

Municipal Building Committee
Minutes of Meeting
16 September 2015

Approved:
October 7, 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/Fire Chief, Al Gordon

Zachary Schmalz, Heery
Kristi Williams, Assistant Town Manager
Captain Pat Purcell, Fire Department

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

Approval of Open Minutes

Mr. Blois made a motion to approve the minutes of September 2, 2015 and Mr. Arnold seconded. VOTED: 6-0-0.

Open Forum

There were no requests to address the Committee.

Town Hall

Mr. Collins noted that there was some question at the last meeting as to what was left in the budget. He referred to the budget attached to their report and mentioned that there is currently \$438,158.26 remaining if the project stopped today. This figure includes the Owner's Contingency amount of \$384,621.18. Mr. Collins pointed out that the budget also includes the new roof. Mr. Lawrence asked if there was anything they are not aware of that could reduce what's left for this project. Mr. Humes mentioned that the parking lot is not included in the budget. Mr. Barrette pointed out that the amount needed for the parking lot would be brought up in a different article and that Assistant Town Manager, Kristi Williams is also working on a grant. Mr. Humes said that he doesn't see anything of any substance coming up within the next 8 weeks. There was discussion about members of the MBC informing voters in the spring at the Annual Town Meeting of what was turned back from the Fire Station and Town Hall projects. There was also mention that remaining funds could be moved to upcoming projects like the renovation of the Library and Forbes Building. Mr. Brown thought it would be nice to point out that there was discipline exhibited by the group not to use funds just because they are there, rather money was turned back on two major projects. Mr. Collins wanted to bring the Committee's attention to the budget for Construction Contingency in the amount of \$535,236.00. He mentioned that we've already committed \$489,020.00 for Change Orders 1 through 8. That leaves a remaining balance of approximately \$46,216.00. Mr. Collins noted that at the last meeting Change Order #9 was approved for \$43,437.00, so there's really no money left in this line item. They will need to transfer funds from the Owners Contingency line item to Construction Contingency for any remaining change orders that are approved. Mr. Collins estimated that there could be another \$38,000.00 worth of change orders which would leave about \$400,000.00 remaining in the project. Mr. Humes mentioned that there have been items they have been cleaning up that have come in over the last month. He pointed out the catch basin in the parking lot and said that Town Engineer, Carl Balduf, wants new catch basins. Mr. Humes asked Mr. Balduf if the DPW could rebuild the catch basins but Mr. Balduf didn't feel they had enough time or resources. Mr. Humes pointed out that it's not just changing the grade but also rebuilding the catch basin and making it in to a manhole. He referred to sketches attached to Heery's Report. Mr. Arnold asked where the catch basin will be placed and felt it should be reconfigured. Mr. Humes noted that the low point in the lot is near the door and it's the best solution for now since they want to wait until the whole parking lot can be assessed. There is some question as to what will happen to the property next door and whether the lot could be expanded. Mr. Arnold still felt the parking lot should be reconfigured and that it wouldn't affect any future changes. There was a discussion about using in-house engineering and then having R.A.C. dig the catch basin. Mr. Barrette asked if Ms. Williams could speak with Mr. Balduf to see if his department could handle the engineering piece of the parking lot and then we could have R.A.C. do the work. There was concern about the drains and where the water goes since Mr. Humes noted that there was nothing on the survey. Mr. Humes reviewed the picture of the catch basin. He said he could get a price for adding another structure. Mr. Collins summarized the change to the parking lot and noted that we are eliminating

one catch basin and adding two new ones to catch water in the parking lot. Mr. Collins estimated that the cost to make these changes may come in around \$10,000.00, but could be as much as \$15,000.00 if the job is expedited. There was discussion about who should do the work. Mr. Humes felt that R.A.C. wouldn't mind if another contractor was brought in since they have a lot on their plate right now. Mr. Blois mentioned that they could use a contractor that's already been approved through the DPW. Mr. Collins wanted to ask R.A.C. first, and give them the right of first refusal, for a not to exceed amount of \$10,000.00. Mr. Blois made a motion to ask R.A.C. to perform extra work needed in the parking lot for a not to exceed amount of \$10,000.00 and Mr. Barrette seconded. Mr. Collins mentioned that he will give R.A.C. Mr. Arnold's first suggestion for reconfiguring the parking lot. There was a discussion about the price. Mr. Collins thought it may be closer to \$15,000.00 for the cost. Mr. Blois amended his motion to change it to a "not to exceed amount of \$15,000.00", instead of \$10,000.00. VOTED: 6-0-0.

Mr. Collins referred to Heery's schedule that was attached to their report based on discussions with R.A.C. He pointed out row 4 and noted that the substantial completion date is still October 9th. He updated dates for Furniture, Fixtures, & Equipment (FF&E) and technology based on discussions with Ms. Williams and MIS/GIS Director, Mark Stockman. Mr. Collins mentioned that they don't have a print out of a schedule from R.A.C. Mr. Humes noted the carpet tile in the corridor. They discovered that the contractor was installing broadloom in the corridors and not the carpet tile. Mr. Humes explained that the contractor asked for substitutions on the carpet tile since they couldn't get the ones specified in the specs. They found broadloom, but purchased the roll instead of the tiles. Mr. Humes said that part of the job is now held up while they take up the carpet roll and purchase tiles. Mr. Humes pointed out the ease of replacing carpet tiles in worn areas or if damaged by spills. Mr. Collins suggested that we have extra tiles on hand for maintenance to use as replacements. The carpet in Mr. Malloy's office was also mentioned. The contractor laid out the tiles in the wrong direction. Mr. Humes said that they requested it be changed out. Mr. Humes noted that he has other carpet issues to resolve later today.

Mr. Schmalz reported on recent construction progress. Regarding the exterior, there's still a little flashing left to do on the roof and a few returns on the gutter system. Otherwise the roof replacement is done. They took the scaffolding down and will fix the downspouts around the building. They are working on preparing the walkways and then will schedule a time to pour the concrete entrance. Mr. Schmalz noted that the front entrance should be done next week. He also mentioned that they will be water proofing the concrete slab in the front so water cannot get in to the building. On the interior, Mr. Schmalz reported that work continues on carpentry, carpeting, floors, ceiling inspections, ceiling tiles, lighting control, the elevator, and fire protection for the elevator. The phone lines dedicated to the elevator and fire alarms should be done tomorrow. Mr. Fryer asked about the concrete slab at the back entrance where the catch basin will be changed out and wondered if that would be affected. Mr. Humes felt it should be okay since it is far enough away from the entrance. Ms. Williams brought up the oak doors that were delivered in the wrong color. Mr. Humes mentioned that these doors will need to be installed in order to get the occupancy permit, but then will be switched out to the correct color. Mr. Arnold asked Mr. Schmalz about the shingles that were installed in the valley near the tower. He said it looked like the shingles were installed under the flashing rather than over. Mr. Humes pointed out that he'll be reviewing the roof today. He also mentioned that the shutters should start going up too.

Regarding FF&E, it was noted that there is a slight delay on the high density shelving since the manufacturer changed offices. However, Red Thread is still on schedule for the furniture. Once Mr. Humes gets the date for the high density shelving, he'll let Ms. Williams know. He pointed out that the move is still scheduled for Nov 6th through the 9th. Ms. Williams mentioned that they signed the contract with Mark's Movers for \$22,000.00. Mr. Collins referred back to the budget and said that the cost for moving will come out of the remaining balance in row 197 for "Other Project Costs".

Library

Mr. Blois informed the Committee that the next meeting with the Library Trustees will be September 30th. Mr. Collins provided Mr. Blois with the scope of services for the architect. Mr. Blois said he will attend the meeting on the 30th to keep the Trustees updated. An RFP (Request for Proposal) for designer services for the Library will be placed in the central register and advertised in local papers. Mr. Collins said that we need to give two weeks to get proposals back. He pointed out that we should have the proposals by 2:00 PM on October 14th, and then those proposals can be distributed to the Committee to read through. Mr. Collins felt the earliest decision as to who should be interviewed would be determined around October 19th, and then actual interviews could be scheduled for the following week. Mr. Collins noted that a timeline should be mapped out in the RFP.

Fire Station

Mr. Collins followed up on the infra-red testing of the roof. He had sent out an email with a cost of \$3,250.00 and asked if the Committee was in agreement to have this test performed. The Committee was in favor of the infra-red testing. Both Mr. Humes and Mr. Collins also recommended it since it will identify any leaks or moisture problems, especially given the

history of the roof. Mr. Humes noted that the roof is still covered under a 30 year warranty even if a patch needs to be done. Mr. Arnold made a motion to approve the cost of \$3,250.00 for the infra-red testing of the Fire Station roof and Mr. Blois seconded. VOTED: 6-0-0. Mr. Schmalz will contact Building Enclosure Associates to schedule the test.

Mr. Collins referred to the budget attached to Heery's Report. He pointed out that there is still \$630,000.00 remaining for this project.

Mr. Collins mentioned that Heery came up with a schedule for G&R. Mr. Schmalz informed the Committee that they will be meeting with G&R this afternoon. Their goal is to be done with Phase 2 work on Friday, October 2nd. They plan on pouring the concrete this Friday (9/18) and then open the sidewalks on the 21st. Mr. Arnold asked Mr. Schmalz if he could ask G&R to leave the forms up to protect the area designated for the Memorial Park from winter conditions since work on the park won't be done until the spring. He noted that G&R can abandon the form work in that triangle area. Mr. Collins pointed out that the Town would be responsible for removing and disposing of materials used to protect that area, unless that material is reusable, in which case G&R may want it back. There was a discussion about the sidewalks and handicap access. Mr. Humes said he will review that area today. Mr. Arnold was concerned with forcing wheelchairs in to the street. There was some discussion about making the parking lot off of Milk Street an "entrance only" and having vehicles exit on Grove Street. Captain Purcell pointed out that it is a tough intersection to take a left hand turn. The Committee decided to leave the parking lot alone.

Mr. Blois provided a brief update on the Memorial Park. He said they are going to leave everything as is for the winter and look at installing the Park in the spring. Mr. Blois mentioned that they have an organization that is interested in donating to the project. This would help defer some costs and, if the Town doesn't pay for the work, then we don't have to deal with prevailing wage. Captain Purcell asked, since we are waiting until the spring for the Memorial Park, is there a plan to move the existing memorial closer to the building. The Committee agreed that everything will wait until the spring.

Mr. Barrette informed the Committee that the Town is looking to hold a ribbon cutting ceremony on November 10th for both the Town Hall and the Fire Station. The ceremony would start at 5:00 PM at the Fire Station and then move to the Town Hall for 5:45 PM. The Board of Selectmen meeting would start after that at 7:00 PM that evening.

Mr. Schmalz reported that they are meeting with G&R this afternoon to review the Phase 1 Punch List, warranty items, and close out. Regarding the P/A system, Mr. Schmalz said he has not received the report from WSP from their site visit on 9/3. Once he receives the report of their findings, he will send it out to the Committee for everyone to review. Captain Purcell added that he was present during the test and they should receive the report around September 20th. He mentioned that the volume in the Apparatus Bays was "less than poor" for the test. Captain Purcell thought that the speakers may need to be adjusted. In the kitchen area, the decibels registered "less than poor" as well due to other noise interference. Captain Purcell didn't think the report was going to be favorable. Mr. Blois asked if the responsibility to correct this issue was the contractor's. Mr. Schmalz explained that there are different levels of testing. When no other machines are running, the P/A system will test better than when equipment and/or other machines are in use. Mr. Schmalz said that the system needs to be balanced so the appropriate decibel level is heard based on what's going on. Mr. Humes added that until they see the report, they don't know what is causing the system to be unbalanced. The report may point to the design, or installation, or other factors. Captain Purcell pointed out that there are 4 other items feeding in to the P/A system. When they try to adjust one item, such as the radios, then it throws off three other things. Captain Purcell mentioned that trying to find a balance has been very challenging. Mr. Lawrence noted that the acoustical engineers that were brought in knew what they were talking about. Mr. Collins said they will wait to get the report back and then figure out what needs to be done.

Mr. Collins informed the Committee that they have four parties interested in performing a review of the concrete slab. He said that Heery put out a brief description of what they were looking for and asked if anyone was interested. Mr. Arnold was concerned with throwing money away since it might not change anything. Mr. Lawrence thought that we may want a third party review to make sure nothing is wrong that someone else may be responsible for fixing. Mr. Collins estimated that the cost of the review could be around \$7,500.00. Mr. Humes and Mr. Collins let the Committee know that a review would involve looking at the concrete design, test breaks, soil compaction results, how it was installed, along with other factors, and then writing up a report. Mr. Collins felt that there was enough question about the concrete slab and thought the review should be done. Mr. Brown agreed and wanted a report on file. Mr. Blois asked what the warranty term was for the concrete floor and Mr. Humes noted it was for one year. Mr. Blois pointed out that there was a flooring expert here during the cork floor issue and he said it was routine for concrete to crack. Mr. Collins suggested having someone out to review the concrete slab for only one day if there was a concern about the cost. He estimated that the fee could be reduced from \$7,500.00 to \$2,500.00 and we'd have their one day report on file. Mr. Arnold felt some cracks were not normal, such as near the front entrance, and he was concerned that these cracks would get worse. Mr. Collins mentioned

that there are consultants available and the level of service and depth can be determined. He noted that there have been enough conversations about cracks that we may want to have a quick review done. Mr. Arnold asked Mr. Humes if he felt the concrete cracking was normal and he thought it was. Mr. Fryer felt that a report wouldn't help in three years if conditions worsened and we had to sue someone. Mr. Fryer didn't want to go ahead with review. There was additional discussion and in the end the Committee agreed not to go ahead with the concrete slab review at this point.

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, October 7, 2015, at 8:30 AM in Room 23 of the Forbes Building.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 10:35 AM and Mr. Barrette seconded. VOTED: 6-0-0, with 6 being present.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant