

Municipal Building Committee  
Minutes of Meeting  
20 January 2016

Approved:  
February 3, 2016

Location: Room 23, Forbes Building

Members present:

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

Members absent:

Dexter Blois

Others Present:

Zachary Schmalz, Heery  
Jim Malloy, Town Manager  
Pat Cullen, Fire Department

Brian Humes, Jacunski Humes  
Ed Baldwin, Library Trustees  
Peter Collins, Heery

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. Barrette made a motion to approve the minutes of January 6, 2016 and Mr. Lawrence seconded. VOTED: 5-0-1 (abstention: O'Neil).

**Annual Town Report**

There was a brief discussion about the MBC's Annual Town Report (ATR) and what should be included and not included. Committee members noted that both the Town Hall and new Fire Station projects have money left but there are still items pending. Mr. Barrette suggested taking out the actual amounts since those numbers may change. Mr. Arnold asked Mr. Humes about the outstanding soil issue. Mr. Humes said that they have rejected that claim and explained why to G&R. Mr. Humes also noted that the same day they rejected the soil claim, G&R told them that Case submitted a delay of job claim due to the underground tank found in the parking lot in July. Mr. Lawrence felt that something should be mentioned about money saved on these two projects. Mr. Brown said that he would prefer not to put the amounts in the ATR but instead present a report at the Annual Town Meeting. Mr. Malloy agreed with leaving the numbers out and said that he would have an article in the Special Town Meeting warrant in the fall rescinding funds still left in these two projects. The Committee was in agreement regarding leaving the numbers out of the ATR. Mr. Barrette said that he would contact Mr. Blois. Mr. Malloy mentioned that Town Treasurer, Joanne Savignac, said that we shouldn't rescind the debt until all bills related to these projects are paid.

**Town Hall**

Mr. Schmalz presented the Committee with Requisition #23 for R.A.C. in the amount of \$80,561.00 and pointed out that it is still in draft form. Mr. Schmalz said that Heery has been working with Jacunski Humes and referred to the retainage worksheet that he distributed to Committee members. He reviewed the figures and noted the base contract amount, the revised contract total, and the retainage amount. Mr. Schmalz mentioned the different divisions and how they are holding back retainage for items not complete in each division. Mr. Schmalz asked if the Committee would like to approve this requisition for a not to exceed amount. Mr. Humes recommended approval for a not to exceed amount of \$80,561.00 while they continue to review this requisition. Mr. Arnold made a motion to approve payment to R.A.C. for a not to exceed amount of \$80,561.00 for Requisition #23 and Mr. Lawrence seconded. VOTED: 6-0-0.

Mr. Schmalz mentioned that the budget is current and a few items have been updated. He noted that the requisition just approved for R.A.C. is not in the budget since the final value is unknown. Mr. Schmalz pointed out that the budget does include invoices approved at the MBC meeting on 1/6/16 so the budget is accurate as of 1/7/16.

Regarding the project schedule, Mr. Schmalz said that there is no update. He mentioned that they will be discussing items at a meeting with R.A.C. this afternoon. Mr. Schmalz pointed out that it has been 60 days since substantial completion, so they want to make sure there's a sense of urgency in getting Punch List items resolved.

Mr. Brown referred to the Change Order Log and asked about Pending Change Order (PCO) #119 for the clock tower in the amount of \$5,230.00. Mr. Humes said that they found the existing electrical in the clock tower wasn't in good shape. They decided to put in all new electrical so that came in at an extra cost. Mr. Malloy mentioned that he has received compliments, comments, and complaints on the bell ringing in the clock tower. He noted that the time needs to be adjusted since the bell rings three minutes early.

Mr. Arnold asked about the doors that were installed in the Town Hall and if they were oak veneer. Mr. Humes mentioned that he thought they went with a different manufacturer for the doors and it came in as a late substitution. He said he would find out the name of the manufacturer that was used.

The ceiling in the Selectmen's Meeting Room was also noted. Mr. Humes said that it has been scraped down and painted twice. He mentioned that he is looking in to this issue since there is a water leak and they are trying to determine where it is coming from so it can be repaired.

Mr. Humes mentioned Change Order (CO) #12 in the amount of \$13,468.00. He pointed out that this change order was reviewed at the last MBC meeting but there was no vote. He discussed the items that made up CO #12. Mr. Humes said that Building Commissioner, Tin Htway, asked him if he was going to go before the Design Review Board regarding the front doors to the Town Hall and not installing grilles. Mr. Malloy didn't think Mr. Humes needed to go before the Design Review Board and suggested sending a letter instead. Mr. Malloy noted that there was only one business along West Main Street that had grilles on their doors. Mr. Malloy mentioned that Mr. Htway needs approval from the Design Review Board that they are satisfied with no grilles on the front doors since it is Mr. Htway's job to enforce what is voted by Boards and Committees. Mr. Arnold made a motion to leave the glass doors as is and not install grilles and Mr. Fryer seconded. Voted: 6-0-0. Mr. Lawrence made a motion to approve CO #12 in the amount of \$13,468.00 and Mr. Arnold seconded. Voted: 6-0-0. Mr. Humes said that he will send a letter to the Design Review Board with the reasons why we aren't putting grilles on the front doors and also note that the MBC voted unanimously to leave the front doors as is. Mr. Humes also mentioned that the Design Review Board noticed the soffit returns and he said that is on the Punch List and should be completed in the spring.

Mr. Humes discussed the temperature in the Town Hall. He has heard from the employees that it is either too hot or too cold. Mr. Humes mentioned that the temperature controls can be tweaked electronically based on the feedback they've received. For example, he said that the heat can be set to come on earlier in the morning. They have graphed and seen what the temperatures are in every room. Mr. Humes said that there are two areas to investigate, the women's bathroom in the new addition, which is too cold and they are wondering if there's insulation missing or a draft. He also pointed out Mr. Malloy's office.

Regarding a directory for the Town Hall, Mr. Humes showed a mock up that could be placed on the wall in the lobby and noted that we'd need a different directory at the back entrance. Mr. Malloy suggested mounting the directory on heavier stock and putting it up temporarily to see how it works. Mr. Humes also showed smaller signs with arrows. He mentioned that he would have these smaller signs placed on the inside and outside of the elevator to test them out. If they work, Mr. Humes said that he would have the temporary signs made in to permanent signs.

Mr. Schmalz noted that he sent out the Punch List electronically to share with the Committee. They will be meeting with R.A.C. later today to address outstanding items. Mr. Schmalz mentioned closeout activity. He said it has been sporadic and that these items need to be received so the Architect can review before they are turned over to the Owner (the Town). Mr. Schmalz said that some training has occurred on the new systems. He has sent the Owner's Training Schedule to Mr. Malloy, Ms. Williams, Mr. Cornine, Mr. Stockman, and the Fire Department. Mr. Schmalz pointed out that the Commissioning Agent (WSP) also needs to review.

Mr. Fryer asked about the table that was set up in front of the podium in the Selectmen's Meeting Room. Mr. Malloy said that was a request of the Advisory Finance Committee (AFC) when meeting with the School Department. Mr. Malloy noted that the table will be taken down and he will send the Chairman of the AFC, Gary Wells, an email letting him know.

Mr. Arnold asked about the bollards and brick that should be installed on the side of the Town Hall. Mr. Malloy requested a quote for what that will cost from Mr. Humes. Mr. Malloy also mentioned that he still needs to send a letter to the abutters and have them sign a release. He noted that Abodeely Insurance would like to have the alley way next to their business closed. Mr. Malloy pointed out that he'd like to have the parking lot repaved as well.

Mr. Malloy asked Heery to check the property markers at the Town Hall.

## **Library**

Mr. Collins reported that meetings are occurring on a monthly basis so an update can be provided at the Annual Town Meeting (ATM) in March. He mentioned that there is a meeting with the State and a representative from the Library Board of Commissioners on January 27<sup>th</sup> where they will introduce the Architect, Lamoureux & Pagano, and also the Owners Project Manager (OPM), Heery. Mr. Collins noted that they are working on a timeline and what they expect for a schedule going forward. They are also surveying the existing property. Mr. Collins mentioned that there was a program meeting between the Architect and Library Director, Maureen Ambrosino, to determine long term goals. He said that they will be providing a brief report at the ATM and they will inform residents that an Architect and OPM have been selected. Mr. Collins said that they will come back at the fall Town Meeting with more information. Meanwhile, they will encourage residents to retrieve informational updates on the website. Mr. Arnold added that they looked at other sites in town where the Library could go since that's what the State required. They will provide alternate spots and then reasons why they want the Library to stay where it is currently located. Mr. Collins noted that this is an exercise that is required at the State level and it is part of the process. He said that there can't be just one thought and that alternatives are needed. Mr. Collins pointed out that Ms. Ambrosino's report explains why they want to stay where they are now. It was noted that space is a little tight at the current location. Mr. Collins said that the Architect will look at that and determine if the space they have is adequate or whether the footprint needs to be expanded.

The Spurr House property was mentioned. Mr. Malloy noted that this property needs to be re-zoned from municipal use to residential use to facilitate the sale of the property. Mr. Malloy pointed out that there is an article in the warrant for ATM regarding this request.

## **Fire Station**

Mr. Schmalz presented the Committee with Requisition #23 from G&R in the amount of \$47,558.90, along with Invoice #108000523-1 from Cyber Communications in the amount of \$202.10. Mr. Lawrence made a motion to approve payment for Requisition #23 for G&R in the amount of \$47,558.90 and Invoice #108000523-1 for Cyber Communications in the amount of \$202.10 and Mr. Fryer seconded. VOTED: 6-0-0.

Mr. Schmalz reviewed his handout regarding Punch List items that are still open. He mentioned the fencing at the dumpster. Mr. Humes said that Chief Purcell forwarded the scope of work that was going to be done by the fence company he met with to Mr. Humes who forwarded it to G&R and it was met with resistance. Mr. Schmalz added that he looked at the fence and all of the posts seemed secure except for one. He was surprised that the fencing company Chief Purcell obtained a quote from said that the fence posts were loose and could be pushed over. He will go through the fencing more extensively and package up his own comments rather than go on comments from a local vendor. There was a discussion about the gate and it was determined that initially the gate was going to be pushed back, but then it was decided that we would leave it where it was and fix what was already installed. Mr. Arnold noted that there are only two portable containers on wheels within the dumpster enclosure and the area is too big for what is there. Mr. Humes said that the original design was based on having a dumpster. He mentioned that they are holding back \$500.00 in retainage until the gate is fixed to their satisfaction. Mr. Schmalz reviewed the remaining Punch List items. He mentioned that the guardrail is in the process of being installed and that they have dug six holes for the posts. Mr. Cullen pointed out that the subcontractor is piling up frost taken out of the ground from digging the holes for the guardrail on to a nearby snow pile which will create a mess. Mr. Humes and Mr. Collins said that they will convey those concerns to G&R. Mr. Schmalz mentioned the roof drains and said that they are still monitoring them. Mr. Humes explained how roof drains work and said that he thinks there may be a drain that's blocked. Mr. Cullen mentioned that the roofing contractor was out last Friday and there is a tear at the parapet causing leaking. He said that the roofing contractor was going to come back and fix it. There was some concern from Committee members since there is the possibility of getting more ice and snow. Mr. Humes said that he will follow up with the roofing contractor to find out their schedule and try to get them back here before Saturday and the potential storm. Mr. Cullen reported that the ice machine was moved and it is working great.

Mr. Schmalz referred to the budget dated 12/16/15 that was attached to Heery's Report. He mentioned that everything was up to date.

Regarding the project schedule, Mr. Schmalz said there was no update. He pointed out the Punch List and noted the activities already identified.

Mr. Schmalz referenced the Change Order Log attached to Heery's report. He mentioned the pending soil claim for \$84,750.00 and said they are still waiting for a response from G&R. Mr. Brown asked if the claim was valid. Mr. Schmalz pointed out Heery's summary. He said that one month in to the job G&R submitted the dispute over the soil. It was then on the table, off the table, and there's been a lack of response from G&R. Mr. Humes added that G&R hasn't submitted a

claim to Heery or Jacunski Humes justifying or substantiating this claim. Both Jacunski Humes and Heery noted that the language in the contract is clear. It was also mentioned that there isn't anything official on G&R letterhead saying this is our claim. There has only been email correspondence asking if anything has been done about the claim. Mr. Humes felt that in order to resolve this issue they needed to get all parties together to figure it out. Mr. Humes said that he would be part of this conversation and state what's in the contract. Mr. Collins noted that between Jacunski Humes and Heery, they will re-read the contract and provide the exact language. They will then give G&R a specific number of days in which to submit their claim or this issue is closed. Mr. Collins also mentioned that G&R submitted a delay of job claim because Case's equipment sat once the underground tank was found in July. Mr. Collins questioned the validity of this claim since it was filed months later. Mr. Humes added that since they've received nothing in writing, they haven't been anxious to resolve these issues because there was still the Punch List left to finish. Now that we are down to only a few items left to complete, Mr. Humes said that it was time to address these concerns. Mr. Arnold also suggested sending a letter to G&R giving them a sense of urgency for completion of the sewer manhole vacuum test. Mr. Humes said that was already done in December and they have the as-built drawings.

Mr. Schmalz provided an update on the site survey and LSP closeout activity. He said that the LSP, Tighe & Bond, has responded and now they just need to have a conversation acknowledging they are on the same page regarding work completed and then Heery will report back to the MBC. Mr. Collins mentioned that a site survey needs to be done. He wrote up an RFP and sent it out to three survey firms. Waterman Design, Guerard Survey, and Paul Baptiste all responded back with a quote. Mr. Collins noted that Paul Baptiste is now part of Guerard so they have two quotes. He reviewed each quote and what work was and wasn't included and noted that Waterman's price was lower. Mr. Fryer asked about setting monument markers and pointed out that this wasn't included in Waterman's quote. Mr. Collins said that he will find out from Waterman what the additional cost would be to add markers. There were more questions from Committee members so Mr. Collins offered to go back and have Waterman and Guerard complete exactly what was covered in each quote. Mr. Arnold suggested approving this work with a not to exceed amount of \$5,500.00 once Mr. Collins receives the additional information requested. Mr. Lawrence noted that we need to resolve the Bartolini property line. Mr. Arnold made a motion to approve a site survey for a not to exceed amount of \$5,500.00 and Mr. Lawrence seconded. VOTED: 5-0-1 (abstention: Fryer). Mr. Fryer was concerned with not having markers. Mr. Collins noted that the property would be bound on paper but may not have granite markers if we go with Waterman. There was a discussion about the granite markers. Mr. Collins asked what the Town's preference was since pins and pipes may be covered as markers but not granite. He reviewed the wording of the RFP that was sent out and the quotes he received back from Waterman and Guerard. Mr. Schmalz pointed out that the survey needs to be done so Tighe & Bond can reference it in their activity report that will be filed with the State. Mr. Humes added that the two properties where the Fire Station is located are going to be combined for the report to the DEP, but asked if we need granite markers for this exercise. Mr. Fryer asked Mr. Malloy if he wanted monument markers and he said that would be his preference. Mr. Collins reviewed the differences between property markers and again mentioned that pins, pipes, or granite markers could be used. Mr. Collins asked what the Committee wanted and Mr. Fryer suggested having the survey done now and bound, and then they can return in the spring to install the granite markers. Mr. Collins said that he will go back to Waterman and Guerard and get updated pricing. Mr. Fryer made a motion to approve the site survey with granite markers added for a not to exceed amount of \$5,500.00 VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Mr. Arnold wanted to provide an update on the Memorial Park. He showed the Committee plans for the park and noted that the flag pole will be moved up closer to the Fire Station near the firefighter monument. There was a discussion about the size of the park and making it ADA accessible. Mr. Arnold asked the Committee if they were in agreement to raise the park slightly so it can be better seen from the street. He mentioned the five memorials that will symbolize the Pentagon, Twin Towers, Pennsylvania, Westborough victims, and first responders. Mr. Arnold said that the five memorial plaques will be placed at each of the five corners of the park. He noted that they will use brick similar to what's at the Fire Station for the walkways. There was a discussion about what will be planted at the park and maintenance. Mr. Arnold asked Committee members to give the park some thought and discussion can be continued at the next MBC meeting. Mr. Humes said that he will send Mr. Arnold CAD designs so he can figure out the footings. Mr. Fryer mentioned that they will weld the piece of steel from the Twin Towers on to a plate when installing it on the granite centerpiece, which will be flush with the pavers.

### **Forbes Building**

Mr. Arnold began discussion on the Forbes Building renovations by asking what the cost would be for demolishing the bleachers located in the basement. Mr. Humes said that they were currently working on getting a cost. He has sent the plans out for an estimate and he should have an idea of the hard costs by the first week of February. Mr. Humes said that he will update the soft costs for Furniture, Fixtures, and Equipment (FF&E) and have Mr. Malloy and MIS/GIS Director, Mark Stockman, look at costs for relocation and technology. Mr. Humes mentioned that he will provide color copies of the renovation plans for the Annual Town Meeting. He referred to his plans for the Forbes Building that he distributed to

Committee members and said he is hesitant to update them just yet until he knows more about the bleacher situation. Mr. Humes said that they started work today at the bleachers so he should have more information about the footings within the next few days. Mr. Arnold was concerned with the cost to dig out the bleachers since he felt we weren't gaining a lot of space. Mr. Humes didn't think that removing the existing construction would cost a lot in comparison to relocating functions planned for that space. He mentioned the wood floor and said they would scarify it, pour a new floor on top of the depression where the bleachers are removed, and then the entire floor area would be ready for a new surface. If he finds the footings are high, then he will have to relocate functions planned for that area since the cost to remove the bleachers and underpin the foundation would be too expensive. There was a discussion about the bleachers and the demo work. Mr. Brown was concerned with providing a cost for the renovation of Forbes at Town Meeting when there were still unknowns. Mr. Humes mentioned that the only unknown is the bleacher area – everything else is known. Mr. Fryer asked if the School Department and Youth & Family Services (Y&FS) were comfortable with their space on the third floor. Mr. Humes said the schools were all set. He wasn't sure about Y&FS and noted that Mr. Malloy will follow up with that department. Mr. Humes mentioned that the Historical Commission has possible space available at the Forbes Building. He reviewed the plans that he will be presenting at Town Meeting. Mr. Fryer pointed out that the only modification for the Police Department was changing an office in to a conference room. Mr. Humes noted that the price for renovations at Forbes is now at \$13.5 million.

Mr. Malloy said that he has received costs for leasing space from Bay State Commons and Carruth. He mentioned there is unfinished office space at Bay State Commons that would cost about \$8-\$8.50 per square foot but the Town would need to finish the space. Mr. Malloy said that Carruth has a property for lease at 116 Flanders Road that he liked since it would fit both the Police and School Departments. This space is about 11,000 square feet and would cost about \$18.50/square foot. Mr. Malloy pointed out that the total cost for leasing this space could come in at about \$216,000.00 for two years, plus electricity, which would be covered under the Town's electric budget. He will speak with Ms. Williams to get an idea of moving costs, both in and out, and estimated the cost at about \$200,000.00 - \$250,000.00. Mr. Malloy said that the total costs for moving and leasing space for two years could come to about \$600,000.00. He will look at the cost of throwing up walls and doing some minimal finishing of the space at Bay State Commons to see if it would work. Mr. Malloy plans on discussing the Forbes Building renovations with the Advisory Finance Committee at some point in February and felt that members of the MBC should be present. He also wanted MBC members in attendance when he discusses the Forbes Building renovations with the Board of Selectmen meeting. There was a discussion about debt, refinancing, and other projects coming up. Mr. Collins wanted to discuss Heery's proposal for OPM services to get to the point of Town Meeting. He said that costs for reviewing documents, providing site visits, performing a cost estimate, which would just be for a comparison, and preparing the overall project scope, budget, and schedule would be about \$24,842.00. Mr. Malloy verified with Town Accountant, Leah Talbot, that there was \$317,000.00 left in an article for design services and OPM fees would fall under that expense. Mr. Lawrence made a motion to approve a not to exceed amount of \$24,842.00 for OPM services for the Forbes Building renovations in order to prepare for Town Meeting and Mr. Fryer seconded. VOTED: 4-0-0 (Mr. Arnold and Mr. Barrette were absent for this vote).

### **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, February 3, 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 11:32 AM. VOTED: 4-0-0. (Mr. Arnold and Mr. Barrette were absent for this vote).

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant