

Municipal Building Committee
Minutes of Meeting
9 March 2016

Approved:
March 16, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold
Cal Lawrence
Peter O'Neil
Bob Fryer
George Barrette (arrived at 8:56 AM)

Members absent:

Dexter Blois
Bob Brown

Others Present:

Jim Malloy, Town Manager
Hank Rauch, Advisory Finance Committee

Pat Cullen, Fire Department
Peter Collins, Heery (arrived at 9:25 AM)

Mr. Arnold called the meeting to order at 8:41 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of February 3, 2016 and Mr. Fryer seconded. VOTED: 4-0-0.

Mr. Lawrence made a motion to approve the minutes of February 17, 2016 and Mr. Fryer seconded. VOTED: 3-0-1 (abstention: Mr. O'Neil).

Forbes Building

Mr. Arnold presented the Committee with Invoice #16046 for Jacunski Humes in the amount of \$6,250.00 for schematic design services for the Forbes Building. Mr. Fryer made a motion to approve payment to Jacunski Humes for Invoice #16046 in the amount of \$6,250.00 and Mr. Lawrence seconded. VOTED: 4-0-0.

There was a discussion about the Forbes Building plans. Mr. Arnold suggested putting down a rubberized floor over the old wood floor in the basement, rather than digging it out and putting down a new one. Mr. Malloy said they can look at doing that and check with the architect. Mr. Malloy said they also need to finish discussion about space on the third floor between Y&FS and the School Department. Mr. Arnold confirmed that he will present Article 9 for the Forbes Building renovations, along with Mr. Blois, at the Annual Town Meeting and Mr. Malloy agreed. Mr. Malloy said that he will put together some slides and a presentation and email Mr. Arnold and Mr. Blois.

It was noted that the Advisory Finance Committee and the Board of Selectmen both voted to support the Forbes Building renovation project.

Town Hall

Mr. Arnold presented the Committee with Invoice #PJIN0001705 for Heery International in the amount of \$37,500.00 for Owner's Project Management services for final close-out, along with Invoice #245328 for AdTech Systems in the amount of \$979.00 to fix the projector in Mr. Malloy's office. Mr. Fryer made a motion to approve payment to Heery International for Invoice #PJIN0001705 in the amount of \$37,500.00 and AdTech Systems for Invoice #245328 in the amount of \$979.00 and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Malloy asked about the roof. Mr. Arnold said that he looked in to the cause of the leak and noted that there was a small gap in the flashing on either side of the clock tower where the water was coming in. Since the weather has been nice, the Committee agreed that should be fixed right away. Mr. Malloy said that he will email Brian Humes and Heery. Mr. Malloy noted that there were roofers here today fixing something else and was concerned with the leaks affecting the acoustic tile.

Mr. Malloy discussed the parking lot and alleyway located next to the Town Hall. He referred to 1870's law regarding the right of way and explained that the Town owns part of it as do the buildings abutting the lot. Mr. Malloy said that the right of way goes down the alleyway next to the Town Hall, around the back of the abutting buildings, and comes out the other

alleyway located next to Abodeely Insurance. He noted that the Town has the ability to use the right of way along with the abutting buildings. Mr. Malloy said that he is going to have Town Engineer, Carl Balduf, put a plan together. He mentioned that he has contacted the abutting property owners about re-paving the parking lot and he had some that were interested in contributing and others that were not. Mr. Malloy pointed out that they will maintain no parking in the right of way areas, since those areas cannot be encroached upon. He added that they will separate out the alleyways and walkways and install signs for parking for areas that belong to the Town Hall only. Mr. Malloy said that plans will be dispersed to the abutters so they are aware of their right of way and how it will be affected. He felt that abutters may cede their right of way in order to continue to park behind these buildings. Mr. Malloy mentioned that he sent the language from the 1870's to Legal Counsel to see how it would apply to today's standards. Mr. Arnold asked about the South Street entrance. Mr. Malloy discussed the Town's right of way off of South Street and pointed out that Heery marked the Town's property line in the parking lot. He will have it re-painted, since it has faded, so abutters can see the line. Mr. Malloy asked Mr. Humes for a cost estimate and then they will put it out to bid. Mr. Malloy noted that he liked the job that was done by the subcontractor who performed the brick work at the Town Hall and he would like that brick work continued around the back of the Town Hall.

Mr. Collins arrived at 9:25 and was asked about the leaking roof. Mr. Collins mentioned that he spoke with the contractor outside and they will fix both sides today – either temporarily or permanently. Mr. Collins said that he will have R.A.C. clean up the plaster inside Memorial Hall.

Mr. Barrette brought up the thumping sound that occurs right before the clock tower bell strikes the hour. Mr. Malloy noted the antique clock mechanism. He mentioned the difficulty in finding someone to maintain the clock since the prior person retired. Mr. Malloy said that Mr. Cornine is working with the Willard Clock Museum in Grafton to resolve this issue and correct.

Library

There was a discussion about the Library's role changing in to that more similar to a community center. Mr. Arnold brought up meeting space at the Fire Station. Mr. Malloy explained that meeting space at the Fire Station is reserved for Town boards and commissions and not for public gatherings such as for movies or puppet shows. Mr. Lawrence pointed out that the meeting room at the Fire Station is being used in a different way than it was originally planned. Mr. Malloy mentioned the Forbes Community Building that is now empty since the Recreation Department moved back in to the Town Hall. He noted that the Boy Scouts will be able to use that area again however it will not be exclusively available to the Boy Scouts. Mr. Malloy pointed out that he would like it used more like a community building which was the intent of that space. He said that the Forbes Community Building will have a schedule and groups can reserve time slots like other areas in town. Mr. Barrette noted that when the Recreation Department moved in to the Forbes Community Building during Town Hall renovations that the town painted and updated this area so it needs to be maintained. There was a discussion about storage needs for the Boy Scouts and Mr. Malloy suggested a storage container that could be located at the DPW. There was also a brief discussion about the Explorer Post. It was noted that this auxiliary Post is supported by the Fire Department however in recent years attendance has declined. Mr. Rauch pointed out the involvement of the Boy Scouts as well and suggested reaching out to the Knox Trail Boy Scout Council to figure out a way of building up enrollment, or deciding not to support it if there's little or no interest. Mr. Lawrence mentioned that the Call Fire Fighters Organization is also a sponsor for the Explorer Post.

Mr. Arnold informed the Committee that he received an email from Library Director, Maureen Ambrosino, about updating the bathrooms at a cost of about \$180,000. Mr. Arnold felt it was best to wait on this project since they are looking at doing a major renovation on the entire building. Mr. Arnold mentioned that he will meet with Ms. Ambrosino, along with Mr. Blois, and ask her to hold off on the bathroom renovation project until they figure out what makes sense.

Fire Station

Mr. Arnold presented the Committee with Invoice #PJIN0001704 for Heery International in the amount of \$12,500.00 for Owner's Project Management services for final close-out. Mr. O'Neil asked if the new Fire Station was completely finished. Mr. Malloy noted that they are still dealing with the soil issue. Mr. Fryer made a motion to approve payment to Heery International for Invoice #PJIN0001704 in the amount of \$12,500.00 and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Malloy mentioned that the Fire Department purchased a kitchen table. Mr. Fryer added that the generator hood that was fabricated is being painted at the DPW. Mr. Malloy thought that we would turn back to the Town about \$900,000 to a million dollars between these two projects. The ongoing soil claim was noted and discussed. Mr. Rauch asked about the amount of exposure to the Town and Mr. Malloy said it was about \$83,000 and still needs to be resolved.

Mr. Collins mentioned that they are holding \$12,000-\$14,000 in retainage on this project. He noted that there are still items that need to be completed such as the vacuum test required by the DPW and also resolution of the soil claim. Mr. Collins pointed out that Heery will send a letter to G&R rejecting the soil claim and provide the reasons why. Mr. Collins added that there is also an issue with West Flooring who is owed \$2,500 that was paid to G&R but G&R hasn't paid West Flooring yet. Mr. Collins asked Mr. Malloy if he has permission to speak with Town Counsel if the soil claim escalates so parties concerned can be put on notice. Mr. Rauch asked if the Town is allowed to negotiate. Mr. Malloy said they are and that may be what happens next. Mr. Collins felt that the documents were sound and pointed out that this soil claim has been on and off throughout the project. Mr. Malloy said that he will get an estimate from Town Counsel and figure out what makes sense for litigation. Mr. Collins noted that they have outlined sections from the contract in response to issues raised by G&R and he will provide this information to Mr. Malloy.

There was a discussion about the utility poles and National Grid. Mr. Fryer asked if we are getting rid of the non-functioning pole and crossbars on the corner of Grove and Milk Street. Mr. Collins said that Town Engineer, Carl Balduf, is working on moving these poles and relocating them so they are not in the path of the sidewalk. Mr. Collins said, once that work is done, there will be some clean up and repair to the sidewalk that will be necessary (concrete work and granite curbing). Mr. Collins estimated that the cost for this work could be around \$10,000. Mr. Arnold mentioned that he got a quote for re-sealing the parking lot for a cost of \$4,500 which includes two topcoats and line striping. Mr. Collins informed the Committee that survey work is ongoing. Once the survey is complete, they will get this information to Tighe & Bond so they can finish reporting to the State. Mr. Collins noted that the additional cost for Tighe & Bond has been encompassed in their Amendment #4 that was approved by the MBC a few weeks ago.

Regarding the Memorial Park, Mr. Arnold said that he will be meeting with a company regarding a bid on this project. He also went to a monument company to get a cost for the memorial stones. Mr. Fryer noted that they will also ask civic groups for donations to defray some of the cost of the Memorial Park.

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 16, 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 9:57 AM and Mr. Barrette seconded. VOTED: 5-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant