

Municipal Building Committee
Minutes of Meeting
18 May 2016

Approved:
June 1, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold
Bob Brown
Bob Fryer
Dexter Blois

Members absent:

Cal Lawrence
George Barrette
Peter O'Neil

Others Present:

Peter Collins, Heery
Brett Borglund, Explorer Post
Hank Rauch, Advisory Finance Committee
Dan Mayer, Assistant School Superintendent
Tin Htway, Building Commissioner

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Amber Bock, School Superintendent
John Badenhausen, Youth & Family Services (Y&FS)

Mr. Brown called the meeting to order at 8:34 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 May 4, 2016 and Mr. Fryer seconded. VOTED: 3-0-1 (abstention: Blois).

Forbes Building

Mr. Humes referred to the updated plans for the Forbes Building that were distributed. He reviewed the plans starting with the third floor. Mr. Humes pointed out that he reconfigured the lunch room on the third floor so it can be used for other functions but didn't add more space. He noted that the lunch room on the third floor is for the entire building and can be used by all departments. Mr. Humes mentioned that these changes were a result of speaking with Ms. Bock and Mr. Badenhausen, since the School Department was able to make renovations to their internal space that they are currently occupying. Mr. Humes thought that these plans were ready to sign off on and Ms. Bock and Mr. Badenhausen agreed. Ms. Bock took a moment to introduce Assistant School Superintendent, Dan Mayer, who may attend future MBC meetings in her absence. Ms. Bock was pleased that the lunch room was able to serve as additional space for a waiting area for Y&FS and provide a place for group therapy. Mr. Blois confirmed that the exterior walls haven't changed but the interior space may be adjusted, and Mr. Humes agreed since the interior walls are non-weight bearing. Mr. Humes pointed out that they are not replacing the second and third floor windows. He noted that these windows were replaced recently and are up to code. Mr. Htway questioned whether the windows were up to code and wanted to see the specs. The Committee inquired as to when those windows were replaced and were concerned that the windows may not satisfy the current energy code. Mr. Mayer mentioned that the windows on the third floor aren't functional. Mr. Collins noted that the project cost right now doesn't include new windows however, as we move forward with the renovations, we can add alternates. Mr. Humes pointed out that they had originally planned on replacing all of the windows, but two years ago they took out that item for value engineering. He mentioned that the windows can be removed and new hardware installed as an update, and then reinstall the same windows.

On the second floor, Mr. Humes referred to the stage area that will be removed. He noted the small recessed area and the architectural detail framing the stage that they'd like to preserve. Ms. Bock mentioned that they could use risers in that area for choral groups. Mr. Humes pointed out a large furniture storage area that was designed for storing tables and chairs so the room can be reconfigured for different functions. There was a discussion about the size of the Committee Meeting Room in the Great Hall. Mr. Humes noted that nothing has changed for space with the Building Department, Planning, or Conservation areas. He said that the space for the Police Department has changed on the second floor where their administrative offices are located. Mr. Humes mentioned that there are internal stairs that will go down to the first floor. He also pointed out that the Historic Commission will re-occupy the office where they were before. Mr. Humes said that he has only had a conversation with the Police Department regarding the second floor space. Mr. Htway noted that he would like to speak with Mr. Humes about some changes for the Building Department. He also mentioned that he doesn't think the bathrooms are sufficient for the number of seats in the Great Hall and that could be a code issue. Mr.

Humes said that he is available to meet with whomever Mr. Malloy would like him to meet with regarding any changes to the second floor space. Mr. Htway said that he would like to meet with Mr. Humes, along with Town Planner, Jim Robbins. Mr. Fryer confirmed with Mr. Malloy. Mr. Collins said that he would coordinate a meeting for later today. Mr. Badenhause mentioned the single three foot corridor doors and was concerned with the difficulty of bringing in large objects such as pallets and furniture. He suggested having double doors instead. The Committee noted that there are space constraints with the elevator, as well as doors in to the offices, so they didn't think double doors were necessary. Mr. Humes pointed out that he could add double doors but they would need to be up to fire code. Mr. Humes discussed telecommunications and bringing cable down to the second floor for broadcasting purposes. He would like to have space set up in the Great Hall for Westborough TV similar to what was done at the Town Hall. Mr. Fryer was concerned that the Police Department wouldn't have space to expand their telecommunication needs. Mr. Blois suggested giving Westborough TV two thirds of the telecommunications room and leaving a third of that area for police radio equipment. Mr. Collins noted that we wouldn't want Westborough TV having access to police equipment. Mr. Humes said that he would review that area and look at bringing the cable down to the first floor, along with securing the police equipment. Mr. Borglund mentioned the large stairways and corridors in the Forbes Building and felt it was a shame the corridors get narrowed down to three foot doors. Mr. Humes referred to the fire code. Mr. Htway added that we could have doors that are able to open wider and then they can be closed in the event of an emergency. Mr. Humes suggested fire glazing the doors.

Regarding the first floor, Mr. Humes noted that area is all for the Police Department and has been thoroughly reviewed. The sally port was discussed since Buildings & Grounds Supervisor, Frank Cornine, uses part of that area to unload shipments for the Town Hall and Forbes Building, and also for bulk storage. Mr. Cornine would like to maintain that space. The Committee wanted to accommodate Mr. Cornine's request and suggested swapping the protective storage area for the Police Department with the area designated for bulk custodial storage and installing a ramp and back door for deliveries. Mr. Humes said that he will make that change to the plans. Mr. Arnold asked about the dispatch area and if that was necessary since Dispatch is being relocated to the Fire Department. Mr. Fryer said a second dispatch area was required as a back-up in case of an emergency. Mr. Humes pointed out the transaction window for records and the communication equipment room. He noted that all Police requirements have been met on the first floor.

Mr. Humes pointed out that the only change to the basement floor was to accommodate the bleacher area and asked if he could release the plans for the basement, first floor, and third floor to his engineers. Mr. Humes also mentioned new technology for heating and air conditioning, which is now duct less and offers room to room comfort instead of one thermostat for an entire zone. He'd like to re-visit this topic and have his engineers present what's out there now for mechanical units since the newer technology offers better efficiency and could come in at a lower cost.

Mr. Borglund said that he does not have an update on the Post. He is waiting to hear back from Mr. Malloy regarding his conversation with DPW Director, John Walden. The Committee noted the importance of figuring out whether the Post will remain where it is during the renovations or relocate for utility purposes.

Mr. Brown inquired about the holding cells and whether a Police Officer needed to monitor that area. Mr. Fryer said that the cells are monitored through close circuit televisions and that face to face contact is not required. The cell area was discussed. Mr. Humes noted that the State needs to review the construction documents before the project starts and give their approval. Once the job is complete, the State will come back out and inspect the cells before they can be used. Mr. Fryer pointed out the Drug Recognition Room (DRE) where a drug recognition expert will be able to withdraw blood and perform medical tests.

The survey work for the Forbes Building was mentioned. Mr. Humes asked if the Committee would like him to take care of having a survey done and the Committee was in agreement. Mr. Blois made a motion to approve having Jacunski Humes handle the survey work needed for the Forbes Building project and Mr. Fryer seconded. VOTED: 4-0-0. The Committee added that a full survey should be done, including where the Spurr House is located, since it would be less expensive to have it all done at once.

Town Hall

Mr. Humes informed the Committee that they are working on the roof, along with re-plastering the ceiling in the Selectmen's Meeting Room. He mentioned that there will be an independent inspection of the roof and that John Turner Consulting (JTC) will be reviewing the scope of work completed today. Mr. Collins and Mr. Humes accompanied the roofing contractor, Capeway, on to the roof to show them their concerns. Mr. Humes explained that the leaking in the clock tower is about 95% resolved, but they are working on it again today since there's still some minor infiltration.

Mr. Collins presented Requisition #25 for R.A.C. in the amount of \$16,460 for items completed on the Punch List and close out activity. Mr. Humes added that he verified the work and is confident it is acceptable. He mentioned that one of

Municipal Building Committee minutes, 18 May 2016

the bigger line items on Requisition #25 was for the release of retainage for Griffin Electric, since they came to an agreement on outstanding change orders. Mr. Humes said that Griffin Electric agreed to eliminate these claims in exchange for payment of the retainage being held. Mr. Fryer made a motion to approve payment to R.A.C. for Requisition #25 in the amount of \$16,460 and Mr. Blois seconded. VOTED: 4-0-0.

Regarding the budget, Mr. Collins is still verifying amounts with the Town Accountant to make sure they agree.

There was a discussion about the metal covers that were approved at the last MBC meeting. Mr. Humes mentioned that the miscellaneous metals contractor had already gone ahead and fabricated the covers and planned on coming out and installing them. He also noted the repair of the chiller unit from snow damage. Mr. Humes pointed out that the chiller unit has been repaired but they are waiting for a switch, so the air-conditioning works but a small part is still needed. Mr. Arnold asked about the generator and enhancing the snow guards. Mr. Humes mentioned that enhancing the snow guards to protect against future snow damage will be taken care of on our own before next winter. He noted that R.A.C. still has to pour the curbing around the bulkhead; however, the bulkhead is in terrible condition. Mr. Humes said that Mr. Cornine is going to take care of getting a new bulkhead and then R.A.C. will install the curb. He mentioned that there is some water leaking in but, once the new bulkhead and curbing is installed, then there should be no leaking.

Mr. Humes mentioned final testing of the fire alarms. He pointed out that the last test was canceled because Fire Prevention asked for changes and any modifications have to go through Jacunski Humes' engineers. Mr. Humes said that these changes had to do with the vaults. He explained that there are three fire alarms in the vaults. When one or two of the alarms are activated the dry chemical does not engage, however, when all three alarms go off the dry chemical is activated. They are trying to figure out what triggers the alarms to go off and who gets notified since Fire Prevention only wants to receive active calls at the Fire Station. He noted that Fire Prevention felt that any trouble alarms should go to the independent service that is already contracted to handle the elevator alarm. Mr. Humes mentioned that they will re-program the trouble/tamper/supervisory alarms and then have Fire Prevention back to re-test it. Mr. Collins pointed out that there will likely be an additional cost for re-programming the alarm.

Fire Station

Mr. Collins mentioned there were no invoices to approve at this time. Regarding budget updates, he is working with the Town Accountant to reconcile their numbers.

Mr. Collins informed the Committee that the final walk-through by the Building Commissioner and General Contractor should take place within the next week to ten days in order to obtain the permanent Certificate of Occupancy. Mr. Humes noted that the DPW signed off on the project, there is no active Punch List, and they only have a \$500 balance due to G&R. He referred to the soil claim and mentioned the conference call from last week with Town Counsel. Since Mr. Malloy wasn't present for this discussion, Mr. Humes pointed out that the Town's attorneys made a recommendation but he wanted to verify with Mr. Malloy first before presenting to the Committee. Mr. Humes noted that the Town's attorneys are recommending payment of the final \$500 due on the contract in order to close it out. Mr. Blois made a motion to approve the final payment to G&R in the amount of \$500 and Mr. Fryer seconded. VOTED: 4-0-0.

Regarding the Memorial Park, Mr. Arnold provided an update. He said that he spoke with DPW Director, John Walden, about constructing a sign seeking donations to fund construction of the memorial. He is also going to have pictures of the plans enlarged and put on display at the site. Mr. Blois asked how donations will be obtained. Mr. Arnold said that he will get everything set up first and then pursue donations. Mr. Arnold also suggested putting down pavers instead of grass at the Memorial Park since pavers would involve lower maintenance.

Chief Purcell mentioned that the kitchen table and chairs were delivered but they are defective. They have addressed this issue with the vendor and will correct. Chief Purcell also mentioned that he is working on re-configuring the flagpole area. Mr. Arnold added that he has spoken with Mike Johnson about moving the Firefighter's Memorial closer to the building.

Executive Session

The Committee did not enter in to Executive Session.

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.

Future Meetings

The next Municipal Building Committee meeting will be held Wednesday, June 1, 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 10:00 AM and Mr. Fryer seconded.
VOTED: 4-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant