

Municipal Building Committee
Minutes of Meeting
17 February 2016

Approved:
March 9, 2016

Location: Room 23, Forbes Building

Members present:

Bob Brown
John Arnold
Bob Fryer
Cal Lawrence

Members absent:

Dexter Blois
Peter O'Neil
George Barrette

Others Present:

Zachary Schmalz, Heery
Brian Humes, Jacunski Humes
Pat Cullen, Fire Department

Peter Collins, Heery
John Badenhausen, Youth & Family Services (Y&FS)
Tin Htway, Building Commissioner

Mr. Brown called the meeting to order at 8:33 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

There were no minutes to approve.

Forbes Building

Mr. Humes informed the Committee that Mr. Malloy met with School Superintendent, Amber Bock, Y&FS Director, John Badenhausen, and Building Commissioner, Tin Htway, regarding changes to space on the third floor at the Forbes Building. Mr. Humes said he made some minor adjustments but there won't be any changes to the plans for space on the second floor that is allocated to the Conservation, Planning, and Building Departments until after Town Meeting. Mr. Badenhausen showed the Committee the Forbes Building plans from 2012 that he had for his space on the third floor and pointed out that there was about a 1,200 square foot difference. There was a discussion about the change in square footage for Y&FS. Mr. Badenhausen mentioned the space needs study that was done, which included the additional 1,200 square foot area. He said that he measured the space re-allocated to Y&FS after meeting with Mr. Malloy and Ms. Bock and it almost brings them up to about 1,200 square feet. Mr. Arnold referred to the lunch room and mail room and asked if that was needed. Mr. Humes explained that the lunchroom on the third floor is for the entire building. Mr. Arnold thought there was a lunchroom on the second floor but Mr. Humes pointed out that there's only a meeting room. Mr. Badenhausen referred to his area and said that the additional space re-allocated to him is across the hall and he would prefer not to have to go back and forth. He would rather have a suite so all of Y&FS was together and asked if they could exchange space with the Facilities Director for the schools. Mr. Arnold asked Mr. Badenhausen how many full time employees he has in Y&FS. Mr. Badenhausen said that he has one full time and four part time employees. However, the four part time counselors work in the afternoon (after school hours) and evenings and need space that is confidential. Mr. Humes pointed out the additional space agreed to from the meeting with Mr. Malloy and noted that they were waiting to receive measurements. Mr. Brown was concerned with discussing space for Y&FS without Mr. Malloy present. Mr. Collins mentioned that – from a cost point of view – moving walls, adding doors, and tweaking space by 200 square feet won't be a problem. The estimated cost and scope of work is still valid and there is time to make adjustments down the road. Mr. Badenhausen said that Y&FS needs storage space. Mr. Brown asked that Mr. Humes and Mr. Badenhausen continue their discussion after the MBC meeting regarding third floor plans.

Mr. Humes pointed out that Mr. Malloy asked him to be present at the Board of Selectmen meeting on February 23rd to present renovation plans for the Forbes Building. He said that the second floor should stay as is but the third floor may still be tweaked. Mr. Humes noted that the renovation plans will become public on February 23rd. It was also pointed out that the MBC will be meeting with the Advisory Finance Committee (AFC) on February 22nd. Mr. Arnold asked what will happen if the Forbes renovations aren't approved and if there were costs for updating the Police Department so it meets State code. Mr. Humes said that many of those updates have been put on hold pending renovating the building. Mr. Fryer mentioned that it will be difficult to just fix certain items. He felt that the Forbes Building either needs to be renovated or a new Police Station built. Mr. Fryer pointed out the cost of \$10 million for a new station or \$15 million to renovate Forbes. Mr. Humes noted that if we don't renovate Forbes and instead build a new station, we are still left with a building that's half empty and needs renovating. There was a discussion about the Recreation Department losing use of the basketball

court in the basement. It was noted that the Rec Department is able to use school gym space. In addition, Mr. Humes pointed out that the Recreation Department's offices are now located at the Town Hall and all of their storage space needs have been met. Mr. Humes mentioned the bill for the demo work at the bleachers that is on today's agenda for approval. He agreed to get a cost estimate for fixing items at Forbes to bring it up to code if the renovation isn't passed at Town Meeting. There was a brief discussion about the square footage needed for a new station. Mr. Humes mentioned that a new station would be between 20,000 and 25,000 square feet and, at \$425/per sq ft, that would bring the cost for new construction to about \$10 million. Mr. Collins pointed out that the Fire Station was estimated at about \$11 million. Mr. Humes noted that the cost for renovating the Forbes Building should be approximately \$229/per sq ft versus \$425/per sq ft for new, so we would get a better value if we go with the renovation. Mr. Brown asked if Mr. Humes was attending the AFC meeting and he said he was not asked. Mr. Arnold said that he will be at the AFC meeting, along with Mr. Collins. Mr. Collins pointed out that there are other costs to consider with the renovation project that aren't related to bricks and mortar, such as moving, relocation, and dispatch. Future projects were mentioned, along with raising money for these projects through taxes as being an issue.

Mr. Schmalz presented the Committee with Invoice #16053 for Jacunski Humes in the amount of \$4,057.50 for services provided for selective demolition at the Forbes Building. Mr. Fryer made a motion to approve payment to Jacunski Humes for Invoice #16053 in the amount of \$4,057.50 and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Schmalz mentioned that Heery will continue to work on coming up with a draft budget with Mr. Malloy's input, and once complete, discuss with the MBC. Mr. Collins said that they will also come up with a draft schedule, which he expected would be about 5 to 6 quick bullet points. He pointed out that if the Forbes renovation project is approved at Town Meeting the following would be a timeline of what to expect next:

Design phase – March to December 2016

Bid and award process – November 2016 to January 2017

Start construction in February 2017

Construction – February 2017 to February 2019

Punch List and project close out – March to June 2019

Mr. Arnold asked if moving and relocation costs were included in the \$15 million budget. Mr. Schmalz said they were and that Mr. Malloy gave them a figure of \$600,000 for moving and relocation costs. Mr. Collins said that Heery will have all costs updated on a spreadsheet for the meeting with the AFC. Mr. Schmalz noted that there are schematic design discussions that are on-going, and Heery will prepare a budget and schedule for Town Meeting. Mr. Arnold asked about the ramps leading in to the Forbes Building and if they will be re-done and Mr. Schmalz confirmed that will be part of the renovation. Mr. Arnold also asked about power washing the building when the project is done. Mr. Collins didn't think that cost was included in the budget but he can add it. He briefly reviewed construction and construction contingency costs. It was noted that the undercover parking was included in the cost.

Town Hall

Mr. Schmalz presented the Committee with two invoices for their approval. The first was for WSP for Invoice #63537 in the amount of \$1,000.00. Mr. Schmalz explained that WSP is about 84% complete on this project and Heery is making a recommendation for approval. The second invoice was for John Turner Consulting (JTC) for Invoice #1435021-17 in the amount of \$605.00. Mr. Schmalz said that Heery has verified this work has been performed. Mr. Lawrence made a motion to approve payment to WSP for \$1,000.00 for Invoice #63537 and to JTC for \$605.00 for Invoice #1435021-17 and Mr. Arnold seconded. VOTED: 4-0-0.

Regarding the budget, Mr. Schmalz said that he has been working on making sure all invoices have been captured and closing out open amounts on Purchase Orders. He mentioned that the budget has been updated since the last MBC meeting. Mr. Collins asked Mr. Schmalz about JTC and if he thought they were done with materials testing. Mr. Schmalz felt that JTC was complete unless another test is required that comes up unexpectedly.

Mr. Schmalz said there wasn't an update on the Change Order Log at this time. He mentioned that they have some pending changes in the queue that they will discuss with the MBC once Heery has had a chance to review.

Mr. Schmalz referred to the Punch List and close out activities. He said that they hope to have everything done by the end of February. Once R.A.C. is done with items on the Punch List then Heery and Jacunski Humes will go back and validate that these items are complete. Mr. Brown asked about the bell tower leak. Mr. Schmalz mentioned that nothing has been communicated to him that it has been resolved. He pointed out that this item is still pending and there is a value open for flashing work. Mr. Schmalz noted that the ceiling in Memorial Hall was scraped down, re-plastered, and painted in October during the move in. He said that there is still a problem and the cause of the leak has not been determined. Once

this area is fixed they will have to remove the plaster and re-do the ceiling. Mr. Schmalz mentioned that close-out activities are ongoing and he is in the process of collecting owner manuals and as-built drawings.

Regarding the owners training schedule, Mr. Schmalz informed the Committee that a number of training sessions have been performed. He will close out this item once they receive warranties and video tapes from the vendors training sessions. Mr. Fryer asked what was left to complete in order to get a permanent occupancy permit. Mr. Schmalz said that there were some outstanding items for the DPW and they need as-built drawings. The Building Department also has some items open on the Punch List. Mr. Schmalz mentioned that they are very close to finishing this project and need additional signage and inspection of the fire suppression system in the vaults. Mr. Htway pointed out that we still need to clear up some items that the Design Review Board had requested and noted that someone needs to go before the Design Review Board and ask for a modification. Mr. Htway mentioned that he hasn't been asked back for a follow up inspection. Mr. Schmalz said they aren't at that point quite yet since they want to get everything done so both a fire inspection and building inspection can be done at the same time. Mr. Brown pointed out that there's some dirt in the elevator that needs to be cleaned up. Mr. Htway asked about the handicap parking spot. Mr. Arnold said that he thought the handicap spot would be done when we pave and finish the parking lot. Mr. Schmalz confirmed that the handicap parking spot would be taken care of during the finishing of the parking lot, along with upgrades to the alley area.

Library

Mr. Arnold gave a brief update. He mentioned that representatives from the Library will give residents an overview of its current condition and the renovations to the building that they are looking to accomplish. Mr. Collins added that they won't be seeking funds for this project until Special Town Meeting in October of 2017. He noted that the Library needs improvements and updating. There was a discussion about space needs. Mr. Collins pointed out that there are areas in the Library that could be reconfigured for better organization.

Fire Station

Mr. Schmalz presented the Committee with the following invoices for their approval.

WSP – Invoice #47787 in the amount of \$2,000.00 for commissioning work completed on the P/A system through April 30, 2015, Invoice #56812 in the amount of \$2,750.00 for commissioning work completed on the P/A system through September 30, 2015, and Invoice #60856 in the amount of \$2,750.00 for commissioning work completed through November 30, 2015.

There was also an invoice for BAPS for paint in the amount of \$262.05 for the generator hood.

Mr. Arnold made a motion to approve payment to WSP for the invoices listed above in the amount of \$7,500.00 and for BAPS in the amount of \$262.05 for paint and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Schmalz informed the Committee that the budget has been updated however; it doesn't include expenses voted at the last MBC meeting, such as for the alerting system and furniture for the kitchen. The budget also doesn't include the paint from BAPS for the generator hood. Mr. Collins estimated that there may be another \$50,000.00 in expenses, and thought that the number that will be turned back to the Town for this project may be roughly around \$500,000.00. Mr. Arnold asked Patrick Cullen from the Fire Department if he knew of any other items they may be requesting. Mr. Cullen said that the Chief doesn't have anything else they need. Mr. Arnold inquired about the overhead doors since there was wind and rain last night and asked if there was any leaking. Mr. Cullen said there wasn't anything coming through the doors.

Regarding the Punch List and close out activity items, Mr. Schmalz said that they are waiting on an update from G&R. He pointed out that they received a response on the soil disposal, which Mr. Schmalz emailed out to the Committee. Mr. Humes said he had some thoughts that he will discuss with Heery. Mr. Schmalz mentioned that Heery still needs to review G&R's response however; he felt there was enough wording in the specs about excess soil that any questions should have been addressed before the bid. Mr. Brown asked about subcontractor costs and whether those have been verified. Mr. Schmalz said that they have been verified and they've received receipts. Mr. Collins pointed out that G&R owned 7,000 cubic yards of soil disposal per the contract. Mr. Schmalz added that they have the exact number of soil that was disposed since the trucks were weighed and signed off on when soil was dumped. Mr. Schmalz mentioned that everything is in tons and it needs to be converted to cubic yards. Mr. Collins said that they don't dispute the amount of soil disposed of, but the language in the specs was that whoever bids on the project owns 7,000 cubic yards and they've only disposed of 1,600 cubic yards so far. Mr. Collins explained that G&R is including soil that was crushed on site and that G&R is saying that they have handled 7,000 cubic yards of soil that was put back in to the ground, and then another 1,600 cubic yards was disposed of off-site. Mr. Schmalz pointed out that the next step is for Heery and Jacunski Humes to

discuss, issue a letter with what their response is, and send that out to G&R, the Town Manager, and the MBC. If there is still a dispute then we can escalate to legal counsel.

Mr. Schmalz mentioned that Tighe & Bond has revised their amendment based on comments Heery sent back to them. As Tighe & Bond completes work on the amendment, Mr. Schmalz said that they will issue an invoice. Mr. Schmalz wasn't sure if the Committee needed to vote on approving the amendment. Mr. Collins noted that if the Committee is comfortable with Tighe & Bond continuing then he will let them know. He pointed out that Tighe & Bond is seeking additional expenses of about \$41,000.00, but he feels they have already done at least \$35,000.00 worth of work on the underground storage tank that was discovered in July, along with items listed in their amendment. Mr. Collins felt it would be appropriate for the Committee to vote on an extension of cost for Tighe & Bond. Mr. Fryer questioned whether we needed a motion if work is being completed on a Time & Material (T&M) basis. He felt that a vote could be taken to approve payment for invoices. After a brief discussion, the Committee decided, as a formality, to take a vote. Mr. Fryer made a motion to approve work done by Tighe & Bond as outlined in Amendment #4 on a Time & Material basis and Mr. Arnold seconded. VOTED: 4-0-0.

Mr. Collins noted that they are still waiting for the report on the vacuum test indicating it passed. Mr. Schmalz added that they are only waiting for confirmation of the vacuum test and delivery of the as-built drawings in order to get the final occupancy permit.

Regarding the Memorial Park, Mr. Arnold mentioned that he needs to know what they are writing on the memorial stones so he can figure out how large they need to be. Mr. Fryer said that he wrote something up for the stones and will send that to Mr. Arnold. There was also discussion about the steel beam from the World Trade Center and the surface the beam will be adjacent to so rust doesn't show. Mr. Lawrence suggested using crushed stone at the base of the beam. Mr. Fryer and Mr. Arnold said they will get measurements for where the beam will be located.

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, March 2, 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 10:11 AM. VOTED: 4-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant