

Municipal Building Committee
Minutes of Meeting
16 December 2015

Approved:
January 6, 2016

Location: Room 23, Forbes Building

Members present:

Bob Brown
John Arnold
Bob Fryer
Cal Lawrence
Peter O'Neil
George Barrette
Dexter Blois via phone

Members absent:

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 8:30 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

Mr. Arnold made a motion to approve the amended minutes of December 2, 2015 and Mr. Fryer seconded. VOTED: 5-0-2 (abstention: Barrette, Blois).

Town Hall

Mr. Humes reported on the Punch List. He said there are about 201 items currently on the list. He will go through it today and reconcile what has been done. Mr. Humes felt that a majority of these items should come off the Punch List. It was noted that R.A.C. is still compiling owner's operation manuals and training still needs to be completed on mechanical items. Mr. Collins pointed out the elevator and said there have been five service calls. He mentioned that Heery contacted the elevator contractor and they came out and made some adjustments. Mr. Collins noted that if that doesn't work, the elevator contractor will replace parts if necessary. He mentioned that Buildings and Grounds Supervisor, Frank Cornine, now has a set of keys and was shown how he can go in the cab, shut it down, and reboot. Mr. Collins said that this allows the elevator to restart and it can sometimes correct itself. Chief Purcell asked for a set of keys as well. He pointed out that the Fire Department responded to a call during a Board of Selectmen (BOS) meeting and they couldn't re-set the elevator because they didn't have a key. Chief Purcell also mentioned that they don't have a fire key either. Mr. Schmalz said that R.A.C. needs a letter from the Fire Department requesting keys before they can be issued. Mr. Barrette mentioned that he wrote a letter to the senior who couldn't take the elevator during the BOS meeting because it wasn't working. Mr. Collins said that the feedback they have received from employees at the Town Hall, as well as Mr. Cornine, have mostly related to operational issues. Mr. Humes added that he has gotten some requests from departments now that the building is occupied. He gave an example of a storage room located in the Board of Health's office where the door automatically locks when closed. The Board of Health would like that storage area to remain unlocked so they wanted to have the lock changed out. Mr. Humes asked who should approve these requests and the Committee felt that these smaller items should be directed to Mr. Malloy.

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

Jacunski Humes – Invoice #R1514 in the amount of \$1,001.00 for additional ADA signage.

WSP – Invoice #60812 in the amount of \$2,000.00 for professional services rendered through 11/21/15.

Heery International, Inc. – Invoice #PJIN0000816 in the amount of \$5,000.00 for OPM services through 11/30/15.

R.A.C. Builders, Inc. – Requisition #22 in the amount of \$284,124.00 for work completed through 11/30/15. Mr. Schmalz noted that the requisition for R.A.C. is still in draft form.

Mr. Barrette made a motion to approve payment on the first three invoices presented for Jacunski Humes, WSP, and Heery, and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Humes suggested that the Committee could approve payment to R.A.C. for a not to exceed amount of \$284,124.00. Mr. Arnold mentioned some of the doors have chips in them. Mr. Humes said that he will take a look at the doors. Mr. Barrette didn't want to approve a not to exceed amount that included retainage. Mr. Humes and Mr. Collins both noted that there is retainage included in the \$284,124.00, but it is for items that are complete like the concrete foundation. They pointed out that these items also do not have any Punch List items associated with them. Mr. Schmalz said that R.A.C. is requesting a retainage reduction of \$208,000.00. Heery has reviewed and thinks that a reduction in retainage of \$164,000.00 is more appropriate. For items such as general conditions, mobilization, and supervision, Mr. Schmalz mentioned that they reduced the retainage by half (2.5%) instead of the full 5%. However, for those items that were complete, or mostly complete, they felt R.A.C. deserved 4-5%. Mr. Schmalz estimated that retainage would be reduced from \$208,000.00 to \$164,000.00 on this requisition leaving \$100,000 remaining in retainage. Mr. Barrette made a motion to approve payment to R.A.C. for Requisition #22 for a not to exceed amount of \$284,124.00 and Mr. Fryer seconded. VOTED: 7-0-0.

Regarding the project budget, Mr. Schmalz referred to the budget that was included in Heery's report. He mentioned that there have been some recent updates based on previous invoices approved. Mr. Schmalz noted that he reconciled the value for Systematics, updated payments made for furniture through Red Thread, and inserted some purchase orders (PO's) that weren't previously included. He pointed out that the PO's for Red Thread didn't quite add up and there is still a balance open. Mr. Schmalz mentioned that they aren't closing out these PO's since Assistant Town Manager, Kristi Williams, has some additional furniture requests. Mr. Humes thought that the amount for the miscellaneous furniture requests came to about \$3,861.42, however, Ms. Williams wasn't ready to present to the Committee for their approval quite yet.

Mr. Schmalz pointed out that there is no update to the schedule at this time.

The Change Order Log was reviewed. It was noted that Change Order (CO) #11 was processed and it is out for signatures since it was approved at the last MBC meeting. Mr. Schmalz referenced Heery's Change Order Log attached to their report and noted that CO #11 includes the following items: 103 (roof ladder), 105 (additional floor prep), 109 (parking lot improvements), 113 R-1 (replace water damaged plaster), 117 (adjust casework in Room 125), and 118 (pour concrete extensions to sidewalk) from "Change Orders under Review". He mentioned that item 116 for relocating the Knox Box was eliminated. Mr. Schmalz also pointed out that items 119 for the clock tower and 120 for miscellaneous electrical items came in after CO #11 was approved. There was a discussion about the clock tower. Committee members noted that the clock should chime. Mr. Schmalz said that he would follow up with R.A.C. Mr. Humes added that the hammers to the bell were taken off when the roof was re-done and now need to be put back on. Mr. Humes also mentioned that R.A.C. needs to put the hammers back on before our vendor can come in to service the clock tower. Mr. Malloy said that he will follow up with the vendor that was hired to maintain the clock tower.

Mr. Schmalz mentioned the Punch List and Close Out activities. With respect to close out items, he said that he has sent a list to R.A.C. and copied both Mr. Malloy and Mr. Cornine regarding what still needs to be furnished under the contract such as training and warranties. Mr. Schmalz said that a training schedule has been published and he shared that with the Town so appropriate personnel can be inserted in to the schedule. Mr. Schmalz noted that there were 300 items on the Punch List, but R.A.C. has responded to some of these items, so they are down around 200 now. Heery will review the Punch List and break it down by trade.

Mr. Humes reported on signage at the Town Hall. He mentioned that signs were hung and he is still working on directories for both the front and back entrances. Mr. Humes noted that he needs to give Mr. Malloy a mock up of the directory for his approval. He also mentioned that he is working on ceiling signs for the Treasurer's office. Mr. Humes let the Committee know that the Treasurer's office isn't happy with the bullet proof glass that was installed since it is hard for them to hear customers, even with the speaking ports. There was a discussion about removing the speaking ports and leaving holes, which may work better. Mr. Humes noted that his office always had the request to provide better security for the staff. He will take a look at the glass and see about removing the speaking ports or modifying it. Mr. Humes gave a suggestion of using intercoms instead. He pointed out that they will switch out the door in the corridor to the Treasurer's office from one with a glass to a solid door. Mr. Malloy mentioned that the Department of Veterans Services has a solid door but would like a door with glass so they'll just switch the two. Mr. Malloy asked about a handle for the door to the Selectmen's Meeting Room. Mr. Humes said that there should be a door handle and will check on it.

Mr. Arnold inquired as to who oversees the work that is done off of the Punch List. Mr. Humes said that both his office and Heery's get emails. Mr. Arnold asked if there was anyone here supervising when work is done. Mr. Collins said that it depends – for big jobs, such as electrical, or jobs that may take hours, he said someone from Heery would be here. However, if a lock is being replaced or for smaller jobs, there would likely not be someone here. Mr. Collins noted that Mr. Cornine is aware when a subcontractor is coming in to do work since they always coordinate with him.

Fire Station

Mr. Schmalz presented the following invoices related to the new Fire Station project:

Anixter – Invoice #674-596489 in the amount of \$345.92.

CyberComm – Invoice #107002225-1 in the amount of \$13,066.00.

Building Enclosure Associates – Invoice #83764 in the amount of \$3,250.00 for the infra-red scan of the roof.

Mr. Schmalz explained that the invoices for Anixter and CyberComm were both technology related. He verified with the Fire Department that the work was completed. Chief Purcell also added that they completed electric work on the front entrance and he had an invoice from H. Perron & Son Locksmiths in the amount of \$884.21 for the Committee's approval. Mr. Blois asked Chief Purcell if he had any additional information on an alerting system. Chief Purcell mentioned that he visited the Foxboro Fire Department where they have a state of the art alerting system. He pointed out that Foxboro is the only one in the state with this elaborate system and that it was very expensive (approximately \$100,000.00). Chief Purcell said that he is waiting for quotes from other vendors. He felt that the Fire Department personnel could do the majority of pulling wire and installing lights and speakers for the alerting system, but will need to hire someone to tie it all together. Mr. Lawrence made a motion to approve payment on the four invoices listed above for Anixter, CyberComm, Building Enclosure Associates, and H. Perron & Son Locksmiths and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Schmalz referred to the budget included in Heery's report. He mentioned that it was updated as of yesterday. Mr. Schmalz verified that all expenses have been accounted for and PO's are accurately represented.

Mr. Humes referenced his handout regarding open items left to complete at the new Fire Station. He noted that there are 8 items on the list that they are still tracking. Item #1 was for relocating the ice machine. Mr. Humes said that he sent a sketch to Grasseschi Plumbing & Heating, Inc. and received a quote of \$1,500.00. He mentioned that would cover two workers and all of the plumbing, drainage, and re-piping work. Chief Purcell said that the Fire Department personnel could handle the electrical work. Item #2 was for an overflow drain, which Grasseschi handled since they were already on site. Item #3 was for installing the guardrail. Mr. Humes said that the latest update he has is that the guardrail is being fabricated. Item #4 was for revising the dumpster enclosure. Mr. Humes noted that if the posts and the gates are moved back and new posts installed, it will be expensive. He mentioned that the gates can be removed at no cost and asked if that was an option. Chief Purcell was concerned about leaving the dumpster area open since it would end up as a catch all for garbage and leaves. He asked if the gates could be left on for now and then he'll figure something out in the spring for revising the dumpster enclosure. Mr. Fryer suggested getting a quote from a local fence company. After some discussion, Chief Purcell said he would look in to getting a quote from someone local. Item #5 was for the patch repair on Milk Street. Mr. Humes pointed out that the patch work was done. He noted that there was no charge for the work done on Milk Street since we agreed to pay the costs for the underground tank. However, Mr. Humes mentioned that the cost for removing the contaminated soil is still an unresolved item. Regarding Item #6 for the generator snow hood, Mr. Humes contacted the generator manufacturer and they had no objections with installing a hood. The manufacturer confirmed that installing the hood wouldn't affect the warranty. They also recommended that having someone locally fabricate and install the hood was the most effective cost option. For Item #7 – Oil/Water Separator vacuum testing and Item #8 – clean/flush storm drainage, Mr. Humes said that both of these items were requested by the DPW and were supposed to have been completed yesterday. He mentioned that the DPW was supposed to be present when that work was done. Chief Purcell pointed out that he wasn't happy with the way Item #8 was handled. He said that the company that G&R hired to clean and flush the storm drains dumped what was cleaned out of the drains on their front lawn and also rinsed off their equipment. Mr. Collins said he will pass along the Chief's comments to G&R. Chief Purcell said that the Fire Department will handle the clean up. Mr. Humes noted that they are only looking for the final sign off from the DPW on the work that was done yesterday. Chief Purcell asked Mr. Humes who he would suggest they go through for purchasing a kitchen table. Mr. Humes recommended Red Thread who was the furniture vendor used for the Fire Station and Town Hall projects. He noted that he was happy with them and that they carry a lot of different lines. Mr. Fryer made a motion to approve \$1,500.00 to Grasseschi Plumbing & Heating for moving the ice machine and Mr. Lawrence seconded. VOTED: 7-0-0.

Mr. Brown asked about the speakers for the P/A system and Chief Purcell said they are still waiting for a second quote. The first quote was for \$10,000.00 so they are hoping the second one is less. The Chief said that he is also waiting to see if the sound improves in the kitchen area after they move the ice machine.

Regarding the 911 Memorial, it was noted that nothing will be done until the spring. Mr. Blois sent some pictures of memorial parks he's visited in Florida. Mr. Fryer said that he checked out the memorial at the Foxboro Fire Station when they were there about the alerting system. He mentioned that they had similar ideas to what they are thinking and that the Foxboro schools use the memorial as a learning tool for their students.

Mr. Collins mentioned the site survey that Tighe & Bond recommended. He sent out three requests for proposals and noted that R.E. Cameron was not interested in the site survey work. However, both Waterman Design and Paul Baptiste were interested. He also has a message in to Guerard Survey. Mr. Collins will come up with the scope of work and obtain proposals for the next MBC meeting.

Mr. Schmalz referenced Mr. Humes' update on open items and said they are waiting for sign off from the DPW before they can get the permanent Certificate of Occupancy.

Mr. Schmalz mentioned that they should receive one final invoice from G&R. He also noted that they have CO #12 in draft form. Mr. Humes pointed out that we should receive a credit because they didn't have to loam and seed in the memorial area. Both Heery and Jacunski Humes will review the final draft before presenting to the Committee.

Forbes Building

Mr. Humes passed out updated plans for the Forbes building. Mr. Fryer reviewed some changes made to the Police Department. He said they will be moving dispatch to the Fire Station during renovations and will likely stay there permanently. This change allowed them to flip flop the Records/Reception area to the larger space previously designated for dispatch. They will still keep a smaller office for dispatch in case they need it in the future. Mr. Fryer said they also added a drug recognition area. He mentioned that they unblocked some windows by moving the Interview office in and placing the hallway along the outside perimeter of that area. Mr. Fryer also pointed out that they modified the Administrative Assistant's work space and some other offices on the second floor. Mr. Humes added that they will remove the stage in the Auditorium and turn it in to a functional meeting room and fix the acoustics. On the third floor, Mr. Humes noted that he still needs to have a conversation with School Superintendent, Amber Bock. They would like a little more space. He has to review with Mr. Malloy since Youth & Family Services will also be occupying that floor. If Youth & Family Services is okay with a reduced footprint then he can designate more space for the School Department. Mr. Humes mentioned that he reduced the size of the Superintendent's office and her Administrative Assistant's office and added an ELL coordinator in that area. Mr. Barrette suggested reducing the size of the third floor meeting room since they'll have a large meeting room with the Auditorium. Mr. Humes pointed out that there will be three meeting rooms – two on the third floor and the larger meeting room (Auditorium) on the second floor. Mr. Humes and Mr. Collins hope to meet with Ms. Bock later today. Mr. Arnold asked if the Planning department had enough room. Mr. Humes said that Planning and Conservation will each have their own offices so they will have more space. Mr. Humes said that he gave square footage estimates for moving to Mr. Malloy for both the Police Department and School Department. Mr. Fryer asked for all costs to be included for moving and relocation. Mr. Humes mentioned that he would like to do some selective demolition in the bleacher area in the basement. The investigative work would give a better cost and we would know that the offices and storage areas designated for that area can be placed there since there is no Plan B. Mr. Fryer asked about covered parking. Mr. Humes said that is a common request now, not only for weather but also for all of the electronics in the cruisers. Mr. Fryer asked if Mr. Humes could look in to the costs for a covered parking area. Mr. Fryer also wanted to know if there were funds available for the demo work. Mr. Collins thought there was some money available for site investigation. He will follow up with Town Accountant, Leah Talbot. Mr. Humes mentioned that he has the plans from the last two renovations but didn't have anything on the old drawings showing the footings at the bleachers. Mr. Humes felt it shouldn't take more than two days to perform the demo work. He noted that he took the project budget worksheet and escalated the costs from 2012 by three years, but he pointed out that the costs wouldn't be accurate since there were some changes in scope. Once the plans look acceptable to the Committee and various departments involved, then he will go out and get a more accurate cost estimate toward the end of January. The Committee was in agreement with looking in to costs for covered parking. There was some discussion about locating solar panels on the roof, but the intended location of the covered parking would be along the cemetery fence and the panels would need southern exposure. Mr. Collins confirmed that they would just need a roof with an open back for approximately 15 vehicles with nothing larger than an SUV. Mr. Humes noted that they usually have power in the covered parking area since it is lit and they may have to do some charging. Mr. Fryer added that the closets in the second floor administrative area can be deleted. Mr. Humes mentioned that the sally port will get new doors and they will leave the evidence storage in that area. Mr. Fryer added that another evidence room will be located at the Fire Station.

Old Business

There was no old business brought before the Committee.

New Business

Mr. Brown reported that he, along with Mr. Malloy and Mr. Arnold, met with Heery to discuss their contracts for the Fire Station and Town Hall. Since both jobs took longer to complete, Heery was looking for additional compensation of \$105,000.00. Mr. Brown said that the Town made a counter offer of \$50,000.00, which broke down to \$12,500.00 for the Fire Department and \$37,500.00 for the Town Hall. Heery accepted the counter offer and Mr. Brown thanked them for agreeing to the reduced amount. Mr. Fryer made a motion to pay Heery a total of \$50,000.00 for additional OPM services for the Town Hall and Fire Station projects and Mr. Lawrence seconded. VOTED: 6-0-0 (Mr. Barrette was absent for this vote).

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, January 6, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 10:27 AM. VOTED: 6-0-0 (Mr. Barrette was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant