

Municipal Building Committee
Minutes of Meeting
2 March 2016

Approved:
March 16, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold
Cal Lawrence
Peter O'Neil

Members absent:

Dexter Blois
Bob Brown
Bob Fryer
George Barrette

Others Present:

Zachary Schmalz, Heery
Leah Talbot, Town Accountant
Amber Bock, School Superintendent
Jim Malloy, Town Manager

Brian Humes, Jacunski Humes
John Badenhausen, Youth & Family Services (Y&FS)
Pat Cullen, Fire Department

Mr. Arnold called the meeting to order at 8:51 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

Voting for approval of the minutes from 2/3/16 and 2/17/16 was deferred until the next MBC meeting since there wasn't a quorum.

Forbes Building

Mr. Humes mentioned that he attended the Board of Selectmen's meeting on February 23rd which went well. He also heard that the meeting that members of the MBC attended with the Advisory Finance Committee on February 22nd went well too. Mr. Humes said that he will be at the Annual Town Meeting on March 12th and provided Town Manager, Jim Malloy, with plans for the Forbes Building mounted on white board for display. Mr. Humes mentioned that they still need to resolve some minor space issues between the School Department and Youth & Family Services (Y&FS) on the third floor. If the renovation project is approved at Town Meeting, Mr. Humes said that they will figure it out. He pointed out that changes were made since the last time plans were presented to the MBC. He has added another counseling room for Y&FS and discussions will continue after March 12th. Mr. Humes said that he is showing about 1,000 square feet allocated to Y&FS, and not 1,200 square feet, which is what the space needs study asked for. Mr. O'Neil asked about finding another location within town for the Historical Commission since that would open up additional space. It was noted that the Historical Commission is currently located in the lower level meeting room in the Library. Mr. Humes said that these discussions can continue once they know whether the project is approved. Mr. Arnold wanted to make sure that there was enough money in the project budget to re-do the parking lot. Mr. Humes pointed out that he did an estimate on the construction costs which came in at about \$10.9 million. Heery also did an independent estimate that came in lower, so Mr. Humes went with the higher figure so they would have a contingency. Mr. Arnold noted that he went on Westborough TV with Police Chief Alan Gordon to explain why the Forbes Building needed to be renovated. Mr. Arnold and Mr. Blois will present Article 9 for the Forbes Building renovations at Town Meeting. Mr. Humes said that he will be there in a support role in case there are any questions. Mr. Collins noted that he will be there as well.

Mr. Malloy arrived at 9:19 and Mr. Arnold asked for his thoughts regarding their presentation at Town Meeting. Mr. Malloy agreed that Mr. Arnold and Mr. Blois should make the motion and presentation for Article 9 at Town Meeting. Mr. Malloy mentioned that he will provide his usual "State of the Town" report and noted that Mr. Humes will be in attendance in case there are any questions. Mr. Malloy offered to put together a slide show presentation. Mr. Arnold and Mr. Blois will meet with Mr. Malloy prior to Town Meeting. Mr. Humes felt that Mr. Fryer's handout regarding the shortcomings of the current Police Station was helpful. There was a discussion about whether there should be a handout provided at Town Meeting or a PowerPoint presentation, and how much information should be given. Mr. Malloy pointed out that two studies have been done ten years apart and they came up with the same conclusion regarding the need for renovations at the Forbes Building. Mr. Malloy will mention the cost for the new Fire Station, the Town Hall renovation, and the estimated cost for the Forbes Building renovation that will come out less than what was originally proposed. He also noted that if we wait - this project will keep increasing in cost.

Town Hall

Mr. Humes mentioned the active leaks in the ceiling of Memorial Hall. He noted that the leak is coming in through the clock tower and affects both beams. Mr. Schmalz said that he is meeting with R.A.C. later today and he will go up in to the clock tower to see where the water is coming in. He also pointed out that Building & Grounds Supervisor, Frank Cornine, found a downspout that was installed incorrectly. Mr. Schmalz mentioned that they will continue to review the Punch List. He noted that there are some items to complete that are outside the building, however, with the warm weather, those items should be finished now. Mr. Arnold pointed out the broken glass pane in the door leading out to the lower level. Mr. Humes mentioned that the broken pane has been on the Punch List since we opened. Mr. Arnold asked about the signage for the Town Hall offices and had mixed feelings as to whether the signs were working or not. Mr. Humes thought they were working better based on feedback from Mr. Malloy however Town Accountant, Leah Talbot, disagreed. It was noted that Assistant Town Manager, Kristi Williams, preferred signage on the wall leading downstairs. Mr. Arnold suggested installing signage near the elevators. Ms. Talbot felt that the public isn't reading the signs and also noted a language barrier, which the signs won't help with. Mr. Humes mentioned that permanent signs have not been ordered yet. Mr. O'Neil thought that the signs should stand out rather than lying flat against the wall. Mr. Malloy noted that the clock tower will be lit up in blue for the month of March for brain injury awareness. He pointed out that the Brain Injury Association of Massachusetts' office is located in Westborough so he wanted to comply with their request. Mr. Malloy mentioned that the Zakim Bridge and TD Garden are also lit up in blue.

Mr. Humes reviewed the original designs for the front of the Town Hall and pointed out that there were no grilles intended for the front doors from the 2012 plans. He sent Town Planner, Jim Robbins, a letter indicating that grilles were never proposed so he felt the project was in compliance with the requests of the Design Review Board. Mr. Humes said that Mr. Robbins is checking the plans he received. Mr. Humes mentioned that if this item isn't an issue then the only item remaining is for cornice work and that should be done in spring.

Mr. Humes reviewed Change Order #13 that he is proposing, which is a clean-up of items that were completed toward the end of the renovation project. Mr. Humes said that some of these items were requested because of inspections. He pointed out item #126 for the new blocking to support PVC trim at West Elev. and clock tower which makes up almost half the cost of this change order and is mostly for labor. Mr. Humes reviewed the remaining items pertaining to this change order and went over what it covered. Mr. Lawrence asked about item #132 where there was a swap of doors. Mr. Humes explained that the Veterans office wanted a door with windows and the Treasurer's office requested one without windows so they swapped the two. Mr. Humes noted the credit for the skylight and said he is not taking that yet because he feels it is not enough. He pointed out three pending requests for Griffin Electric. Mr. Humes is pulling together the paperwork to support the rejection for items #088, 089, and 090 which were originally rejected back in August. Mr. Humes thought that R.A.C. may have a few more items to submit and noted they are close to being done but not yet.

Ms. Talbot asked about the door on the breakroom and also on the copier room and noted they are difficult to open. Mr. Humes said that was a request from Fire Prevention and they had to install those doors. Ms. Talbot asked if the doors could be tweaked to make them easier to open and mentioned she was concerned with ADA compliance. Mr. Humes said that he would have someone take a look at the doors.

Library

There was no update at this time.

Fire Station

Mr. Schmalz mentioned that he will be meeting with G&R, along with Mr. Collins and Mr. Humes, in order to close out this project. There are a miscellaneous handful of items that have not been completed, such as close-out activity for the DPW. Mr. Schmalz also referred to the pending soil disposal claim and said that hasn't gone away yet. Mr. Humes pointed out that he issued his response to G&R but he wasn't sure if they received it since they are going through Mr. Collins at Heery as a conduit. Mr. Humes felt that G&R didn't have a claim but that is his opinion. He thought that G&R could push this issue in to litigation.

Mr. Arnold handed out a design for the Memorial Park for MBC member's review. The only difference he noted was that there is a change in where the beam was going to be placed. He had two drawings done – one with the base as a concrete pad and the other where the base is crushed stone. Mr. O'Neil asked about landscaping or flowers and mentioned that the Garden Club could be used to beautify this location. Mr. Arnold asked for Committee member's feedback as to what should be done for landscaping outside the park. Mr. Humes suggested using soft material rather than hard, but didn't think grass would work as a ground cover. There was a discussion about access to water. Mr. Cullen said they could locate a well box for irrigation. Mr. Arnold mentioned the memorial stones and having them set at a 45

degree angle. He passed out a handout that was done by Mr. Fryer as to what will be etched on the memorial stones. Mr. Cullen suggested using plaques that look like bronze but are made of plastic since they hold up better. He said he will research the costs and get back to the MBC. Mr. Cullen pointed out that there is a memorial stone on Church Street that is similar to what he is suggesting in case members wanted to take a look at it. Mr. O'Neil wanted to verify that we have all the names of the Westborough residents that were involved in the 911 attack. Mr. Arnold said that if there are any changes to please let him and Mr. Fryer know. Mr. Arnold will go to the monument company to get an idea of the cost for the inscription on the memorial stones using half inch letters. There was a discussion about the size of the lettering and Mr. Arnold said that he will figure it out.

Mr. Cullen informed the Committee that the Public Announcement (PA) system is coming together and they are also working on the alerting system.

Old Business

There was no old business brought before the Committee.

New Business

Mr. Arnold suggested that the MBC have a meeting next Wednesday, March 9th, in order to prepare for Annual Town Meeting and the Committee agreed.

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, March 9, 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 9:59 AM. VOTED: 3-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant