

Municipal Building Committee  
Minutes of Meeting  
6 January 2016

Approved:  
January 20, 2016

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Peter O'Neil

Others Present:

Peter Collins, Heery  
Brian Humes, Jacunski Humes  
Pat Cullen, Fire Department  
Kristi Williams, Assistant Town Manager

Zachary Schmalz, Heery  
Fire Chief Pat Purcell  
Jim Malloy, Town Manager  
Leah Talbot, Town Accountant

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 minutes of December 16, 2015 and Mr. Fryer seconded. VOTED: 6-0-0.

**Town Hall**

Mr. Schmalz presented the following invoices for the Committee's approval:

Jacunski Humes – Invoice #15332 in the amount of \$5,000.00 for design services.

Adtech Systems – Invoice #243772 in the amount of \$60,494.00, Invoice #243774 in the amount of \$9,621.00, Invoice #243775 in the amount of \$8,680.00, Invoice #243776 in the amount of \$1,866.00, and Invoice #244285 in the amount of \$9,948.00. Mr. Schmalz informed the Committee that MIS/GIS Director, Mark Stockman, has reviewed these invoices and confirmed the scope of work is complete and systems are running. Mr. Schmalz mentioned that all of these items line up and are within the budget.

Mr. Barrette made a motion to approve payment to Jacunski Humes for \$5,000.00 and to Adtech Systems for \$90,609.00 for the invoices listed above and Mr. Arnold seconded. VOTED: 6-0-0.

Mr. Schmalz noted that there is no update to the budget, schedule, or Change Order Log at this time. Mr. Schmalz mentioned that there are some pending change orders that are being tracked and that they may have one Change Order left to finalize. He will have more information for the next MBC meeting.

Regarding the Punch List, both Heery and Jacunski Humes are in the process of reviewing. Mr. Schmalz pointed out that originally there were 340 items on the list but last month they signed off on half of those items. Mr. Barrette asked about the Punch List and what was on it. Mr. Schmalz offered to send the Punch List electronically to Committee members for their review. Mr. Collins noted that they are still adding items to the Punch List as they arise. Heery is also in communication with Buildings & Grounds Supervisor, Frank Cornine, who lets them know about issues, and they also walk around the building. Mr. Collins said that he will follow up with items in the Town Accountant's office and also the ceiling in the Selectmen's Meeting Room where the paint was chipping. It was noted that the red and green lights in the clock tower need to change since the holidays are over. Mr. Barrette mentioned how nice the building looks since the renovation. Mr. Humes arrived and the Committee brought to his attention the ceiling in the meeting room. Mr. Humes mentioned that they are letting that sit to figure out what's going on and they are also monitoring a spot on the ceiling in the Assessor's office. Mr. Humes mentioned that the spots align with the clock tower and they have identified flashing that needs to be repaired at the clock tower. Mr. Humes noted that these items are on the Punch List. Mr. Collins said that he

will speak with the contractor to see if something can be done temporarily to fix the paint chipping on the ceiling so it isn't so noticeable.

Mr. Schmalz referred back to the Change Order Log. Heery did not have an update at this time but Mr. Humes handed out a Change Order Summary to review with the Committee. Mr. Humes noted the amount in excess of the original budget is currently at \$414,901.00 and that Change Order activity to date for Change Orders #1-11 is at \$646,025.00. He wanted to go over those items that make up Change Order #12 in the amount of \$13,468.00. Mr. Humes mentioned that CO #12 contains clean up items for work requested at the last minute in order to achieve occupancy. He reiterated that this work was requested, but some of it was done on a Time & Material (T&M) basis. Mr. Humes reviewed the items and noted a credit for deleting the grilles on the doors at the front entrance. Mr. Malloy mentioned that he spoke with the Design Review Board and explained that he doesn't want the grilles installed since it makes it difficult to clean the doors. The Design Review Board asked for new doors with grilles inside, but Mr. Malloy pointed out that it would cost additional to get new doors. He also mentioned that the hours for the Town Hall have been stenciled on the center door at the front entrance. Mr. Malloy said that he spoke with Building Commissioner, Tin Htway, and explained the problem and also noted that no other business, with the exception of one, had doors with grilles. Mr. Malloy said that he will follow up with the Design Review Board to see if they will issue a letter saying that this matter is closed. Mr. Humes continued his review of CO #12.

Mr. Schmalz mentioned that R.A.C. has sent out a training schedule. He confirmed with Mr. Malloy and Ms. Williams that there were no changes regarding the training schedule.

Ms. Williams wanted to discuss additional requests for furniture. She provided a handout from Red Thread to the Committee for their review. Ms. Williams mentioned that, as they have been living in their new space, she has had requests from employees for additional items. She reviewed the list which contained countertops for cabinets, a table for Frank Cornine's office, a rolling file cabinet, hanging files for the Assessor's office, and a couple of items for her own office. Ms. Williams noted that the total cost for these items came to \$2,875.52 and covers the materials needed. She noted that the Town will take care of the labor. Ms. Williams also said that they need monitor arms for the computers in the offices and that cost comes to \$2,157.40. Ms. Williams said the total cost she is seeking approval for is \$4,041.96, which includes a credit from the original furniture order. Mr. Lawrence made a motion to approve Ms. Williams request for \$4,041.96 to cover additional furniture requests and monitor arms for the computers and Mr. Barrette seconded. VOTED: 6-0-0.

Regarding signage, Mr. Humes said that he still needs to resolve installing back plates to the room signs and coming up with a directory for the lobby. Mr. Malloy asked for samples of directories since it is leading to confusion when the public comes in looking for Town offices and can't find where they are located. Ms. Talbot mentioned that it is important to have a prominent sign for the Treasurer's office. She noted that taxes went out and the public is coming to the Accountant's office to pay their taxes. Mr. Humes mentioned that he is trying to figure out the easiest way to portray the half levels at the Town Hall in a way that the public will understand. Mr. Humes suggested arrows pointing out offices rather than graphically with a map. Mr. Brown asked about seniors that used to be located in the lobby to assist the public. Mr. Barrette said he spoke with Senior Center Director, Alma Demanche, and they are in the process of getting seniors for the work program. Mr. Malloy said that he will speak with Mr. Humes to resolve getting a directory.

Mr. Schmalz confirmed that the next Municipal Building Committee is scheduled for January 20<sup>th</sup>.

Mr. Arnold had one additional item for the Town Hall. He asked about the keying of the building and Mr. Collins said that he would address this item. Mr. Collins noted the Punch List and mentioned that in speaking with Frank Cornine, he commented that some employees have to carry a key ring with them since they need multiple keys for various doors. Mr. Cornine also noted that some employees need three keys just to get to their office. Mr. Collins said that the keying of the building was done by the user committee. Mr. Barrette mentioned that there were issues during the week between Christmas and New Year's when employees were out and vendors were trying to get work done but areas were locked. Mr. Collins said that he spoke with Mr. Cornine and they are going to get master keys. Mr. Collins explained that keys cannot be duplicated easily and reviewed the process. Mr. Malloy mentioned that he was unaware of this issue and pointed out that he sat with Mr. Schmalz and the locksmith initially to determine who should get what keys. Mr. Malloy said that he will follow up with Mr. Cornine since there are five grand master keys and that one of these grand master keys should be placed in the Knox Box to avoid this problem in the future. Mr. Humes added that each door with a lock was identified with a function such as storage, classroom, etc. He noted that the Town sat down with the locksmith to identify what needed to be done for doors that required keying. Mr. Humes pointed out the door where the high density filing system is stored. Both Ms. Talbot and Ms. Williams mentioned that each department should have a key to that door so they can get to their files. Mr. Humes said that he can have additional keys made as needed.

## Fire Station

Mr. Schmalz presented the Committee with a draft requisition for G&R in the amount of \$36,210.00. He mentioned that there were two attachments that he included in the email sent out to Committee members regarding the G&R requisition. Mr. Schmalz distributed copies of the attachments for review. He noted that there are two Punch Lists – the first list contains 13 items and the second has 6. He reviewed the outstanding Punch List items and pointed out that some items have been completed but they need to verify they were done correctly. Mr. Schmalz requested a vote for approval for an amount not to exceed \$36,210.00 and Heery and Jacunski Humes will continue to review. Mr. Lawrence asked what items we are waiting on in order to get the final occupancy permit. Mr. Humes mentioned that they are waiting for the DPW to sign off on the project. Mr. Humes said that he will get in touch with Town Engineer, Carl Balduf, to verify that tests were done to their satisfaction. Mr. Collins added that in addition to verifying that the tests passed, they also need to see the report saying that it passed. Mr. Humes wanted to go on record thanking Mr. Balduf and the DPW for their help with this project. Mr. Malloy said that he will write a letter to the DPW and Mr. Balduf thanking them for their assistance. Mr. Brown asked about the guardrail. Mr. Humes said it was supposed to have been installed by the end of December and he will follow up. The Committee was concerned with the fence in the event we get snow and the lot gets plowed. They felt the fence could be damaged without the guardrail protecting it. Mr. Humes noted that G&R was late with this item. After some back and forth with G&R, they were supposed to have finally ordered the guardrail in December. Mr. Malloy asked if the guardrail work belonged to Case. Mr. Collins said it did and Mr. Malloy pointed out that Case has been an issue all along and he will make note of that for future projects. Mr. Brown asked if a letter should be sent notifying G&R that if the fence is damaged they are responsible for the repair. Mr. Arnold added that the letter should include a time frame for completing the guardrail work. Mr. Humes said that he will send a letter giving G&R a sense of urgency. Mr. Lawrence made a motion to approve payment to G&R for Requisition #23 for a not to exceed amount of \$36,210.00 and Mr. Fryer seconded. VOTED: 6-0-0.

Mr. Schmalz mentioned the issue with the removal of contaminated soil coming in as an additional cost. He will send a letter to G&R since they need a detailed response in order to rebut it. Mr. Schmalz said that will put the ownership on G&R to provide details as to why they think this is an extra cost.

Regarding the Punch List and Closeout Activity, Mr. Schmalz said that he has items to turn over to the Fire Department. He has one item that he needs Mr. Humes to review first. Otherwise, that will complete all items needed for closeout activity. Mr. Schmalz will schedule a time with Chief Purcell to meet with him and present these items.

Mr. Collins mentioned that he is working on completing an RFP for a site survey in order to finish up with the LSP closeout activity. He should have an update at the next MBC meeting. Mr. Schmalz referred to Marc Richards presentation at the 12/2 MBC meeting. Mr. Collins noted that he has been reviewing Tighe & Bond's invoices, along with Mr. Schmalz, and comparing what was billed with what still needs to be done. They are in the process of reconciling. Mr. Collins said that they do realize that extra work was done and an additional scope of work performed, they just want to verify that we aren't getting billed twice for the same items. Mr. Collins mentioned that they want to itemize and present to the Committee in a way that we'll both understand. Mr. Schmalz added that once that is done then they will present the invoices they've received from Tighe & Bond for payment.

Mr. Arnold asked when we will have the final numbers for the Fire Station and Town Hall projects so we know what money is available for future projects and what we were able to turn back in to the Town. Mr. Arnold also noted that we should try to resolve the Memorial Park so perhaps it could be ready for Memorial Day weekend. He requested that the Memorial Park be added to the next MBC meeting agenda. Mr. Arnold also inquired about the roof drains at the Fire Station. Chief Purcell said that there was leaking after the last rain/ice storm so they are pursuing a warranty claim. Mr. Collins noted that the warranty for the roof is with Hartford Roofing. Chief Purcell mentioned the enclosure around the dumpster. He received a quote from a fence company out of Medway and it will cost about \$2,500.00 to repair. Chief Purcell noted that the representative from the fence company pointed out other problems with the fencing on the Fire Station property such as fence posts that aren't in the ground and the fence around the generator is caving in. There was a discussion about what should be done and whether the fence that's there should be fixed or changed out. Mr. Humes said that if we go with just fixing what's there, he would contact G&R and have the fence contractor do the work. Mr. Arnold asked what the Chief wanted to do. Chief Purcell said he'd like to repair what's there since there wouldn't be any additional cost to us. Chief Purcell informed the Committee that he is waiting for a second quote for the P/A system. He will have Pat Collins present it at the next MBC meeting. Chief Purcell added that he is still waiting for quotes on the alerting system as well since he has only received one so far. Chief Purcell noted that the ice machine is being moved tomorrow. Mr. Collins mentioned that he will send Chief Purcell all of their meeting reports and attachments from November 1<sup>st</sup> to the present for his records since he may not have received them during the transition process.

## **Forbes Building**

Mr. Humes distributed copies of the revised plans for the Forbes Building. He mentioned that he met with the School Department after the last MBC meeting to review what they'd like to do with their space on the third floor. He noted that they took some space away from Youth & Family Services. Mr. Humes pointed out that the plan needs to be acceptable and supported by all departments if this is being presented at the Annual Town Meeting in March. He sent copies of the plans to each of the point persons that he has designated – Mr. Malloy for Town offices, School Superintendent, Amber Bock, for the schools, and Lieutenant Bob Fryer for the Police Department. Mr. Lawrence asked how the space Youth & Family Services has now compares to the space designated for them on the third floor. Mr. Humes said it was comparable to what they have now. He mentioned that they have three counselors that are part time. Youth & Family Services requested three counseling rooms, but Mr. Malloy felt, since the counselors were part time, that two rooms would be sufficient and could be shared. Mr. Humes reviewed the third floor plans and changes that were made such as adding a mail room to the back side of the lunch room, combining the secretaries for the School Superintendent and Assistant Superintendent in to one office, and adding a small conference room for when the public comes in for registration. Regarding the Police Department, Mr. Humes mentioned that there were only minor changes. Mr. Fryer said that they flip flopped the Records and Dispatch rooms. He said that there is an area for Dispatch in case they don't stay combined with the Fire Department. Mr. Fryer noted that he reviewed plans with Chief Purcell yesterday regarding the temporary relocation of Dispatch to the Fire Station during renovations and they are ready to go. Mr. Humes mentioned that the plans may still change slightly.

Mr. Humes noted that he would like to send these plans out in order to get a cost estimator for the end of January. He mentioned that he will need funds to cover the work done by his office to update the plans and to get a price for the project. He was requesting \$25,000.00 which he will bill out at 50% now, 25% after receiving the cost estimate, and the final 25% after Town Meeting. Mr. Humes noted that the last time his office sent out an invoice for the Forbes Building was in August 2012 and any work done since then he hasn't invoiced us for. Mr. Humes mentioned that in August 2014 the elevator was refurbished and in November 2014 a new roof was done. He noted that the \$25,000.00 would come out of the balance remaining of \$317,400.00 that was designated for design services. Mr. Humes said that once they get the cost estimate back then they would need to adjust their fees. Mr. Arnold asked if the \$25,000.00 included investigative work at the bleachers. Mr. Humes said it did not and that they would need to hire someone for an additional cost. Mr. Collins said that Heery could outline the scope of work needed and hiring a contractor for the bleacher work. The Committee verified with Town Accountant, Leah Talbot, that the article containing the balance of \$317,400.00 could be used for design services. Mr. Humes noted that originally \$584,000.00 was set aside for design services for one large project containing 4 items – a new Fire Station, the Town Hall renovation, a new Recreation Center, and the Forbes Building renovation. He said that they have already billed and been paid for the Fire Station and Town Hall, and there's still a balance of \$317,400.00. Ms. Talbot confirmed that the \$25,000.00 for design services would fall under the scope of the article. There was a discussion about the exploratory work needed at the bleacher area and whether it could be included under the cost estimate. Mr. Humes said that it isn't typical for the architect to hire a contractor to do exploratory work but he will do it. Mr. Fryer made a motion to approve \$25,000.00 for Jacunski Humes for work done to update plans for the Forbes Building and to obtain a cost estimate for the renovation project and Mr. Lawrence seconded. VOTED: 6-0-0. Mr. Fryer made a second motion to authorize Mr. Humes to do exploratory work at the bleacher area and Mr. Lawrence seconded. VOTED: 6-0-0. There was a discussion about hiring a contractor to do the exploratory work at the bleacher area. It was noted that this work will only affect the top bleacher area and not the gym floor. Mr. Humes said that the work will involve removing the slab and hand excavating down about 5 feet. Mr. Humes said that he will check with Heery when looking for a contractor. There was also a discussion about having Heery provide a cost estimate for their OPM services. Mr. Lawrence asked Mr. Humes if BVH is the engineer involved in the Forbes project and he said they are. Mr. Lawrence suggested getting another estimate since he wasn't happy with how the new Fire Station turned out. Mr. Fryer asked if BVH was involved with the Town Hall project and Mr. Humes said they were, but he requested a different team for the Town Hall since he wasn't happy with the team that worked on the Fire Station either. Mr. Humes mentioned that he was happy with the team from BVH that worked on the Town Hall. Mr. Collins noted that time needs to be spent to figure out the cost for work to be done at Forbes with existing conditions in mind. Mr. Malloy said he has been using Mr. Humes figure of \$13.5 million when calculating debt. Mr. Humes pointed out that the \$13.5 million estimate doesn't include relocation costs. Mr. Fryer asked if Mr. Malloy has spoken with anyone about relocation. Mr. Malloy said that he has been in contact with Carruth and Bay State Commons and he has looked at 8 properties. One property seemed like it would work for both the Police and School Departments. They are calculating lease costs to give an estimate. Mr. Malloy said that he will follow up with Chris Egan at Carruth and Todd Alexander at Bay State Commons.

## **Library**

Mr. Collins provided a brief update on the Library. They have a meeting today at 3:00 PM with the architect where they will be evaluating existing conditions and coming up with plan. There is also a meeting next Thursday with a representative from the Board of Library Commissioners as part of the grant process. There was a discussion as to whether the MBC

should continue to be involved at this point. Mr. Collins said that his understanding was that the Library has requested help from the MBC and he felt the expertise from the MBC is important for some components like the project scope and budget and maybe not so much for figuring out space needs. However, Mr. Collins noted that space needs are just one part of the process in the schematic design and that it is important to understand how each component fits with the next.

**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, January 20, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

**Adjournment**

Having no further business, Mr. Fryer made a motion to adjourn the meeting at 11:17 AM and Mr. Lawrence seconded. VOTED: 4-0-0. (Mr. Brown and Mr. Barrette were absent for this vote).

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant