

Municipal Building Committee
Minutes of Meeting
4 November 2015

Approved:
November 18, 2015

Location: Room 23, Forbes Building

Members present:

Bob Brown
John Arnold
Bob Fryer
Cal Lawrence
Peter O'Neil

Members absent:

Dexter Blois
George Barrette

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Mark Stockman, MIS/GIS Director
Pat Cullen, Fire Department

Zachary Schmalz, Heery
Jim Malloy, Town Manager
Police/Fire Chief, Al Gordon

Mr. Brown called the meeting to order at 8:32 AM.

Approval of Open Minutes

Mr. Arnold made a motion to approve the minutes of October 7, 2015 and October 14, 2015 and Mr. Fryer seconded.
VOTED: 4-0-1 (abstention: Arnold).

Open Forum

There were no requests to address the Committee.

Town Hall

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

Jacunski Humes – Invoice #15259 in the amount of \$2,000.00 for re-roofing design documents and administration.
WSP – Inv. #54886 in the amount of \$1,000.00 & Inv. #56809 in the amount of \$110.00 for services through 9/19/15.
Mystic Air Quality – Invoice #41453 in the amount of \$3,870.00 for six days of asbestos abatement.
Tighe & Bond – Invoice #091590222 in the amount of \$1,725.00 for services through 8/22/15.
Systematics – Invoice #53581-2 in the amount of \$22,232.05 for the high density filing system.

Mr. Lawrence made a motion to approve payment on the above invoices and Mr. Arnold seconded. VOTED: 5-0-0.

Mr. Humes mentioned that Systematics is providing additional files for MIS/GIS. The increase in cost will be about \$4,800 and will need to be resolved.

Regarding the requisition for R.A.C. in the amount of \$395,774, Mr. Collins informed the Committee that both Heery and Jacunski Humes have reviewed and vetted the current billing against work completed. Mr. Collins referred to previous conversations related to the delay in final completion dates and noted that the amount of the requisition does not take in to account any liquidated damages. Mr. Brown asked if this requisition was the final payment and Mr. Collins said there was still approximately \$534,000 left, but much of that work was for the subs. Mr. Collins mentioned that if the Awarding Authority (the Town) decided to apply liquidated damages, they would do so now. Mr. Collins reviewed the substantial completion date and noted that R.A.C. was over by 76 days. Mr. Arnold asked if it was typical for a job to run over that involves restoring an old building. Mr. Humes pointed out the delay by National Grid and felt the Town would be in a compromised position if they went after liquidated damages. Mr. Malloy suggested holding payment until next week when the job is scheduled to be substantially complete. Mr. Collins referred to the requisition and mentioned that a decision needs to be made whether we charge \$76,000 in damages or not. There was a discussion about the Punch List and items that still need to be complete. Mr. Brown was concerned with the conditions listed by Building Commissioner, Tin Htway, in a memo to Mr. DeBurro at R.A.C., and whether that work would be done by the move in date in order to get the temporary occupancy permit. Mr. Arnold and Mr. Fryer both noted the delay with the transformer. Mr. Collins agreed that there were delays on both sides. Mr. Humes pointed out that R.A.C. is working hard to get to final completion. Mr. Malloy mentioned that the Town Hall looks nice and he felt everyone should be happy, but that the job needs to be done by Monday so Mr. Htway can issue the temporary occupancy permit so employees can unpack their offices. If the temporary

occupancy isn't issued by Monday then that will be a problem since files and paperwork will be at the Town Hall but the employees can't occupy the building and go about their regular business. Mr. Malloy noted that he will hold processing payment until next week to insure the building opens on time. Mr. Fryer made a motion to approve payment to R.A.C. for requisition #20 in the amount of \$395,774 and Mr. Lawrence seconded. VOTED: 5-0-0.

Mr. Collins referenced the budget attached to Heery's Report and mentioned that it incorporates all invoices voted on today except R.A.C. and Systematics, however, those invoices are already accounted for in the budget. Mr. Collins noted the remaining uncommitted available funds of approximately \$389,000 and mentioned there will be more change orders. For Change Orders 1-9, the amount spent was \$532,457. Mr. Humes pointed out that he has Change Order #10 to discuss with Heery before he can present it to the MBC. Mr. Humes reviewed pending change orders and noted that some are still under review and/or in dispute. He also said that some pending changes have already been approved, such as drainage work and rebuilding a catch basin and some may come off the list, such as the custom grids at the entry doors. Mr. Malloy mentioned continuing the brick work in the alleyway and getting specs out so work could begin in the spring. Mr. Malloy also had a question about the brick work at the front entry and whether there was enough pitch from the building to the curb line in case of rain so there's no leaking in to the basement. Mr. Schmalz said that he looked at this area after it rained and there were no puddles. Mr. Humes added that the pavers used on this job are almost impossible to have water penetrate and they are also sealed. Mr. Arnold asked about the guardrail next to the Town Hall and if Ricciardi could remove it while they are working on the parking lot. Mr. Malloy said that he plans on having the DPW pull out the guardrail and then continue the brick work over that area. He noted that the DPW will also install curbing so there will no longer be a driveway, only a handicap ramp. Mr. Malloy mentioned a couple of places where grass will be torn out and stone put down so mowing won't be necessary in some of these hard to reach areas. There was a discussion over items on the exterior such as whether the fence around the transformer should be locked, the copper downspouts and damage to one of the spouts in the back, and signage for the parking lot.

Regarding the Punch List, Mr. Schmalz noted that the list was currently 28 pages long and no back punch has been done yet. He mentioned that they have been assembling the Punch List since the end of August and have added to it. This week they will spend time identifying what is absolutely needed in order to get the temporary occupancy permit. Mr. Humes noted the memo by Mr. Htway and reviewed the items listed with the Committee. He mentioned that he may have to apply temporary fixes so the occupancy permit can be issued, but will have to look at resolving these items in the long term in order to meet code. Mr. Humes pointed out item #12 on the list for self-closing doors in the lower level and said that was unexpected. He stated that there are different requirements for renovating a building versus new construction, and that after a renovation the building needs to have been made safer and noted the new sprinkler system. Mr. Humes mentioned that he will speak with Mr. Htway to come to a resolution. He pointed out that if everything goes well tomorrow morning, he will sign the temporary occupancy permit and he felt Mr. Htway will sign off on it as well.

MIS/GIS Director, Mark Stockman, presented the Committee with a change order from AdTech in the amount of \$9,948. He explained that he was approached by Westborough TV about the microphones in the Selectmen's Meeting Room, since the number of microphones may not be sufficient for some Committees. Westborough TV also wanted to add two microphones to two of the cameras in order to pick up sound from anyone talking in the back of the room. Mr. Arnold asked for Mr. Malloy's thoughts, and he said that sound has always been an issue and a complaint he's heard from viewers when meetings are broadcasted. Mr. Lawrence made a motion to approve the change order for AdTech in the amount of \$9,948 for additional technology in the Selectmen's Meeting Room and Mr. Fryer seconded. Mr. O'Neil questioned why the microphones are not being provided by Westborough TV since they own the cameras. Mr. Malloy said that right now they can only have eight live microphones at a time. He noted that some committees are larger than eight people and they also need to include a microphone at the podium. Mr. Stockman mentioned that the microphones are commercial grade and this additional cost includes electronics to support the new microphones. Mr. Malloy added that part of this request includes equipment that eliminates the echo sound. It was noted that the cameras and microphones all belong to Westborough TV however, we are adding an audio system that would belong to the Town. VOTED: 5-0-0.

Mr. Humes informed the Committee about signage at the Town Hall. He has spoken with Mr. Malloy and Assistant Town Manager, Kristi Williams, and showed the Committee a sample sign that he is getting pricing on. Mr. Humes pointed out that the sign becomes fixed with a room number but we can easily change out the name or purpose. These signs are about \$80 each and they need 13 signs. Mr. Humes mentioned that delivery takes about three weeks once they get authorization to proceed. It was noted that no motion was necessary and Mr. Humes will proceed with ordering since the Committee approves. Mr. Malloy asked about a directory and Mr. Humes said they will put one in. He is also working on a handout for next week's ceremony. Mr. Humes noted that they are only putting signs along the corridors and not on the office doors since the signs are meant for the public to find out where the offices are located. Mr. Malloy mentioned that he would like to use levels and not floors on the directory so it matches the elevator.

Regarding the ribbon cutting ceremony next week, Mr. Malloy said he will address the public at the Fire Station, and then introduce MBC Chairman, Bob Brown, Board of Selectmen Chairman, George Barrette, and the new Fire Chief, Pat Purcell, who will all have a chance to speak. At the Town Hall, Mr. Malloy will again address the public and introduce Mr. Brown and Mr. Barrette. He noted that Lt. Governor, Karen Polito, will also be there. Mr. Malloy said that Chick-Fil-A will be providing food and there will also be desserts from Roche Bros at the Town Hall. Tours will be given at both sites. Mr. Brown mentioned that he would like all MBC members there that night so he can introduce them. He also added that money was saved on both projects. Mr. Malloy said that he will point that out during the ribbon cutting ceremony.

Mr. Malloy had a couple of questions regarding the Punch List, which he noted was quite extensive. He wanted to point out the crown molding in the Selectmen's Meeting Room. Mr. Malloy noticed that the crown molding on the side closest to the street is still all bubbled, however, the molding closest to the Selectmen's desk has water damage and it looks like there is leaking. He wanted that addressed before next week. Mr. Humes said that he will look at that area today. Mr. Malloy mentioned that there is a similar issue in an area in the Assessor's office. Mr. Schmalz said he would verify that these items are on the Punch List. Mr. Malloy also asked about the plan for striping the parking lot. He mentioned that both Mr. Htway and Town Engineer, Carl Balduf, suggested putting a handicap spot to the right of the rear entrance and he wanted to make sure striping for the handicap spot is included. Mr. Humes will look at that area today with Mr. Malloy. Mr. Fryer asked about the clock tower. Mr. Humes said that Griffin Electric is working on providing electricity to the tower before maintenance by the vendor who will be servicing the clock can take place. He noted that they hope to have that done by Tuesday night so the clock tower can be lit up for the ribbon cutting. Mr. Humes also said that they will hang an American flag in the lobby.

Fire Station

Mr. Malloy suggested that Mr. Brown say a few words about the 911 Memorial that is planned at the Fire Station during the ribbon cutting ceremony.

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

Georgia Stone – Invoice #3190 in the amount of \$5,943.16 for curbing.

Northern Exposure Sign & Graphics – Inv. #129 in the amount of \$500 for additional signage.

Mr. Lawrence made a motion to approve payment on the above invoices and Mr. Arnold seconded. VOTED: 5-0-0.

Mr. Collins informed the Committee about the current requisition that is pending for G&R in the amount of \$95,750. He noted this was a similar issue as with R.A.C. Both Heery and Jacunski Humes have vetted this invoice, and it represents the amount owed for work done, but it doesn't include liquidated damages. Mr. Collins reviewed the project timeline. He mentioned this project started 9/9/2013 and G&R was given 18 months so they should have reached substantial completion by 2/9/15. Mr. Collins noted that right now this project is 268 days beyond that date. At \$1,000/day, that would be \$268,000 in liquidated damages. Mr. Collins pointed out that they usually allow another 65 days to finish the Punch List items, so that would extend the completion date out to 4/15. However, even with that allowance, Mr. Collins mentioned that G&R is still 203 days beyond what was anticipated to be the final completion date. He noted that in the month of July they found a fifth and final underground storage tank which could account for another 30 days. Mr. Fryer asked about the contaminated soil and Mr. Collins said that G&R still has a claim in for about \$85,000. Mr. Lawrence questioned what was still outstanding on the Punch List and the type of cooperation we are getting. It was noted that there are still some site work items left to do such as rectifying the pavement on Milk Street where there's a dip in the road, catch basins to clean out and test, and installation of the guardrail in the parking lot. Mr. Malloy mentioned the flowable fill that needs to be put in on Milk Street where the dip is and mentioned that Mr. Balduf continues to inquire as to whether that has been done yet. Mr. Arnold pointed out the quality of the pavement in the parking lot, which he felt was unacceptable. He suggested holding money back for both the parking lot and Milk Street. Mr. Collins said that they were already holding money back for Milk Street. There was a discussion about the parking lot. Mr. Schmalz said that JTC was on site all day during the paving and their test results were accepted by Mass State Highway specifications. Mr. Humes said he will look at that area today. Mr. Collins noted that Heery can compare Mr. Arnold's observations with theirs and hold back money if necessary.

Mr. Schmalz referred to the last two pages of Heery's Report regarding Punch List items. He noted that some items are completed but still remain on the list. He mentioned the overhead doors and said that they are waiting for a driving rain to see if they still leak. Mr. Schmalz pointed out that the total cost for the Punch List comes to about \$23,500 and they are still holding that amount, with about \$113,500 left to complete on the job. Mr. Schmalz mentioned that they are working on getting the final occupancy permit. There was a discussion over items on the last page that were needed per Fire Prevention but weren't in the original scope of work. Mr. Schmalz thought that final inspection should take place next

week. Mr. Arnold wanted to make a motion for a ladder to the mechanical room. Mr. Collins suggested getting someone from outside to do it, and not G&R, just so we can close the books on G&R. Pat Cullen said he would bring this issue to the new Chief's attention to see what he'd like to do. The Committee decided to wait on Mr. Arnold's motion until Mr. Cullen speaks with the new Fire Chief, Pat Purcell. Mr. Arnold noted that he would also like to make a motion to get a price for re-paving and striping the parking lot. There was a discussion about Milk Street and Mr. Collins said that the price for fixing it should be bumped up from \$2,000 to \$10,000. Mr. Malloy pointed out that Milk Street should have been fixed when the parking lot was paved and they now need to dig out that area and put in flowable fill per the request from the DPW. Mr. Collins mentioned that they have to resolve the bump in the road. Mr. Humes added that they were told that when the parking lot was paved, the contractor would also take care of Milk Street. However, when they did the parking lot, the contractor thought Milk Street was fine. Mr. Collins noted that we only have about three weeks to get things done regarding paving. He mentioned that they could give G&R a week to get the work done, and if they can't, Mr. Malloy said that the DPW could patch that area since they have the equipment. Mr. Malloy will speak with DPW Manager, John Walden, today, and then Mr. Collins can go to G&R and let them know the cost. Mr. Brown asked for a second to Mr. Arnold's motion. Mr. Fryer said that he would like to get Heery's and Jacunski Humes' thoughts before moving on a motion for the parking lot. Mr. Collins said that Heery and Jacunski Humes will review. Mr. Fryer made a motion to approve Requisition #21 for G&R in the amount of \$95,750 and Mr. Lawrence seconded. VOTED: 5-0-0.

Mr. Fryer brought up the kitchen table and stools for under the counter in the kitchen area. He mentioned that they never did anything about ordering a table, and they didn't order stools for under the counter since they were told individual refrigerators would be put there. Mr. Humes reviewed the quote for the stools which came in at over \$3,000. The Committee felt the cost for the stools was excessive and suggested getting additional quotes at a lower cost. Mr. Malloy thought that the Fire Department could go to local furniture stores and get prices and pictures for the Committee's approval. Mr. Humes noted that regarding the kitchen table, Rod Thompson obtained a quote of \$1,500 for a maple top that they could attach aluminum legs to in order to build a table. There was a suggestion that the Fire Department get quotes for a kitchen table while obtaining quotes for stools.

Mr. Arnold reiterated his motion to hold back money in order to get a price for re-sealing and re-striping the Fire Station parking lot since he felt the work done on the lot was unacceptable and Mr. O'Neil seconded. VOTED: 5-0-0.

Mr. Humes reported on the ice machine in the kitchen, which is noisy so calls coming in over the PA system are difficult to hear. He explained that they have come up with a couple of options as a solution. One is to move the ice machine to a custodial closet next to the kitchen. The other option is to put a timer on the ice machine so it is only making ice at night when there are less people in the kitchen. Mr. Humes asked the ice machine manufacturer about installing a timer and they said it shouldn't affect the operation of the machine. Mr. Cullen noted that the ice machine still makes noise, but it is noisier when it is producing ice. Mr. Fryer suggested moving the ice machine since there was concern over the ice melting and refreezing when on a timer. Mr. Humes pointed out that a timer would be less expensive since moving the machine would involve re-plumbing the custodial closet. The Committee discussed the two options and what would be the best solution since coolers with ice are placed on all of the emergency vehicles every day. Mr. Humes asked the manufacturer about the noise and they said they've never gotten complaints. Mr. Cullen noted that the noise from the ice machine in the kitchen was one of the areas where the volume decreased for the PA system due to this ambient/background noise. Mr. Cullen added that the new Fire Chief is in favor of moving the machine. Mr. Fryer made a motion to relocate the ice machine and the Committee agreed unanimously – VOTED: 5-0-0.

Mr. Cullen reviewed the suggestions they received from WSP for improving the PA system such as adding microphones, revamping the system to get a clean signal, and reorganizing the speakers and microphones in the Apparatus Bays. He is still waiting for a quote as to what that will cost but it should resolve the problem.

Mr. Cullen presented the Committee with a Purchase Order from Anixter in the amount of \$1,960.51 that was written up per Captain Roberts for additional technology items. Mr. Cullen also said that they will need to spend about \$500 for hardware needed for a closet. The Committee suggested taking the \$500 out of the fund assigned to Mr. Roberts for miscellaneous items.

Library

There was no business regarding the Library brought before the Committee

Old Business

There was no old business brought before the Committee.

New Business

Mr. Malloy requested adding renovating the Forbes Building to the agenda for the next MBC meeting. He also asked for an update on the quote previously received in 2010-2011. Mr. Humes noted that some work has already been completed, such as the roof, so that will be deleted. Mr. Malloy asked that the quote reflect prices in 2017 since that's when the renovation will hopefully take place.

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, November 18, 2015, at 8:30 AM in Room 23 of the Forbes Building.

Adjournment

Having no further business, Mr. Arnold made a motion to adjourn the meeting at 10:55 AM and Mr. Lawrence seconded. VOTED: 5-0-0, with 5 being present.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant