

Municipal Building Committee
Minutes of Meeting
20 April 2016

Approved:
May 4, 2016

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Dexter Blois

Others Present:

Zachary Schmalz, Heery
Brian Humes, Jacunski Humes
Judith Tully, Youth Commission
Fire Chief Pat Purcell
Kristi Williams, Assistant Town Manager

Peter Collins, Heery
Dana Haagensen, Explorer Post
Amber Bock, School Superintendent
Leah Talbot, Town Accountant
Jim Malloy, Town Manager

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 amended minutes of April 6, 2016 and Mr. Fryer seconded. VOTED: 4-0-1 (abstention: Barrette). Mr. Lawrence was absent for this vote.

Forbes Building

Dana Haagensen from the Westborough Explorer Post, along with Brett Borglund and other adult board members from the Post, met with the Committee to discuss how the Post can continue their work while the Forbes Building renovations are taking place. Access to the Post's building and getting in and out of the Forbes parking lot was of specific concern since it will soon be a construction site. Mr. Fryer pointed out that power will be shut off during the renovations and Mr. Haagensen said that the Post will need temporary power. Mr. Lawrence asked Mr. Humes for his suggestions. Mr. Humes said that the Contractor will try to accommodate our requests. He mentioned that the sally port will be renovated as part of this project but we could put in the contract requirements that one entrance in and out of the parking lot needs to be left open. Mr. Humes noted that temporary power will need to be supplied to the Forbes Building during renovations so we could also include the Post. Mr. Barrette pointed out that the Post's power is paid for by the Town, but during a construction project the Contractor takes over paying for the power. There was a discussion about running separate power lines to the Post and also about purchasing the property behind the Post on Grove Street for better access. Mr. Barrette noted the difficulty in purchasing a property and then having to demolish it since that is an additional expense and would require a vote by tax payers. He asked Mr. Haagensen if the Post has considered relocating during the renovations. Mr. Haagensen said that relocating has been discussed but they aren't sure where they could go. Mr. Borglund mentioned what the Post would need if they stayed where they are now in order to track and pay for utilities. There was a discussion about maintaining a passage on to the property. Mr. Lawrence was concerned with the Contractor taking over the site and not having as much control. Mr. Collins asked who would be responsible if the Contractor maintained a passage and there was an accident since the General Contractor is typically in charge of the job site. Mr. Arnold pointed out that the parking lot will likely be filled with construction equipment during the renovations and that re-doing the parking lot is also part of the project. Mr. Borglund asked if there were other properties in Town that could support them during the renovations, such as the DPW since they are an auxiliary to the Fire Department. Mr. Arnold suggested checking with the DPW about housing some of the Post's equipment during the renovations. There was a discussion about the cost of relocating the Post and if it would be at the Town's expense. Mr. Borglund pointed out that the Post is a non-profit organization, and Mr. Haagensen added that moving costs would be a burden to the Post. Mr. Arnold recommended that the Post develop a plan as to what they will need over the next two years. Mr. Malloy mentioned that parking is already tight at the Forbes Building. Mr. Haagensen felt that parking should improve since the gym won't be used for recreational programs. Mr. Fryer noted that the Great Room is being refurbished and there has been a lot of interest in using that space so parking may still be difficult once the project is complete. Mr. Malloy mentioned that the Town may need to figure out if the Post

stays where they are now or relocates permanently. Mr. Malloy thought there may be another parcel of land that the Town owns that would be better suited for the Post. Mr. Arnold asked what the Town pays to support the Post and Mr. Malloy estimated around \$3,000 for heat, utilities, and water and sewer. Mr. Malloy was also concerned with extending the sally port and the Post having difficulty getting in and out of the parking lot. He felt it would be simple to take down the Post's metal building and reassemble it somewhere else. Mr. Malloy also noted that enrollment at the Post is down. Mr. Brown mentioned that the MBC would like to support the Post and that there is still time to consider all options.

Mr. Schmalz presented the Committee with the following invoices:

Heery International – Invoice #PJIN2562 in the amount of \$24,156.28 for OPM services up through Annual Town Meeting.

Jacunski Humes – Invoice #16076 in the amount of \$6,250.00 for Design services up through Annual Town Meeting.

Mr. Barrette made a motion to approve payment on both invoices listed above and Mr. Fryer seconded. Voted: 5-0-0. Mr. Lawrence was absent for this vote.

Mr. Humes noted that Jacunski Humes is working under the original contract for Forbes that covers them through the bidding process. He mentioned that the vote at Town Meeting to approve the Forbes renovation has additional funding included since they'll need to re-do the design development phase and add in the cost for construction administration. Mr. Collins pointed out that Heery is assembling a fee proposal and suggested that Jacunski Humes also assemble a contract so they can bundle it together and get an idea of the numbers. Mr. Humes mentioned initiating Furniture, Fixtures, and Equipment (FF&E) discussion earlier on for the Forbes project since they learned with the new Fire Station and Town Hall that these decisions impact electrical and data solutions. He also noted that furniture will need to be selected as well so we know what's going to be placed in offices and other areas. Mr. Humes added that there's the option for using Jacunski Humes again for interior design.

Regarding the budget, Mr. Schmalz referred to the project budget that was put together by the Town Manager dated 2/11/16. Mr. Collins said they will update it once more information comes in for contract costs and FF&E items. Mr. Malloy mentioned that he will be meeting with smaller departments over the next two weeks to figure out where they can be relocated during the renovations – then he will be able to determine the square footage for space that needs to be leased. Mr. Malloy informed the Committee that Building Commissioner, Tin Htway, received a quote of \$40,000 for scanning documents for the Building Department, which he will bring to the October Town Meeting for a vote. He noted that the footprint for the Building Department could be drastically reduced if documents are scanned, and that would save money on lease space over the course of the project if we don't have to find space for file cabinets.

It was noted that there is a Design Review meeting scheduled for today at 11 am. Mr. Collins will be meeting with School Superintendent, Amber Bock, regarding their space needs on the third floor. Mr. Collins mentioned that Mr. Badenhausen from Youth & Family Services is away this week and he will meet with him once he's back in the area. Mr. Fryer informed the Committee that he met with Chief Purcell regarding moving dispatch. He pointed out that there are E911 and other items that need priority. Chief Purcell reviewed expenses related to the move such as for the tower, cabling, jacks, network switches, temporary phone system, and lobby camera. Chief Purcell said that the total amount comes to about \$71,462 for moving dispatch. Mr. Malloy wanted to get an idea of the six month expenses for Heery and Jacunski Humes in order to figure out what's needed for temporary borrowing. Chief Purcell mentioned that he has money left over in a fiber contract for \$5,500 that they are using and they will also try to re-use items from the Police Department. Mr. Fryer pointed out that he has already notified the State about moving E911. Mr. Collins asked Ms. Bock if she had anything to add. She mentioned that the School Department is putting out a timeline and starting their initial work regarding the move as well.

Fire Station

Mr. Schmalz presented the Committee with Invoice #10787 for Waterman Design in the amount of \$2,471.25, which brings them to about half of the proposed fee that was approved. Mr. Schmalz reviewed tasks completed to date by Waterman Design. Mr. Barrette made a motion to approve payment to Waterman Design for Invoice #10787 in the amount of \$2,471.25 and Mr. Arnold seconded. Voted: 6-0-0.

Mr. Schmalz mentioned that he has updated the budget through April 14, 2016. Mr. Collins referred to the last page of the budget that was attached to Heery's Report. He pointed to the Owners Contingency line item and expenses that were committed but not yet spent, which he included as deducts. Mr. Collins noted the total amount remaining in the budget of \$485,070.76 that is uncommitted. He will confirm this amount with the Town Accountant to make sure both records agree.

Regarding change orders, both Mr. Collins and Mr. Humes confirmed there are no more change orders and that the only item unresolved is for the soil claim. Mr. Collins referred to page 3 of the budget, where it listed the Construction Contingency line item. He noted there was \$413,385 approved and \$225,138 spent, so there is \$188,246 still remaining.

Mr. Collins discussed the outstanding soil claim and referred to the email he sent to the Committee. He said there was nothing new to report. There was a discussion about the history of the claim and a review of the timeline of events. Mr. Humes reiterated the terms of the contract and conversations he had with G&R. Mr. Humes felt that Heery's response to the claim was concise and they kept to key items, which is why they feel they have the basis for rejecting this claim. Mr. Humes noted that G&R has not officially submitted a claim or a change order proposal to him with an amount. Mr. Malloy mentioned that he sent an email to assemble a group for a conference call to discuss this issue with Town Counsel. An update will be provided at the next MBC meeting.

Mr. Arnold gave an update on the Memorial Park. He mentioned setting up a gift fund where donations can be taken to offset the cost of installing the park. Mr. Malloy said that checks can be sent to the Town of Westborough with a notation that it is for the 911 Memorial Fund. They will put up a sign, send out a press release, place on the Town's website, and also have an announcement on the electronic sign and billboards if folks would like to donate. Mr. Arnold wanted the Committee's authorization to order the memorial stones, which could take up to three months to have engraved, and the Committee approved. He noted that the cost of the memorial stones will come out of the budget and there were two different prices - \$4,925 for smaller stones and \$5,300 for larger stones. Mr. Arnold suggested the larger stones so the engraving could be easily read and made a motion to approve \$5,300 for the purchase of five stones for the 911 Memorial Park and Mr. Lawrence seconded. Voted: 6-0-0. Mr. Arnold said that he will check with the DPW about moving the flag poles. He asked Mr. Malloy about the Vietnam Memorial and whether that will be relocated to the Forbes Building by Memorial Day. Mr. Malloy said that he will follow up with Selectmen Drewry. Regarding the flagpoles, Chief Purcell mentioned that he is waiting to get a quote back for new poles and he will take care of the installation.

Town Hall

Mr. Schmalz presented the Committee with Application #24 for R.A.C. in the amount of \$82,377 for work completed through February 2016. Mr. Brown asked if the roof has been fixed. Mr. Schmalz confirmed that it has and sent around pictures. He mentioned that they used the same company for supervision that was used on the job for installation of the PVC pipe. Mr. Schmalz pointed out that new flashing was installed and tested, and the repairs were completed at no cost to the Town. Mr. Collins reviewed the numbers and noted that there is \$130,000 remaining to pay R.A.C. By paying approximately \$80,000 today as presented, it will leave a balance of \$50,000 owed to R.A.C. Mr. Arnold asked if Heery was satisfied with the roof repairs since he was concerned with rain and leaking. Mr. Schmalz noted that the roof was water tested and that they are still holding \$10,000 specifically for the roof. He referred to the Punch List where funds are still being held for certain items pending a resolution. Mr. Humes said that Jacunski Humes is recommending payment in full for the \$82,377. Mr. Fryer made a motion to approve payment to R.A.C in the amount of \$82,377 for Application #24 and Mr. Lawrence seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote). Mr. Fryer asked if R.A.C. is coming in to repair the ceiling in the Selectmen's Meeting Room. Mr. Humes said that they will fix it once that area dries out. They will perform a test for moisture to verify it's dry before repairing. Mr. Arnold requested that a representative from Heery is present when the ceiling is fixed. It was noted that damage started as soon as they moved in five months ago.

Mr. Schmalz presented Invoice #66744 for WSP for work completed through March 31, 2016 in the amount of \$500.00. He said that that WSP is 90% complete and will issue a final report and do a walk-through of the job site in the spring/summer. Mr. Fryer made a motion to approve payment to WSP for Invoice #66744 in the amount of \$500.00 and Mr. Arnold seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Mr. Schmalz pointed out the budget attached to Heery's Report dated 4/15/16 and that it incorporates everything he is tracking.

Regarding Change Orders, Mr. Schmalz reviewed what was open and anticipated. He is not making a recommendation on any of these items at this time. He referred to the last three pages of Heery's Report where they list "Not in Contract" (NIC) items. Mr. Schmalz mentioned he isn't sure whether they will have R.A.C perform this work or go with another vendor. He gave the example of "Signage" and said that we could use the same vendor that handled the Fire Station. Mr. Schmalz will review the list and determine what will be done by R.A.C. and what work can be given to other vendors. Mr. Humes noted the 4th column over where it designates "observed by" and said that is where the request originated from. He pointed out that line items 4 through 12 were brought up by Fire Prevention and lines 13 through 17 were from the Building Department and/or Design Review. Mr. Humes mentioned that these items were brought up during the final walk through of the Town Hall and that some are questions and some are requests. It was noted that since neither Heery nor Jacunski Humes added these items, they do not have the authority to take them off the list. Mr. Humes pointed out the

transformer and said that it should be bolted to the pad. R.A.C. agreed but mentioned that National Grid should perform that work. Mr. Humes wanted to make sure there was follow up. Mr. Collins said that Heery will make the call to National Grid. Mr. Humes referred to Item 17 by Design Review and mentioned that is completed. He will notify Design Review and send a picture so it can come off the list. The NIC list was reviewed and items verified, for example the locks on some of the doors. Mr. Schmalz pointed out that not all three doors at the front entrance were supposed to be keyed. He mentioned that there will be a cost coming back for that work to be done. Mr. Malloy said that he will deal with the distress and panic buttons and speak to Buildings & Grounds Supervisor, Frank Cornine. Mr. Humes mentioned that if R.A.C. handles these NIC items then it will come in as a Change Order. Mr. Malloy said that the smaller items the Town will take care of. He will review the NIC items and figure out what the Town can handle ourselves and bring back to the Committee with his recommendations. Mr. Humes noted one item that has come up is the bulkhead door since it is rusting and not water tight. He mentioned investigating the purchase of a getting a new one - and recommends - since the purpose is to keep water out. Mr. Malloy said that he will talk to Mr. Cornine. Mr. Collins noted that it is contractually beneficial to close out R.A.C. as soon as possible and not add tasks. Mr. Malloy mentioned the neighbor next door and their concern with people cutting through their parking lot. He suggested putting up a fence to prevent this from happening. Mr. Humes said that he will get the name of the vendor who installed the fence on other parts of the property so it matches.

Mr. Humes informed the Committee that Jacunski Humes has contracted with a professional photographer to take pictures of the new Fire Station and Town Hall. It is weather dependent and he wants to wait until the ceiling is fixed in the Selectmen's Meeting Room and the sand is removed off the streets at the Fire Station so the pictures look good. Mr. Malloy will check with the DPW to see if they can sweep in front of the Fire Station.

Library

There was no new Library business brought before the Committee.

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, May 4, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Arnold made a motion to adjourn the meeting at 10:41 AM and Mr. Lawrence seconded. VOTED: 5-0-0. Mr. Barrette was absent for this vote.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant