

Municipal Building Committee
Minutes of Meeting
7 September 2016

Approved:
September 21, 2016

Location: Memorial Hall, Town Hall

Members present:

Dexter Blois
Bob Brown
John Arnold
Bob Fryer

Members absent:

George Barrette
Cal Lawrence
Peter O'Neil

Others Present:

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Dan Mayer, Assistant School Superintendent
Fire Chief Pat Purcell
Brett Borglund, Explorer Post
Jim Tashjian, Attorney

Peter Collins, Heery
Police Chief Alan Gordon
John Badenhausen, Youth & Family Services
Pat Cullen, Fire Department
Hank Rauch, Advisory Finance Committee

Mr. Brown called the meeting to order at 8:57 AM.

Open Forum

There were no requests to address the Committee.

Approval of Open Minutes

Mr. Blois made a motion to approve the amended minutes of August 24, 2016 and Mr. Fryer seconded. VOTED: 4-0-0.

Forbes Building

Mr. Humes distributed updated plans for the second floor of the Forbes Building. He referred to the area designated for the Building and Planning offices and noted that he has added a transaction counter off of the corridor for the public to access these two departments. The two administrative assistants for each of these departments will be combined and handle the transaction counter. Mr. Humes pointed out that there are offices off of the corridor for private meetings, along with a large meeting room if needed. He mentioned that the building inspector's offices will be located down the hall. They currently have four work stations allocated for the Building Department, but are planning for six, and space for additional filing. Mr. Humes noted that he reduced the size of the Conservation office since there are only two work stations in that area. Mr. Humes also added a computer work station kiosk for the public to use since filing can be done online, along with a storage room for plans and filing needs. Mr. Humes was looking for the Committee's approval to proceed with these plans. Mr. Malloy added that he met with Mr. Humes to collaborate on these changes and then asked for comments from Town Planner, Jim Robbins, and Building Commissioner, Tin Htway. Mr. Malloy explained that right now those two offices are independent of each other and there's no back up for when an administrative assistant is away from their desk. By combining the two offices, Mr. Malloy said that the two administrative assistants can cover for each other. Mr. Blois had a couple of questions about the wall to the left of room 214A, the area underneath the storage room (211), and area designated "ETR". Mr. Humes said that a new wall was added under 214A, ETR is for the Electrical Room, and underneath 211 is where the chimney is located which will be used for the generator. Mr. Humes pointed out that next to the chimney is a kitchenette. Mr. Humes also added that both Mr. Robbins and Mr. Htway asked for glass in their offices so they can see out to the central area from their offices. Mr. Fryer asked if a door could be added between the Lieutenant Office and Police Storage noted for areas 222 and 223 on the plans. He mentioned that this would give the Police Department more flexibility for other uses in the future if necessary. Mr. Brown noted that Mr. Humes was looking for closure on the plans and asked if the Committee had any other comments. Mr. Blois made a motion to accept the Forbes Building floor plan number A-1.2 dated July 2, 2016 and revised on September 1, 2016. VOTED: 4-0-0.

Mr. Humes informed the Committee that he is meeting with a new Interior Design firm today at 10:00 AM, along with Assistant Town Manager, Kristi Williams. Once they have secured an Interior Design firm, they will initiate meetings with end users for office layout since they'd like feedback from the departments, and then coordinate from there. Mr. Humes also noted that they need to firm up access control. He will work with Pat Cullen to determine who has access to what areas. Mr. Blois suggested that Mr. Malloy meet with the School Department to figure out their requirements. Mr. Humes

mentioned they currently have two choices for Interior Design – 4D who worked on the Town Hall project, and a new firm they are meeting with at 10:00 AM that is located out of New Haven, CT. Mr. Malloy referred to their experience with the Town Hall and added that they would like an Interior Design firm that would be present when furniture is delivered and installed. Mr. Humes pointed out that he'd like to make sure department heads needs are being met with regard to what they envision their space looking like after the renovations. Mr. Brown checked in with John Badenhause from Youth & Family Services and Daniel Mayer with the School Department about their layout and both were satisfied. Mr. Fryer added that the Police Department was also pleased with their layout. Mr. Malloy confirmed that they will be purchasing new furniture throughout the building.

Mr. Brown wanted to discuss storage for the Town's bulk custodial supplies. Mr. Blois mentioned that he thought that issue has been resolved since we can use the Harvey Building for storage. Mr. Brown asked where the Post will move their equipment during the Forbes renovations. Brett Borglund from the Explorer Post addressed the Committee regarding this subject. He said that one of the options the Post has looked at is purchasing a ShelterLogic shelter. Mr. Borglund mentioned that the cost would be approximately \$33,000 to \$40,000, which would include utilities, and they hope to locate the structure at the DPW. Other alternatives include locations at the State Hospital and Hocomonco Pond. Mr. Malloy pointed out that Hocomonco Pond is not an option. Mr. Borglund mentioned that the Post doesn't have the funds to purchase the shelter so they may need to look at staying where they are. Mr. Blois asked if they have spoken with the Historical Society regarding accessing the Post's building off of the Historical Society's property. Mr. Borglund said they contacted the Historical Society but haven't heard back. Mr. Blois suggested following up so the Post can get on the Historical Society's agenda for their next meeting. Mr. Arnold asked about the Spurr House – and pointed out that if the vote to sell the Spurr House was rescinded - they would be able to accommodate the Post staying where they are during the renovations. However, Mr. Arnold mentioned that he was concerned with having the Post stay at Forbes during the renovations since that site will be a construction area and they may not be able to get out of the lot in the event of an emergency. Mr. Malloy asked for a breakdown of the cost for the ShelterLogic structure. Mr. Borglund went over the price for the structure, shipping, installation, and electrical for running utilities. Mr. Borglund said that the cost is around \$33,600 but may be as high as \$40,000 once the structure is completely installed. Mr. Malloy asked if DPW Director, John Walden, indicated if there was space at the DPW. There was a discussion about where the structure could be located at the DPW, along with other sites that may work. Mr. Borglund mentioned that the Post has rented a couple of storage units and are looking at other affordable options for moving their equipment since they are a non-profit and operate off of donations. Mr. Brown asked if the Post has reached out to civic organizations for donations. Mr. Borglund said they could but thought the cost for relocating the Post for two years was too expensive. Mr. Brown suggested that the Post keep looking at options for relocating and the MBC would do the same. Mr. Humes asked about the lead time needed to purchase and install the ShelterLogic structure. Mr. Borglund said it would be about three weeks. Mr. Humes noted that if the Post isn't out by the time the contract is put out to bid, they will have to include accessibility to the Post in the contract since the Contractor will take over the job site. Mr. Malloy asked what the cost would be if the ShelterLogic structure wasn't heated. Mr. Borglund said that the cost would be reduced by about \$5-6,000 but then they will still need a heated storage area for their supplies.

Mr. Arnold asked if there would be any upcoming changes to the Post's program to try to attract more youth participation since their numbers are down. Mr. Borglund pointed out that the Westborough Explorer Post is the 5th oldest in the country. He noted that trying to change what they've been doing for 50 years comes down to adult involvement and leadership. Mr. Brown asked if Jim Tashjian wanted to add anything. Mr. Tashjian mentioned that Mr. Borglund is more knowledgeable regarding the Post's business but he is disappointed that the Post can't stay where they are and operate as usual. Mr. Tashjian noted that he would like to see reasonable attempts made to keep the Post where they are during the renovations. Mr. Arnold stated that access in and out of the Forbes property is an issue that he felt could be solved if the Spurr House was removed. Mr. Malloy asked if the Post could exist without using their emergency vehicle. Mr. Borglund said that would be difficult since that's who the Post is and that they need their vehicle. Mr. Blois asked how many times the Post has responded to a call within the last six months. Mr. Borglund estimated that their vehicle was dispatched about 8 times and noted that the Post provides lights, refreshments, and shelter at emergency scenes, as well as performing a lot of community service. Mr. Borglund mentioned that what the Post was really looking for was some type of temporary shelter with electricity at the DPW similar to what is provided for the senior buses. Mr. Malloy asked about the Quonset hut at the State Hospital property. Mr. Borglund said he was told that it may cost about \$30,000 to put electricity in to the Quonset hut. Mr. Malloy wasn't sure the cost would be that high. Mr. Arnold noted that the Post really only needs shelter for one truck since that's what they mainly use. Chief Purcell mentioned that he doesn't have room at the Fire Station since they are getting ready to store Police equipment during the renovations. Mr. Malloy thought there may be space at the DPW that could be available near the body work area. Mr. Blois stated that the MBC will keep this discussion on the table. As a final note, Mr. Borglund mentioned the 300th anniversary parade next year where they would like to include their vehicles but can't if they are locked in. Chief Purcell added that he would be happy to help the Post with redefining their future direction if they would like to meet. He will reach out to them again about the outlook of the Post going forward.

Mr. Blois wanted to follow up on questions from the last meeting. He asked Mr. Humes about the price for the three-way valve for the chiller unit. Mr. Humes noted that he is working on that and mentioned getting some push back from the contractor. Initially the cost for the valve came in at about \$10,000, but the cost to adjust the pipes was zero. Now the contractor is saying that adjusting the pipes will be extra. They need to have a conference call to discuss. Mr. Humes wants to address the issue now since this is the time to make adjustments. He also mentioned the warranty and pointed out that we are coming up on one year. Mr. Humes said that he will discuss with the subcontractor, Veterans, and if he gets a reasonable number he will have them do the work and get approval from Mr. Malloy.

Regarding the three outstanding items required by Fire Inspection, it was noted that the test on the line in the street was discovered and given to Chris Knight of the Fire Department for his review. Chief Purcell will not require a signed affidavit since our own Town employees were present when the test was done and signed off on it. The second item was for the dedicated lines for the vaults, Chief Purcell said that he would accept the set up the way it is since he read through the engineer's report. He felt that if there was a fire in a vault they will be able to determine where it is since it will affect the outside of the vault. The third item for signage is in the process of being completed. Mr. Schmalz from Heery is working with Pillsbury Sign and this task should be done by the end of the week. It was noted that all signage required by Fire Prevention will be installed this week. Chief Purcell is still waiting for the affidavit for the pre-action system in the IT room and a graphic on the front of the building where everything is located. Chief Purcell pointed out that the current diagram is too small and asked for it to be enlarged since no one could read it.

Mr. Collins mentioned that the fourth tabletop for the Fire Station came in and they will keep it. There was a slight warp but it was adjusted and is now close to perfect.

Mr. Collins presented the Committee with Invoice #16225 from Jacunski Humes in the amount of \$92,000. He noted that \$12,000 was for completion of the design development phase and \$80,000 is for the contract document phase. Mr. Arnold made a motion to approve payment to Jacunski Humes for Invoice #16225 in the amount of \$92,000 and Mr. Fryer seconded. VOTED: 4-0-0.

Mr. Collins pointed out that Heery is still working on their OPM contract with Town Counsel.

Mr. Blois mentioned that there weren't any bids received for lease space for relocation of Town offices out of the Forbes Building. The date to receive bids by was September 1st. They have postponed the bid opening from 9/1 to 9/21. Mr. Malloy will make some amendments to the Request for Proposal (RFP) and re-post.

Mr. Blois inquired about the skylight originally intended for the Town Hall but now proposed for installation at Forbes. He asked if instead of Forbes if the skylight could be installed at the Library on the top floor. He noted the difficulty in installing the skylight at Forbes due to the 7 foot gap between the ceiling and roof. Mr. Cullen also pointed out the antennae located on the roof right above the hallway where the skylight may be mounted. Mr. Blois felt that putting in the skylight at Forbes may be difficult and that the Library could work out better.

Fire Chief Pat Purcell approached the Committee. He is looking for \$2,500 to support Police equipment that is necessary for moving dispatch so it fits in to the Fire Station. Mr. Blois made a motion to authorize spending up to \$2,500 to reconfigure the dispatch center at the Fire Station to accommodate the Police and Mr. Fryer seconded. VOTED: 4-0-0. The Chief noted that the new software was installed and came in under the money that was allocated – similar to the alerting system. He has training scheduled for his staff through the end of the year on the new software system. Chief Purcell also pointed out that the alerting system will take minutes off of the turnaround time when responding to a call and that the E911 system will be updated when Police dispatch is moved from the Forbes Building to the Fire Station. He thanked the MBC for their support.

Mr. Fryer wanted to discuss the current plans for locating the generator within the Forbes Building. He pointed out that the Committee may want to re-think those plans. Mr. Fryer wasn't supportive of locating the generator inside. Mr. Collins mentioned that locating the generator inside wouldn't be his preferred option. There was a discussion about outdoor space and what the generator would require. The Committee noted that most, if not all, of the big buildings in town have the generator located outside. Mr. Cullen pointed out that having the generator inside would involve internal storage of diesel fuel. Mr. Brown suggested adding the topic of where the generator should be located to the next MBC agenda for continued discussion.

Town Hall

Mr. Collins pointed out that there were currently no outstanding invoices needing approval for payment. He referred to a copy of the budget that was attached to Heery's Report and mentioned closing out both the Town Hall and Fire Station projects. Mr. Collins would like to discuss in more detail at either the 9/21 or 10/5 MBC meetings when more Committee members are present. He noted that his figures as the Owner's Project Manager (OPM) differ slightly from the Town Accountant's figures since not all bills related to these projects go through the OPM before payment is issued. Mr. Collins said that his records show that there is \$500 still due on the new Fire Station, and he has about \$60,000 left to pay the Contractor for the Town Hall renovations, which includes change orders. Mr. Blois referred to the last page of the Town Hall budget and noted that Heery is showing there's about \$347,121 left unspent but that figure could be lower since the Town is paying other expenses related to the project that Heery isn't tracking. Mr. Collins said that Heery can only report on what they were given. Mr. Blois mentioned that, as we get underway with the Forbes Building renovations, he'd like to see better communication between the OPM and Town Accountant so figures are closer in case the numbers get tight on this project. Mr. Blois inquired as to how Heery handles these types of projects with other towns. Mr. Collins said that all bills are processed through the OPM. There was a discussion about how to align the budgets between the OPM and Town so they are identical. Mr. Blois was concerned that the Committee is relying on the budget presented by Heery but those numbers could be different. He wanted a better process for Heery to be informed of any money spent. Pat Cullen from the Fire Department pointed out that he keeps a spreadsheet for any money approved by the Committee for every project and noted the alerting system and P/A system as examples. Mr. Blois asked if it would help if Heery was given a copy of this spreadsheet from Mr. Cullen for their records. Mr. Collins said that he would prefer a different method since he provides a cover letter and cost codes so Heery can internally allocate the expense correctly on their end. He would also like a copy of the fully executed purchase order so he knows the expense has been authorized. Mr. Blois asked Mr. Collins if he could speak with Town Accountant, Leah Talbot, and others involved in the billing process to figure out how to have a better representation of what is spent on a project and provide an update at the next meeting.

Fire Station

Mr. Humes reported that he does not have an update on the pending soil claim.

Mr. Arnold updated the Committee on the Memorial Park. He said the memorial stones are being printed now and should be done in a few weeks. Mr. Blois mentioned that they did not receive any bids for the work on the Memorial Park. Mr. Blois and Mr. Arnold will arrange a meeting with the Civic Club to see if they will cover the labor for installation of the park. It was noted that any donations received will pay for materials.

Library

There was no new Library business brought before the Committee.

Old Business

There was no old business brought before the Committee.

New Business

Mr. Arnold informed the Committee that he is moving to Florida and will need to resign from the Committee by the end of the month. He is not sure of his attendance at the next MBC meeting.

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 21, 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 10:47 AM and Mr. Arnold seconded. VOTED: 4-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant