

Municipal Building Committee
Minutes of Meeting
4 May 2016

Approved:
May 18, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold
Bob Brown
Cal Lawrence
Bob Fryer
George Barrette

Members absent:

Dexter Blois
Peter O'Neil

Others Present:

Peter Collins, Heery
Dana Haagensen, Explorer Post
Jim Malloy, Town Manager
Fire Chief Pat Purcell
John Badenhausen, Youth & Family Services

Brian Humes, Jacunski Humes
Brett Borglund, Explorer Post
Hank Rauch, Advisory Finance Committee
Pat Cullen, Fire Department
Tin Htway, Building Commissioner

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 minutes of April 20, 2016 and Mr. Barrette seconded. VOTED: 5-0-0.

Forbes Building

Mr. Humes informed the Committee that he will be speaking with Youth & Family Services (Y&FS) Director, John Badenhausen, about their space on the third floor of the Forbes Building later today. He mentioned that he spoke with School Superintendent, Amber Bock, about two weeks ago regarding this same subject. Mr. Humes will take the information from these two discussions and present it at the next MBC meeting. He noted the contract for Jacunski Humes Architects and referred to the handout he distributed. Mr. Humes reviewed the original scope of work for Purchase Order #528221, and pointed out what has been billed out already, line items with balances remaining, and projected costs anticipated for the Forbes renovations. He mentioned that he double checked his figures with the Town Accountant's and they match. Mr. Humes is requesting additional funds for design development, administration, and survey work since original costs were based on a 2012 contract. He is also proposing an increase to the line item for Furniture, Fixtures, & Equipment (FF&E) based on past experience with the new Fire Station and Town Hall renovations. Mr. Humes asked if funds could be reallocated from the money set aside in the Purchase Order for a new Recreation Center so the contract amount doesn't need to be increased. Mr. Barrette questioned if funds could be reallocated from the Recreation Center to the Forbes Building. Mr. Malloy looked in to the wording for the original article and felt it was unclear. He suggested leaving the Recreation Center funds alone and amending the contract. Mr. Arnold wanted time to discuss and review the numbers with Mr. Malloy and Mr. Brown and then provide a recommendation at the next MBC meeting. There was a motion by Mr. Arnold to wait and review the numbers before making a decision. VOTED: 5-0-0. Mr. Collins mentioned that Heery is assembling their contract and it's under internal review. They should have their proposal for Owners Project Management (OPM) services at the next MBC meeting.

Regarding the project schedule, Mr. Collins reminded the Committee that they are meeting with Mr. Badenhausen at 11 am today. They reviewed the area on the third floor designated for Youth & Family Services. Mr. Badenhausen pointed out that they currently have 925 square feet and they need 1,200 square feet per the space needs study that was done. Mr. Badenhausen also noted that the waiting area isn't adequate for three counselors and it should be larger in order to protect the confidentiality of their clients so no one is waiting in the hallway. Mr. Collins noted that they will discuss space requirements later today.

Dana Haagensen and Brett Borglund from the Explorer Post met with the Committee to discuss their future plans during the Forbes renovations. Mr. Brown asked how many youth participants they had and Mr. Haagensen said that there are approximately ten based on attendance at meetings but their numbers fluctuate. Mr. Haagensen explained that the Post has had discussions over the past two weeks about what they will do during the renovations, as well as long term issues.

They spoke with DPW Director, John Walden, about space at the DPW for the Post to be able to temporarily relocate their vehicles. Mr. Haagensen said that they would need to work out a meeting location, but they felt there was potential to move the Post during the project. As far as long term, they are looking at all options – both private and public. If they were to move on a permanent basis, they would need funds to move the existing building or build new. Mr. Brown asked Mr. Humes and Mr. Collins if the Post stays where they are could they insure access to their building. Mr. Humes felt it would be complex. They could ask the Contractor to allow the Post access but that may come at a price and it could change during the course of the project. Mr. Arnold felt that the Post should relocate since it would be too difficult to access their building during the renovations. Mr. Barrette thanked the Post, Mr. Haagensen, and Mr. Borglund for looking at other options. He appreciated that Mr. Walden was willing to help, and pointed out the security of the Post's equipment if they relocated it to the DPW. It was noted that the DPW said the Post could have something similar to the unit used for the senior buses. Mr. Brown asked if the Post's building was easy to take down and reassemble elsewhere. Mr. Borglund said it is but they would need funds to move it. Mr. Brown inquired if there was space on the DPW property to relocate the Post's building. Mr. Malloy said he will speak with Mr. Walden. Mr. Brown asked if this would be an acceptable arrangement for the Post. Mr. Haagensen pointed out that their location downtown is more convenient since students involved with the Post can walk there after school. Mr. Borglund asked - if the Post stays where it is - could they have pedestrian access so they can get to their files. There was a discussion about the wooden building next to the Post and taking it down so they could have more room. Mr. Haagensen mentioned that has been discussed. Mr. Borglund reviewed their space and what is included under the lease. Mr. Brown asked Mr. Haagensen and Mr. Borglund to take this discussion back to the Post to get their ideas and come back to the next MBC meeting in two weeks.

Mr. Collins referred to the budget attached to Heery's report. He noted that this is the Town Manager's budget that was assembled for the Annual Town Meeting and Heery is in the process of reformatting it.

Regarding the construction schedule, Mr. Collins mentioned that it was assembled back in March. Since then, the Recreation Department has requested preserving the gym space through February 2017 so they can use it for their youth basketball programs. There was a discussion about delaying the project by a month in order to accommodate the Recreation Department's programs. Mr. Fryer pointed out the expense of adding a month to the lease cost and felt it was too costly to preserve the gym. Mr. Humes noted that a start date needs to be put in the bid as to when the General Contractor can begin working on the job site. He mentioned that he does not recommend having anyone on the site during demolition. There was a discussion about the delay and MBC members preferred to stick with the original schedule. Mr. Lawrence asked if January 31st was a valid date for having everyone out of Forbes. Mr. Humes said there were a lot of variables, such as moving, and he also noted that design development is behind schedule and they have some catching up to do. He mentioned that if the job goes out to bid in November, he anticipates construction starting in February; however, they'll have a better idea of the schedule as it gets closer to November. Mr. Brown asked MBC members for their opinion and they were all in favor of having everyone out of the Forbes Building by January 31st. Mr. Humes pointed out that they will have to prequalify contractors since this project is over \$10 million dollars and that will take some time. Mr. Collins mentioned that they will continue this discussion and keep Town departments up to date. Mr. Arnold asked about the status of the Spurr House. Mr. Malloy said that the Request for Proposal (RFP) is done and they will put it out to bid within the next week.

Fire Station

Mr. Collins referred to the updated budget attached to Heery's report. He mentioned that he has inserted values for monies committed to the project but not yet spent, such as for the alerting system. Mr. Collins pointed out that there is \$363,319 currently remaining in the budget as uncommitted. He will confirm his figures with the Town Accountant.

Mr. Arnold provided an update on the Memorial Park. He mentioned that the Contractor has the wording for the stones. Mr. Arnold spoke with Mr. Walden about moving the Firefighter's Memorial closer to the Fire Station so work can begin on the 911 Memorial. Mr. Walden said that the DPW is very busy right now so Mr. Arnold contacted Mike Johnson who will check with Chief Purcell as to where he'd like to relocate the Firefighter's Memorial. Chief Purcell mentioned that he received the specs for the new flag poles. He requested approval to spend \$2,500 for a new flagpole, lighting, and installation. Mr. Fryer made a motion to authorize spending for a not to exceed amount of \$2,500 for installing a new flagpole with lighting and Mr. Barrette seconded. VOTED: 4-0-0 (Mr. Lawrence was absent for this vote). It was noted that the old flagpole will be taken down and moved to the DPW. Mr. Humes informed the Committee that he is still tracking the wheel that needs to be installed on the gate to the dumpster enclosure. Chief Purcell mentioned that he will contact the fencing vendor since there is an area that needs to be fixed.

Town Hall

Mr. Collins referred to the budget for the Town Hall project that was attached to Heery's Report. He pointed out that there is currently \$200,249 remaining in uncommitted funds. Mr. Collins will confirm that figure with the Town Accountant's

office. Mr. Brown asked what the total surplus amount is and Mr. Collins said approximately \$800,000. Mr. Malloy noted that they will ask to rescind any surplus funds at the Special Town Meeting in October.

Regarding the Change Order Log, Mr. Collins said that is under review. Heery will meet with R.A.C. and Jacunski Humes to work out these items. He pointed out the first item – the grids for the front doors – and asked Building Commissioner, Tin Htway, for an update. Mr. Htway said that was all set and could be deleted from the list. Mr. Humes noted that the original paperwork submitted to Design Review didn't have grids on the doors so that item cannot be enforced. Mr. Humes mentioned the flashing caps and said that he submitted pictures to Design Review so that item is complete as well.

Mr. Collins referred to Pending Change Order (PCO) 135 for fabricating and installing covers on existing area ways for safety reasons. Mr. Humes recommended approval. Mr. Barrette made a motion to approve a not to exceed amount of \$2,680 to furnish and install metal covers over existing window well areas and Mr. Fryer seconded. VOTED: 5-0-0. The Committee agreed to hire someone local and not have R.A.C. complete this item. Mr. Humes said that he will notify R.A.C. and remove it from the list. Mr. Collins will coordinate with John Arnold on using a local welder to fabricate and install the covers.

Mr. Humes mentioned that Owners Training is ongoing. It was noted that there is still some slight leaking at the roof that is being monitored. R.A.C. is scheduled to come in this week to fix the ceiling in the Selectmen's Meeting Room. They will double check moisture levels in the ceiling before repairing. Mr. Collins informed the Committee that Punch List activity continues. He said that all trade work is almost done. Mr. Collins noted that some repairs are needed to the chiller unit due to ice and snow damage from this past winter. Mr. Humes suggested installing snow guards on the slate roof so this doesn't happen again, or putting a protective grill over the chiller unit. He noted that a valve was broken and the pipe needs to be repaired in order for the A/C to work. Mr. Malloy mentioned checking on the other side of the Town Hall building since he noticed mesh screens on top of the generator that look warped and may have similar damage from snow and ice. Mr. Arnold asked if he should check with the welder he's going to use for the metal covers to see if he can fabricate protective grills for the chiller and generator units. Mr. Humes agreed and said that we may need to look at enhancing the snow guards too. Mr. Collins mentioned that he will follow up with Mr. Arnold. He also pointed out that substantial completion for the Town Hall project was achieved in November of 2015 and mentioned that a 10 month walk through should be scheduled in September.

Library

There was no new Library business.

Old Business

There was no old business brought before the Committee.

New Business

There was no new business brought before the Committee.

Executive Session

Mr. Arnold moved to enter in to Executive Session under MGL Chapter 30 Section 21 (a) (3) to discuss strategy with respect to litigation. MBC Chairman, Bob Brown, declared that an open meeting may have a detrimental effect on the Town's litigating position if not held in Executive Session and that the Committee will come out of Executive Session for the purpose of adjournment.

A roll call vote was taken to enter in to Executive Session: Mr. Lawrence – yes; Mr. Brown – yes; Mr. Arnold – yes; Mr. Fryer – yes; Mr. Barrette – yes.

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, May 18, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Barrette made a motion to adjourn the meeting at 10:43 AM. VOTED: 5-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant