for a change to the skylight design that he felt came in too low. He added that items #088 through #090 related to electrical work were rejected by their engineers. Mr. Collins mentioned that Heery had additional items that they listed on their report under "Anticipated Change Orders". Mr. Schmalz referred to his log which included connections to the drainage system and the dry sprinklers in the vaults. The amount for construction contingency through approved change orders, along with the project's remaining balance and uncommitted funds, was discussed. Mr. Collins will update those figures and email out to the Committee.

Mr. Schmalz provided a report on recent construction activities. On the exterior, they have removed the last portion of the existing roof and it should be completely water proof by the end of the day. New PVC gutters were installed along the north and south sides of the building, and they are working on rain water connections. He added that there was new work included for downspouts and drainage. Mr. Schmalz pointed out that once the staging is down and the roof is complete, they will start working on the front entrance. They are also beginning to prep for the sidewalks and install bollards around the transformer. Mr. Barrette asked about the trim on the side of the tower closest to the parking lot and mentioned that there were black marks on it. Mr. Malloy said that DPW Manager, John Walden, had already pointed this out and he had sent an email to Mr. Schmalz to look in to it. Mr. Schmalz added that painting of the tower is ongoing. Mr. Blois noted that the trim piece should be cleaned before it is painted.

On the interior, Mr. Schmalz said that they are working on above ceiling inspections and then finishing the installation of the ceiling. Tile work is almost complete with grouting being done in the last sections located in the new addition. They are also prepping for the flooring. Fire alarm system work is ongoing and they are looking to test it next week. They are also coordinating lines for the trouble alarms and Mr. Schmalz is checking in to the requirements. It was noted that the elevator has to have a dedicated trouble alarm, so if someone gets stuck, they can push the alarm and the Fire Department is notified. Mr. Blois asked about the trouble alarm for the building and who is alerted. Chief Gordon said the trouble alarms should go to the Police Department, and mentioned that panic alarms are already a direct dial to the Police Department. There was some discussion as to whether the trouble alarms could go directly to the Police Department or whether it needed to go to a third party security system. Mr. Humes pointed out that this needs to be determined so we can inform the contractor. Mr. Malloy said he will coordinate with Building Commissioner, Tin Htway, who said he would look in to it. It was noted that Mr. Stockman will be installing the wireless panic alarms. Mr. Collins made note to check with Mr. Stockman to see if there's anything they should be made aware of regarding the installation of the wireless alarms. Mr. Collins will also add the panic alarms as an item under "Owner's Project Coordination" on their report.

Mr. Malloy mentioned that he is meeting with Mr. Humes, along with Town Engineer, Carl Balduf, immediately following this meeting to review and discuss the catch basin located near the back entrance.

Mr. Collins reviewed the dates for upcoming items. Work on installing the high density filing system should start on 9/8, with furniture delivery occurring around 10/2. He mentioned that Mr. Stockman is coordinating technology items between 9/21 and 10/23, and that Mark's Movers is scheduled for the weekend of 11/6-11/9. Mr. Humes asked about the plaque and whose names should be listed on it. Mr. Malloy requested that Mr. Humes send him an email and he will provide the names, along with the proper spelling, so it can be ordered.

Mr. Malloy briefly discussed some possible changes to the parking lot located next to the Town Hall. There is an opportunity for the Town to purchase an abutting property which would allow expansion of the parking lot. Mr. Malloy will be discussing this item with the Board of Selectmen at their 9/8 meeting.

### **Library**

Ed Baldwin with the Library Trustees reported that Heery was selected as the Owners Project Manager (OPM). He said they will have an article in the upcoming warrant for approximately \$57,000.00 for the schematic phase of their renovation project. The Trustees agreed to incorporate the \$220,000.00 that was previously allocated for the window replacement and bathroom renovations in to the larger renovation project. However, some updates to the bathrooms need to occur now. Mr. Malloy noted that there was some confusion over whether work on the bathrooms needed to continue, however, Dennis Cote from the DPW contacted Library Director, Maureen Ambrosino, and they will complete whatever fixes need to be done. Mr. Baldwin mentioned that the Library Trustees are also in favor of demolishing the Spurr House in order to provide additional parking.

Mr. Barrette added that he attended the last Spurr House Committee meeting. He was asked by members of that Committee if the Town Manager had the authorization to tear down the building despite their recommendation. Mr. Barrette informed them that a demolition project would require the Town to approve the funds needed. Mr. Barrette said that there are a few options they are considering such as completely tearing down the house, removing the additions only, or moving the house to another location. Mr. Barrette let the Spurr House Committee know that both the MBC and Library Trustees are in favor of demolishing the house. The Spurr House Committee will provide their recommendation at the October Town Meeting. If their report is to tear down the house then an article could be added requesting funds for demolition. Mr. Barrette mentioned that the Spurr House Committee also asked about renovating the building and having the Town use that location. Mr. Barrette let them know that the Town has no use for the Spurr House. Mr. Barrette also gave them the general feeling of the Board of Selectmen. Mr. Barrette pointed out that the Spurr House Committee will try to narrow down their options to the top 2-3 choices. He also spoke with Town Moderator, John Arnold, about the article in the warrant.

### **Fire Station**

Mr. Collins presented the Committee with G&R Construction's twentieth application for payment in the amount of \$69,991.00 for work completed on the new Fire Station for the month of August. Mr. Blois made a motion to approve payment to G&R Construction for application #20 in the amount of \$69,991.00 and Mr. Barrette seconded. VOTED: 6-0-0.

Mr. Schmalz shared with the Committee his frustration with the momentum of Phase 2 activities and completion of the job. He said that G&R put the binder down on the parking lot, the light poles are in, and they are preparing for the curbing. Mr. Schmalz mentioned that the granite curbing is ready for delivery and it should take about two days to install. However, after recent activity on the job, the last few days have seen little progress. Mr. Schmalz noted that there's fence and guard rail work along the Bartolini property that needs to be completed and he also relayed the Town's position on the sidewalks to G&R. Mr. Schmalz said he will be putting something in writing to G&R. Mr. Brown asked if Mr. Malloy had sent a letter about the sidewalks to G&R. Mr. Malloy said he was planning on it but then they started working on the parking lot and everything seemed to be going well. Now the project is at a standstill again. Mr. Schmalz referred to Heery's schedule as to what they hoped would happen on the job. He also mentioned that there are still Phase 1 Punch List items that haven't been resolved that they are holding money on. Mr. Schmalz said that they keep referring G&R to the specs on these items before Heery and Jacunski Humes will review any changes to the Phase 1 Punch List. Mr. Humes noted that the overhead door manufacturer was notified about the continued leaking under the doors. Mr. Humes also mentioned that he will be reviewing installation of the cork floor today to see if that's been resolved. Mr. Schmalz pointed out that the P/A commissioning is scheduled for tomorrow morning and he has communicated this to the Fire Department staff. Mr. Blois asked about the amount still being held for retainage. It was noted that the amount is \$76,203.00, with about \$30,000.00 for Phase 1. The total balance to finish, including retainage, is \$209,103.00. Mr. Blois was concerned with the overhead doors and correcting them for only \$30,000. Mr. Humes pointed out that the issue with the overhead doors shouldn't involve replacing them and that this should fall under a warranty issue. Mr. Blois inquired about a third party company for the concrete floors. Mr. Schmalz reported that they have three names that they will be pursuing for additional information. Mr. Fryer asked about the infrared testing of the roof. Mr. Humes said that now is a good time to have that test done, since if they find something they still have time to correct it during the nice weather. Mr. Collins will send inquiries to his vendors for a quote and bring back to the Committee in two weeks.

Mr. Schmalz provided an update on "Change Orders Under Review" listed in their report. He has no recommendations at this time but wanted the Committee to be aware of what's out there. There was one item related to Fire Prevention that needs to be addressed in order to get the final occupancy permit. Mr. Schmalz pointed out the underground tank as one of the items under review since the amount increased dramatically. He is reviewing this amount to figure out why the cost

is so high. Mr. Schmalz noted that he is not making any recommendations on change orders until Phase 1 Punch List items are complete. Mr. Fryer asked about the removal of concrete footings in Milk Street. Mr. Schmalz explained that when they were performing contract work along Milk Street they encountered concrete. He felt it may be from the old station, in which case G&R owns that work. Mr. Malloy asked about the cost for removing unsuitable soil. Mr. Schmalz said that the cost G&R mentioned for removing soil from the job site in Phase 1 was approximately \$21,000.00, and the cost for Phase 2 was about \$65,000.00. However, G&R has not submitted anything formally yet. There was discussion about G&R's delay of job claims from encountering the fifth tank. Mr. Schmalz pointed out that they had encountered other tanks on the job yet there seemed to be confusion when the last tank was discovered as to what to do. He felt there was other work that could have been accomplished during this time, and noted that there were 3-4 weeks where nothing happened and they lost the soil sample. Mr. Collins said that he will meet with Mr. Humes and Mr. Malloy before having a conversation with G&R. He mentioned that there are a number of topics that need to be discussed. Regarding the safety of pedestrians on Milk Street, Mr. Malloy suggested having G&R push the fence back and requiring the installation of jersey barriers and a 24/7 police detail. He felt that the cost incurred by G&R might get them moving to finish the sidewalks. Mr. Malloy asked for the Committee's approval to send a detailed letter to G&R requiring them to pay for jersey barriers and an around the clock police detail. Mr. Arnold made a motion to require jersey barriers and assign a 24 hour a day police detail to Milk Street at G&R's expense until the sidewalk project is complete and Mr. Blois seconded. Voted: 4-0-1 (abstention: Fryer). Mr. Barrette was absent for this vote.

There was a brief discussion about the Memorial Park and logistics for installing the Park.

Mr. Malloy informed the Committee that he received permission from the owner of 11 Grove Street to install a well on that property. Mr. Schmalz will follow up with the LSP.

Captain Rand asked about the 10 month walk through and whether that has been scheduled. Mr. Humes said that they will try to get that done this month. He will coordinate the walk through with G&R, Heery, and Jacunski Humes. Mr. Humes mentioned that Fire Department personnel are welcome to provide their input as well. Captain Rand said he is still looking for contact information for setting up maintenance agreements. Mr. Schmalz said that he will send him a list this week. Mr. Malloy noted that mechanical systems are more complicated now so maintenance agreements are needed. He would like to consolidate all municipal buildings under one company, and he'll also reach out to the schools, so he'll only have to put out one bid. Mr. Collins mentioned checking to see if there are proprietary rights on any systems already installed.

#### **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, September 16, 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 10:34 AM. VOTED: 5-0-0, with 5 being present (Mr. Barrette was absent for this vote).

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant