

Municipal Building Committee  
Minutes of Meeting  
19 October 2016

Approved:  
November 2, 2016

Location: Memorial Hall, Town Hall

Members present:

Dexter Blois  
Bob Brown  
Cal Lawrence  
Peter O'Neil

Members absent:

Bob Fryer  
Earl Storey  
George Barrette

Others Present:

Brian Humes, Jacunski Humes  
Jim Malloy, Town Manager  
Frank Cornine, Buildings & Grounds Supervisor

Peter Collins, Heery  
John Badenhausen, Youth & Family Services  
Dan Mayer, Assistant School Superintendent

Mr. Brown called the meeting to order at 8:39 AM.

**Open Forum**

Frank Cornine, Buildings & Grounds Supervisor, was present to discuss the Town's bulk storage needs in the Forbes Building. He mentioned that about three months ago he met with the MBC regarding his bulk storage requirements and he thought everyone was in agreement that he'd have a larger area in the sally port plus a portion of the basement after the renovations. When he reviewed the recent plans, Mr. Cornine noticed that his area is now smaller in size. He noted that he will be using the Harvey Building for temporary space, but asked why he wasn't notified about the change. Mr. Lawrence thought that Mr. Cornine would be able to use the Harvey Building during the renovations and beyond. Mr. Cornine pointed out that the Harvey Building is not an ideal location for permanent storage. He mentioned the incline where he brings in supplies and that it is difficult to maneuver equipment for putting away bulk storage. Mr. Cornine said that he would still like to look at using the garage located next to the Explorer Post as an option for permanent storage. He noted that right now the current plans require him to go from one end of the Forbes Building to the other, along with having to use the elevator, to bring supplies in and out. Mr. Cornine pointed out that he only has two people on his staff so it would be inconvenient and time consuming if custodians had to leave the Forbes Building and go to the Harvey Building to accept deliveries and get supplies. Mr. Malloy wanted to wait until the full Committee was present to discuss this matter since he wasn't sure why the Police needed more storage space. The Committee thought it may relate to a security issue.

**Approval of Open Minutes**

Mr. Blois made a motion to approve the minutes of September 21, 2016. VOTED: 4-0-0.

Mr. Blois made a motion to approve the amended minutes of October 5, 2016. VOTED: 3-0-1 (abstention: Lawrence).

**Forbes Building**

Mr. Collins presented Invoice #16259 for Jacunski Humes Architects in the amount of \$120,000.00 for the Construction Contract Documents phase for the Forbes Municipal Building for the period ending 8/15/16. Heery has reviewed this invoice and recommends approval for payment as the value of the services performed during this period. Mr. Blois made a motion to approve payment to Jacunski Humes for Invoice #16259 in the amount of \$120,000.00. VOTED: 4-0-0.

Mr. Collins referred to the project budget dated 10/11/16 for the Forbes Building that was attached to Heery's OPM Report. He also reviewed the OPM Project Milestone Schedule dated October 19, 2016. Mr. Collins anticipates that they will reach 60% completion of the construction documents by November 7, 2016. Since they use 60% and 90% completion as benchmarks, Heery and Jacunski Humes will independently perform cost estimates and then present to the Committee at the December 7<sup>th</sup> MBC meeting. Mr. Humes thought that they should be at 85% completion by November 7<sup>th</sup>. Mr. Blois felt that a 60% cost estimate may not be necessary and preferred to wait until 90% complete to get a better idea of the cost. Mr. Collins noted that he hasn't seen the construction documents yet. They may be over 60% complete but not quite at 85% so he may wait and perform an estimate at 75% instead. Mr. Collins said that they will begin the process of reviewing the documents on November 7<sup>th</sup> to come up with a cost estimate. He also noted that over the next six weeks he will meet with department heads to figure out office configurations and where items should be located and then he'll present to the MBC. Mr. Collins mentioned that they need to have plan documents done so they can distribute to contractors and give them 4 to 6 weeks for the bid process. He also noted that we need to figure out the move out of the Forbes Building and where offices will be located temporarily. Mr. Malloy said that he is currently working on leases. He has received the lease paperwork and forwarded contracts to Town Counsel for their review. Mr. Malloy mentioned that

he has informed the potential landlord that the move would take place in January 2017. Mr. Collins referred to rows 43 to 47 on the project schedule and said that they are looking at bids being received from general contractors by the end of February and then the project should start by March 13, 2017. Mr. Collins mentioned coordinating dates for the move out since he doesn't want the building to sit vacant while the Town is paying for leased space. Mr. Malloy felt that the Town will need time after departments move out to clear out the building. Mr. Collins noted that this topic will be up for further discussion over the next couple of weeks as they try to map out dates and activities. He added that there is a two to three week cushion in case that time is needed by the design or bid phase, or if the Town needs it. Mr. Malloy mentioned that the Police are likely moving to 2400 Computer Drive and the School Department will be relocated to 200 Friberg Parkway during the renovation of Forbes. Mr. Blois asked about temporary signage to identify Town offices in their leased space. The Committee agreed that the signs currently hanging on the Forbes Building can be re-used since they will need to come down during the project so the building can be cleaned.

Mr. Blois asked about moving the E911 system. Pat Cullen said that they are working on relocating E911 to the Fire Station but they are waiting on the State. Mr. Cullen felt that the process of moving E911 will start to go quickly over the next few weeks and confirmed they are still on track for it to be done by their target date of December 5, 2016.

Regarding building plans, Mr. Collins said that he will have the plans available electronically but they may also need a few sets printed. He will work on getting six sets of paper plans printed for various Town departments. Mr. Humes informed the Committee that he will meet with department heads, along with the Interior Designer, this afternoon to discuss Furniture, Fixtures, and Equipment (FF&E).

Mr. Blois inquired about the generator and plans for re-locating it on the Explorer Post's property. The Committee noted that the Post's lease area will need to be redefined when it is up for renewal. The job site was reviewed. Mr. Malloy mentioned that he will need to remind the neighbor whose fence is on the Spurr House property that it needs to be moved. Mr. Brown asked when the Spurr House property will be advertised for sale. Mr. Malloy mentioned that the paperwork is currently with Town Counsel since he'd like to take back that property by friendly eminent domain after the Spurr House is sold. He felt the Request for Proposal (RFP) on the Spurr House should be out within the next couple of weeks. Mr. Malloy noted that he will bring up the subject of taking that land by eminent domain at Town Meeting in March since it requires a vote.

Mr. Collins referred to Page 2 of their OPM Report where it mentions Contractors Prequalification. He said that the Sub-Committee met two weeks ago to review the prequalification process. Mr. Collins informed the Committee that proposals from contractors are due by 2:00 PM on November 2<sup>nd</sup>. He mentioned that they've received about 100 responses so far. The Sub-Committee will go through the list and should have an idea of who is approved or rejected by the end of November. Mr. Collins noted that he will continue to keep the Committee informed as to where everything stands with this process.

### **Town Hall**

Mr. Collins mentioned Change Order #15 and #16 that were pending on the Town Hall project. He stated that they now have the official documents and want to revisit with the Committee. Mr. Collins referred to the email he sent out previously. He said that CO #15 was for approximately \$6,823.00 and CO #16 was for \$1,046.00. He noted that these change orders have already been discussed and they are at the point for approval. Mr. Blois asked about change orders coming in at over 10% of the cost of the project and if that reflected negatively. Mr. Humes felt it did not since this is a renovation project and noted that the new roof accounts for most of the overage. Mr. Humes felt that for a renovation project like this and the scope involved that the increased cost was excellent, especially given the plaster issues. He added that some of the change orders added were owner requests. Mr. Humes offered to break down the change orders between field issues and owner requests. Mr. Collins also reviewed Heery's numbers for "reasons for change" and the amounts for each change order. He will update and give to the Committee along with the same information for the new Fire Station.

Mr. Collins presented Requisition #26 for R.A.C. in the amount of \$21,355.00. Mr. Blois made a motion to approve payment to R.A.C. in the amount of \$21,355.00 for Requisition #26. Voted: 4-0-0.

Mr. Humes discussed the chiller unit. He mentioned that Veterans was here today to correct the system. He gave credit to R.A.C. for staying on top of this issue. Mr. Humes mentioned that the chiller manufacturer and temperature control contractor, which are subs of Veterans and/or the manufacturer of the equipment, need to make the necessary changes. He may hold back money until spring if this isn't resolved.

Mr. Collins referred to the Punch List that was attached to their OPM Report. He mentioned that they have gone through the list with Mr. Cornine and moved forward with getting the broken window repaired. Mr. Collins pointed out that they have finalized signage as requested by Fire Inspectional Services and those signs should be up either today or tomorrow. He will then ask the Building Department and Fire Inspection to come in and give their final approval for the permanent occupancy permit. Mr. Malloy noted the handicap spot. He is having Mr. Cornine and the DPW coordinate having that sign installed. Meanwhile Mr. Collins noted that it will remain on the Punch List until completed.

### **Library**

Mr. Blois mentioned that voters at Town Meeting approved the articles related to the Library renovations. The next step is to prepare the paperwork for the grant that is due in January. Mr. Blois said that they should know by July if they've made the State's list for consideration. He pointed out that the schematic design phase is almost complete with the exception of the grant. Mr. Brown asked what happens next if the grant is approved. Mr. Blois said that they will go back to Town Meeting seeking money.

### **Fire Station**

There was an update on the 9/11 Memorial Park. Mr. Malloy mentioned that he will open bids tomorrow for construction of the park. He thinks they'll have some interest since he's gotten calls. Mr. Blois mentioned that he hasn't heard back from the Civic Club as to whether they will handle the labor for installing the park. Regarding the granite monuments, Mr. Blois said the stones are almost complete and should be delivered shortly. He checked with the Fire Station and they will handle storage of the monument stones until they are ready to be installed.

### **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, November 2, 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 9:42 AM. VOTED: 4-0-0.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant