

Municipal Building Committee  
Minutes of Meeting  
3 February 2016

Approved:  
March 9, 2016

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Dexter Blois  
George Barrette

Others Present:

Zachary Schmalz, Heery  
Brian Humes, Jacunski Humes  
Amber Bock, School Superintendent  
John Badenhausen, Youth & Family Service Director  
Kristi Williams, Assistant Town Manager  
Mark Stockman, MIS/GIS Director  
Pat Cullen, Fire Department

Peter Collins, Heery  
Jim Malloy, Town Manager  
Tin Htway, Building Commissioner  
Judith Tully, Chair of Youth Commission  
Leah Talbot, Town Accountant  
Fire Chief Pat Purcell

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 January 20, 2016 and Mr. Lawrence seconded. VOTED: 4-0-0. (Mr. O'Neil was absent for this vote).

**Forbes Building**

Discussion began with space needs for both the School Department and Youth & Family Services (Y&FS) on the third floor of the Forbes Building. School Superintendent, Amber Bock, previously met with architect, Brian Humes, regarding their needs and said she was here to participate at the MBC meeting as needed. Mr. Badenhausen, Director of Y&FS, mentioned that the plans they received four years ago are different than what they are now and the area allocated for his department has been reduced. Mr. Humes explained that he has spoken with Town Manager, Jim Malloy, and, after discussions with Mr. Malloy and Ms. Bock, reduced the number of counseling rooms for Y&FS from three to two. Mr. Arnold asked about the large meeting room on the third floor and why that is needed since there is the great hall on the second floor. Mr. Fryer inquired as to where the School Committee would meet. Ms. Bock said that the School Committee would likely use the meeting room on the third floor. Building Commissioner, Tin Htway, was also present and voiced his concerns with the amount of space on the second floor. He said he was never interviewed by the architect and felt that the great hall should be removed so there is additional room for the Building Department, Planning, Conservation, Y&FS, and the Historical Commission. Mr. Htway proposed adding another floor to the great hall. Mr. Malloy asked Mr. Humes how much that would cost and Mr. Humes estimated that proposal at about a million and a half dollars. Mr. Arnold noted that the meeting room on the third floor could be used by all departments since the School Department could go to the great hall on the second floor if they needed a larger space. Ms. Bock pointed out that they need an appropriate room for professional development since they hold a number of meetings and use meeting space continually. She mentioned that there are many special education meetings as well. Mr. Arnold asked how many times they have meetings. Ms. Bock gave the example that yesterday they had four meetings with 18 to 25 people in attendance. She said they are limited right now as to where meetings of that size can take place since they only have space available at Mill Pond and Forbes. Ms. Bock offered to discuss space needs with her staff. Mr. Malloy pointed out that the Police Department gave up a meeting room on the second floor for the Historical Commission with the idea that the Historical Commission could hold meetings in the great hall. He mentioned that all departments can use the great hall for meetings both day and night. Mr. Malloy also mentioned that records for the Building Department can be stored off site as we work towards digitizing those records. He suggested hiring someone to come in and digitize the Building Departments records so we could get rid of about 500 filing cabinets. Mr. Malloy pointed out that the feedback he has received from the community is that they would like to keep the great hall. There was a discussion about space needs and looking in to the future. Ms. Bock referred to the needs assessment study and space capacity and noted that independent groups are formed to look at particular demands. She mentioned that the School Department is willing to collaborate with other departments regarding space

requirements. Mr. Lawrence pointed out the Fire Department's meeting room. He said that there are a lot of committees and boards using that space as a meeting room and now the Fire Department is finding it difficult to schedule their training since that room is often booked. Chief Purcell pointed out that they are hosting a meeting today for the schools and there was no parking for Fire Department personnel. It was noted that the Fire Department's meeting room isn't a long term solution for other departments to use. Mr. Brown felt that we needed to figure out a way to use the great hall efficiently and mentioned putting up partitions. Mr. Humes referred to prior discussions he had with Mr. Malloy regarding Y&FS. He mentioned that there haven't been any changes to the plans from four years ago for the Building Department, Planning Department, and Conservation. Mr. Humes pointed out that we can change the footprint without much additional costs. Ms. Tully, Youth Commission Chair, said that they just found out last week that Y&FS's space will be smaller, which presents them with difficulties since meetings with families are confidential and often take place during after school and evening hours. She pointed out that the Administrative Assistant for Y&FS needs an area to work that is confidential as well. Ms. Bock noted that she can meet with Mr. Humes and Mr. Badenhausen to discuss the third floor and flow of use to see if any adjustments can be made. She reiterated that the schools are happy to collaborate on that space. Mr. Brown asked Mr. Humes if he was okay with meeting with Ms. Bock and Mr. Badenhausen. He mentioned that he was somewhat taken aback since he was charged with getting the renovation plans together to present at the Annual Town Meeting under the direction of the Town Manager and MBC. Now he felt like we were asking him to meet again with the schools and Y&FS for additional discussion when he thought we were done. Ms. Bock noted that there has been good communication with the schools and she connected with Mr. Humes and Mr. Malloy regarding their space needs. Mr. Badenhausen said that he was unaware his area had been downsized from four years ago and just received an email last week. Mr. Htway mentioned that he received an 8 ½ x 11 attachment of the plans for the Forbes Building last week as well, and wanted to make changes in order to make their space more efficient. He pointed out that right now people have to go to four different places to get a building permit. Mr. Fryer didn't understand why departments were unaware of the plans since the MBC posts their meetings in advance as public – and open – meetings. He felt that department heads should have attended long before now to voice their concerns. Mr. Htway and Mr. Badenhausen said that they were just contacted by the Town Manager last week. Mr. Badenhausen thought that the Town Manager had spoken with the schools in advance. Ms. Bock wanted to set the record straight that she reached out to Mr. Malloy about their area and collaborating with the architect since she saw these meetings going on. Mr. Htway wanted to review his plan for space on the second floor using the great hall area and realized he was late in bringing this to the MBC's attention. Mr. Humes reminded the Committee about the work he did in 2012, which was a similar exercise that was approved to go to schematic design development, and noted the roll of drawings developed with structural, mechanical, and plumbing. Mr. Humes thought that the Building, Conservation, and Planning departments were all set since nothing has changed, so he didn't feel the need to revisit their plans. Mr. Humes said that the only items he has brought up to the MBC has been for changes to the third floor, along with some minor changes to the Police Department. Mr. Humes said that he is happy to sit with department heads to get to a state where these renovation plans are supported for presentation at Town Meeting. He noted that we will still be able to move walls and adjust space. However, Mr. Humes pointed out that if we are changing the area in the great room, such as adding another floor, then that would come as an additional cost since plans would change and we wouldn't be ready for Town Meeting. Mr. Lawrence felt it was unfair for departments to come back now to change the plans since these plans have been floating around for years. He also asked about Fire Prevention moving. Chief Purcell clarified and said that Fire Prevention is going to have a satellite office located next to the Building Department for when they work together. Mr. Arnold didn't think Mr. Htway would get his changes approved since the community supports having the great hall and Ms. Bock agreed. Town Accountant, Leah Talbot, said that there were many people who came in to her office when she was temporarily located in the great hall to look at it and reminisce. Mr. O'Neil thought that we could add interior partitions without drastically changing the great hall area. Ms. Bock felt that the Forbes renovation project is really for the Police so they can do their job, and to delay this project now would be a shame. Mr. Brown felt that Mr. Humes could meet with Mr. Htway and Mr. Badenhausen to figure out their needs. Mr. Fryer noted that the Police Department is pleased with what they are getting. Mr. Brown asked Mr. Badenhausen how much space Y&FS needs, and, if they were given the space allocated for the file storage room, would that be enough. Mr. Badenhausen said that they need another counseling room and a storage area. Ms. Bock noted the area already allocated for Y&FS's holiday store storage. She pointed out that there is also a meeting room located across the hall from Y&FS designated as a joint space that anyone can use. Mr. Brown asked Mr. Humes if he could meet with Mr. Htway and Mr. Badenhausen and he said he would as long as it is done with the Town Manager. Mr. Fryer made a motion not to fill in the great hall and Mr. Lawrence seconded the motion. Mr. Htway was opposed. He said that he understands the historical value, however he said it is not a museum and the Building Department has space needs. Mr. Htway felt that the ceiling in the great hall could be preserved. Members of the MBC didn't think that the vote for renovations to the Forbes Building would get passed if we take away the great hall. Mr. Htway mentioned the need for more bathrooms and file space and that there were codes that needed to be upheld. Mr. O'Neil wanted to provide discussion on the motion. He went to school at Forbes and understands the sentimental feelings people may have. However, it is not the building they went to school in anymore - and times have changed - and time changes the needs. Mr. O'Neil said that he is not opposed with putting another floor in. Mr. Brown noted the motion on the floor. VOTED: 3-2-0. Mr. Arnold pointed out that we could gain a lot

more space by putting in another floor. Mr. Lawrence asked Mr. Humes if there were code issues. Mr. Humes said that he wasn't aware of any but he will work with Mr. Htway to address. Mr. Lawrence again mentioned that the biggest goal for renovating Forbes was for the Police Department and it would be a shame if this doesn't go before Town Meeting in March. Mr. Fryer said that he had no problem with putting up partitions and leaving the great hall as it is. If we infill that area then he felt there would be problem. Mr. Brown wanted to come up with a solution to reconfigure the space on the third floor. Mr. Badenhausen said that he would work with Ms. Bock and Mr. Humes to resolve. Regarding the second floor, Mr. Htway pointed out that there are new people in town that aren't as emotionally attached to the legacy of the great hall. He noted that he didn't want to necessarily change the great hall but rather reconfigure the space. Mr. Fryer mentioned that we could label that area as a possibility for future expansion.

Mr. Humes informed the Committee that he sent his plan dated 1/22/16 to a professional cost estimator. He referred to his handout where the final cost for the renovations comes to approximately \$10,970,183.00 and noted that is today's number. He went back to the estimator and asked what the cost would it be if we started this project in the fall as a two year project and he was told to add 3 ½% to that number. Mr. Humes pointed out that the cost is about \$2.29 per square foot for the renovation versus \$4.24 per square foot for new construction. If he adds 3 ½% to the \$10,970,183.00 number then the cost comes out to approximately \$11,354,140.00. Mr. Humes noted that he also went back to the Interior Designer for an update to Furniture, Fixtures, & Equipment (FF&E). He mentioned that they increased the amount for FF&E from \$150,000.00 to \$475,000.00 based on what was done for the new Fire Station and Town Hall. Mr. Humes pointed out that architect fees went down because monies have been paid over the years. He said that some amounts need to be filled in by the Town Manager and Heery needs to provide OPM fees. Mr. Humes pointed out that design monitoring is down based on what they experienced at the Town Hall. He reviewed the remaining soft costs, contingency, and value engineering line items. Mr. Humes thought that once the blanks are filled in and relocation costs are added that the total cost will come to around \$15,000,000.00. Mr. Fryer asked about the carport and if that was included. Mr. Humes said it was not but if he were to estimate the cost based on 20 cars it would come to about \$150,000.00. Mr. Fryer asked the Committee if they wanted to add the carport to the project. Mr. Lawrence said that he would like to see the carport added and he would make a motion. Mr. Arnold wanted a back wall to the car port. Mr. Humes mentioned that the cost would be about \$200,000.00 if adding a back wall. Mr. Humes felt that the budget could handle adding that item.

Mr. Humes discussed the bleacher area in the gym. He pointed out that the demo work was done and they found that the footing goes down about 5 to 5 1/2 feet. Mr. Humes noted that though the footing is up against dirt, which doesn't act as a retaining wall, there was no need for underpinning the foundation. Mr. Humes mentioned that they aren't able to use all of the space they had originally thought in the basement, so they had to take some space from the evidence area. Mr. Humes said that they lost about 330 square feet. Mr. Brown asked Mr. Fryer how the Police Department feels about that change. Mr. Fryer said they moved lockers in to the hallway, so they were able to get back about 150 square feet.

Mr. Collins mentioned the cost for the renovations and said that Heery's estimators are also looking at the numbers as a courtesy review. He noted that they aren't doing a detailed take off, but on the surface the cost estimates are in line with what Mr. Humes presented. Mr. Collins said that Heery will work towards putting together a more detailed budget. He pointed out that Heery's cost estimate is about \$15.3 million and Mr. Humes' number is at \$15 million. Some wild card numbers will be for leasing space, moving costs, and relocating dispatch. It was noted that the Advisory Finance Committee (AFC) requested that the MBC meet with them on Monday, February 22<sup>nd</sup>, at 7:00 PM to discuss the Forbes renovations. Mr. Arnold said that he will meet with the AFC and Mr. Collins added that he will be there as well to answer any questions. Mr. Collins reviewed a rough timeline for the project. He said that from March through December of 2016 will be the design phase and preparation of documents. From November 2016 through January 2017 will be the bidding and awarding phase. Mr. Collins noted that construction should begin in February 2017 through February 2019 since this will likely be a two year project. From February 2019 to April 2019 will be when Punch List items are completed along with close out activities. Mr. Collins said that he will provide a more detailed budget and schedule. If the Forbes renovation project is approved at Town Meeting in March, Mr. Collins pointed out that it will take until November to go out to bid. The Committee wondered why it would take that long and Mr. Humes said they will need time for the design development phase and to prepare the construction documents so they are ready to put the job out to bid.

Mr. Schmalz presented the Committee with Invoice #16013 for Jacunski Humes in the amount of \$12,500.00 for schematic design services. Mr. Lawrence made a motion to approve payment to Jacunski Humes for Invoice #16013 in the amount of \$12,500.00 and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Malloy arrived at 11:00 AM. Mr. Brown provided a summary of the discussion about the Forbes Building. Mr. Brown said that Ms. Bock, Mr. Htway, and Mr. Badenhausen will meet with Mr. Humes – at Mr. Malloy's command – to discuss renovations at Forbes regarding their space needs. Mr. Malloy mentioned that he sent an email to Mr. Badenhausen with the changes to the third floor after Mr. Humes met with Ms. Bock to figure out the school's area. Mr. Malloy mentioned that

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he also sent an email to Mr. Htway. Mr. Brown pointed out the white board with Mr. Htway's plans for the second floor. There was a discussion about space needs and meeting rooms. Mr. Malloy asked Mr. Humes what the schools added on to the third floor and Mr. Humes said that nothing was added but instead they took out an office designated for regional activities. Mr. Malloy noted that the schools currently have five conference rooms plus one meeting room. Mr. Arnold suggested moving the school's facilities office and file room to an area designated for a meeting room and giving back that space to Y&FS. Mr. Humes mentioned that he could move the lunch room on the third floor back to the second floor. Mr. Lawrence noted Ms. Bock's willingness to work with other departments so this can go before Town Meeting.

### **Fire Station**

Mr. Schmalz presented the Committee with Invoice #11116 for Grasseschi Plumbing in the amount of \$1,500.00 for relocating the ice machine. Mr. Humes noted that the amount matches Grasseschi's proposal. Mr. Lawrence made a motion to approve payment to Grasseschi Plumbing for Invoice #11116 in the amount of \$1,500.00 and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Schmalz referred to the project budget dated 2/2/16 that was attached to Heery's report. He said that they have been going through the budget and auditing everything that has been processed to date and updating accordingly. Mr. Schmalz noted that the G&R application approved at the last MBC meeting is included. Mr. Collins said that they have spent some time updating and auditing the budget and will confirm with the Town Accountant that they have all costs within the next couple of weeks. Mr. Brown asked if all of the electrical problems at the new Fire Station are all set. Chief Purcell said all electrical problems have been resolved. Mr. Brown also asked about the Public Address (PA) system and Chief Purcell said that he will present an update. However, the Chief wanted to first ask for the Committee's approval on the purchase of a new table and stools for the kitchen area. Chief Purcell mentioned that he has been working with Assistant Town Manager, Kristi Williams, on getting a quote for these items. For a durable table and four countertop stools, Chief Purcell said that the cost would be approximately \$6,922.00. Mr. Fryer made a motion to approve the purchase of a table and four stools for the kitchen area for a not to exceed amount of \$7,000.00 and Mr. Lawrence seconded. VOTED: 5-0-0.

Regarding the PA system, Chief Purcell said that he requested two quotes. One of those quotes came in at \$11,000.00 and the other was not responsive. The Chief thought \$11,000.00 was too high so he would like permission for the Fire Department to resolve this issue themselves. He explained that, since moving the ice machine, it has solved the sound problem in the kitchen. Mr. Cullen mentioned that they also eliminated some speakers in the Apparatus Bays to take care of the bounce. He felt that they would need a not to exceed amount of \$2,000.00 to purchase equipment to interact with the PA system. Mr. Arnold made a motion to approve a not to exceed amount of \$2,000.00 for the Fire Department to repair their PA system and Mr. Fryer seconded. VOTED: 5-0-0.

Chief Purcell wanted to update the Committee on their research for an alerting system. He mentioned that he went to Foxborough to look at their alerting system. The Chief noted that Foxborough's system cost about \$100,000.00 and the service isn't that great since the vendor is located in California. Chief Purcell said that he looked at two systems – Federal Signal and Zetron. He said that the Zetron alerting system cost approximately \$56,000.00 and then he'd need to add another \$17,000.00 for the visual component. The Chief pointed out that Federal Signal laid out exactly what they need for a cost of about \$40,000.00. He was confident that the Fire Department can install the system, which will help with keeping the price down. Chief Purcell gave an example as to why they need an alerting system. He explained that right now when a call comes in, the dispatcher can't announce the emergency until they are off the phone. With an alerting system, the dispatcher could remain on the call while also notifying the crew so they can respond quicker. Mr. Fryer asked Mr. Humes if an alerting system was typical for a new Fire Station. Mr. Humes said that they had looked at the Zetron system but then didn't include it as part of the general contractor's scope. Mr. Fryer made a motion to approve a not to exceed amount of \$40,000.00 for an alerting system at the Fire Station and Mr. Lawrence seconded. Mr. Cullen mentioned that the Fire Department staff is willing to work with Federal Signal to help install the alerting system which is where the savings will be. He noted that they will complete the installation in phases. VOTED: 5-0-0.

Mr. Schmalz referred to the project Punch List and noted the current list attached to their report. Mr. Brown asked if the guardrail was installed. Mr. Collins said it was and that the lights in the parking lot were also fixed. He mentioned that there is still some debris in the parking lot that needs to be cleaned up and that they should also sweep the lot. Mr. Schmalz said that after the last MBC meeting he went over to check out the fence posts. He said there were a few posts that rocked when he shook them. Mr. Schmalz pointed out that the posts didn't come out of the ground but were just loose. He showed the Committee pictures and said that there was a gap in the PVC pipe. Mr. Schmalz explained that they need to in-fill around the spacers on the posts and that should solve the problem. He mentioned that they haven't sent this request to G&R yet since he wanted to discuss and get Mr. Humes' opinion. Mr. Humes said that he will check with the fence installer to see what they recommend. Mr. Schmalz also showed pictures of the dumpster enclosure, particularly the doors. He mentioned that they installed stabilizers and put a cable and turn buckle on the back of the doors. Mr. Schmalz

noted that the doors need additional hardware to fix the problem with the alignment. Mr. Humes pointed out that one of the doors had a wheel on it and the other did not. He felt that they should install a wheel on the other door, which should also help with the alignment.

Mr. Schmalz reviewed what was still open on the Punch List. He referred to his handout attached to their report and mentioned that they are still working on some items. Regarding the roof drains, Mr. Schmalz showed a video. He said that they poured water on the roof and it came out of the drain, so they verified it was piped correctly. Mr. Collins noted the drain on the left which had a collar on it. He said that the collar prevents water from entering that drain until it gets over the height of the collar. The drain on the right, which didn't have a collar, is for a normal drain event. Mr. Collins pointed out that if water on the roof is over three inches and draining out of the drain with the collar then they know there is a problem and the other drain is clogged.

Mr. Collins referred to his email that was sent to Committee members regarding Tighe & Bond. He mentioned that Marc Richards from Tighe & Bond was here in December and made a presentation to the MBC. Mr. Collins noted that Tighe & Bond performed additional scope of work and pointed out the underground storage tank that was discovered in July. He said that it cost about \$22,000.00 for LSP services related to the underground storage tank and there was another \$15,000.00 spent for reporting to the Mass DEP. Mr. Collins felt that the additional amount of \$40,000.00 for LSP services was in line with work performed but he wants to reconcile those costs. He asked if Mr. Schmalz had anything else to add. Mr. Schmalz mentioned that he worked with Marc Richards at Tighe & Bond and felt he was a huge asset on the job and was always there when needed. Heery will still go back to verify the costs. Mr. Lawrence asked how close they were to closing out the site. Mr. Schmalz referred to the last page of his handout. Mr. Collins mentioned that he received an update on pricing for the land survey. He went back and spoke with both Waterman Design and Guerard and Waterman provided the added cost for the monument markers. Mr. Collins noted that Waterman's price increased to \$5,000.00. Guerard included markers but they are not granite. He said the markers provided by Guerard would either be concrete or pipe. Mr. Collins felt that Waterman was proposing the best process where they would de-record the parcel of land from the land court books, map out the two parcels of land (42 and 50 Milk Street), and then re-register it as one property with the registry of deeds. Mr. Collins said that Guerard didn't think that was necessary. Mr. Fryer made a motion to hire Waterman to perform the survey at the Fire Station and bound the property for a cost of \$5,000.00 and Mr. Lawrence seconded. VOTED: 5-0-0.

Regarding the Memorial Park, Mr. Arnold said that they are still working on measurements. He had no update at this time.

### **Town Hall**

Mr. Schmalz presented the Committee with the following invoices for the Town Hall renovation:

WSP – Invoice #62126 in the amount of \$1,100.00 for professional services provided through 12/19/15.

Carousel Industries – Invoice #1729526, 1729530, 1729533, and 1729559 in the amount of \$44,343.28 for technology items.

R.A.C. Builders – Requisition #23 in the amount of \$56,714.00 for work performed through December 2015.

Mr. Lawrence made a motion to approve payment to WSP, Carousel Industries, and R.A.C. Builders for the above invoices and Mr. Fryer seconded. VOTED: 5-0-0.

MIS/GIS Director, Mark Stockman, was in attendance to request approval for a Change Order for AdTech Systems in the amount of \$966.00 to address a vibration issue on the projector in the Town Manager's office. He explained that this change would install a part on the projector pole to prevent it from vibrating. Mr. Lawrence made a motion to approve the purchase of the part needed from AdTech Systems and Mr. Fryer seconded. VOTED: 5-0-0.

Mr. Schmalz referred to the budget and mentioned that they will continue to audit it and verify costs with the Town Accountant.

Regarding the Change Order Log, Mr. Schmalz said that Heery has nothing to present at this time. He mentioned that at the last MBC meeting they had reviewed, discussed, and approved CO #12.

Mr. Schmalz informed the Committee that Heery has been actively reviewing Punch List items that R.A.C. has completed (back punch). Heery will send a back punch list to R.A.C. by the end of the week. Mr. Schmalz noted that there is approximately \$102,000.00 left as the balance to complete which includes retainage.

Mr. Schmalz mentioned that the Owners Training Schedule is ongoing. He said that the training sessions are video recorded and packaged up to turn over to the Owner.

Town Accountant, Leah Talbot, brought up signage. She said that Mr. Barrette had asked her to keep a tally of the number of people coming in to her office that were looking for the Treasurer/Collector's office since the temporary signs were put up. She said that there have been 150 people and felt that what we have now isn't effective. She suggested installing a sign on the way down the stairs to point out where residents can pay their taxes. Mr. Arnold mentioned putting something up in the lobby. Ms. Talbot felt that residents are becoming aggravated that they can't find the right office. She asked if there was a way to have something that sticks out rather than signs on the wall that people walk past. Mr. Brown inquired about the seniors that used to be in the lobby. It was noted that the seniors can only work 120 hours per year. Mr. Humes was reluctant to spend money on more permanent signs until we can verify they are effective. Ms. Williams mentioned that the arrows we currently have up are confusing people. Mr. Humes suggested hanging signs from the ceiling tiles so they are more visible. Ms. Talbot mentioned that the old Town Hall had signs on the ceilings. Ms. Williams said that they didn't want to put up additional signs until they could figure out if Mr. Humes' temporary signs were working. Mr. Lawrence suggested putting out temporary signs at tax time. Ms. Talbot proposed putting a sign going down the stairs indicating that the Treasurer/Collector's office is located on the lower level and underneath that list the taxes that can be paid there such as excise, real estate, etc. Mr. Brown liked the idea of seniors in the lobby helping to direct residents. Ms. Talbot noted that the seniors are only there for a short period of time. Mr. Brown felt that the times could be staggered for the seniors. There was a discussion about signage. Mr. Humes pointed out that signs can be clipped from the ceiling to the grid. Mr. Malloy mentioned that we cannot block or obstruct any emergency or exit signs. There was a final suggestion to put color trails that residents can follow to various offices.

Regarding site related improvements, Mr. Arnold mentioned the plaza next to the parking lot and needing a cost.

**Library** – Mr. Collins mentioned that Heery will start adding a report on the Library as part of MBC discussion. He said that last week they met with a representative from the Library board at the State level that was assigned to the Westborough project. Mr. Collins gave a brief timeline of what to expect and when to expect it. He pointed out that they have a meeting today at 3:00 PM with the building committee and architect. Mr. Collins noted that they will provide an update at the March Annual Town Meeting letting residents know that they are in the process of collecting data for the renovation of the Library. They will provide more information at the Special Town Meeting in October. Right now they will begin preparing for submission of the grant request in January 2017. The State will then review the grant request and let us know if we are being considered by June 2017. Mr. Collins said that Westborough will be in competition for the grant with other communities in Massachusetts who want to renovate their Library. Mr. Collins mentioned that we will have to go through the State requirement of looking at other sites in Town where the Library could be located, versus where it is now, and noting any pros and cons. He said that they will inform residents in March that the "team" has been assembled for looking at renovations – the Library Building Committee, members of the Municipal Building Committee, and the Architect. He noted that the Owners Project Manager (OPM) will start to put items in motion. Mr. Arnold mentioned that Mr. Blois suggested putting the Senior Center where the Library is currently located and moving the Library to the Senior Center property.

#### **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 17, 2016, 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 11:32 AM. VOTED: 5-0-0.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant