

Municipal Building Committee  
Minutes of Meeting  
1 June 2016

Approved:  
June 15, 2016

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Others Present:

Peter Collins, Heery  
Brett Borglund, Explorer Post  
Dan Mayer, Assistant School Superintendent  
Fire Chief Pat Purcell  
Kristi Williams, Assistant Town Manager

Brian Humes, Jacunski Humes  
Pat Cullen, Fire Department  
John Badenhausen, Youth & Family Services (Y&FS)  
Hank Rauch, Advisory Finance Committee

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 18, 2016 and Mr. Fryer seconded. VOTED: 4-0-3 (abstention: Lawrence, O'Neil, Barrette).

**Forbes Building**

Mr. Borglund addressed the Committee regarding what direction the Post should be moving in during the renovation of the Forbes Building. He spoke with DPW Director, John Walden, and viewed space that could be used at the DPW and at the former State Hospital site. Mr. Borglund mentioned that a structure similar to what is being used for the senior buses could be installed for the Post's vehicles at either site. He requested personnel access to the Post's building during the renovations in order to obtain records. There was a discussion regarding access to the parking lot. Mr. Humes noted that the General Contractor will put up a fence, but the Owner (the Town) still has access - similar to the renovation of the Town Hall. Mr. Blois asked if we could give third party access to the Post and Mr. Humes said that is up to the Town. Mr. Borglund pointed out that they could work something out where they could gain pedestrian access to the Post off of Parkman Street near the cemetery. Mr. Humes added that the General Contractor will need the full space of the parking lot since we don't want to push them out on to West Main Street. There was a discussion about alternatives, but Mr. Borglund would prefer some sort of definitive direction as to what the MBC would like the Post to do. Mr. Blois suggested having the General Contractor install a fence up to the Post's lease line so they could still gain pedestrian access off of the back of the building. There was also mention of gaining access to the Post from the Spurr House property. Mr. Collins pointed out liability issues and said that the Post should be covered since they operate as an extension of the Owner. Mr. Fryer asked if a motion should be made so the Post has direction from the MBC and the Committee agreed. Mr. Fryer made a motion to allow pedestrian access to the Post - but no vehicle access - and that the construction fence should be appropriately installed off the front of the Post's building - at the discretion of the OPM and architect - so pedestrian access for the Post is still maintained at the Forbes Building site and Mr. Barrette seconded. Mr. Barrette mentioned that he will be speaking with members of the Post for further discussion about the renovations. VOTED: 7-0-0.

Mr. Humes provided an update on activities that have occurred over the past two weeks. He said that he met with Building Commissioner, Tin Htway, along with Town Planner, Jim Robbins, and Mr. Collins from Heery regarding changes to the second floor plans since Mr. Htway had expressed an interest in developing a new set up. Mr. Humes mentioned that Mr. Htway would like to include an area for Fire and Health so the permitting process is more streamlined. Mr. Humes sent these ideas to Mr. Malloy who said he is not authorizing any changes to the second floor plans at this time. Mr. Blois felt this issue should have come back to the MBC and not to Mr. Malloy. Mr. Blois added that these revisions are coming in late so he was surprised there were changes at this point. Mr. Humes said that Mr. Malloy wanted the plans to proceed as

is. Mr. Arnold inquired as to the type of changes proposed by Mr. Htway. Mr. Humes said that changes to community service are being proposed so there is "one stop shopping" for permitting. He added that clerical personnel will be cross trained so there is one community service/development window where everyone is at one location (Building, Planning, Conservation, Health, and Fire Prevention). Mr. Humes noted that there is currently only space for three of those functions. He asked Mr. Htway which three he would pick if given the choice and Mr. Htway said Building, Planning, and Fire Prevention would be his priorities. It was noted that the Health Department could stay at the Town Hall and Conservation could move offsite to another location – likely the DPW. The Committee noted that this was a difficult discussion to have now since it is so late in the process, but felt Mr. Htway's ideas had merit. Chief Purcell mentioned that he is not in a position to support moving Fire Prevention since he uses that staff for other tasks. He also wouldn't have spent funds on space for Fire Prevention at the new station if he felt they would move. Mr. Humes briefly read sections of the email he received from Mr. Malloy. He felt that further discussion needed to happen before there are any changes to the second floor plans. Mr. Humes said that he will send an email to Mr. Htway and Mr. Robbins letting them know that Mr. Malloy does not support changes to the plans at this point. Mr. Lawrence mentioned that he spoke with Mr. Humes previously and pointed out that he didn't think Chief Purcell had any idea that Mr. Htway wanted Fire Prevention to move to the Forbes Building. Mr. Humes noted that he is ready to proceed with design development and noted that the plans for the second floor will proceed "as is". Mr. Brown asked if the Committee was in agreement to approve moving forward with the current renovation plans for the Forbes Building. Mr. Fryer asked if there was room to adjust the second floor space in order to accommodate Mr. Htway's requests without making major changes. There was a discussion about the second floor. Mr. Barrette mentioned that this subject has not come before the Board of Selectmen (BOS). Mr. Collins asked if perhaps this request for changes to the second floor plans should come from Mr. Malloy to the BOS. Mr. Blois pointed out that Planning could change down the road since they report to the Planning Board and the MBC has no control over that. Mr. Fryer made a motion to authorize Jacunski Humes to proceed as is with the renovation plans for the Forbes Building to the next phase and Mr. Barrette seconded. VOTED: 7-0-0. Mr. Humes noted changes to the bulk custodial storage area. He mentioned that Building and Grounds Supervisor, Frank Cornine, requested more space. Mr. Humes said that they are leaving that area as is and putting a door on the back of the bulk custodial storage area for deliveries. Mr. Fryer made an amendment to his motion to add May 18, 2016 as the date of the plans for Jacunski Humes to proceed with to the next step with the exception of swapping the bulk storage area. VOTED: 7-0-0.

Mr. Collins mentioned that Heery is still assembling contracts for OPM and Designer services and they should have quotes for the next MBC meeting. Mr. Humes reviewed the price he received for survey work in the amount of \$14,720 for both the Forbes Building and the Spurr House. He noted that this cost fell under the \$15,000 allowance in the budget and that this task should be completed within the next six weeks. Mr. Humes pointed out that he will request two separate survey sheets – he will keep the Forbes Building and then give the Town the Spurr House survey. The Committee was in agreement to have two separate surveys done on the Forbes Building and the Spurr House and not combine in to one survey.

Mr. Collins referred to the construction schedule. He is looking at bidding the project around the first of the year (January-February of 2017). Mr. Collins noted that he still needs to consult with Mr. Humes to confirm the dates. He felt that Mr. Humes will need the rest of this year to finalize plans and cost estimates. Mr. Collins mentioned that from early September until the end of the year will be used to complete the contractor's pre-qualification process that is required for all projects over \$10 million - and that is easily a three to four month process. They will start no later than the beginning of September in letting contractors know when the bidding phase will take place. Mr. Collins pointed out that they could use two representatives from the MBC to assist with the pre-qualification procedure. Mr. Collins noted that they should start construction around mid-February of 2017, with substantial completion expected for October of 2018. Mr. Collins' noted that this is his forecast and he still needs to confirm these dates with Mr. Humes. Mr. Collins mentioned moving departments out of the Forbes Building and activities related to relocation. He pointed out that the Recreation Department will have use of the Forbes gymnasium through 1/31/17. Mr. Barrette wanted to confirm these dates with Recreation Director, Alan Grady. Regarding the relocation of Police dispatch, they are aiming for December 5<sup>th</sup>. Mr. Collins mentioned that there is some float in there. Chief Purcell said they need an actual date in order to make sure dispatch works before going "live". Mr. Collins noted that he will update the Committee during the course of the year with milestone dates and cost estimates. Mr. Collins referred to the relocation of the School Department and pointed out that this will be a large project and he wasn't sure that temporary space had been secured yet. It was noted that a "Request for Proposal" (RFP) should go out for lease space in August. Chief Purcell inquired as to when he is able to secure funds to start the process of moving Police dispatch since the State has requirements for E911. The Committee said that he can request funds as early as the next MBC meeting. Mr. Mayer inquired about the logistics of the move of the School Department and the time needed for departments to be relocated and then up and running. Mr. Blois noted having a "moving liaison" and Mr. Collins said that he was going to speak with Mr. Malloy. Mr. Blois felt that Mr. Collins should look in to a quote for a "Move Manager". Mr. Mayer asked if Mr. Malloy had an idea of the space needs for the School Department and Mr. Humes said that Mr. Malloy has the square footage. Mr. Mayer was concerned that the square footage may not translate

to the exact office space requirements needed and asked when an ideal date is to hire a "Move Manager". Mr. Barrette thought that Mr. Malloy was going to ask Assistant Town Manager, Kristi Williams, to help with the move. Mr. Blois mentioned that he would still like to get proposals on a move management firm in order to have options. Mr. Collins said that he will discuss this subject with Mr. Malloy and hopes to have more information within the next month. He noted that they will be awarding the project in February, with construction immediately following. Assistant Town Manager, Kristi Williams arrived to discuss the move. Mr. Brown asked about upcoming plans. Ms. Williams said that they are likely moving Youth & Family Services (Y&FS) to Central One Federal Credit Union, however, Y&FS has later hours so they are still working on security. It was noted that Building and Planning came before the BOS regarding scanning documents and this request will be added to the October Town Meeting warrant so their offices can fit at the DPW during the renovations. Mr. Mayer asked Ms. Williams if she had a list of what the School Department needs and she thought that Mr. Malloy had those requirements. Mr. Humes confirmed that Mr. Malloy did indeed have those measurements for the School Department. Ms. Williams mentioned that some fit up may need to happen and that she has spoken to MIS/GIS Director, Mark Stockman, about satisfying the School Department's technology needs. Mr. Arnold asked Ms. Williams if Mr. Malloy notified the Recreation Department about not having access to the Forbes gym after January 31<sup>st</sup>. Ms. Williams wasn't sure but mentioned that she will confirm with Mr. Grady.

### **Fire Station**

Mr. Humes asked Chief Purcell if the wheel was added on to the fence enclosure for the dumpster and Chief Purcell thought that had not happened yet. Mr. Humes noted that Mr. Htway issued the final Certificate of Occupancy last week.

Regarding the budget, Mr. Collins noted that he is working with the Town Accountant on the final numbers. Mr. Humes mentioned that he still needs to submit the last requisition from G&R for \$500 which has already been approved by the Committee.

Mr. Arnold updated the Committee on the Memorial Park. He mentioned that he will have a sign made up regarding donations and it will be installed at the site of the Memorial Park on the corner of Grove and Milk Streets. He cleared installation of the sign with Mr. Htway who said it should be fine as long as the sign did not block vision for traffic. Mr. Arnold distributed the wording for the sign for the Committee's review. He said that Mr. Blois will assist him in staking out the park so they have an idea of what it will look like. Mr. Blois mentioned that they are looking to get labor donated for construction of the park and then the Town would use any donations received for purchasing materials needed for installation of the park. Mr. Arnold said that he has some pricing that he received last year for brick, stone, and granite top. Mr. Blois asked Ms. Williams and Mr. Barrette about using gift funds received so they don't have to go through Town Meeting process for approval. It was noted that the 911 Memorial needs to be noted when sending in checks to the Town of Westborough. Mr. Humes wanted to thank the Fire Department for their help in getting pictures done. He reviewed the pictures obtained by the Fire Department and mentioned that he is proud of the accomplishment. Mr. Humes said that he will use some of the pictures he received in his marketing materials and also get some prints over to the Fire Department.

### **Town Hall**

Mr. Collins informed the Committee that he is working on final numbers for the budget with the Town Accountant. Regarding the construction schedule, he mentioned he had no update at this time.

Mr. Collins noted that the roofing repairs were complete and the ceiling was fixed in the Selectmen's Meeting Room. He mentioned that John Turner Consulting (JTC) hired an independent consulting company, Zero by Degrees, who will send the Committee a complete report on the roof. Mr. Humes discussed the testing that was done, specifically for flashing, caulking, and testing, and found that the leaks have been resolved. Mr. Humes noted that the last part of the report contained recommendations for items that could be done in the future for additional remediation work. Mr. Humes mentioned that the first two thirds of the report was to verify that contract work had been completed and the last third was what could be done going forward. Mr. Humes mentioned that he can get quotes if we'd like the recommendations done. Mr. Arnold asked if there was anything Mr. Humes felt should be completed to protect the roof in the future. Mr. Humes mentioned some areas where the slope was horizontal, so we are relying on the sealant to get rid of excess water. He spoke about bonding agents and solvents that fuse those areas. Mr. Fryer asked Mr. Humes if he saw anything in the report that he'd recommend that we do and he did not. Mr. Humes pointed out that the shingles come with a lifetime warranty and that the caulking should last 50 years. Mr. Humes noted, that based on all of the work done and testing, there are no leaks and they have reached the requirement for all contract work completed.

Mr. Collins reported that the bulkhead has been replaced and the curb around it installed. They also completed flashing at the top of the bulkhead and installation of plastic trim. Mr. Collins noted that the invoice for the bulkhead amounted to \$3,028 and that this work was in addition to the contract since the bulkhead was not required to be replaced. Regarding

the metal plates for areaways – those have still not been installed. Mr. Humes will double check with the Miscellaneous Metals Contractor.

Mr. Humes provided an update on the Punch List. He mentioned that Bay State provided an extended warranty for the elevator since there were some issues initially with the operation. Mr. Humes pointed out that the second item that was resolved off the Punch List was for the lock out key for the elevator. He said that a key was delivered but there was no signed receipt – which they have since figured out. The third item on the Punch List was for training sessions. Mr. Humes mentioned that a video should have been provided since that is stated in the contract requirement. He felt that a fair value credit should be issued since they did not tape the training sessions for the elevator. Mr. Humes mentioned that they are holding \$985 pending a credit. He asked the Committee for their thoughts on what was a fair credit. The Committee felt that the amount of \$985 was fair since the service was in the contract but not provided. The Committee discussed the “as-built” designs. Mr. Collins mentioned that Heery has been working on packaging the as-built designs together and getting all documents over to the Fire Department today. Mr. Collins noted that final inspection and review for the Town Hall should occur soon since the only outstanding item is for the fire inspection of the vaults.

Pictures of the Town Hall - as obtained by Mr. Humes - were reviewed.

### **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 July 6<sup>th</sup> meeting was discussed and it was noted that it is a vacation week. The Committee decided to add a meeting on Wednesday, June 29<sup>th</sup> and eliminate the meeting scheduled for July 6<sup>th</sup>, so the next Municipal Building Committee meeting will be held on Wednesday, June 29, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall. Following that meeting, the next MBC meeting is scheduled for Wednesday, July 20<sup>th</sup>.

### **Adjournment**

Having no further business, Mr. Blois made a motion to adjourn the meeting at 10:23 AM and Mr. Barrette seconded. VOTED: 7-0-0.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant