

Municipal Building Committee
Minutes of Meeting
24 August 2016

Approved:
September 7, 2016

Location: Room 23, Forbes Municipal Building

Members present:

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

Members absent:

John Arnold

Others Present:

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Fire Chief Pat Purcell
Tin Htway, Building Commissioner

Peter Collins, Heery
John Badenhausen, Youth & Family Services (Y&FS)
Pat Cullen, Fire Department
Hank Rauch, Advisory Finance Committee

Mr. Brown called the meeting to order at 8:33 AM.

Open Forum

There was no one here to address the Committee.

Approval of Open Minutes

Mr. Blois made a motion to approve the minutes of August 3, 2016 and Mr. Barrette seconded. VOTED: 6-0-0.

Forbes Building

Mr. Collins presented the following invoices for approval by the Committee:

Invoice #PJIN0003735 for Heery International in the amount of \$3,788.33 for Owner's Project Management (OPM) Design Development services related to the Forbes Municipal Building for the period ending 7/12/16.

Invoice #16196 for Jacunski Humes Architects in the amount of \$18,000.00 for Designer Services related to the Forbes Municipal Building for the period ending 6/16/16.

Mr. Blois made a motion to approve payment on the two invoices listed above and Mr. Barrette seconded. VOTED: 6-0-0.

There was continued discussion about using the Explorer Post's garage for storage of bulk custodial supplies for the Town. It was determined that the garage is not going to be an option. The Harvey Building on Phillips Street was given as an alternative location. Mr. Malloy mentioned that he viewed the Harvey Building with Buildings & Grounds Supervisor, Frank Cornine, and they felt it was the best spot since there is accessibility for receiving bulk deliveries and adequate space for storage, plus it is a centralized location for distribution. They will coordinate with the Community Chorus and Westborough Player's Club, since those groups currently use the Harvey Building for storage of their props and scenery. There was a discussion about which driveway would work best for receiving deliveries for Town supplies. Mr. Malloy felt the left side driveway would be preferred since it is paved. He mentioned that they are looking at storage in the basement for easier access. They would also be able to secure that area from the rest of the building. Mr. Malloy pointed out that they'd still need a storage room at the Forbes Building for everyday supplies. There was a discussion about access to the bulk storage area currently planned for the sally port area, along with the other storage areas and janitorial closets designed for the rest of the building. Mr. Fryer mentioned that the Police Department will need their own storage area for cones, the radar trailer, and other police equipment. The plans were reviewed and the bulk custodial storage area set aside for Town supplies in the sally port was halved so the Police Department could use the other side for storage of their equipment.

Mr. Humes informed the Committee that there is a meeting at his office today with Kevin Lipes and his design team. Mr. Humes was asked to re-look at the space for Conservation, Planning, and Building. Mr. Malloy mentioned a small tweak to that area. They would like to locate the administrative assistants for Planning and Building together so there is better

coverage in case someone is out and also a centralized location for the public to access those services. Mr. Malloy pointed out that Conservation will stay separate for now however, there is the ability to combine all three areas down the road. Mr. Malloy noted that he is trying to accommodate Building Commissioner Tin Htway's request for having one general area where permits can be obtained. Mr. Humes also mentioned Mr. Malloy's wish to re-use the skylight that was purchased for the Town Hall but not installed. He is trying to figure out an effective way to utilize the skylight at Forbes. There was a suggestion for installing it on the third floor in order to bring in more natural light.

Mr. Humes mentioned that the survey of the Forbes property is in the process of being completed. Mr. Barrette informed the Committee that the subject of the Spurr House was discussed at last night's Board of Selectmen meeting. He let the Selectmen know that the Municipal Building Committee may have an article in the October warrant asking to rescind the vote to sell the Spurr House and the reasons why, particularly the issue with the property line and parking. Mr. Barrette said that it was only a brief conversation but he felt the Selectmen were receptive to learning more about the problems the MBC is encountering with selling the Spurr House and the Forbes renovations.

Mr. Malloy stated that a Request for Proposal (RFP) has gone out for leasing space in order to relocate town offices out of Forbes. Bids are due back by September 1st. He will have an update at the next MBC meeting. Mr. Collins mentioned that, as Mr. Humes' design evolves, he will schedule a time to meet with the various user groups to confirm data, telephone output, electrical, lighting, and other finishes for their office areas. It was noted that he would also like to have an Interior Design firm available to meet with the user groups to determine what furniture needs to be purchased as well. Mr. Humes added that he is looking at an alternate Interior Design firm to work with Assistant Town Manager, Kristi Williams, than the one that was used for the Town Hall.

Mr. Collins mentioned that, due to the dollar value of this project, there is a pre-qualification process that needs to be completed on all bidders and he'd like to have two members of the MBC to assist with that process. Mr. Brown and Mr. Lawrence volunteered to help.

Mr. Brown asked about the generator and whether it will be located inside or outside the Forbes Building. Mr. Humes said that is being reviewed today by his engineers and noted that the generator is large and comparable in size to the one installed at the Fire Station. There was a discussion about keeping the generator inside the building and the requirements for eliminating the combustible air and preserving the maintenance staircase as planned. The Committee weighed the pros and cons for having the generator inside the building versus locating it outside and the cost of running copper wire from the generator to Forbes. Mr. Humes was going to put together a more formal report which would include the costs for both but felt that the Committee may find locating the generator inside would be less expensive. He noted that the room could be treated acoustically for sound and that the generator should last about 20 years and would only require routine maintenance. Mr. Malloy was concerned that he may receive complaints from the neighbors regarding the noise from the generator if it was located outside. After a lengthy discussion, the Committee was in agreement to keep the generator inside the building. Mr. Blois made a motion to locate the generator inside the Forbes Building and Mr. Barrette seconded. VOTED: 6-0-0.

Town Hall

Fire Chief Pat Purcell was in attendance to discuss the final fire inspectional services needed in order to close out the Town Hall project. Chief Purcell noted that at a prior inspection, they found the dry chemical system installed in the vaults wasn't working properly. He also added that Fire Inspection is still looking for signage and additional underground testing. The Chief said that Fire Inspection indicated they would be back after these items were corrected. When they inspected the Town Hall last week – nothing had been done. He read a letter from R.A.C. where there was some confusion since R.A.C. stated that what Fire Inspection was requesting for the vaults would come in at an additional cost, however, the Chief felt this shouldn't be a change order since the plans from BVH weren't followed. There was a discussion as to the reasoning behind installing the dry chemical system in two of the vaults in order to preserve valuable documents. Mr. Humes explained that the original plans didn't have any fire suppression in the vaults, and since that time there have been six changes. Mr. Humes pointed out that the most recent changes were from March of 2016 and May of 2016. Since the scope of work and language changed, the work came in as a change order. Mr. Humes referred to documents from BVH where they requested a single zone, however, Fire Inspection is asking for separate zones. Mr. Humes mentioned that if Fire Inspection and the engineers agree on a single zone then they can change the language in the plans. Chief Purcell pointed out that if there is a fire in the vaults where the dry chemical is located, they won't know which one is on fire if they aren't on separate zones since the vaults are closed. Mr. Blois confirmed that the vaults containing the wet fire suppression systems were zoned correctly and the Chief confirmed they were. Mr. Blois asked what the cost would be to install a conduit and run a wire from each of the vaults containing the dry fire suppression system. Mr. Humes said that he hasn't obtained a proposal for that work yet. Mr. Blois asked Mr. Brown if it was acceptable for Mr. Humes to get a price on behalf of the Committee. Mr. Lawrence inquired as to why a wire couldn't be run from the vaults to the conduit already

in place. Mr. Humes said that the subcontractor is saying we need an additional conduit and they would need to run the wire to the new conduit and also from the vaults to the electrical room. The Committee asked Mr. Humes to get a price for the additional work. Mr. Collins suggested having a light or panel outside of each vault that would indicate if the fire suppression system went off since he thought that may be less expensive to install. Chief Purcell said that he would have to confirm with the Captain of Fire Inspection if having a light or panel outside the vaults was acceptable. Mr. Blois wanted to get pricing in order to comply with the narrative for the change to fire prevention plans as outlined in BVH's letter dated May 16, 2016. The Committee decided to hold off on obtaining pricing for a light or panel outside the vaults since it was unclear if this was acceptable to Fire Inspection and – as Mr. Humes pointed out – the narrative in the plans would need to be changed and fire prevention would need to sign off. There was a discussion about the cost for adding a new conduit and running wires. Mr. Lawrence wanted an explanation from R.A.C. as to why a wire couldn't be added to the existing conduit. Mr. Collins noted that the contract we have with R.A.C. and their electrical subcontractor, Griffin Electric, expires November 1st. If we need to run wires now, we have to involve both R.A.C. and Griffin in that work. However, after November 1st, we could deal with having this work done on our own. Mr. Blois asked Mr. Collins if he could check to see who was responsible for the work to tie in the alarm to the vaults since there was some question about what was covered under the original contract. It was determined that Jacunski Humes, Heery, and the Fire Department will meet to put together a summary and cost for the next meeting.

The Chief mentioned that they are also looking for additional signage. Mr. Blois asked Mr. Collins to follow up with Mr. Schmalz as to why signs haven't been installed yet since approval was previously given by the Committee and provide an update in two weeks.

The final item Chief Purcell was concerned with was the required pressure test that was not completed on the water service to the building which supplies the fire suppression system. Fire Inspection is unsure of what's happening underground so they do not want to sign off since the Town would be responsible if there's a problem. There was a discussion about how to go about performing the pressure test now. It was noted that they have been dealing with this since last November and no one is taking responsibility. Mr. Collins pointed out that we are still holding \$60,000 in retainage on the project. Mr. Malloy mentioned that he spoke with Town Engineer, Carl Baldof, about performing the water pressure test with water already in the lines. Mr. Malloy stated that if we perform the test we will charge back the cost to R.A.C.

Mr. Collins presented two invoices for the Committee's approval for the Town Hall:

Invoice #529522 for SMJ Metals in the amount of \$1,435.50 related to the installation of metal grates/plates and supporting iron at the areaway openings at the west elevation of the Town Hall Building.

Invoice #1435021-18 for John Turner Consulting (JTC) in the amount of \$2,200.00 related to the roof inspection and water test, with particular attention at the clock tower.

Mr. Blois made a motion to approve payment on both of the invoices listed above and Mr. Fryer seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Mr. Collins mentioned that Heery is working with Town Accountant, Leah Talbot, on reconciling the budget for the Town Hall project. He pointed out that some smaller items are not going through Heery for approval. Mr. Collins suggested an end date for expenses related to the renovations. He will coordinate with Ms. Talbot and provide an update at the next MBC meeting.

Mr. Collins pointed out that a 10 month walk through of the project should be completed before Oct 31st. He also mentioned that Mr. Humes is working on permanent signage for where offices are located within the building.

Mr. Humes provided an update on the chiller unit. He said that an additional three way valve is being recommended for installation on the chiller unit by his engineers that will come in at an additional cost. Mr. Humes is in the process of getting a proposal from the subcontractor who would also adjust the pipes on the chiller unit at the same time the valve is installed. Mr. Humes recommended waiting for this work to be done until sometime in September when the A/C isn't needed since it will be down for the day. He mentioned that his engineers, along with the subcontractor, feel that this fix will solve the problem with the chiller unit however, the three-way valve is not necessary. There was a discussion about the chiller unit. Mr. Malloy confirmed with Mr. Humes that the new valve will help with energy efficiency and he said it would. Mr. Humes said there are two options – Option #1 is to go with what was originally in the designer specs at no additional cost to the Town, which would involve adjusting the pipes on the chiller unit. Option #2 is to perform the same work outlined in Option #1 but add the three-way valve. Mr. Humes will get the cost for Option #2 for the next meeting.

Fire Station

Mr. Collins presented two invoices from Tighe & Bond (T&B) for the Committee's approval. Mr. Collins mentioned that both invoices pertained to additional RAM status reports as outlined under T&B's amendment #4 that was previously approved by the Committee. Invoice #091590364 in the amount of \$9,873.73 was for additional professional services rendered through 8/22/15 and Invoice #101590460 in the amount of \$8,463.21 was for professional services rendered through 9/26/15. Mr. Blois inquired as to how much longer T&B's services were needed by the Town. Mr. Collins mentioned that the additional work approved for payment was for installing the well on the Grove Street property that abuts the Fire Station. Mr. Collins pointed out that the original testing came out clean and asked if the well should remain open or if it should be closed. He will let T&B recommend what should be done and will try to get them in to address the Committee before the end of September in order to provide a complete update on where open items stand. There was a brief discussion about what was still outstanding and when the Town takes over testing. Mr. Blois made a motion to approve payment on both T&B invoices listed above and Mr. Fryer seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Mr. Humes mentioned that G&R is requesting the backup as to how the Town arrived at the calculations for the amount of soil removed at the new Fire Station property. The Town has no objection to providing this information as calculated by Town Engineer, Carl Balduf. Mr. Humes pointed out that all future written correspondence between G&R and the Town will go through Town Counsel. He also mentioned that they are still at the discussion/negotiation point. Mr. Malloy reiterated that he does not believe the Town is responsible for any additional charges related to soil removal and he recommends that Town Counsel send a letter to G&R stating that the Town stands by their position that they do not owe anything. The Committee agreed to forward the information assembled by Mr. Balduf to G&R for their review and proceed from there.

Mr. Humes informed the Committee that Westborough TV would like to remove their video equipment from Room 23 at the Forbes Building and install it in the Fire Station Meeting Room during the renovations. Pat Cullen added that they are meeting with Westborough TV on September 12th to work out the details on installing their equipment at the Fire Station.

Mr. Cullen also discussed current plans on moving the E911 system. They have a date set for November 5th to move Police dispatch to the Fire Station which will give them a month to insure it is functioning properly before they go live on December 5th. Mr. Cullen mentioned that the biggest hurdle will be coordinating Verizon since they work on a tight time frame and that will affect the Police telephone system.

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, September 7, 2016, at 8:30 AM in Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Blois made a motion to adjourn the meeting at 10:42 AM. VOTED: 5-0-0 (Mr. Barrette was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant