

Municipal Building Committee
Minutes of Meeting
18 November 2015

Approved:
December 2, 2015

Location: Room 23, Forbes Building

Members present:

Bob Brown
John Arnold
Bob Fryer
Cal Lawrence
George Barrette

Members absent:

Dexter Blois
Peter O'Neil

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Fire Chief Pat Purcell

Zachary Schmalz, Heery
Jim Malloy, Town Manager
Pat Cullen, 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. Lawrence made a motion to approve the minutes of November 4, 2015 and Mr. Arnold seconded. VOTED: 4-0-1 (abstention: Barrette).

Fire Station

Fire Chief Pat Purcell wanted to provide the Committee with an update on pending projects. He mentioned the ladder on the roof that some felt was necessary in order to get to the roof drains. Chief Purcell felt the ladder wasn't needed. He said there is only one drain issue and that should be resolved. Regarding the ice machine, Chief Purcell recommended moving it to the closet to cut down on noise in the kitchen. Mr. Humes said that he has a sketch that he will present to the plumber to get a price on moving the machine. If the quote is reasonable, he will obtain approval from Mr. Malloy to proceed. Mr. Humes said that he will contact the plumber to show him the drawing. Chief Purcell brought up the gate to the dumpster pad. He would like to have the size reduced and move the gate back. Mr. Humes noted that the gate is broken and an item already on the Punch List. He said he may have the sub fix that since the value for this work is still owed to us. Chief Purcell asked about getting HVAC training and Mr. Schmalz said he came up with a schedule. Chief Purcell requested that Mr. Schmalz forward the email with the training schedule to his attention so he can follow up. Chief Purcell mentioned the dryer discharge and he said they'd like to take off the bug vent and replace it with a baffle. Mr. Humes added that changing the vent for the baffle shouldn't affect how it works. Mr. Humes also pointed out that the dryer vent needs to be insulated so there's no leaking. Chief Purcell brought up the temperature in the meeting room. He would like to change the duct work in order to increase cooling in that area. Mr. Humes explained that they'd like to install a head where the duct splits to reduce the amount of heat discharged. It was noted that the room off of the meeting room contains equipment that generates heat, and Westborough TV is adding electronic items, so there will be more heat. Mr. Humes informed Chief Purcell that he should contact General Mechanical to get this work completed. Chief Purcell mentioned that they are still waiting for one quote on fixing the Public Announcement (PA) system. Mr. Humes pointed out that, by moving the ice machine, the Apparatus Bays should be the only area affected now for low volume. Chief Purcell discussed the room where the generator is located. Last year they had trouble with snow melting and then freezing so they couldn't open the doors to this room. Chief Purcell wanted to have a snow hood fabricated for about \$1,700 to prevent this from happening again. He passed around a handout with an example of the snow hood to Committee members. There was a discussion and Mr. Humes mentioned that it was strange that something like this wasn't thought of before since the generator is installed in New England where it snows. He said he would check with Kohler to see if they have something similar. There was a motion by Mr. Fryer to approve the purchase of a snow hood for a not to exceed value of \$2,000 and Mr. Barrette seconded. VOTED: 5-0-0. Chief Purcell noted that South Street Welding is fabricating the hood and the DPW will paint it. Chief Purcell mentioned that he would like to get an electronic sign for in front of the Fire Station that is solar powered so messages to the community can be displayed. The other item he wanted to bring before the Committee – which he felt was overlooked – concerned the alerting system. He pointed out that if the dispatcher is on the phone, there is nothing alerting the firefighters that there's a call going on since the PA system is tied up. Chief Purcell wants to see a better response time. He would like to look in to an alert system, and the cost, so

firefighters are aware of a call right away and can get on the road. Chief Purcell mentioned that as they get busier this will be more beneficial. Mr. Humes pointed out that they have the infrastructure to add to the system and it would also take the burden off of the PA system. Chief Purcell mentioned that with an alert system, they could have flashing lights come on which would help with the sound problem in the Apparatus Bays. Mr. Humes added that they could also have blue lights come on in the bunk rooms too. Mr. Barrette asked Chief Purcell to look in to an alert system and get back to the Committee with his thoughts on how to move forward.

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

John Turner Consulting (JTC) – Invoice #1335032-24 for \$95.00, 1335032-25 for \$285.00, 1335032-26 for \$710.00, and 1335032-27 for \$205.00 for testing services from July 8, 2015 through October 6, 2015.

Mr. Arnold mentioned the paving of the parking lot at the Fire Station and questioned John Turner's approval. He suggested holding back payment. There was a discussion about what JTC does for testing. Mr. Collins noted that the only invoice related to testing of the asphalt was for Invoice #1335032-27 for \$205.00. Mr. Schmalz felt that the problem may likely be with the paving company and not JTC, since the paving company is responsible for putting the asphalt down and they are the ones that warranty the work. He said that the inspector (JTC) would only look at the asphalt mix and the temperature. Mr. Schmalz confirmed that JTC tested the heat on every application. Mr. Humes added that he reviewed the report provided by JTC and it met the specifications. Mr. Arnold suggested resealing and striping in the spring so the asphalt doesn't flake off. Mr. Humes said that it was recommended that they not seal the parking lot for 5 years due to volatiles still in the pavement. The Committee agreed to review this issue again in the spring. Mr. Collins mentioned that they do have this item on the Punch List for a value of \$5,000 since there were several areas of exposed aggregate. Mr. Collins felt it was okay to question JTC and hold money back, but the Committee felt that they should pay JTC since it wasn't their fault. Mr. Collins said he will still check in with JTC since there should have been better workmanship. He added that they will see what the parking lot looks like in the spring. Mr. Lawrence made a motion to approve payment to JTC for the invoices listed above and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Schmalz presented Requisition #22 for G&R Construction for \$67,673.75 for work completed in October 2015. Mr. Barrette made a motion to approve payment to G&R Construction for Requisition #22 in the amount of \$67,673.75 and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Schmalz presented Invoice #674-595967 for \$355.40 and Invoice #674-595966 for \$1,259.19. Mr. Fryer made a motion to approve payment to Anixter for the invoices listed above and Mr. Lawrence seconded. VOTED: 5-0-0.

Regarding the budget, Mr. Schmalz said that it is attached to Heery's report and includes all invoices. He mentioned that they are currently reconciling purchase orders with the Town Accountant's records. Mr. Schmalz said they found one purchase order for CyberComm that they didn't have in the budget, though money was approved to be spent.

Mr. Schmalz mentioned the project schedule and said there was no update at this time.

Mr. Schmalz referred to the Change Order Log that was attached to Heery's Report. He said that they are still working on some open submitted change requests. He discussed the change orders under review. Regarding the first item listed – the underground storage tank – Mr. Schmalz noted that the amount has been revised and Heery is still going back and forth with G&R. On item #2 – the old concrete footing removal along Milk Street – he said they are still working on that submittal. Mr. Schmalz pointed out item #3 for deleting the loam at the 911 memorial area and said that credit value was good. Regarding the claim for the existing soil removal and disposal off site, Mr. Schmalz said that will need to be discussed face to face with G&R to resolve the remaining site work items in order to close out the project. Mr. Humes said he will coordinate the meeting with G&R. He mentioned that there hasn't been anything submitted recently for the soil claim. Mr. Humes said that a bill was submitted last April, which was rejected by Jacunski Humes, so they took it off the table. Mr. Humes noted that G&R has now re-thought that claim but haven't resubmitted anything in writing, so there's nothing to respond to or reject. Mr. Humes welcomed any Committee members who would like to be a part of that conversation with G&R. He pointed out that there is still \$45,000 outstanding within the contract scope and they cannot close out the project until everything is resolved. Mr. Humes mentioned the Punch List and referred to items #6, 7, 8, and 9, which are all site work items. He said that all of these items were referenced in the specs as requirements to the project. Mr. Humes pointed to Westborough regulations and said that he went to Town Engineer, Carl Balduf, and reviewed in detail what absolutely needs to be done. Mr. Balduf wants these remaining items completed and gave alternate methods. For example item #6 – clean storm drains – Mr. Balduf said that video scope could be provided indicating they are clean and that would be acceptable. Mr. Balduf commented on the values assigned for the remaining work and felt it was reasonable. The guardrail was mentioned and Mr. Humes said they are still working on that item and it

remains on the Punch List for Phase 2. Mr. Schmalz referred to the Punch List for Phase 1 that was attached to Heery's Report. He wanted to make this the project Punch List and add to it. Mr. Schmalz noted that before Building Commissioner, Tin Htway, signs off on the final occupancy permit, the DPW needs to issue their approval first. Mr. Humes mentioned the overhead doors and said that they didn't see leaking during the last heavy rains so he recommends taking this item off the Punch List. Mr. Humes reported that they gave G&R a 7 day notice for patching Milk Street, which was up last Monday. Mr. Malloy said that he will talk to the DPW and have them do the patching. Regarding the guardrail, it was noted that they had to change subs to get it installed. Mr. Humes pointed out that the "civil as built drawings" are being completed and should be delivered to us, which would bring the remaining outstanding items down to about 3-4. Mr. Humes felt that in December they may get down to the final payment request. Mr. Malloy asked Mr. Humes to include him in the conversation with G&R.

The ribbon cutting was mentioned and Committee members felt the event was very successful and they heard many positive comments.

Mr. Schmalz informed the MBC that Tighe & Bond has completed work outside of their base contract. He will invite them in and have them discuss the project with the Committee. Mr. Schmalz noted that he would like to combine the Phase 1 and Phase 2 Punch Lists in to one Project Punch List. Regarding the final certificate of occupancy, Mr. Schmalz pointed out that they only need a sign off by the Town Engineer and DPW in order to get approval from Building Commissioner, Mr. Htway.

Town Hall

Mr. Collins presented the following invoices related to the Town Hall project:

John Turner Consulting (JTC) – Invoice #1435021-13 for \$35.00, 1435021-14 for \$95.00, 1435021-21 for \$460.00, and 1435021-16 for 110.00. Heery has verified reports received for work done and recommend payment. Mr. Barrette made a motion to approve payment to JTC for the invoices listed above and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Collins presented Invoice #PJIN0000491 for Heery International in the amount of \$9,000.00 for work completed in October 2015. Mr. Fryer made a motion to approve payment to Heery International in the amount of \$9,000.00 and Mr. Barrette seconded. VOTED: 5-0-0.

Mr. Collins presented Requisition #20 for R.A.C. in the amount of \$242,346.00, which includes progress payments for CO #10. Mr. Schmalz noted that they need to discuss CO #10 with the Committee. Mr. Schmalz and Mr. Humes reviewed the items that make up CO #10 and referred to the Change Order Log attached to Heery's Report. Mr. Humes pointed out that most of the pending change orders have been previously approved by the Committee and the work was done on a time and material basis. Mr. Malloy asked about the sod around the generator, since that area can't be mowed so they will have to remove it. Mr. Humes said that seeding was in the drawings. However, R.A.C. put down sod and will split the cost with the Town. R.A.C. will issue a credit for the hydro seeding that wasn't done. Mr. Schmalz pointed out that the value of CO #10 is approximately \$68,000 and that all of the work was requested and the values are fair and reasonable. Mr. Lawrence made a motion to approve payment to R.A.C. for Requisition #20 in the amount of \$242,346.00 and Mr. Arnold seconded. VOTED: 4-0-0 (Mr. Barrette was absent for this vote).

Mr. Humes mentioned three invoices for Red Thread for Furniture, Fixtures, & Equipment (FF&E) and said that the Committee needs to act on these invoices since we have possession of these items. Mr. Humes referred to the first invoice in the amount of \$245,438.44 for the furniture and said that the amount came in \$752 under the purchase order. He said that Interior Designer, Deanna Dewey, has reviewed this invoice and recommends payment. Mr. Fryer asked if Heery agrees and approves and Mr. Collins said that they did. Mr. Fryer made a motion to approve payment to Red Thread in the amount of \$245,438.44 for furniture for the Town Hall and Mr. Lawrence seconded. VOTED: 5-0-0. The second invoice for Red Thread was for the desk and podium in the Selectmen's Meeting Room in the amount of \$41,505. Mr. Fryer made a motion to approve payment to Red Thread in the amount of \$41,505 for the desk and podium in the Selectmen's Meeting Room and Mr. Lawrence seconded. VOTED: 4-0-0 (Mr. Barrette was absent for this vote). The final invoice for Red Thread was for technology items in the Selectmen's Meeting Room for \$16,039.29. Mr. Humes said that this amount came in \$231.71 under the purchase order amount since they received a credit for some grommets. Mr. Lawrence made a motion to approve payment to Red Thread in the amount of \$16,039.29 for technology items for the Selectmen's Meeting Room and Mr. Fryer seconded. VOTED: 4-0-0 (Mr. Barrette was absent for this vote). Mr. Malloy confirmed that all of the furniture was received. He noted that Assistant Town Manager, Kristi Williams, may need to purchase a table for the breakroom since people were standing with plates on the window sill.

Regarding the budget, it was noted that it doesn't include the invoices approved today. Mr. Malloy pointed out the amount remaining on this project of \$364,000. He mentioned that the only item that needs discussion is for the plaza in the parking lot. Mr. Malloy also mentioned the pending change orders that haven't been approved. Mr. Collins estimated that there's another \$60,000 in change orders so the final amount remaining may come in at around \$300,000. There was a discussion about the parking lot, closing off the two alleyways, and trying to find additional parking spots for employees who work in the Town Hall. Mr. Malloy pointed out that they are 10 spots short for employees and there's no parking available for the public. Mr. Malloy referred to a grant that Ms. Williams applied for to help with the cost of additional parking. He spoke about the status of the grant. Mr. Malloy thinks that we were passed by in round 1 due to miscommunication. He has appealed for round 2 and also wrote a letter to the Lt. Governor's office. Mr. Malloy is hopeful that we may still get the grant. If not, they will re-apply next year. He also mentioned funds received from the sale of the Nathan Fisher house, which can only be used for real estate purposes. If those funds are combined with the grant, Mr. Malloy noted that they may be able to purchase abutting property in order to expand the existing parking lot.

Mr. Brown mentioned the ribbon cutting and wanted to thank both Jacunski Humes and Heery since we couldn't have done it without them. Mr. Malloy noted that they have been open for a week and he hasn't heard one negative comment. The only problem was that residents can't find the Treasurer's office. Mr. Malloy spoke with Mr. Humes and they will come up with a sign since that's an issue that needs to be addressed. Mr. Brown mentioned that the elevator is a great addition, especially for seniors. Mr. Humes said that he stayed for the Selectmen's meeting after the ribbon cutting to make sure the acoustics were good. He sat in the back and could hear everything. Mr. Humes pointed out that more microphones were coming. Mr. Collins thanked Mr. Brown and pointed out the good relationship with the MBC and noted the trust and confidence. Mr. Arnold requested that we have the Punch List for the Town Hall completed before we start another project.

Regarding the Punch List, Mr. Schmalz said that it has been published and distributed amongst the project team. He said that they have not formerly back punched any items yet. Mr. Schmalz noted that the Town Hall is now an occupied facility with working hours. They are trying to approach developing a procedure for work to be done, while business is being transacted, since they have to deal with the general public coming and going. Mr. Schmalz said that they have some ideas on what can be done but haven't formerly written anything down. He asked for Mr. Malloy's thoughts and he suggested dividing up the type of work that needs to be done and the location. Mr. Malloy pointed out that Friday afternoons can be good for completing work since the Town Hall closes at noon. He mentioned that any disruptive work, such as powering down offices for a length of time or plastering work, should be done after hours. Mr. Humes said that he would break down the work that needs to be done by trade. He noted that they have spent a lot of time adding to the Punch List rather than checking off items done and mentioned that they still have to develop an exterior Punch List. Right now Heery and Jacunski Humes have been adding items to the Punch List but Mr. Collins would like more input from the users of the building (the employees) if they see anything that needs to be resolved. Mr. Collins said that he will put something together for resolving Punch List items and send to Mr. Malloy for his input as to the best time to get things done. He will also include Buildings & Grounds Supervisor, Frank Cornine, on the contact list. Mr. Malloy mentioned that the HVAC sub has to come back and balance the system. He said there is a vent at the back staircase that is always blowing cold air. Mr. Humes mentioned that he heard from R.A.C. that it will likely not be Mr. Lampro that comes back to resolve the Punch List items. They will send someone else to organize the Punch List. The gutters were discussed and Mr. Humes said that they will be checking areas during the next rains to verify they stay dry.

Regarding the owners training schedule, Mr. Schmalz asked Mr. Malloy who should be trained on the new systems. Mr. Malloy asked Mr. Schmalz to send him the training schedule. Mr. Humes asked if Mr. Cornine is keeping a list of items that need to be fixed. Mr. Malloy said he was and Mr. Cornine is probably the best one to deal with. Mr. Malloy mentioned the screws used in the plaques that were hung and said that epoxy should have been put over them but that was never done. He wanted this item added to the Punch List. Mr. Humes noted that November 6th was the official substantial completion date and that is important to remember since the one year warranties start from that date unless it is a Punch List item. He mentioned that he will send a copy of the substantial completion document to R.A.C.

For FF&E, Mr. Humes said that he has a claim from Red Thread for additional scope of work. He is holding off resolving so they can figure out what Ms. Williams said they didn't complete. Mr. Humes noted credits of about \$1,000. He also referred to furniture that was left that should have gone back but Red Thread didn't want it.

Mr. Humes informed the Committee about signage and mentioned that he ordered the room signs. He will work on a directory and a specific sign for the Treasurer's office.

Mr. Malloy mentioned landscape improvements in the alleyway near the north entrance. He would like to get an estimate as to what it would cost for the brick work, based on the cost for work done out front, in order to have an accurate discussion since he has no idea of the amount needed for the proposed plaza work.

Mr. Collins said that they are meeting with Mr. DeBurro from R.A.C. later today and will put together a plan and on how to finish the job. As the job winds down, Mr. Collins and Mr. Schmalz will come and go as they finish the Punch List items. Heery will leave their desk at the Forbes Building since they will be working on the Library and hopefully the renovation project at Forbes.

Library

There was no business regarding the Library brought before the Committee

Forbes Building

Mr. Malloy noted that he would like to see the Forbes Building as a regular agenda item for the MBC. There was a discussion about getting the cost from 2010-2011 for the Forbes Building renovation updated. Mr. Collins offered to provide a price from Heery for Owners Project Manager (OPM) services. Mr. Malloy mentioned that he may have an article in the warrant for the Annual Town Meeting in March. The Committee discussed options for temporary space and where offices currently at the Forbes Building could be relocated during the renovation. Mr. Humes said that he had a quick conversation at the ribbon cutting with School Superintendent, Amber Bock and she has some minor changes to the plans for the third floor where the school offices are located. Mr. Fryer asked if he could meet with Mr. Humes to review the old plans for the Police Department. It was decided that at the December 2nd MBC meeting, Mr. Humes will show the old plans and where we left off for review. He will then update the plans and costs based on discussion at the 12/2 meeting and present at the 12/16 MBC meeting. Mr. Humes said that he would send out the old plans electronically to Committee members for their consideration. Mr. Malloy mentioned that he will invite Ms. Bock to the 12/2 MBC meeting for her input. Mr. Malloy also noted that he will speak about renovating the Forbes Building at the next Board of Selectmen's meeting.

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, December 2, 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 11:14 AM and Mr. Arnold seconded. VOTED: 4-0-0, with 4 being present (Mr. Barrette was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant