

Municipal Building Committee
Minutes of Meeting
20 July 2016

Approved:
August 3, 2016

Location: Memorial Hall, Town Hall

Members present:

John Arnold
Bob Brown
Cal Lawrence
Peter O'Neil

Members absent:

George Barrette
Bob Fryer
Dexter Blois

Others Present:

Peter Collins, Heery
Pat Cullen, Fire Department

Jim Malloy, Town Manager
Brett Borglund, Explorer Post

Mr. Brown called the meeting to order at 8:32 AM.

Open Forum

Mr. Borglund informed the Committee that he heard back from the Historical Society regarding use of their parking lot as a cut through in order to access the Post during the Forbes Building renovations. He was told that the Historical Society will need to take an official vote at their September meeting, but they didn't anticipate a problem. There was concern over the underground utilities and how they'll identify what's connected to the Post versus the Forbes Building since the Post will still need to function. Mr. Borglund specifically pointed out expansion of the sally port and excavating in that area. Mr. Arnold felt that the contractor will be able to identify the utilities going to the Post before excavating the parking lot. Mr. Arnold asked if the Post has determined where they will park their vehicles. Mr. Borglund said that they are still looking at places such as the former State Hospital property, the DPW, and he also mentioned a structure located at the Hocomonco Pond site. It was noted that Beazer East, Inc. should be part of the conversation if the Post will be parking their vehicles at Hocomonco Pond since there was some confusion over fire equipment that was stored at that site.

Buildings & Grounds Supervisor, Frank Cornine, approached the Committee regarding plans for storing bulk supplies at the Forbes Building. He felt that the current plans for storage were inadequate for what he'll need since he purchases bulk supplies to support the Town Hall, Fire Station, DPW, Library, Senior Center, and other municipal buildings. He pointed out that the Forbes Building is convenient as a central location where all materials can be delivered and then distributed from one area. Mr. Cornine felt the current space allocated to him was too narrow and it would be impossible to get a hand truck down there in order to stack skids. He also noted that there are ejector pumps located within the storage area so that is space he cannot use. Pat Cullen from the Fire Department added that they have spent the last week going through the Forbes Building plans for technology needs and they may have to build a room to handle utilities for the school and town offices. Mr. Cullen wanted to make the Committee aware that there may be additional changes to the plans. There was continued discussion over the custodial storage area. The building plans were reviewed for other options. Mr. Cornine suggested instead of using the Forbes Building that they look in to using the Post's heated garage to store materials since it is easy to access. The Committee agreed that would be the best solution and asked Mr. Cornine to contact Dana Haagensen at the Post for his approval. Mr. Lawrence mentioned that the garage was only supposed to be temporary so he recommended checking the structure. Mr. Collins asked Mr. Cornine what size area would be ideal for storage space in case anything changes for the Forbes Building and he said an area that was at least 500 square feet. Mr. Collins confirmed with Mr. Cornine that if he can use the garage for supplies then the storage space designated for that purpose is now available for the Police to take over if they need it.

Approval of Open Minutes

Mr. Arnold made a motion to approve the minutes of June 29, 2016 and the motion was seconded. VOTED: 4-0-0.

Forbes Building

Mr. Collins presented the Committee with Invoice #16157 for Jacunski Humes in the amount of \$30,000, which represents 50% of the design development services. Mr. Arnold made a motion to approve payment to Jacunski Humes for Invoice #16157 in the amount of \$30,000 and Mr. Lawrence seconded. VOTED: 4-0-0. Mr. Collins mentioned that they are still in the process of assembling contracts for the Designer and OPM (Owner's Project Manager).

Regarding the construction schedule, Mr. Collins mentioned that there is no update. They will start working on a cost estimate and hope to present to the Committee in September. Mr. Collins pointed out that Mr. Humes will bring updated plans to the August 3rd MBC meeting. It was noted that the surveyors have been here. Mr. Malloy mentioned that we need to determine if the transformer for the Forbes Building is on the Spurr House property. If so, he will send out an addendum to the Request for Proposal (RFP) letting bidders know that the transformer will stay where it is and the property line will be moved to accommodate it. Mr. Malloy said that they have had one bidder interested in the Spurr House so far and they are using the appraised value from the Assessor's office. He noted that the Spurr House needs a substantial amount of work. There was a discussion about the possible uses of that property.

Mr. Arnold mentioned a new generator and whether the Town should look at purchasing an oversized generator for both the Forbes Building and the Library. Mr. Collins said he would look in to it but wasn't sure what would happen if the Library project doesn't go through. Mr. Lawrence asked what type of generator we have now. There was a discussion about the Library's future needs. Mr. Collins mentioned using enclosures on the generator in order to bring down the sound level. He also pointed out that we will need emergency power capability for Forbes but not necessarily for the Library, so he wasn't sure how that would work. There was continued discussion about where the Library addition will go, and also that the traffic flow on Parkman Street may change to accommodate the Library renovations.

Mr. Collins mentioned that he is expecting more updates to the Forbes renovation plans from Mr. Humes at the next MBC meeting. Mr. Arnold asked Mr. Malloy if he has found temporary space to relocate Town offices, along with the Police and School Departments. Mr. Malloy said that he has drafted an RFP for lease space, which he sent to Assistant School Superintendent, Daniel Mayer, and to Lieutenant Fryer with the Police Department for their comments. He also sent the RFP to Carruth Capital to see if he was missing anything. Both Lieutenant Fryer and Mr. Mayer got back to him with their comments and he also heard back from Carruth. Mr. Malloy said that he has spent the last week re-writing and incorporating the comments and suggestions he received in to the RFP and re-sent it to the School and Police Departments for their final comments. He noted parking and said that the School Department needs about 30 spaces. He is still waiting for parking numbers from the Police. Mr. Malloy mentioned that he will advertise the RFP next week. He pointed out that he already has space for some Town departments and said that Conservation is going to the Forbes Community Building, Planning & Building will go to the DPW, Youth & Family Services will go to Central One Federal Credit Union, and the Historical Commission will stay at the Library. It was noted that Mr. Cullen from the Fire Department and MIS/GIS Director, Mark Stockman, have been meeting regularly regarding technology needs for both the Police and School Departments. It was mentioned that departments will move out of the Forbes Building in January. Any additional fit up needs will be built in to the lease cost for temporary space. Mr. Collins asked about the Post and Mr. Malloy felt that the Post could handle their move requirements.

Town Hall

Mr. Collins presented the Committee with Invoice #16125 for Jacunski Humes in the amount of \$3,000, which represents final payment on the Furniture, Fixtures, & Equipment allowance. Mr. Lawrence made a motion to approve payment to Jacunski Humes for Invoice #16125 in the amount of \$3,000 and Mr. Arnold seconded. VOTED: 4-0-0.

Mr. Collins pointed out that he has received an updated Punch List from R.A.C. He will review it later today to see where it stands and bring a revised tally and any Change Orders to the next MBC meeting. He also mentioned receiving a credit for Owner's Training on the elevator since that was never completed. Mr. Collins said that he will check with Frank Cornine to make sure we are up to date on all other training and then have the Commissioning Agent out to verify. Mr. Collins also noted that we need to do a 10 month walk through of the Town Hall project in September.

Regarding permanent signage, Mr. Malloy spoke with Town departments and also walked through the building. The signs that have been left up seem to be working. He pointed out that they would like to mount a sign from the ceiling pointing to the Treasurer's Office. Mr. Malloy mentioned that the two most frequent questions they get are where residents go to pay their tax bills and where they can get a dump sticker.

Mr. Collins mentioned that Pillsbury Sign will be here to put up signs for the fire extinguishers. Mr. Malloy noted that he is going to have Pillsbury Sign make up some additional signs for around the building, such as for the mail room.

Mr. Malloy mentioned that he spoke with the Board of Selectmen (BOS) last night. They still need to resolve the parking area and alleyway next to the Town Hall. Mr. Malloy said that three of the four property owners relinquished their rights to the alleyway. The next step is to have a demonstration project where the right of way to the parking lot is closed off for a week so abutters can get an idea of what the lot will look like. Mr. Malloy noted that cars will need to be moved along with any dumpsters. They will put notes on cars informing them of the change in parking. Any cars still left in the lot when the Police put up the temporary barriers will be towed. Mr. Malloy noted that many of the parking spaces in the lot are either

on - or partially on - Town property, since the DPW went out and surveyed the lot and painted property lines. They will invite all four property owners to the Selectmen's meeting in August to discuss.

Fire Station

Mr. Malloy informed the Committee that Town Counsel sent a letter to G&R last week regarding the outstanding soil claim and they have not heard back from G&R yet in response.

Mr. Arnold mentioned that there was no update on the 911 Memorial Park at this time.

Library

There was no new Library business brought before the Committee.

Old Business

There was no old business brought before the Committee.

New Business

There was no new business brought before the Committee.

Executive Session

The Committee did not enter in to Executive Session.

Future Meetings

The next Municipal Building Committee meeting will be held on Wednesday, August 3, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 10:18 AM and Mr. Arnold seconded. VOTED: 4-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant