

Municipal Building Committee
Minutes of Meeting
5 October 2016

Approved:
October 19, 2016

Location: Memorial Hall, Town Hall

Members present:

Dexter Blois
Bob Brown
Earl Storey
Bob Fryer
George Barrette
Peter O'Neil

Members absent:

Cal Lawrence

Others Present:

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Dana Haagensen, Explorer Post
Fire Chief Pat Purcell
Hank Rauch, Advisory Finance Committee
Tom Ellis, Heery

Peter Collins, Heery
Kristi Williams, Assistant Town Manager
Brett Borglund, Explorer Post
Pat Cullen, Fire Department
John Badenhausen, Youth & Family Services (Y&FS)

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

The Committee welcomed its newest member, Earl Storey, who is replacing John Arnold.

Approval of Open Minutes

Mr. Blois suggested waiting until the next meeting to approve the minutes from 10/5 to give the Committee a chance to review.

Open Forum

Dana Haagensen and Brett Borglund from the Explorer Post met with the Committee for ongoing discussions about where to relocate the Post during the renovation of the Forbes Building. As a re-cap Mr. Haagensen reminded the Committee that the Post currently has meeting space that they use for member gatherings and training, garage space for four vehicles that they use for community service events and to support emergency response, two trailers with supplies that are kept in the heated garage, along with miscellaneous equipment and fundraising materials. Mr. Haagensen pointed out that the winter months will have a bigger impact on the Post since they'd need to find a heated facility to store their equipment during the renovations. Mr. Haagensen and Rob Lane are the head advisors of the Explorer Post and they have been reviewing different options on where to relocate their operations. Mr. Haagensen referred to his email and handout. They have looked at the pros and cons for local sites and taken in to consideration the impact to the Post's program, Town operations, renovations, and cost. Mr. Haagensen reviewed the options such as leasing space in a private facility, putting up a temporary structure at a Town owned location, using Town space within a current building (such as the DPW), and using the Quonset hut or maintenance garage at the former State Hospital site. Mr. Haagensen said that they wanted to have little disruption to the Post's activities during the renovation project so staying in the downtown area in order to be accessible to the high school students was important. They also weren't able to find a cost effective solution since leasing space, purchasing a temporary structure, and providing power to the Quonset hut or maintenance garage at the State Hospital was too expensive. Regarding space within one of the DPW buildings, there was concern about having Post members in Town facilities. Mr. Haagensen recommended having the Post stay where they are at and asking for cooperation from the contractor when installing the fence around the job site since they would need access to a temporary exit. Mr. Haagensen pointed out that the Post has stayed where they are at during past renovations and dealt with disruptions and the contractor was able to work with them. Mr. Blois was concerned with utilities – once the property is turned over to the contractor the utilities are severed and the contractor installs and pays for their own utilities during the project. Mr. Humes also pointed out that it is the contractors insurance covering the job site. There was a discussion about setting up temporary power for the contractor and the Post separately. Mr. Borglund mentioned that during the last renovation project they ran a cable from the contractor's temporary box to the Post. Mr. Malloy noted that there was some confusion last time over which meter was being read and he didn't think the Post incurred any costs. Mr. Haagensen suggested having the Post operate similar to a construction company and installing temporary bathrooms. Mr. Humes noted that the Town could have a stipulation in the construction documents that they need to maintain access to the Post building. Mr. Borglund said they would like to have their vehicles in a garage during the winter months and also maintain access in the event of an emergency. Mr. Barrette asked Chief Purcell how much they use the Post and Chief Purcell

replied that they use them minimally for support. Chief Purcell mentioned that he is meeting with the Post on Friday morning. He had offered to help redefine their mission and he thinks that's what they will discuss. Mr. Blois noted that he would like to find out the outcome of Chief Purcell's discussions with the Post at the next MBC meeting. Mr. Barrette asked if we wait two weeks to figure out what to do about the Post if that would make a difference. The Committee pointed out that meeting space is available elsewhere – it is storage of the Post's vehicles that is more difficult. Mr. Borglund mentioned that, over the course of these discussions, pedestrian access to the Post's building was always going to be maintained. Mr. Blois asked if they received permission from the Historical Society to gain access to the Post through their property. Mr. Haagensen said they have not heard back yet but he will check with the Historical Society. Mr. Blois encouraged him to get something in writing from the Historical Society so they know they have authorization. Mr. Fryer asked what needs to be in the garage that needs heat and Mr. Borglund said that they would like to have the vehicles stored inside. There was a discussion about the definition of turning the site over to the contractor. The Committee agreed that this wouldn't affect the Post's property so their members should be able to get in and out of the building from Parkman Street. It was noted that the renovation project will affect access to the vehicles, and if the vehicles aren't used during the project then we are all set. Mr. Haagensen pointed out that there is one vehicle that needs power. Mr. Barrette asked if we could relocate that one vehicle to the Senior Center or DPW and store outside but get block heaters and a cord to provide power. It was noted that if the Post wants vehicles out of the garage then they will need to store them outside since neither the Town nor the Post has the funds for a temporary structure. Mr. Storey mentioned that the DPW would be a safer place to store vehicles since it is secure. The Committee was in agreement that the Post's vehicles could be moved to the DPW property and stored outside. Mr. Borglund mentioned their can drive fundraiser and moving those supplies to the other side of the Post building between the garage and property on Parkman Street. Mr. Brown suggested that the Post mull over the idea of moving their vehicles to the DPW.

Town Hall

Mr. Collins presented an invoice for Northern Exposure that was dated 9-13-16 in the amount of \$575.00 for signage requested by Fire Inspection at the Town Hall. Mr. Blois made a motion to approve payment to Northern Exposure in the amount of \$575.00 and Mr. Barrette seconded. VOTED: 6-0-0.

Mr. Collins wanted to follow up on the chiller unit. Mr. Blois asked if anyone has spoken with Buildings & Grounds Supervisor, Frank Cornine, since the A/C system experienced a malfunction recently and needed a manual override. Mr. Collins verified that he has spoken with Mr. Cornine and is aware of the recent problem. Mr. Humes informed the Committee about a meeting that occurred about two weeks ago with Mr. Cornine, BVH, and the Commissioning Agent (CA). He explained that the CA ran through the building's automated system so they could put the chiller unit through different exercises. They observed the outcome and made recommendations, which were sent to R.A.C. who then forwarded to the HVAC subcontractor, Veterans Development Corp. Mr. Humes mentioned that yesterday they received a response from Veterans and the temperature control operator since both have been involved with this issue. Mr. Humes said that there was some push back from Veterans regarding the recommended changes. Veterans' maintains that the chiller unit was installed per the design specifications. Mr. Humes noted that Veterans' response was sent back to BVH for further review; meanwhile temperature control will come in to make changes. Mr. Humes mentioned that it may take another couple of weeks to sort this out but he was glad that WSP, the Commissioning Agent, was part of the conversation since they can give an independent answer on how to proceed. Mr. Humes and Mr. Collins will have WSP summarize their documents and come up with an independent assessment on what to do next. Mr. Collins mentioned that he will follow up with WSP.

Regarding the Punch List, Mr. Collins informed the Committee that Heery and Mr. Cornine have gone through the list of outstanding items. They will assemble and send to R.A.C. for a resolution. Mr. Collins noted that most of the items on the Punch List were minor. Mr. Barrette asked about a cracked window. Mr. Collins pointed out that the contractor claimed they didn't break the window and the moving company is claiming they didn't do it. He received a quote to fix it from National Glass in the amount of \$775. Since it cannot be determined as to who broke it, Mr. Collins mentioned that the Town may need to repair. Mr. Blois made a motion to hire National Glass to repair the window for a cost of \$775 for labor and materials and Mr. Barrette seconded. VOTED: 6-0-0.

Mr. Humes presented a bill from R.A.C. in the amount of \$1,046 for reprogramming the pre-action system back in June which will be incorporated in to PCO (Pending Change Order) #141. The quote was reviewed to make sure there wasn't a duplication of costs. Mr. Blois made a motion to approve payment to R.A.C. for reprogramming the pre-action system in the amount of \$1,046 and Mr. Fryer seconded. VOTED: 6-0-0. Mr. Humes noted that this cost will go in to a future Change Order. He also mentioned that the only item remaining in order to obtain a permanent Occupancy Permit is a location for the handicap spot. Mr. Malloy said that should be taken care of before winter.

Mr. Collins pointed out that they are working on resolving permanent signage within the Town Hall. Mr. Malloy asked about covers for the sprinkler heads on the ceiling in the Selectmen's Meeting Room. Mr. Collins mentioned that item is on the Punch List. Mr. Malloy also noted that he did a comparison of gas usage in the Town Hall from this past year versus 2013 and there has been a decrease of 3%. He looked at both kilowatt (KWH) hours and therms and mentioned that the decrease is a result of a more efficient heating system since they are using less energy. Regarding electricity, Mr. Malloy said that electric costs went up by 7% but the Town Hall has more offices occupying space as compared to 2013. He mentioned that he will pass this information along to the Board of Selectmen.

Fire Station

Mr. Humes reported that three weeks ago he forwarded the information on the soil claim that G&R requested and hasn't received a response. If he doesn't hear from them within the next few weeks, he will contact them to send the final requisition for \$550 so we can finally close out this project.

Regarding the Memorial Park, Mr. Blois pointed out the recent article in the newspaper. Mr. Blois said that he met with the Civic Club last night and asked them for a contribution toward the cost of the park and to also serve as the Project Manager. He noted that the Civic Club won't vote on his requests until their next meeting. Mr. Blois mentioned that bids are due October 20th at 10:00 AM and he should know more by then. Mr. Malloy hoped that more bids would be submitted after seeing the newspaper article. Mr. Blois said that the Civic Club asked if there would be a plaque acknowledging them as a contributor and he told them that this project is more about the events of 9/11. He felt that our gratitude to the Civic Club if they are able to assist in building the park could be recognized in the newspaper. Mr. Barrette said that he could also write a proclamation acknowledging their efforts but that the Committee is shying away from a permanent plaque.

Forbes Building

Mr. Brown wanted to recognize Mr. Blois' efforts for his presentation to the Board of Selectmen and the Advisory Finance Committee (AFC) regarding the Forbes renovation project and rescinding the vote for the Spurr House. He noted that the AFC requested a copy of Mr. Blois' presentation. Mr. Malloy pointed out that the article to rescind the vote on the Spurr House has been taken off the warrant so there is no need for the AFC to deliberate further on this article. Mr. Rauch, Chairman of the AFC, clarified that they only wanted to hear about the issue and will not take it any further. Mr. Blois spoke about the deed and assessor's map and reviewed the history of the property line. He mentioned that there are now two parcels from one but no legal description separating the two since one parcel was designated for school use and the other for the Selectmen to control. Mr. Malloy re-drafted the Request for Proposal (RFP) with Town Counsel to be sure that if they take it by eminent domain in the future that there will be no land damage claim filed against the Town. Mr. Malloy mentioned that the RFP will be out in October so the 18-month time requirement will start then. Mr. Malloy pointed out the shape of the Spurr House lot and noted it was non-conforming so they won't be able to expand on it and the house will have to have the same footprint. Mr. Malloy noted that the neighbor who abuts the Spurr House has their fence on Town property. He will send a letter if they sell the Spurr House so that can be corrected.

Regarding relocation of Town offices, Mr. Malloy mentioned a site visit at 1:00 PM today with Mr. Fryer from the Police Department and Ms. Bock and Mr. Mayer from the School Department, along with MIS/GIS Director, Mark Stockman. He noted that they received two bids from Carruth Capital – one location is on Computer Drive and the other is on Friberg Parkway. Mr. Malloy will review properties available for lease and hopes to bring this matter before the Board of Selectmen at their 10/25 meeting for approval of the lease. Mr. Fryer pointed out that the Police will need a private bathroom for booking since they will handle that task in Westborough and then transport to the Northborough Police Department's cells. He mentioned that they will also need to fingerprint anyone arrested in Westborough and will need a new fingerprint machine, which he noted would be necessary after renovations anyway. Mr. Fryer mentioned that the cost for a new fingerprint machine would be approximately \$12,600. Mr. Blois made a motion to approve the purchase of a new fingerprint machine for the Police Department in the amount of \$12,600 and Mr. Barrette seconded. VOTED: 6-0-0.

Fire Chief Pat Purcell reported on the dispatch relocation budget that he presented two months ago where he was given approval to spend up to \$69,000. He provided an update to the Committee on what's been done to date, including the purchase of radios, data, and phones. Chief Purcell would like to request an additional \$30,000 for CyberComm to tie the system together and also purchase ten Tone Remote Adapters. Mr. Blois clarified with Chief Purcell that the total cost would be around \$100,000-\$105,000 and Mr. Collins confirmed that was the amount in the budget. Mr. Blois made a motion to approve an additional \$35,000 for dispatch relocation per Chief Purcell's request and Mr. Fryer seconded. VOTED: 5-0-0 (Mr. Barrette was absent for this vote). Mr. Fryer mentioned that he had a meeting regarding the phone system with Chief Purcell and Pat Cullen and they would like to purchase the new system now so it is available in the temporary location and then they can move the phone system to Forbes when the renovations are complete. Mr. Blois was concerned with moving the phone system and having it down over an entire weekend. Mr. Cullen confirmed that the

phone system will be easy to move since it will be pre-configured and tied in to the Town's phone system. He also noted that they will save \$10-\$15,000 by having it tied in to the Town's system. Mr. Cullen also mentioned that the Town won't need to spend money on a temporary phone system if they purchase a permanent system now; however, he informed the Committee that they don't have a final cost yet for the permanent system. Mr. Malloy asked if the Fire Department could speak about the savings of \$200,000 to \$300,000 for centralizing the E911 system at the Fire Station at Town Meeting since they won't need to set up a separate dispatch at Forbes.

Mr. Humes noted that they won't be meeting today regarding Furniture, Fixtures, & Equipment (FF&E) since Mr. Malloy has appointments to visit possible sites for leasing space.

Mr. Humes referred to design documents and the schedule attached to Heery's OPM report. He mentioned that they are on target with the Forbes building; however, there is a problem with the site work due to the property line issue with the Spurr House. Mr. Blois asked if the external work can be done under a separate contract. Mr. Humes said that is possible but there would be a greater savings if we package as one. He noted the issue with parking and where the generator will be located. Mr. Barrette asked if we could put out an RFP that's contingent on a Town Meeting vote next March. It was also noted that the Forbes transformer is located on the Spurr House property. Mr. Humes mentioned that waiting may be difficult. He pointed out site requirements for the car port, grading, drainage, etc. and noted that there are two different civil engineer assignments as to whether the Spurr House property is available or not. Mr. Blois thought that the design could be done with room for expansion. Mr. Humes noted that we'd want to be able to re-design the lot if we have additional space. Mr. Blois said that he would like to see room for expansion of the parking lot if there are changes in the future such as the Post moves or an abutter sells their home. Mr. Humes noted that grades would change. He referred to their plan which shows what will be done if the Spurr House isn't sold. Mr. Barrette and Mr. Blois felt that we should go with that plan and keep in mind we may need to expand the lot if things change down the road. There was a discussion about what the Town could do with the Spurr House property. Mr. Collins mentioned that they will wait before providing an estimate due to uncertainties regarding the site work. Mr. Blois wanted to resolve the site plans now and go with the plan that did not include the Spurr House property. It was noted that the generator will be placed outside between the two buildings designated for the Explorer Post and that the Post's lease can be re-written to exclude the land where the generator will be located.

Regarding pre-qualification of general and subcontractors, Mr. Collins pointed out that an advertisement will be placed in the Central Register and published on October 12th. Request for Proposal's (RFP's) are due November 2nd. Mr. Collins mentioned that there is a Pre-qualification Sub-Committee meeting today at 10:30 AM.

Library

Mr. Blois informed MBC members that the Library Building Committee has met with the Planning Board, along with other Town departments. The next step is to meet with the neighbors to make a presentation as to what the future plans are for the anticipated renovations to the Library. Mr. Blois asked if someone else was available from the MBC to replace John Arnold. Mr. Blois reviewed what's been done so far regarding the Library project and mentioned that they need design documents completed for the grant application that's due in January. He noted that the Library Building Committee will be asking for permission to file the grant at Town Meeting. Mr. Storey volunteered to fill the spot vacated by Mr. Arnold. Mr. Blois made a motion to elect Mr. Storey as the second delegate from the MBC to the Library Building Committee and Mr. Barrette seconded. VOTED: 5-0-1 (abstention: Storey).

Mr. Blois also noted that the MBC needs to fill the Vice Chairman position. He made a motion to nominate Bob Fryer as the Vice Chairman of the MBC to replace Mr. Arnold. VOTED: 5-0-1 (abstention: Fryer).

Old Business

There was no old business brought before the Committee.

New Business

Tom Ellis from Heery International was present to obtain feedback from the Committee as to how Heery has been performing. Mr. Ellis distributed a survey for Committee members to complete. He wanted MBC members to be able to talk openly and freely. Mr. Blois noted that Heery has been in town for about 20 years on various projects and pointed to the High School addition, new Fire Station, Town Hall renovations, the Gibbons School renovations, the Library, and the Forbes Building. He felt that if Heery wasn't doing a good job that they wouldn't still be employed as the Owners Project Manager (OPM) for the Town of Westborough. The Committee noted that there have been some minor incidents but nothing major. Mr. Malloy mentioned that he completed his survey and gave Heery high marks on their survey questions. He noted two items that weren't on the survey that Heery handles – coordination of contractors and review of payment requisitions for accuracy. Mr. Malloy felt these services were very important to the Town. His only criticism was that he

thought Heery was spreading their employees too thin and mentioned receiving emails from Mr. Collins early in the morning and late at night. Mr. O'Neil pointed out that he first met Mr. Collins on the Gibbons project and then was appointed to the MBC. As a contractor himself, he appreciates the time and effort Mr. Collins puts in to his work. The Committee agreed and noted that Mr. Collins follows through on his duties even after his contract is complete. Mr. Ellis said that Heery tries to be transparent on their fees but understands that items can come up that may not be in the contract, which they will handle regardless of whether they are getting paid, since their aim is to have a successful project. The Committee added that they have a comfort level with Heery and the employees they've dealt with and appreciate their demeanor, good humor, and attitude even during stressful times. Mr. Ellis thanked the Committee for their feedback and the opportunity to work in the Town of Westborough. Mr. Fryer inquired as to who will work with Mr. Collins on the Forbes project. Mr. Ellis explained that Heery is looking to assign someone who has experience with renovating Police Departments. They may have to hire from the outside but he will introduce any new employees to the Committee beforehand. Mr. Ellis noted that if the Committee had any other questions or comments that they can email him.

Executive Session

The Committee did not enter in to Executive Session.

Future Meetings

The next Municipal Building Committee meeting will be held on Wednesday, October 19, 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 10:59 AM and Mr. Fryer seconded. VOTED: 6-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant