

Municipal Building Committee  
Minutes of Meeting  
21 September 2016

Approved:  
October 19, 2016

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Others Present:

Brian Humes, Jacunski Humes  
Jim Malloy, Town Manager  
Brett Borglund, Explorer Post

Peter Collins, Heery  
Pat Cullen, Fire Department  
Tin Htway, Building Commissioner

Mr. Brown called the meeting to order at 8:30 AM.

**Open Forum**

Brett Borglund from the Explorer Post was in attendance to address the Committee. He asked if he could be added to the next MBC agenda so he could make a presentation outlining the pros and cons for the various options discussed for relocating the Post during the Forbes Building renovations and the costs for each option. Mr. Borglund mentioned that he visited the Quonset hut at the State Hospital and confirmed that it does not have electricity. He was told by the DPW that the cost to bring power to the Quonset hut would be approximately \$30,000, which he'd like to include in his comparison at the next meeting. Mr. Borglund offered to provide a tour of the Post for Committee members if anyone was interested, and again expressed the Post's desire to stay where they are currently located if possible. He noted that the cemetery fence near the back of the property is in need of repair. There was a brief discussion about how the Post would access their building during the renovation project if they were to stay during the construction.

**Approval of Open Minutes**

Mr. Arnold made a motion to approve the minutes of September 7, 2016 and Mr. Fryer seconded. VOTED: 4-0-3 (abstention: Barrette, Lawrence, O'Neil).

**Forbes Building**

Mr. Brown informed members that the Advisory Finance Committee (AFC) would like to meet regarding the MBC sponsored articles in the Special Town Meeting warrant for rescinding the vote to sell the Spurr House and another article requesting \$50,000 to demolish it up to the point of paving. He also mentioned that the Selectmen would like to meet with the MBC on Tuesday, September 27<sup>th</sup> regarding this same subject. There was a discussion about dates for meeting with the AFC. Mr. Blois noted the Selectmen's meeting on 9/27 and suggested meeting with the AFC on Thursday, 9/29, at 7 pm. Mr. Brown pointed out that he will not be able to attend the Special Town Meeting in October and Mr. Arnold will be gone as well. The Committee elected Mr. Blois as spokesperson to represent the MBC at the Selectmen's meeting and AFC meeting, as well as at the Special Town Meeting. Mr. Blois suggested meeting with the Pano family, who abut the Spurr House property, prior to the meetings with the Selectmen and AFC to explain why the MBC is sponsoring these articles. Mr. Barrette offered to accompany Mr. Blois when meeting with the Pano's. Mr. Blois cited property line issues, zoning, and lack of parking as primary reasons why the MBC is sponsoring the articles concerning the Spurr House.

Mr. Humes mentioned that the land surveyor is in the process of updating their maps with the DPW. He pointed out that he noticed a property line missing at the back of the Forbes Building property. Mr. Humes questioned the surveyor and he stated that their findings showed that the property line had changed from what was originally noted and that this change will take away parking space from the back of the Forbes Building along with access to the Explorer Post if the Spurr House is sold. There was a discussion about presenting these findings at Special Town Meeting. Mr. Malloy asked for colored lines on the survey so the property line stands out better for presentation. Mr. Barrette inquired as to why the property couldn't be subdivided. Mr. Malloy explained that he spoke with Town Planner, Jim Robbins, who said that the Spurr House property is a non-conforming lot and that we can't make it more non-conforming. He noted that in previous discussions we thought we could carve out the same size area that affected the parking directly in back of the Forbes Building for a similar size parcel near the Post. However, since it has now become a larger parcel due to the change in the

property line, it will be difficult to swap a similar size area because zoning laws prohibit it. Mr. Malloy said that he will need to determine the exact square footage. Mr. Blois noted that, due to the change in the property line, the Explorer Post won't be able to access their lot if the Spurr House is sold. He pointed out that the Town owns the property that the Post is on but it would be land locked. Mr. Blois asked Building Commissioner, Tin Htway, if he thought questions about land law should go to Town Counsel. Mr. Htway felt Town Counsel was the best course of action but offered to research zoning laws regarding non-conforming lots as it applies to a municipality. There was a discussion about the Spurr House and the survey dated 9/15/16. Mr. Humes noted that the surveyor drilled deeper and found a difference in the property line from what was on the Assessor's map. With the loss of parking in the back of the Forbes Building as it stands now, Mr. Humes felt that we couldn't look at Parkman Street for spaces. He pointed out, that given the opportunity he would like to turn the parking in the back of the Forbes Building in to two-way access.

Mr. Humes wanted to discuss the location of the new generator for the Forbes Building. He said that when they placed the generator between the Post's shed and building that they ran in to problems due to the size of the generator. Mr. Arnold asked about placing the generator in the corner near Parkman Street. Mr. Humes was concerned with that location since Parkman Street is a historical district and you would be able to see the generator from Main Street. Other options for where to locate the generator were discussed, such as placing the generator on the roof of the Forbes Building or on top of the sally port. Mr. Humes pointed out that the clearance for the generator needs to be 10 feet from the building. There was a question about how far the new generator was from the Town Hall. Mr. Humes noted that the generator for the Town Hall can be closer since it is natural gas versus the Forbes Building which will be diesel. Mr. Barrette asked about landscaping and putting in bushes so the view from Parkman Street looks nicer if the Spurr House property was converted in to a parking lot. Mr. Humes mentioned that the 6 foot stockade fence that was installed by the property owners next door is infringing on Town property. Mr. Blois inquired about the price of running copper wire from the generator to the Forbes Building and Mr. Humes estimated the cost to be around \$20,000. However, when looking at placing the generator inside the building, they found that renovating the entry way in order to accommodate the generator would cost more than \$20,000. Mr. Humes noted that an acoustical enclosure and muffler system, similar to what was done at the Fire Station, would be added so the noise doesn't disturb the neighbors. There was a discussion about installing the generator on the roof. Mr. Humes said that it can be done but we would have to pump diesel fuel up to the roof. He felt that installing the generator on the sally port would be an eye sore and didn't like the concept. Mr. Humes mentioned that he would prefer that the generator is located on the ground for easier maintenance. The Committee discussed where to locate the generator on the property and the expense. Mr. Humes pointed out parking spaces and raising the elevation near the sally port for accessing the back parking lot and adding a retaining wall. He noted that access to the back parking lot would slope downward to the Post. Mr. Humes discussed the design of the parking lot and replacing all drainage. He noted that the Post and shed will stay where they are currently located. Mr. Arnold suggested incorporating a new fence along the cemetery in to the plans since the fence is in need of repair. Mr. Humes mentioned that Mr. Malloy would like to see a proposal for what the Forbes property would look like if the vote to sell the Spurr House was rescinded, but that will have to wait until after Special Town Meeting to see if it passes. Mr. Blois suggested superimposing the property line from the survey on to the proposal for schematic site layout. Mr. Barrette agreed since he felt we need to show views from Parkman Street and from the abutter's property. It was noted that the Spurr House site was re-zoned about a year ago but we will need a legal opinion as to what the additional area would be zoned – whether municipal or residential – due to the new survey. The Committee pointed to the many zoning issues and mentioned that we cannot sell the Spurr House "as is" since we will lose access to the back drive and parking. Mr. Malloy noted that a portion of the Pano's fence that abuts the Spurr House is located on Town property. He mentioned that he invited the Panos's to a Selectmen's meeting for discussion. Mr. Blois felt that the MBC should contact the Pano's and meet with them to review property lines. Mr. Barrette agreed to be a part of that conversation. Mr. Humes pointed out his plans for installing trees along Parkman Street in order to block the view of the parking lot and transformer.

Mr. Collins mentioned that there were no updates to the construction schedule and that contracts for the architect and OPM are still being assembled.

Mr. Collins noted that proposals for relocation space for the Police and School Departments were due today.

Mr. Humes referred to Item 5b on Heery's OPM Report regarding architectural services. He said that after speaking with Building Commissioner, Tin Htway, he swapped the area previously designated for the Building Department with the Town Planner's office and relocated the Town Planner's office to where the Conservation office was slated to go so the Building and Planning offices flank central administration. Mr. Humes pointed out that the Conservation office now has a separate entrance. He would like to propose this plan for approval by the Committee. Mr. Blois made a motion to approve the revised plans as outlined in drawing number F-2.2 as presented on September 21, 2016 and Mr. Barrette seconded. VOTED: 7-0-0.

Mr. Malloy informed the Committee that he didn't receive any bids for relocation space. After speaking with leasing companies, he felt the requirements for the lease were too restrictive. Mr. Malloy gave the example of the square footage requirements and parking requirements for locating the Police and School departments together. He pointed out that we may need to be flexible and locate as many offices in one spot and then split in to other locations. Mr. Malloy said that he modified the bid and re-sent it in order to work with what's available in the current marketplace. He noted that bids are due next week and then he will arrange tours of the space. Mr. Malloy pointed out that the Police may be in two locations and the School Department may be in three. He also pointed out that the Town may need to commit to a 24 month lease so any special requirements can be amortized over that time.

Mr. Humes informed the Committee that the construction documents are 90% complete. There are two items they are still working on – interior design and site review. Regarding interior design, Mr. Humes said that they met with a firm out of New Haven, CT that they are going to use for the Forbes Building. Assistant Town Manager, Kristi Williams, will arrange interviews with the new firm and department heads. For site review, Mr. Humes noted that there many uncertainties as a result of the recent property survey. He mentioned that they may have difficulty in meeting the November bid date if they aren't sure what's going to happen with the Spurr House lot. Mr. O'Neil asked about taking back the Spurr House property by eminent domain rather than selling it to solve the property line issue. Mr. Barrette inquired about what steps can be taken to protect the Town if rescinding the vote to sell the Spurr House is voted down so we aren't delaying the Forbes renovations. There was a discussion about lack of parking and making the Spurr House lot more non-conforming. Mr. Blois thought that taking the Spurr House lot by eminent domain would remove the non-conforming requirement. Mr. Malloy noted that there were many legal issues and he would need to check with Town Counsel for clarification. Mr. Blois mentioned the Assessor's map and the smaller property size of the Spurr House lot that was presented and passed at the last Town Meeting. He suggested splitting the lot based on what was voted. Mr. Malloy wasn't sure if the Assessor's map was re-zoned or the property was re-zoned. He spoke about swapping equal square footage which may mean relocating the Explorer Post. Mr. Malloy pointed out that the other option is to board up and not sell the Spurr House so the Town can continue to use the back parking area. Mr. Malloy said that he will speak with Town Counsel since the Town is in a tough spot due to a lack of municipal parking. He mentioned that the Town Hall should have 63 parking spots and they only have 26. Mr. Malloy noted that an alternative would be to make all of West Main Street Town employee parking only if we don't figure out a solution. Mr. Barrette also suggested enforcing that the South Street parking lot is used correctly. Mr. Humes recommended bidding the building first and then the site so we can proceed with renovations. He said there could be two separate contracts – one for the building and the other for site work. There was another discussion about the Spurr House. Mr. Malloy reiterated that it would be difficult for the Town to sell the Spurr House since there would be a lack of parking. He noted that we can't have a 45,000 square foot building with little parking and also pointed out the three-story Library building located next door that also needs parking spaces.

Mr. Humes referred to the proposal received from Mystic Air for the pre-construction/pre-renovation survey for hazardous materials. He noted that the cost is \$4,935; however, he isn't sure how many samples will be needed so the price could be lower. Mr. Humes pointed out that if hazardous materials are found, there would be an additional amount charged of \$500 for abatement specs. Mr. Blois made a motion to authorize Jacunski Humes to contract with Mystic Air for work outlined in their proposal dated 7/14/16 for an amount not to exceed \$5,435 and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Brown wanted to point out that this is John Arnold's last meeting as a part of the Municipal Building Committee. He wanted to go on record that the MBC is very appreciative of all that Mr. Arnold has done for this Town. The Committee was in agreement and thanked Mr. Arnold for his time, efforts, and dedication.

Mr. Collins informed the Committee that there will be a Sub-Committee meeting following the next MBC meeting on October 5<sup>th</sup>. Mr. Collins will send out an RFQ (request for quote), with proposals due by 10/26, and then have selections for the General Contractor wrapped up by 11/18/16. He mentioned that postings and submissions will be electronic. Mr. Collins pointed out that the Committee could hire a firm to handle requests for information, or post on the Town webpage and administer internally. He explained that as emails come in regarding the project, that the person managing this task just needs to send out the information requested. If there are any addendums, then that would need to be sent out to the email addresses on file. Mr. Collins mentioned that it is easy to handle electronically. He explained that the advertisement will go out and then we will receive requests for information. Mr. Collins asked if Mr. Brown and Mr. Lawrence would prefer paper or electronic versions of the bid documents. Mr. Brown would like a paper copy and Mr. Lawrence requested the electronic version. Mr. Collins mentioned that he will post the Sub-Committee meeting for 10:30 AM on October 5<sup>th</sup>. He asked if the Committee preferred using an internal source for handling requests for information or hire an outside firm. There was a question about the time commitment and Mr. Collins felt it would involve about 8 hours per week. He noted that the heaviest amount of work would be when the RFQ is first advertised. Mr. Collins pointed out that he has a template for the letter that can be used to repeat electronically and that the work would involve mostly dealing with email requests

for information. There was a motion by Mr. Blois to keep the work in house. Mr. Humes referred to Massachusetts General Law that required pre-qualification for projects over \$10 million dollars.

Mr. Collins mentioned to the Committee that Tom Ellis from Heery International would like to meet with the MBC to see how Heery has been performing on recent jobs. Mr. Brown suggested having Mr. Ellis attend the November 2<sup>nd</sup> MBC meeting. Mr. Arnold recommended getting comments from MBC members first and then having Mr. Brown present on November 2<sup>nd</sup>. Mr. Fryer felt that we should list this item on the MBC agenda for 10:00 AM on 11/2. The Committee was reminded that the 11/2 meeting will be in Room 23 of the Forbes Building since Memorial Hall at the Town Hall is booked.

### **Fire Station**

Mr. Humes informed the Committee that he forwarded the information on the soil calculation done by Town Engineer, Carl Balduf, to G&R for their review and hasn't heard back from them yet.

Regarding the Memorial Park, Mr. Blois said that the work was put back out to bid since they didn't receive any quotes. Mr. Blois mentioned that he is meeting with the Civic Club on October 4<sup>th</sup> to see if they'll cover the labor. He hopes to have the park installed by next spring.

### **Town Hall**

Mr. Collins informed the Committee that Fire Inspection has accepted the zoning of the dry fire suppression system as installed. He also noted that signage is complete and larger floor plan maps mounted as requested by Chief Purcell.

Regarding the chiller unit, Mr. Humes mentioned that he had a conference call with R.A.C., Veterans, and BVH about installation of the three way valve. He read the email from the engineer at BVH who recommended additional research. The next course of action is for the engineer from BVH to meet with the commissioning agent onsite at the Town Hall. Mr. Humes noted that adjusting the pumps on the chiller unit will be done regardless. He will continue to have conversations with the manufacturer and engineers to solve the problem with the chiller unit. Mr. Collins will coordinate a meeting with the engineer and commissioning agent, along with Buildings & Grounds Supervisor, Frank Cornine, and MIS/GIS Director, Mark Stockman. Mr. Malloy thought it would be helpful to get the cost spent on air conditioning from the summer of 2013 to compare to this past summer. Mr. Humes pointed out that there are more occupants in the Town Hall offices than there were before and they just used window units in 2013. Mr. O'Neil suggested getting the kilowatts used per square feet in order to compare costs for A/C more accurately.

Mr. Collins mentioned that he is working on scheduling a 10-month walk through of the Town Hall within the next couple of weeks.

### **Library**

Mr. Blois informed the Committee that there will be two articles in the upcoming warrant for Special Town Meeting in October that will pertain to the Library renovations. One article asks for permission to submit current plans to the Massachusetts Library Commissioners and the other article is to accept the concept of what the project involves.

### **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, October 5, 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 10:43 AM and Mr. Lawrence seconded. VOTED: 6-0-0 (Mr. Barrette was absent for this vote).

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant