

Municipal Building Committee  
Minutes of Meeting  
16 March 2016

Approved:  
April 6, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold  
Bob Brown  
Dexter Blois  
Bob Fryer  
George Barrette

Members absent:

Cal Lawrence  
Peter O'Neil

Others Present:

Zachary Schmalz, Heery  
Hank Rauch, Advisory Finance Committee

Peter Collins, Heery  
John Badenhausen, Youth & Family Services (Y&FS)

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**

Mr. Blois made a motion to approve the minutes of March 2, 2016 and Mr. Arnold seconded. VOTED: 2-0-3 (abstention: Blois, Barrette, Brown).

Mr. Blois made a motion to approve the minutes of March 9, 2016 and Mr. Arnold seconded. VOTED: 3-0-2 (abstention: Brown, Blois).

**Forbes Building**

Mr. Schmalz acknowledged that the Forbes Building renovation project was approved at Town Meeting. He said that Heery will start putting together a more detailed budget in conjunction with the architect, Jacunski Humes, similar to what they did with the new Fire Station and the Town Hall renovations. Mr. Collins mentioned that Heery will also draw up a contract for the Committee and ask Jacunski Humes to do the same. Mr. Rauch asked when departments are going to have to vacate the Forbes Building. Mr. Collins reviewed the time line for the renovation project. He pointed out that from March to December of 2016 will be the design phase. Once they finish the design phase, they will prepare the bid documents. Mr. Collins mentioned that from November 2016 to January 2017 will be the bid and award phase. In January of 2017 departments will be asked to move out of the Forbes Building. Mr. Rauch was concerned with asking the School Department to move their office in January since that may be difficult. Mr. Blois asked if there were key people appointed to help with the move at Forbes, similar to the Town Hall. Mr. Collins suggested hiring a "Move Manager" who can help orchestrate the move between all departments. He felt that since there are many departments involved, it may be easier to have one point of contact. Mr. Collins pointed out that they hired someone to help with the Gibbons School renovations. There was a discussion about where the departments will move to. Mr. Fryer noted that the Police Department will move dispatch to the new Fire Station and their holding cells to Northborough, with the remaining departments going to where Mr. Malloy leases space. There was additional discussion about the requirements for Youth & Family Services and having handicap accessibility. Mr. Brown asked Mr. Badenhausen what he would need and he said he'd prefer a location with adequate parking and within walking distance of the high school. Mr. Badenhausen would like to discuss what Youth & Family Services requires with Mr. Malloy. The parking area for the Explorer Post at the Forbes Building was mentioned and Mr. Fryer noted that at some point the MBC will need to address and think about this issue. Meanwhile, Mr. Collins said that Heery will work on getting contracts for the Owner's Project Manager (OPM) and Designer and will also speak with Mr. Malloy about the move.

Mr. Collins mentioned that he will work with Mr. Humes to put together construction documents. Mr. Blois noted that the original RFP was for four buildings (the new Fire Station, the Town Hall renovation, the Forbes Building renovation, and a new Recreation Center). Mr. Collins pointed out that he spoke with School Superintendent, Amber Bock, and they still need to have a meeting with Mr. Badenhausen and Mr. Humes to resolve the space issues on the third floor. Mr. Badenhausen stated that right now Youth & Family Services (Y&FS) has approximately 975 square feet designated for their offices on the third floor but they would like to go with what was suggested in the space needs study of about 1,200 square feet. Mr. Badenhausen noted that Y&FS had more space in the original plans for the renovation of the Forbes

Building. Mr. Barrette asked to be included in these discussions. Mr. Blois had a question on the space needed by Y&FS and pointed out that they have one full time employee and two part time employees. He asked if they could stagger their office hours and share space. Mr. Badenhausen said they have limits since they can't have two counselors in one office talking about confidential issues. They also cannot hire an intern, which they don't pay, if they do not have appropriate office space. Mr. Badenhausen pointed out that in addition they need a waiting room, so they would prefer an area that contained three offices. Mr. Blois asked if it was possible to relocate their confidential files so it would open up more office space and Mr. Badenhausen said that they are already doing that. Mr. Badenhausen noted that Y&FS works with children so they need space for toys, and also a meeting area big enough to fit families of 4-6 people in one room. Mr. Blois suggested having a large office, a medium office, and a small office depending on the individual or group, and scheduling clients accordingly. Mr. Badenhausen pointed out that he'd have counselors moving from office to office and they would also need to move their supplies and paperwork. Mr. Badenhausen said that most of their meetings occur between 2 pm and evening hours so they need space available during that time. Mr. Arnold suggested using meeting space designated for the schools. Mr. Fryer proposed using part of the lunch room as a waiting area for Y&FS where they could split this space in to two rooms using a third of that room for Y&FS and the rest as a lunch room. Mr. Badenhausen said that he would rather have the Facilities office for the Schools using part of the lunch room so Y&FS could take over the space designated for Facilities and they could have a suite. There was a discussion about moving offices around on the third floor and narrowing the hallways. Mr. Badenhausen noted that the hallways have already been narrowed in the plans. Mr. Blois felt that discussions about space on the third floor needed to include the School Department and School Superintendent, Amber Bock. Mr. Barrette asked Mr. Arnold if he would like to be included when they meet with Ms. Bock, Mr. Badenhausen, and Jacunski Humes. Mr. Arnold agreed that he would like to be part of that group. Mr. Collins noted everyone's names and will coordinate a meeting and send out an email.

Mr. Arnold mentioned the wood floor in the basement of the Forbes Building and noted that it will be a training room. He pointed out the expense involved in taking out the bleachers, along with removing the wood floor, and then having to pour a new floor. He also referred to the first floor plans where there are multiple doors in the Police Department and wondered if these were all necessary. Mr. Collins said that each door was about \$1,200 per unit. However, in the locker rooms, Mr. Collins noted that some of the doors were for privacy screening. He said that they can re-look at the number of doors and their location, but they may be needed for privacy purposes. Mr. Arnold also mentioned the front of the Forbes Building where the Records & Dispatch room will be located for the Police Department. Mr. Fryer said that the Police Department may stay at the Fire Station so the Dispatch room at Forbes will be used as a back-up.

### **Town Hall**

Mr. Schmalz presented the following invoices for approval by the Committee:

WSP – Invoice #59414 in the amount of \$2,450.00 for professional services rendered through 10/24/15 and Invoice #65231 for professional services rendered through 2/19/16 in the amount of \$500.00. Mr. Blois made a motion to approve payment to WSP for Invoice #59414 in the amount of \$2,450.00 and Invoice #65231 in the amount of \$500.00 and Mr. Fryer seconded. VOTED: 5-0-0. Mr. Schmalz referred to the requisition pending for R.A.C. and mentioned that it is still in draft form so they are not recommending approval yet. Mr. Collins said that Heery wanted to let the Committee know that an invoice was submitted but they need to verify the value before it is presented for payment.

Regarding the budget, Mr. Schmalz said that it has been updated since the last meeting, with the exception of invoices just processed and items still under review with the Town Accountant. Once expenses have been verified, a new budget will be published. Mr. Blois asked about the Punch List and it was noted that the value of the Punch List is currently at about \$30,000. Mr. Schmalz mentioned that there are also pending Change Orders in the amount of approximately \$20,000. Mr. Blois pointed out that there's about \$100,000 left to go as a worst case scenario so at a minimum we should be turning back \$230,000 to the Town from this project. Mr. Arnold suggested finishing the work remaining at the Town Hall and turning whatever money is left back in to the Town and then putting an article in the Fall Town Meeting warrant for the parking lot. Mr. Blois agreed and noted that the original article was only for renovations to the Town Hall and did not include the parking lot. Mr. Barrette was also in agreement and felt the parking lot was beyond the scope of the article. Mr. Fryer pointed out that the Committee did what they were supposed to do and the parking lot was additional work. Mr. Arnold added that the parking lot was unrelated to the renovation of the Town Hall with the exception of putting in a handicap parking spot. Mr. Arnold made a motion to not include the parking lot and alleyway work under the Town Hall renovation project and Mr. Blois seconded. VOTED: 5-0-0.

Mr. Schmalz mentioned that there was no update to the Schedule and Change Order Log at this time. He said that they should have C.O. #13 ready to present at the next MBC meeting.

The Punch List, Close Out, and Owner's Training was discussed. Mr. Schmalz said that Heery will review to make sure all items are accounted for and noted that there is about \$109,000 outstanding on the project which includes retainage. Mr.

Schmalz pointed out the requisition already submitted for approximately \$100,157 that is still under review. Mr. Brown asked if there was anything on the Punch List that involves warranties. Mr. Schmalz mentioned the elevator. He said that the warranty was extended on the elevator due to the fixes that were made. Mr. Arnold noted his dissatisfaction with the solder work done on the roof and he felt the flashing was installed incorrectly. Mr. Blois agreed and thought the roofer should have picked up on the fact that the flashing was installed backwards. Mr. Arnold felt that the flashing should be reinstalled and done correctly. Mr. Collins said that he could get a roofing inspector out to look at it but it is a difficult spot and he would need a lift. Mr. Barrette was also in agreement and wanted it done now rather than waiting. Mr. Collins said that he will hire a roofing inspector. The Committee was in agreement that the work should be rectified. Mr. Arnold requested a letter from the roofing inspector as to whether the flashing work was done accurately. There was a suggestion from the Committee for Mr. Collins to contact Fire Chief Pat Purcell to inquire about using the ladder truck as a lift for the roof inspection.

Mr. Brown asked if the signage at the Town Hall was all set. Mr. Collins noted that Mr. Malloy and Mr. Humes are still working on it and figuring out the best way to manage. Mr. Barrette mentioned that he will follow up with Mr. Malloy regarding the parking lot at the Town Hall along with the signage.

### **Library**

Mr. Blois and Mr. Arnold met with Library Director, Maureen Ambrosino. They are in receipt of the plans and bid documents for renovating the bathrooms, however, they are going to hold off on this project for now. The bathrooms are adequate and they'd like to wait and combine the bathroom update with the renovation project. Mr. Blois also pointed out that they are using two different architects – one for the bathrooms and another for the larger renovation project – and they may not agree with what should be done. Mr. Blois mentioned that Ms. Ambrosino is going to discuss waiting on the bathrooms with the Library Trustees to see if they find this acceptable. Mr. Blois said that he would prefer to void the contract with the original architect handling the bathrooms, pay them for work done, and then allow the new architect (Lamoureux & Pagano) to go with the entire project. Mr. Blois pointed out that he needs to make sure this is allowable with Legal Counsel. Mr. Collins mentioned that he has a meeting later today with Ms. Ambrosino and he will follow up.

### **Fire Station**

Mr. Schmalz presented Invoice #10729 for Waterman Design in the amount of \$1,687.05. He mentioned that Tighe & Bond met with Waterman Design on the job site since they will be referencing Waterman's survey work in their filing to the State. Mr. Blois made a motion to approve payment to Waterman Design for Invoice #10729 in the amount of \$1,687.05 and Mr. Fryer seconded. VOTED: 5-0-0. Mr. Blois asked if the Bartolini property that abuts the Fire Station is all set with the property marker. Mr. Schmalz referred Mr. Blois to Town Engineer, Carl Balduf, regarding that question since Mr. Schmalz has not had contact with the abutter.

Mr. Schmalz mentioned that the budget has been updated, but circumstances are similar to the Town Hall budget where they are still tracking items and getting clarification from the Town Accountant. He said there may be items added once they have been verified. Mr. Schmalz gave examples of items still pending such as \$40,000 that was approved for an alerting system, the cost for the survey work by Waterman Design for \$5,000, and some technology items that the Fire Department is still working on. Mr. Blois asked about Change Orders and Mr. Schmalz said that there is nothing outstanding. However, he noted that they still have the soil claim pending for approximately \$84,000 and that has not been added to the contingency. Mr. Blois pointed out that worst case there's about \$130,000 worth of items left to complete, leaving about \$470,000 to turn back from this project. Mr. Blois inquired about the dumpster enclosure and leaking overhead doors and where those items stand. Mr. Schmalz and Mr. Collins confirmed that everything is done. Mr. Fryer asked if Town Counsel has been contacted yet regarding the soil claim. Mr. Collins mentioned that he is meeting with Mr. Malloy this week to discuss how they will proceed with this claim. He mentioned that they will need to notify the people concerned, along with the bonding company. Mr. Collins said that they may have other fees to charge against the Contractor, such as for the delay in completing the job and not meeting milestone dates. Mr. Blois asked about negotiation and Mr. Collins said that will be determined. Mr. Collins said that he is under the opinion that the work being contested was clearly spelled out in the contract. Mr. Blois was concerned with spending money on legal fees.

Mr. Arnold made a motion to approve spending \$4,500 in order to seal and re-line the new Fire Station parking lot. He felt the parking lot should be commercially sealed. Mr. Barrette seconded Mr. Arnold's motion. VOTED: 5-0-0. Mr. Collins said he would add that expense to the budget.

Mr. Schmalz referred to the sewer manhole test that was attached to Heery's Report. He mentioned that he just received it today so no action is necessary. Mr. Schmalz wanted to pass along that the test failed. Mr. Blois asked Mr. Schmalz to check with the DPW. If the DPW is fine with the results of the sewer manhole test then there is nothing further required. However, if the DPW finds this is not acceptable then it should be sent back to Case. Mr. Schmalz will forward the letter

he received to the DPW. Mr. Collins said that Heery will continue to make sure the DPW is all set and hold back money until they are satisfied.

Mr. Arnold reviewed the status of the Memorial Park. He gave plans to a monument company for a quote and he is waiting to hear back. Once he receives the cost for the memorial stones, he will approach landscape and design companies for a quote as to what it would cost to install. There was a discussion about soliciting charitable organizations for donations to help offset the cost of the park. There was also a question about having to pay prevailing wage if a civic club paid for the work. Mr. Barrette said he would double check, since if it is a donation, they may not have to pay prevailing wage. Mr. Arnold said that he will continue progress on the park and update the Committee accordingly.

#### **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, April 6, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

#### **Adjournment**

Having no further business, Mr. Blois made a motion to adjourn the meeting at 10:18 AM and Mr. Barrette seconded. VOTED: 5-0-0.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant