

Municipal Building Committee  
Minutes of Meeting  
29 June 2016

Approved:  
July 20, 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  
Daniel Mayer, Assistant School Superintendent

Brent Borglund, Explorer Post  
Kristi Williams, Assistant 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 minutes of June 15, 2016 and Mr. Blois seconded. VOTED: 6-0-1 (abstention: O'Neil).

**Forbes Building**

Mr. Blois informed Mr. Borglund of the Explorer Post that he spoke with the Historical Society's President and it is acceptable for the Post's members to access the Post through their property but they cannot park in the Historical Society's lot due to liability issues. Mr. Blois also mentioned that he passed along contact information for the Historical Society to Dana Haagensen at the Post.

There were no invoices to approve at this time.

Mr. Collins explained that contracts for Owner's Project Manager (OPM) and Designer services are still being assembled. There have been recent discussions with Town Counsel about the type of form they'd like to use for the contracts. Mr. Collins said that he spoke with Town Counsel yesterday and they will merge their contract with that provided by Town Counsel, however, he'd still like to speak with Town Manager, Mr. Malloy, first before doing so.

Mr. Collins noted that there were currently no updates to the schedule. He informed the Committee that Mr. Humes will not be in attendance at today's meeting but will attend the July 20<sup>th</sup> MBC meeting and provide updated plans.

Regarding relocation of the Police Department and Town offices, Mr. Collins is working on a schedule and timeline with Mr. Malloy. They also still need to determine what type of fit up will be required at the temporary location, for example data needs, parking, walls, etc. Mr. Fryer mentioned that the Police Department submitted their requirements to Mr. Malloy last week. Assistant School Superintendent, Daniel Mayer, noted that he met with Mr. Malloy yesterday about the move. They reviewed what the School Department will need for private offices and cubicles.

Mr. Blois asked about the survey for the Forbes Building and also including the Spurr House and Library properties. Mr. Collins explained that survey work for the Forbes Building is included within Jacunski Humes' budget. Mr. Blois inquired about the cost since he felt the quote for surveying the Library was higher than he thought it would be. Mr. Collins said that Mr. Humes received a proposal of about \$7,500 for surveying the Forbes Building and Spurr House, but Mr. Collins noted that they have not yet received a formal written quote. Mr. Blois would like something in writing since he wants to compare the survey work for Forbes with the quote for the Library since he felt it was disproportionate. There was a discussion about the survey work and scale of service. Mr. Blois was concerned with the price of the proposal for surveying the Library. Mr. Collins said that he will check with Mr. Humes and mentioned that he would like to review the

contract. It was noted that the Library is paying for their own survey but thought they would save money by adding the work on to the Forbes Building and Spurr House since the surveyor would already be here. Mr. Collins added that he wants to review the proposal from Jacunski Humes for the survey work and that we could also seek local quotes through a "Request for Proposal" (RFP) to see if the cost comes in any lower. Mr. Fryer pointed out that he would prefer to have Jacunski Humes' surveyor perform the work for the Forbes Building and Spurr House so there is no confusion for the Designer. Mr. Collins mentioned that he would still like to see a list of work covered under the proposal for surveying the Forbes Building and Spurr House. The Committee noted that if Jacunski Humes has their vendor perform the survey work then it is easier to hold them accountable for any engineering or design flaws. Mr. Arnold pointed out that is why we pay an architect and OPM. The Committee asked that this issue be added to the minutes of today's meeting. Mr. Arnold inquired about using a local surveyor. Mr. Fryer asked if we have already contracted the surveyor recommended by Jacunski Humes. Mr. Collins mentioned that he would check with Mr. Humes regarding the status of the surveyor.

### **Town Hall**

Mr. Collins reviewed the budget. He noted there was about a \$10,000 difference between their records and the Town Accountant's and referred to the email he sent out to the Committee. Mr. Collins pointed out Column I, Row 327 of the budget and mentioned that their records show a balance of \$201,289 in uncommitted/available funds. He noted that some expenses aren't coming to Heery since they are more internal in nature. Mr. Collins gave the example of the alerting system for the Fire Department which was approved for a not to exceed amount of \$40,000. He doesn't know if that expense will come in at \$36,000 or \$32,000 since it is still undetermined. At some point Mr. Collins noted that they will need to close out these projects and stop further spending. Mr. Blois suggested checking with Town Accountant, Leah Talbot, for any open Purchase Orders (PO's) since they track what's outstanding. Mr. Collins referred to the Fire Station budget and the highlighted items on the last page. Mr. Blois pointed out that there is no line item for the new software. Mr. Collins felt that the Accounting Department was not yet aware of that approved expense. The system in place for generating PO's, invoicing, and billing was discussed. Mr. Blois wanted to make sure that Heery was aware of what was being written up on a PO so they could reconcile the budget with the Town Accountant. Mr. Collins reviewed the current procedure in place for billing and how Heery handles it. There was a discussion about instituting a better billing procedure, especially now that the Forbes Building renovation is about to start. Mr. Collins pointed out that back in March of 2016 Heery went to only handling larger billing items, such as for the Designer and LSP (Licensed Site Professionals), and that the system has worked well between Heery and the Town in getting invoices approved for payment. Mr. Barrette asked if Heery needed some sort of action from the MBC to close out the job and Mr. Collins said he did not. There was continued discussion among the Committee on implementing a more accurate accounting system for what is spent on a project. It was determined that a PO should be immediately written up for when monies are approved for particular items and then appropriate expenses should be deducted. Mr. Collins noted that Heery will continue to track large items but not the smaller ones. There was mention of entering some sort of reconciliation so the budgets match and also adjusting the process going forward with the Forbes Building. Mr. Collins recommended generating a PO for the approved software purchase and additional expenses related to moving dispatch. Mr. Brown requested that this topic be added as an agenda item in the fall. Mr. Collins suggested adding this topic to the September 7<sup>th</sup> MBC meeting in order to re-visit discussion about the budget and tracking expenses.

Mr. Fryer mentioned purchasing police radios and that Motorola is currently running a sale for 40% off. Since they will need new radios for dispatch, he said an order was placed to secure the discount, which can be canceled if the expense is not approved by the MBC. Mr. Fryer noted that this item is part of the police relocation cost and would be for two console radios. He didn't have an exact amount but felt it should not exceed \$12,000. Mr. Blois made a motion to approve the purchase of new police radios for an amount not to exceed \$12,000 and Mr. Arnold seconded. VOTED: 7-0-0.

Regarding final close out, Mr. Collins mentioned that the HVAC vendor is here today working on the chiller unit. After the repairs take place, they will schedule the Commissioning Agent to come back and look at the HVAC system to make sure it is functioning properly. Mr. Collins pointed out that they still need to check on permanent signage with Mr. Malloy. There was a discussion about the technology available to Buildings & Grounds Supervisor, Frank Cornine, so he can maintain the building remotely. Mr. Collins mentioned that he is working on having trouble alerts sent directly to Mr. Cornine's phone so he doesn't have to be at his computer. Mr. Blois suggested having someone as a back-up in case Mr. Cornine is not available. Mr. Collins agreed with that suggestion and mentioned MIS/GIS Director, Mark Stockman, since he already has a data connection. Mr. Collins pointed out that they can add up to five email addresses. Mr. Barrette mentioned that he will check with Mr. Malloy about permanent signage. It was noted that the most difficult issue has been with residents locating the Board of Health in order to obtain dump stickers. The new mailbox outside the Town Hall's West Main Street entrance was mentioned where residents can drop off payment for bills.

## **Fire Station**

Mr. Collins referred to the Fire Station's budget and said it was similar to the Town Hall budget where they are trying to reconcile final numbers with the Town Accountant.

Mr. Collins mentioned that he spoke with Town Accountant, Leah Talbot, and we cannot send the final payment of \$500 to G&R without an invoice. Mr. Brown asked if the MBC could send a letter to G&R with the \$500 enclosed. Mr. Collins said that he would like to review proper procedure with Mr. Malloy and Town Counsel, and noted that he has the MBC's approval to send out the final payment when they are ready to do so in order to close out the job.

Regarding the outstanding soil claim, Mr. Collins mentioned that a letter is in the process of being written by Town Counsel. It was noted that the MBC is only responsible for final payment of the job and that any future litigation would fall under the control of the Town Manager, Board of Selectmen, and Town Counsel.

Mr. Collins pointed out that they are working on the final Certificate of Occupancy. They only have one issue left to deal with and that's related to Fire Prevention.

Assistant Town Manager, Kristi Williams, arrived and Mr. Brown asked her about the signage at the Town Hall and where it stands. She said that Mr. Malloy sent an email out to various departments and some thought the existing temporary signage was not effective enough so they are still working on it.

The Committee gave their approval to send out an amended thank you note to Mike Johnson for helping to move the Firefighter's Memorial.

Regarding the Memorial Park, it was noted that we are seeking donations through the Town's website. Mr. Fryer suggested having Mr. Barrette mention the donation request at the next Board of Selectmen meeting. Mr. Brown asked if an allowance could be allocated out of the Fire Station budget in the event we don't receive enough in donations and the Committee felt that has already been approved. Mr. Brown wanted Mr. Arnold to proceed with construction of the Memorial Park so it is ready for September 11<sup>th</sup>. There was a discussion about having Francisco Torres from the Economic Development Committee approach businesses for donations. Mr. Arnold informed the MBC that plaques have been ordered for the 911 Memorial site for a cost of about \$25,000. He noted that any donations received will go to a special fund for the development of the 911 Memorial Park. Mr. Blois and Mr. Arnold will approach three contractors for quotes on the cost of labor for installing the park and then may contact the Civic Club to see if they are interested in covering the labor expense.

## **Library**

Mr. Collins noted that the Library Building Committee has a meeting scheduled for later today. He mentioned that the Library Building Committee, Library Board of Trustees, the Architect/Designer, and OPM will make a presentation to the Board of Selectmen (BOS) at their meeting on July 19<sup>th</sup> and that invitations are going out to all of the major Town committees. Mr. Collins pointed out that other informational sessions will be scheduled in the future. They are still deciding on the type of renovation and whether it will be renovating the existing building, adding a new addition, or relocating to another site. Mr. Collins mentioned that the preferred option is to maintain the existing 1908 wing, remove the 1980 wing, and put on a new addition that will contain three floors. Mr. Barrette pointed out that the Library renovation project is on the BOS agenda for July 19<sup>th</sup> but there is discussion about making it a separate meeting since they are requesting an hour for their presentation. Mr. Lawrence asked what will happen during the project and Mr. Collins said that the Library staff will need to vacate the building. Mr. Barrette inquired about the cost and whether that has been disclosed. Mr. Collins estimated that the cost will be around \$18.7 million, with a possible State reimbursement of \$8 million, so the Town would need to come up with \$10 million. He suggested doing some private fundraising to bring down the \$10 million needed. Mr. Collins ran through the projected timeline of events for the renovation. Around January 5, 2017 they will submit the project to the State in the hopes of being chosen to receive State aid where they could receive reimbursement of up to 50% of appropriate costs. At the October Special Town Meeting they will submit this project to the Town for voter approval. Voters will not be approving funds just yet; however, it is a requirement when submitting the package to the State in January that they show they have the Town's support. The renovation project will stand still until July 2017 when the State will publish their list as to who was approved to receive State funds. It will then take another year from that point for the Design phase. Mr. Barrette noted that Mr. Blois and Mr. Arnold are serving as representatives from the MBC on the Library Building Committee. There was a discussion about the schools, the former State Hospital land, and field use and maintenance in the Town. Mr. Barrette mentioned that the School Department has a possible interest in purchasing land on Denny Street in order to develop another athletic field.

## **Old Business**

There was no old business brought before the Committee.

**New Business**

Mr. Barrette informed the Committee that the Board of Selectmen (BOS) may be interested in possibly renovating the Senior Center at some point. They wouldn't be changing the footprint of the building but rather renovating the office area and courtyard, along with changing the ceiling in the large function room. Mr. Barrette mentioned that they also want to look in to partitioning off the large function room so they could create smaller function rooms for special events. Mr. Barrette would like to have a feasible study done and also obtain the expertise of the MBC on how they could use that space more efficiently. Mr. Brown was in favor of helping out. Mr. Barrette noted that they would like to get more people using the Senior Center since there are more seniors in Town than school children. The rest of the Committee was also in favor of lending a hand. Mr. Brown brought up the maintenance of Town buildings and reviewing those needs on an annual basis. Mr. Arnold also pointed out that the Country Club building needs some work since some of the windows are in need of repair. Mr. Barrette added that Mr. Malloy is coming up with a policy for the Forbes Municipal Building regarding groups requesting use of the auditorium space.

Mr. Brown inquired about adding power to the hut located on the State Hospital land so the Post can store their vehicles. There was a discussion about where the power is coming in from and whether wires are still there to hook up to. Mr. Barrette said that he will check with DPW Manager, John Walden, to see if a Town electrician can be sent up there to look at that area.

**Executive Session**

The Committee did not enter in to Executive Session.

**Future Meetings**

The next Municipal Building Committee meeting will be held on Wednesday, July 20, 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 10:18 AM and Mr. Lawrence seconded. VOTED: 7-0-0.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant