

Municipal Building Committee
Minutes of Meeting
3 August 2016

Approved:
August 24, 2016

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Others Present:

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Fire Chief Pat Purcell
Frank Cornine, Buildings & Grounds Supervisor

Peter Collins, Heery
Dan Mayer, Assistant School Superintendent
Pat Cullen, Fire Department

Mr. Brown called the meeting to order at 8:31 AM.

Open Forum

There was no one here to address the Committee.

Approval of Open Minutes

Mr. Arnold made a motion to approve the minutes of July 20, 2016 and Mr. Lawrence seconded. VOTED: 4-0-3 (abstention: Blois, O'Neil, Fryer).

Library

Mr. Collins informed the Committee about recent Library events regarding the renovation plans. He said that the project is reaching the full schematic design completion point. During the next couple of weeks Heery will work on a cost estimate in order to have a budget prepared by the end of August. The next step will involve putting together a submission package for the State over the months of August and September. Mr. Collins stated that they expect to have an article in the October Town Meeting warrant asking for the voter's permission for the Library Building Committee to submit a package to the State and to approve any funds that may be necessary for the submission since the State requires Town approval. The State will then review all submissions received and rank them. Depending on the score Westborough receives and money available from the State – will determine the next steps for the Town. Mr. Barrette asked about the scoring process and verified that no funds are attached. Mr. Collins confirmed and said that in October they will be seeking the Town's permission to submit the package to the State. Once we find out where Westborough scored, then they will go to the Town's voters to ask for money for the renovations. Mr. Barrette asked if we will know what we are getting from the State in order to ask for an appropriate amount from the Town. Mr. Collins said that we will likely have a good idea. He mentioned that the project is anticipated to cost around \$18 million and that the State will provide up to 50% of the cost, but it is usually closer to 40% that is covered. Mr. Collins stated that if the State awards \$8 million of the \$18 million dollar cost then the Town would have to cover the remaining \$10 million. There was a discussion about the maximum grant, eligibility requirements, and cost. Mr. Arnold mentioned that the Library Building Committee is meeting today at 3 pm where the renovation plans will be discussed in more detail.

Forbes Building

Mr. Collins noted that the Designers Contract Amendment is being assembled. The Owner's Project Manager (OPM) contract is also being assembled via Town Counsel. Mr. Collins pointed out that there were no invoices to present for payment. There was also no budget update at this time.

Mr. Collins referred to the project schedule attached to Heery's Report. He indicated that right now they are working on line items 16 through 20 on the schedule. Mr. Humes pointed out the construction plans he distributed to Committee members. He mentioned that his consultants have revisited the plans, made corrections, and adjusted mechanical and plumbing for the new layout. Mr. Humes felt that these drawings were capable of going in to the construction documents

however he still anticipates some minor changes - but no major changes at this stage. Mr. Humes pointed out that the only plan changes being contemplated are for the sally port area for bulk storage. Mr. Brown said that at the last meeting it was suggested that Mr. Cornine check with the Explorer Post to see if he could use their garage for storage of municipal supplies. Mr. Fryer recommended that we invite in members of the Post to the next MBC meeting to get their formal approval to use their garage. The construction documents were reviewed. Mr. Humes mentioned that site and interior design services are not done yet. He stated that he now has the survey so he can start working on the site plans. Regarding design review, Mr. Humes asked if the Town would like to continue using his Interior Designer for the Forbes Building. Mr. Malloy said that he will check with Assistant Town Manager, Kristi Williams, and get back to Mr. Humes. Mr. Humes pointed out that we are at the point where we need to bring on an Interior Decorator. He noted that we aren't going to bid on furniture just yet but we need to coordinate what's needed. Mr. Humes also mentioned that if we continue with the services of his Interior Designer that she would like to contract with different vendors than what was used for the Town Hall.

Mr. Blois referred back to the earlier discussion regarding the use of the Explorer Post's garage for bulk storage. He was concerned with storing Town supplies in a building that is not ours and is also located on the Explorer Post's leased land. Mr. Malloy noted that the Post's lease is on a year to year basis and could be changed but may require a Town vote. Mr. Blois mentioned that he wasn't comfortable using someone else's building for Town storage. Mr. Cornine reviewed the current plans and the reasons why those storage plans aren't practical from a logistical standpoint. Mr. Fryer was concerned with taking away key Police footage to store supplies for municipal buildings. Other options were discussed such as renting a storage unit and placing it at the DPW, storing supplies at each individual municipal building, and use of the Harvey Building. Mr. Cornine explained that he gets large shipments for all of the various Town buildings and it is easier to have a central location for delivery, storage, and distribution. He also pointed out that not all of the municipal buildings have space to store bulk supplies. Mr. Blois agreed with Mr. Fryer's point about taking space away from the Police Department. It was suggested that the use of the Post's garage be added to the next MBC meeting agenda for additional discussion. The Committee continued their conversation about where supplies could be stored – especially those materials that may need to be temperature controlled. Mr. Malloy asked about some of the other areas located in the basement and on the first floor and if any of those rooms could be moved to accommodate storage. Mr. Humes mentioned a slight change to the plans. They discovered there was a code violation accessing the mechanical room from the staircase so they have to infill that door. There was a discussion about the physical training room and whether some of that area could be used for storage. Mr. Lawrence asked Mr. Cornine where he was planning on storing supplies during the Forbes renovations and he said he hoped to use the Post's garage. Mr. Malloy reviewed the first floor plans again along with the sally port area. The space designated for motorcycle storage and bulk custodial storage was flip-flopped and it was noted that a garage door would be located next to bulk storage for deliveries. Mr. Cornine didn't feel the room assigned to him for storage was large enough. He noted that the Post's garage was 18x30 feet. Mr. Brown felt that if the MBC helped in relocating the Post's vehicles – particularly the van in the garage – then we may likely be able to use the garage. Mr. Blois made a motion to authorize Mr. Brown and Mr. Lawrence to continue discussions with the Explorer Post regarding use of their garage for Town bulk storage on behalf of the MBC and Mr. Barrette seconded. Mr. Malloy mentioned that in addition he will look at the Harvey Building, along with Mr. Cornine; to see if that would work for storage since it has a loading dock. He noted that there is more room at the Harvey Building, easier access, and would solve the problem about having a central location. VOTED: 7-0-0. Mr. Blois' motion was left open regarding the use of the Explorer Post's garage in case the Harvey Building doesn't work out. In addition, the Committee suggested that the next MBC meeting be pushed back to August 24th from August 17th in order to allow time for discussion with the Post. Mr. Blois made a motion to re-schedule the next MBC meeting to 8/24 and Mr. Barrette seconded. VOTED: 7-0-0. There was concern over being able to access the Post's garage during construction. Chief Purcell wanted to add that, from his point of view, he appreciated the Committee's willingness to accommodate the Explorer Post during the renovation project but noted their decreasing enrollment and attendance. He values what the Post has done in the past and mentioned their affiliation with the Fire Department, but noted that the Post isn't as active as it once was and didn't feel long term plans should be made around the Post, while also taking away space from the Police Department which he felt was only getting busier. Mr. Brown pointed out that we will likely not be able to use the garage during the renovations so we still need to consider other alternatives in the short term that could also accommodate long range plans. Mr. Humes mentioned that if the area designated for bulk custodial storage isn't used then it could become storage for the Police Department. There was a discussion about adding an interior door to that room. Mr. Malloy wanted some sort of storage for custodial supplies so custodians don't have to go to some other site for paper towels, trash bags, salt, etc. Mr. Blois requested that an interior door be added now while we are doing renovations so we don't have to do that later. Mr. Humes will meet with Mr. Malloy to resolve the bulk storage area.

Mr. Humes reviewed the recent survey that was performed, along with the property line for the Forbes Building. He noted that the transformer for Forbes is situated on the Spurr House property, as well as about a third of the access road that runs along the back of the Forbes Building. Mr. Malloy asked what the dimension was for the area between the barn

located at the Spurr House and the property line. Mr. Malloy mentioned that the Spurr House property could be subdivided but we would need the same square footage in order to avoid having it become a non-conforming property. Mr. Malloy said that he will speak with Town Planner, Jim Robbins, Building Commissioner, Tim Htway, and Town Engineer, Carl Balduf about taking space away on the side of the Spurr House property that abuts the back of the Forbes Building and giving space back from the rear of the property so the square footage remains the same. Mr. Humes noted that he just received the survey yesterday so he'd have it available for discussion today. There was continued conversation about taking space from the side of the property and giving back space in the back. Mr. Blois asked about the transformer. Mr. Malloy said that he issued an addendum to the RFP to provide an easement for the transformer. Mr. Malloy noted that he may need to cancel the bid since giving back space at the rear of the property would involve losing parking spaces. He also noted that cancelling the bid would mean that it would be a new 18 months from the time he re-posts a new bid. Mr. Arnold suggested asking residents to rescind the vote for selling the Spurr House property and explaining the problem the Town is encountering with the Forbes renovations. There was continued discussion about the survey, what needs to be done, and the idea of putting an article in the October Town Meeting warrant asking residents to rescind the vote for selling the Spurr House. Mr. Malloy pointed out that the Spurr House property may be the only option to increase downtown parking. Mr. Brown suggested showing plans for what could be done to beautify the property to neighbors of the Spurr House.

The plans for the relocation of Town offices were reviewed. Mr. Malloy provided an update on where items stood regarding the move. He will be visiting potential lease sites with Assistant School Superintendent, Dan Mayer, and Lieutenant Bob Fryer from the Police Department to see about fit up.

Mr. Humes pointed out that they made another D-mark closet for technology with Pat Cullen's assistance. He also informed the Committee about plans to relocate the generator inside the Forbes Building. Mr. Humes felt that was the best solution since there wasn't enough space to locate the generator outside. He noted that there will be some slight changes to the plans in order to accommodate the generator inside such as the installation of louvers and spacing needed between the combustion intake and exhaust and removing stairs located next to the mechanical areas. Mr. Fryer asked how service technicians will access the mechanical room, generator, and electrical areas. Mr. Humes pointed out the stairway located in the Police area. Mr. Fryer was concerned since technicians will be in a secure Police area. It was noted that there are new laws (CORI and finger printing) regarding access to secure areas by outsiders. Mr. Fryer said police personnel would have to stay with the technician the whole time they are there. There was a discussion about relocating the generator outside and the type of fuel used. Mr. Humes added that if the generator is inside that one exhaust pipe will have to come out of the roof. The plans were reviewed to see if there was an area outside to locate the generator. The Committee discussed having the Spurr House property available since the generator could be located there for both the Library and the Forbes Building. Mr. Arnold made a motion to put an article in the October Town Meeting warrant asking residents to rescind the vote to sell the Spurr House and Mr. Lawrence seconded. VOTED: 6-0-0 (Mr. Barrette was absent for this vote). Mr. Arnold reviewed the issues we are encountering by not having the Spurr House property available such as the difficulties with the property line, transformer, generator, and parking, Mr. Brown asked what would happen if we have to hold the plans for the Forbes Building until after Town Meeting. Mr. Humes pointed out that right now plans are stalled because of the property line. He noted that the only other issue would be relocating the generator outside instead of inside. Mr. Humes was not comfortable with saying we could move forward with the current plans since there are many unknowns on the job site, however, he still felt the job could go to bid on Jan 9th. Mr. Malloy asked about relocating the generator outside on the other side of the Post's garage or between the two Post buildings. Mr. Humes mentioned the cost of running copper cables. Mr. Malloy asked if running copper cable and putting up an enclosure around the generator would be less than having it inside and Mr. Humes said it would be. Mr. Arnold inquired about locating the generator underneath the covered area that will be constructed for police vehicles. There was a discussion about where to locate the generator in order to minimize the run of copper wire. Mr. Arnold added that the Explorer Post could stay where they are if the Spurr House came down.

Fire Station

Mr. Humes mentioned that he only had two items for the Fire Station. The first was G&R's response to the Town's letter regarding the outstanding soil claim. Mr. Humes said that it is a similar story as before and that G&R feels they did more work than they thought they had to do. He pointed out that G&R is asking for the Town's calculations where we claim they removed less than 7,000 square feet of excess soil. Mr. Malloy will check with Town Counsel and provide whatever information G&R needs according to their recommendations. Mr. Arnold requested that G&R provide their calculations where they indicate they removed more than 7,000 square feet of excess soil.

The other item Mr. Humes wanted to inform the Committee about was for the new table top for the Fire Station's kitchen table. He said that table top #3 was shipped from the manufacturer to the distributor and it was found damaged. The vendor has ordered table top #4 and is offering to provide a \$700 credit for "pain and suffering" over the course of this

requisition. Mr. Humes said that we should expect table top #4 to be delivered by 8/22. The other option the vendor gave was to keep tabletop #3 and they'd credit the Town \$1,500. The Committee recommended that the Town accept table top #4 and the \$700 credit, as long table top #4 is delivered by 8/22, otherwise there will be more conversations with the vendor.

Regarding the Memorial Park, Mr. Arnold mentioned that he has new figures for the granite top, fieldstone, and red pavers. He received a quote from Camosse of \$5,450 for all three. He also received a quote from Del Greco – for the stone and granite but they did not include the brick (pavers) in the amount of \$7,826. Mr. Arnold added that the memorial plaques are already ordered and will cost approximately \$5,300. The Committee felt that we should go with Camosse since they are including all materials for less money. There was a discussion about the labor cost and if any donations have been received. Mr. Malloy recommended that the Committee vote to use a portion of the remaining funds out of the existing balance for the Fire Station, less donations received, to get the Memorial Park built. Mr. Lawrence made a motion to that effect and Mr. Fryer seconded. Mr. Blois mentioned that they have two contractors willing to do the work but they don't want to have to pay their employees prevailing wage since they don't normally pay that amount in wages. There was a discussion over what to do about the labor since the Committee wasn't sure they would receive enough in donations to cover the amount of the labor. It was noted that if the Town pays for the labor then we need to have specs and put the job out to bid. Mr. Brown made a motion to put the job out to bid for the Memorial Park and Mr. Fryer seconded. Mr. Malloy said that he would write up an RFP (Request for Proposal) and email it to Mr. Arnold and Mr. Blois for their review before posting. VOTED: 6-0-0 (Mr. Barrette was absent for this vote).

Town Hall

Mr. Collins noted that they are waiting for the fire inspection to be completed. Heery will update the Punch List with R.A.C. and schedule a 10 month walk-through of the job site. Mr. Collins asked about permanent signage. Mr. Malloy said that he will go through the building with Mr. Humes to determine what is needed for permanent signage. Mr. Malloy mentioned that he polled departments and the signs left up seem to be working. Mr. Malloy had one change – he wanted the "Board of Health" changed to the "Health Department".

Mr. Humes referred to Change Order #15 in the amount of \$6,823.00 that he distributed to Committee members. He mentioned that this Change Order has been circulated to R.A.C. for their signature and then will come back to the Town for our signature. Mr. Humes pointed out that this Change Order involves completion of items done over the last three months such as for a new bulk head, repairs to the chiller unit, and a credit for a computer work station that the mechanical contractor owed to the Town. He noted that the Town was able to re-work temperature controls in to their current system so a dedicated work station wasn't necessary. There was also an additional charge for a revision to the eave returns and a credit for the video that wasn't provided for elevator training. Mr. Humes said that the only item currently outstanding is for the fire inspection, which will be completed after this meeting, otherwise that will finish the contract for R.A.C. Mr. Collins mentioned that some additional signage is necessary per the Fire Department. Mr. Humes added that they also still need the as-built drawings in order to obtain the permanent occupancy certificate.

Mr. Humes provided more details on problems experienced with the chiller unit. He mentioned that the system has been short cycling due to the subcontractor installing bigger pumps than what was called for on the drawings or what they had bid on. Mr. Malloy mentioned an issue yesterday where there was a septic smell in the building for about a half hour. Mr. Humes said that he received an email from Mr. Cornine with his thoughts as to what may have caused the smell. He will look in to this matter further today and discuss with Mr. Cornine.

Mr. Malloy asked if there was anything left on the Punch List. Mr. Collins and Mr. Humes said that there are only close-out items. Mr. Malloy mentioned an issue with the carpet that was installed near the addition that needs to be addressed. Mr. Humes said that he will look at that today.

It was noted that there's about \$330,000 currently remaining in the budget. Mr. Malloy informed the Committee that three of the four property owners next door have agreed to close the alleyway. He brought this subject up to the Selectmen and they agreed to put up police barricades along the property lines. The barricades will provide property owners with an idea of what the parking lot adjacent to the Town Hall will look like if a resolution isn't reached. Mr. Malloy mentioned that they have notified anyone parking in that lot that they will be towed if parked on Town property after the barricades are installed.

Mr. Humes mentioned that we are still operating under a temporary certificate of occupancy. All issues have just about been resolved with the exception of a handicap spot. Mr. Malloy will speak with Building Commissioner, Tin Htway, and noted that a temporary spot can be installed for now.

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 24, 2016, at 8:30 AM in Room 23 of the Forbes Municipal Building.

Adjournment

Having no further business, Mr. Blois made a motion to adjourn the meeting at 11:13 AM. VOTED: 6-0-0 (Mr. Barrette was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant