

Municipal Building Committee
Minutes of Meeting
15 June 2016

Approved:
June 29, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold
Bob Brown
Bob Fryer
Dexter Blois
Cal Lawrence
George Barrette

Members absent:

Peter O'Neil

Others Present:

Jim Malloy, Town Manager
Brian Humes, Jacunski Humes
Fire Chief Pat Purcell
John Badenhausen, Youth & Family Services (Y&FS)

Peter Collins, Heery
Dana Haagensen, Explorer Post
Pat Cullen, Fire Department
Daniel Mayer, Assistant School Superintendent

Mr. Brown called the meeting to order at 8:30 AM.

Open Forum

Mr. Haagensen provided an update on recent activities pertaining to the Explorer Post. He said that they have received a couple of new members. Mr. Haagensen also mentioned the vote at the last MBC meeting where approval was given for the Post to continue to have pedestrian access to their building during the Forbes renovations. He said that now they are only looking for a location where they can park their vehicles, which they are actively working on. Mr. Haagensen wanted to check in with the Committee to see if there was any further discussion or ideas that they should look in to – if so, please let him know. Mr. Brown asked if the Post was satisfied with having pedestrian access. Mr. Haagensen said they were and there was a discussion as to how – and where – the Post could access their building during the Forbes renovations. The Committee mentioned coming in off of the Historical Society's property since it abuts the Post. Mr. Haagensen said he will approach the Historical Society to see if that is an option. Mr. Blois also reminded Mr. Haagensen that the MBC made a motion to have a fence set up to allow pedestrian access during the renovations.

Approval of Open Minutes

Mr. Barrette made a motion to approve the minutes of June 1, 2016 and Mr. Arnold seconded. VOTED: 6-0-0.

Fire Station

There was an update on recent activities at the Fire Station. The wheel on the fence for the dumpster enclosure was added, the firefighter's monument was moved, and the new flagpole was installed. It was noted that Mr. Cullen assisted in moving the Firefighters monument and installing the sign seeking donations for the new 911 Memorial Park. Chief Purcell discussed the new alerting system and said it was progressing well and they are very pleased. The Chief mentioned the impending move of Police dispatch to the new Fire Station. They have identified issues and would like to merge their records together so Police and Fire could work off of the same system. Chief Purcell noted that the Police are using IMC software which has a Fire module that they could add on. He pointed out that the cost for the software and server would be around \$62,000 and that the new software would be able to operate off of the alerting system too. Mr. Blois felt that this was an important addition and, if we had gone ahead with a new public safety complex, that this software would have been included. Mr. Blois also noted that Chief Purcell knows the system best and encouraged approval for the purchase of the new software. Chief Purcell added that he'd like to go ahead with the purchase now so they can get the system built, data transferred, and Fire personnel trained on the new software, rather than waiting for approval at Town Meeting in October and delaying the process. Mr. Blois asked about our ISO rating and whether the new software would have an impact since the ISO rating is what insurance companies use to establish rates. Chief Purcell mentioned that we are on the cusp of becoming a 3, with "1" being the best out of 10. Mr. Blois suggested getting a re-rating once the new software is implemented for insurance purposes. Mr. Malloy added that IMC is an excellent system and he has experience with this software from his time as Town Manager in Sturbridge. Chief Purcell also mentioned the benefit of allowing the Town of Southborough access to certain data since they abut Westborough and use IMC software. Mr. Fryer was in support of purchasing the IMC software and felt it was critical that both the Fire Department and Police Department operate off of the same system. Mr. Barrette made a motion to approve an amount not to exceed \$62,000 for the purchase of IMC software

and a server for Fire Dispatch out of the Fire Station budget and Mr. Blois seconded. VOTED: 6-0-0. Chief Purcell thanked the Committee for their support.

Mr. Humes mentioned that they are still tracking the new table for the kitchen area. The chairs have been resolved but the second table top came in damaged beyond repair. A third table top is in the process.

Regarding the budget, Mr. Collins said that he is waiting to meet with the Town Accountant to confirm his numbers. Mr. Blois referred to the last page of the budget and asked about adjustments in the amount of \$388,533.63. Mr. Collins pointed out that there was \$819,988.00 in Owner's Contingency, less the adjustments of \$388,533.63, which leaves a balance remaining of \$431,454.37. Mr. Collins noted the last four lines highlighted in gray under Owner's Contingency and said that he based these values on monies approved for items voted by the Committee, such as for the Public Announcement (P/A) and Alerting systems. Mr. Blois mentioned getting a confirmation of final numbers between Heery and the Town so the Committee knows what is left in this project. Mr. Collins agreed on reconciling final figures and said that the Town Accountant has been busy with training on the new MUNIS system so he is waiting on a time to meet with her.

There was a brief update on the outstanding soil claim. Mr. Malloy mentioned that Town Counsel is in the process of sending a letter to G&R indicating that we are not liable. Mr. Blois asked about the final amount owed of \$500. Mr. Humes said that he has requested an invoice from G&R but he has not received it yet. Once he does, he will process for payment.

Mr. Arnold discussed the status of the Memorial Park. There was mention of getting information out regarding the acceptance of donations. Suggestions included advertising in local newspapers and on the electronic billboards, and collaborating with the Economic Development Committee (EDC). Mr. Malloy said that he would speak with the Community Advocate, Clear Channel, and Francisco Torres from the Economic Development Committee about seeking donations. The cost of approximately \$25,000 for installing the Memorial Park was noted. Chief Purcell pointed out that the Fire Department would maintain that area as needed. Advertising through social media was also mentioned, along with posting something on The Patch. Mr. Malloy said that he would speak with MIS/GIS Director, Mark Stockman, about getting something out on social media. Chief Purcell asked if there was a standard ad that could be sent to him so he could post it on the Fire Department's Facebook page. There was additional conversation about Civic Clubs donating their time and/or materials. Mr. Arnold mentioned that a gift account has been set up. Mr. Malloy said that he will have Mr. Torres from the EDC contact local businesses. It was noted that a thank you letter should be sent to Mike Johnson who assisted in moving the Firefighters monument. Mr. Arnold pointed out the light poles located next to the handicap ramp at the Fire Station, which they originally thought were too close to the ramp but now discovered they are not. There was a discussion about fixing and rewiring cable to these poles.

Town Hall

Mr. Collins referred to the budget for the Town Hall and mentioned that he still needs to reconcile his numbers with the Town Accountant's. Mr. Arnold noted that there is a little over \$200,000 remaining in the budget. Mr. Humes said that he was happy with that number since there were a lot of unknowns in renovating an old building, plus we added a new roof. Mr. Humes said that the Punch List is getting smaller and pointed out that the areaway covers have been installed. He mentioned that one item holding R.A.C. up is a request from Fire Prevention. Mr. Humes said that they recently received approval from Chris Knight at the Fire Department to reprogram the narrative as to who is contacted depending on what alarm goes off. He added that this will come in at an additional cost of approximately \$2,500 but that is the only item holding them up from receiving a final Certificate of Occupancy.

Mr. Collins noted that they will work towards a 10 month walk through of the project around September 1st. Mr. Blois asked about training videos. Mr. Humes said the only training video they did not receive was from the elevator contractor so he has requested a credit. Mr. Malloy mentioned that we still need to finalize signage. He said that he would like to send out an email to all departments located at the Town Hall to see if the current temporary signage is working, and if so, they will get permanent ones.

Forbes Building

Mr. Collins discussed developing a standardized contract/agreement for the Town to use when dealing with consultants. He mentioned AIA documents versus riders, and noted that we need to use forms approved by Town Counsel per Town Manager Jim Malloy. Mr. Humes mentioned that Jacunski Humes is looking for approval on their fee proposal. Mr. Malloy said that he has reviewed Jacunski Humes' proposal and agreed it was reasonable – they just need to submit it. Mr. Humes asked if he needs a new Purchase Order (PO) and Mr. Malloy thought that he did since we are now dealing with the Forbes Building. Mr. Humes said that he will check with Town Accountant, Leah Talbot. Mr. Collins mentioned Owner

Project Management (OPM) services that Heery will provide on this project. He will figure out which form they will go with and get that underway. Meanwhile, Mr. Collins asked the Committee if they would consider authorizing Heery to proceed with OPM services in reference to the design phase and he will provide a formal agreement by the end of July. He estimated that their services would cost approximately \$25,000. Mr. Blois made a motion to authorize Heery to start their work as OPM for Design Phase Services on the Forbes Building project for an amount not to exceed \$25,000 as agreed between Heery and the Town Manager. VOTED: 6-0-0.

Mr. Collins referred to the budget. He said that he will break down some items in to phases such as for OPM and Designer services. There was a discussion about survey work. Mr. Blois asked if the Forbes Building, Spurr House, and Library could be done all at once and asked for a separate invoice for the Library. Mr. Humes said that he will need to check with the firm he hired. Mr. Collins mentioned that he will assist Mr. Humes with specifics on the Library.

Mr. Humes suggested removing item 5a off of Heery's OPM Report since there shouldn't be any changes for Design Review for the Building Department, Planning Board, or Conservation Commission. Mr. Barrette confirmed with Mr. Malloy that he has spoken with the department heads for these areas and he said he has.

Chief Purcell provided a handout for the Dispatch Relocation Budget since Police dispatch is being relocated to the Fire Station. He reviewed the handout and estimated cost of \$69,050.46. Regarding the Time Sync part of the project in the amount of \$10,961, Chief Purcell mentioned that this cost may not be necessary with the new Fire Department software but he doesn't know that for sure yet. It was noted that the costs indicated on Chief Purcell's handout are the bare basics for getting equipment moved. Since he is dealing with the State, he would like to get started with this project sooner rather than later. Mr. Blois asked about a relocation charge for moving 911 and Chief Purcell confirmed there was no cost – the only costs are for the equipment needed to move it. Chief Purcell noted that they will use a temporary phone system during the renovations since he doesn't want to choose permanent phones for the Police Department. Mr. Fryer mentioned that they will also have a temporary camera in the lobby of the Forbes Building from when dispatch is moved until all Police offices are relocated out of the building. It was noted that the Dispatch Relocation Budget does not include a cost for radios. Mr. Cullen discussed the process of integrating Police radios and working out any issues. Chief Purcell pointed out that he both called and wrote a letter to the Massachusetts E911 Department letting them know we are moving Police dispatch to the Fire Station. Mr. Fryer made a motion to proceed with the Dispatch Relocation Project for transitioning Police dispatch to the Fire Station for an amount not to exceed \$69,050.46 and Mr. Blois seconded. Mr. Brown asked if the radio tower was all set to handle this addition and Chief Purcell said it was. He mentioned that they will need to bring a crane in to add a section to the radio tower. VOTED: 6-0-0. Mr. Collins noted that he will add this cost to the budget. Mr. Collins reviewed the procedure for invoicing, Purchase Order's, and approval for payment so he can track items and include in the budget. Mr. Lawrence asked how the process is currently working for getting invoices paid. Chief Purcell said that it is working well since Mr. Cullen generates a Purchase Order (PO) and references the PO # on invoices received.

Relocating Town offices and the School Department out of the Forbes Building during renovations was discussed. Mr. Malloy mentioned that he sent out an inquiry to other Town Managers for a "Request for Proposal" (RFP) for leasing space. He selected one he received from Hopkinton that he will use as a model for writing up the RFP and noted that he is 80% done with the first draft. Mr. Malloy will send the draft of the RFP to both the Police and School Departments since they'll have requests for fit up (i.e. number of offices and cubicles). He acknowledged that separate entrances are needed for the School Department and Police. Mr. Malloy expects to have a draft of the RFP out to the Police and School Departments tomorrow and mentioned to Mr. Mayer that there will be a section for them to include specific needs. He pointed out that the less fit up that is required will result in less expense.

Mr. Arnold asked about the status of the Spurr House. Mr. Malloy mentioned that he is working on an RFP for the sale of the Spurr House. Since that property is zoned residential, Mr. Malloy pointed out that the municipal rating system does not apply. He noted that the price needs to be accepted by the Board of Selectmen and suggested using the current assessed value as a benchmark.

Mr. Fryer asked about including a carport in the Forbes parking lot. Mr. Humes said that a carport will be added – he is waiting on the survey before applying a design.

Mr. Lawrence referred back to the Post and their need for space to store their vehicles. He mentioned the hut at the State Hospital property and having an electrician look at wiring it for electricity. He felt that if the Post doesn't end up using it that the Recreation Department may have a need for that area since it is located on the part of that land that the Town plans on keeping. Mr. Malloy said that he wasn't sure the Town will keep that building since it may contain asbestos.

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 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 20th. Mr. Humes informed the Committee that he will be unable to attend the MBC meeting on June 29th.

Adjournment

Having no further business, Mr. Blois made a motion to adjourn the meeting at 9:59 AM and Mr. Barrette seconded. VOTED: 6-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant