

Municipal Building Committee
Minutes of Meeting
2 November 2016

Approved:
November 16, 2016

Location: Room 23, Forbes Municipal Building

Members present:

Bob Brown
Cal Lawrence
Bob Fryer
Peter O'Neil
Dexter Blois (via phone)

Members absent:

George Barrette
Earl Storey

Others Present:

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Tin Htway, Building Commissioner

Peter Collins, Heery
John Badenhause, Youth & Family Services (Y&FS)
Brett Borglund, Explorer Post

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

Open Forum

Mr. Borglund updated the Committee regarding moving the Explorer Post's equipment during the Forbes renovations. He said he met with DPW Manager, John Walden, and they are figuring out temporary storage at the DPW. Mr. Borglund also noted that they are on the agenda for the Historical Society so they can get approval for pedestrian access to the Explorer Post via the Historical Society's Parkman Street property during the project. Mr. Borglund asked about temporary power to the Explorer Post and wanted to make sure it is communicated as to where their utilities are located. Mr. Humes said that he will inform the general contractor when the time comes so they don't discontinue the services that are already out there. Mr. Fryer inquired about the temporary storage at the DPW. Mr. Borglund explained that they will use jersey barriers to designate their location for equipment outside at the DPW and that they are also looking at Eagle Leasing for a temporary container.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of October 19, 2016 and Mr. Blois seconded. VOTED: 4-0-1 (abstention: Fryer).

Forbes Building

Mr. Collins presented Invoice #16281 for Jacunski Humes in the amount of \$14,720.00 for the site survey work completed on the Forbes Building and Spurr House as previously approved by the Committee. Mr. Lawrence made a motion to approve payment to Jacunski Humes for Invoice #16281 in the amount of \$14,720.00 and Mr. Fryer seconded. Mr. Blois asked about the survey performed on the Library since that was done at the same time. Mr. Collins explained that he separated the cost of the survey work for the Library and submitted that bill directly to the Library Building Committee for payment. Mr. Collins noted that the official documents for the survey done on the Forbes Building and Spurr House have been delivered to the Town Engineer and electronic copies were submitted to other Town departments as well. VOTED: 5-0-0.

Mr. Collins mentioned that the Designer's contract amendment and Owners Project Manager (OPM) contract are still being finalized. Regarding the project budget and schedule, Mr. Collins had nothing new to report. He pointed out that the Explorer Post's lease with the Town will be re-written due to the new generator being located on a portion of that property and that there were no objections from the Post according to Mr. Borglund. Mr. Collins noted that he met with John Badenhause from Youth & Family Services and everything is all set for their equipment and telecommunication needs.

Mr. Brown asked about the status of moving Police dispatch over to the Fire Station. Mr. Fryer said that Verizon was on-site today preparing for the E911 relocation and they are still on target for having the move completed by December 5th. Mr. Fryer had a request from Mr. Cullen regarding technology. They need approval to purchase data switches and MUCS (Matrix Unit Cell Scheduler) related to the new phone system in order to temporarily set it up at the Fire Station and then be able to move it back to the Forbes Building when the renovations are complete. Mr. Fryer asked for an amount not to exceed \$15,500.00 and noted that they may need a few more switches when they move the phones back to Forbes. Mr. Lawrence asked Mr. Humes how the IT process is going with the Forbes project since he felt there was a bit of a

disconnect with the Fire Station. Mr. Humes mentioned that coordination with technology has been going well. He said that Mr. Cullen has been meeting with the engineers to insure data needs are being met. Mr. Fryer pointed out that the \$15,500.00 he is requesting today is enough to get started but it may not be complete. Mr. Blois asked Mr. Fryer to confirm what he was asking them to vote on. Mr. Fryer said the \$15,500.00 is for the technology to set up the phone system for the Police but not for the actual phones. Mr. Fryer made a motion to approve an amount up to \$15,500.00 for data requirements needed to set up the new phone system for the Police and Mr. Lawrence seconded. VOTED: 5-0-0.

Mr. Collins reminded the MBC that the School Committee is relocating to 200 Friberg Parkway and the Police Department is moving to 2400 Computer Drive. Mr. Badenhause mentioned that his department already received notice that they will be moving out of Forbes on January 6th. Mr. Collins noted that should give them enough time to clean out the building and auction off items.

Mr. Humes reported on recent activities regarding Furniture, Fixtures, & Equipment (FF&E). He said he has met with department heads, along with the interior design company, to figure out requirements for office space. Mr. Humes provided the Committee with the plans for the basement, first floor, and second floor, and noted that the third floor plans have not been finalized yet. He also pointed out that plan designs were developed by the interior design staff and will be a part of the bid set. Mr. Humes noted that the general contractor will not be bidding on furniture since desks, chairs, etc. will be bid and determined at a later date through State contract or open bid. He just wanted to verify that furniture requirements fit in to designated office space and there's suitable storage for departments. Mr. Humes mentioned that he is reaching out to Systematics for filing needs for the Forbes Building, similar to what occurred with the Town Hall and new Fire Station. He noted that there are two quiet rooms for Police bunks. Mr. Fryer asked about electrical outlets in the fitness area. Mr. Humes said that they will meet with the fitness company to determine electrical requirements and will need to know if outlets should be located in the floor. Mr. Humes said that they will also coordinate the fitness equipment with television monitors since that will need to be included in the scope of the project but can be moved later if necessary. Mr. Humes reviewed the plans that were distributed and mentioned that his conversations with various department heads were productive since they determined floor finishes, wall finishes, and mail requirements. The location for where desks will be located was shown on the plans but consoles were not since they need to include electrical outlets. Mr. Humes noted there were some minor changes to the plans. Mr. Brown asked about the new cell blocks and Mr. Brian confirmed that the new cells will pass inspection with the State Department of Public Health for both adult and youth lock up areas.

Regarding the second floor, Mr. Humes mentioned that he met with the Conservation, Building, and Planning departments but did not meet with the Historical Commission. Assistant Town Manager, Kristi Williams, thought that the Historical Commission would be moving back in to the same space they once occupied so she will leave it up to them to set up their furniture and display cases. For the Great Room, Mr. Humes noted that space can be used by anyone for various functions. He pointed out that there is a meeting today at 10:30 AM to address the audio visual technology and data needed for the Great Room, particularly focusing on the acoustics and power requirements, along with the set up and anticipated function. Mr. Humes mentioned that Westboro TV will be there. Mr. Brown asked if the Library Director was attending and Mr. Collins said that he would communicate the details about the meeting to her. It was noted that the Great Room will be available for booking on a reservation basis. Mr. Malloy mentioned that he will be at the meeting today and would like to suggest a table at the front of the Great Room instead of a podium. He felt that a table may work better for committees and boards when they have meetings and need to invite other people in to speak. Mr. Humes pointed out that the meeting today is to determine the design of the Great Room and mentioned flooring. Mr. Malloy said that the floor will likely be carpeting and not a hard floor due to the acoustics. Mr. Humes added that acoustical plaster can be placed on the ceiling. He felt that would help significantly with the sound in the Great Room since the floor and ceiling are important surfaces and need to absorb reverberation.

Mr. Humes discussed the bathrooms and said they will stay in their existing locations. Initially they had decided to leave the bathrooms as is, however, after taking another look, Mr. Humes was concerned that the bathrooms will look old in comparison to the rest of the building once the renovations are complete. The Committee agreed and wanted the bathrooms updated with new tile, vanities, and paint. Mr. Humes said that he will add that work back in to the scope of the project for the second and third floors. Mr. Humes mentioned that the Conservation department was very amenable and agreeable to what their layout will be. He pointed out that they increased the area outside the Conservation office to include a public computer work station in the corridor so applications can be completed since they aren't in the office all of the time due to field research. Mr. Humes noted that Conservation didn't need a public reception area since their office will be locked when they aren't there. They will add a mail slot to the door so forms can be submitted. Mr. Humes noted the space for Building and Planning. He said there will be a reception area and a countertop with three public workstations since they are moving toward online submission of applications. Mr. Humes finished his review of the second floor. He pointed out that they are moving some doors in the area designated for the Police since they now know where furniture and filing cabinets are going. Mr. Humes mentioned that Ms. Williams was very particular when going through the plans

for the various departments and eliminated microwaves, refrigerators, and cabinets since those items will be centralized in the kitchenette and break areas and not randomly located within offices. Mr. Lawrence asked Mr. Humes if these plans could be emailed and Mr. Humes said that he will send them out later today.

Mr. Malloy inquired about the front entryways. Mr. Humes said that the stoop and stairs where the handicap entrance is located at the right entrance will be removed since it looks unattractive and the ramp is at an awkward angle. They will replace it with new stairs that will run the full length of the landing with outside and center hand rails that will match the Town Hall. Mr. Htway asked if both entrances could be similar and symmetrical since he felt the ramps should look the same. The Committee agreed but wanted to know the cost for re-doing the left entrance. It was noted that the grade of the ramp on the left entrance wasn't as severe as the right. There was continued discussion about the front entryways. Mr. Humes said that he could provide more detail and cost for consideration. Mr. Humes asked if there were any other questions about the plans for the basement, first floor, or second floor. He said he will get the third floor plans out to the Committee once he receives them. Mr. Fryer had a question about the bunk rooms and said that he would rather have more bunks instead of desks in that area. Mr. Humes pointed out that there are two bunk rooms in order to accommodate both male and female officers. He noted that they will begin the process of putting together a cost estimate starting this week since the cost estimator is available. They will base the cost on the drawings to date and then provide an update to the budget. Mr. Humes said that he also has a landscape architect and civil engineer assisting with the project.

Mr. Malloy pointed out the vestibule added at the entry way and asked about stairs. Mr. Humes mentioned that they pushed the interior doors back, closed off the space under the stairs, and added a vestibule. He noted that the exterior doors on the front entrances will be similar to the Town Hall. Mr. Malloy suggested a glass door to the stairs located near the elevator rather than a solid door since people will use the stairs to get to the upper floors if they don't need the elevator. There was a discussion about the door between rooms 101 and 102 and eliminating it. Mr. Humes was concerned with security issues since he felt we would want to secure the building but still have access to the Police Department. The Committee agreed that they'd like to have a door that can be locked to prevent entry to the building when offices are closed but keep the Police Department accessible. There was a discussion about securing the building but having access to the Great Room if events or meetings are being held during off hours. Mr. Malloy pointed out the need for securing the building if it's not being used, especially at night. Mr. Humes pointed out that the doors can still be locked since it doesn't prevent people leaving the building only from entering after hours. Mr. Lawrence suggested having the entrance doors locked electronically each night at a pre-determined hour. Mr. Fryer asked Mr. Malloy if the leases for temporary space have been signed. Mr. Malloy said that the two leases are being reviewed by Town Counsel before he signs them. They are working on locking in the square footage rate based on what's included and what is not. Mr. Fryer mentioned that once the leases are signed then they will need to get the technology team up there to wire the temporary office space. Mr. Malloy mentioned that Ms. Williams spoke with Patrick Cullen yesterday regarding this subject. He said he will email the Committee once he signs off on the lease space.

Mr. Lawrence noted that he no longer has his Town email address and to use his AOL one from now on.

Mr. Collins pointed out that the Prequalification Sub-Committee will meet today at 3 PM since RFQ's (Requests for Quotation) are due at 2 PM. He mentioned that we need to schedule a meeting with the Planning Board and Design Review Committee sometime in November or December regarding the Forbes renovation and referred to the agenda items noted on Heery's Report.

Town Hall

Mr. Humes updated the Committee about the chiller unit. He said that the HVAC subcontractor, Veterans, was here and has installed the three way valve to the chiller unit. Since the piping was re-done and the new valve installed, Mr. Humes said the only step left was to have the chiller unit manufacturer back to check the temperature control and this should be all set. He mentioned that Veterans is not seeking any additional compensation for the repairs and that the manufacturer took some responsibility by sending the three way valve at no charge. Mr. Humes noted that they will check the system once everything is complete to make sure it is working properly.

Mr. Collins pointed out that the only item remaining in order for the permanent occupancy permit to be issued is the handicap parking spot, which is in the process of being resolved. Mr. Malloy asked about permanent signage. Mr. Humes said that they are working on getting that done this week. Mr. Malloy mentioned that he would like to finish up both the Fire Station and Town Hall jobs as soon as possible so he can focus on other projects. He noted that the parking area next to the Town Hall may not be addressed until the spring. Mr. Malloy mentioned that they are trying to come up with a plan regarding the parking shortage in the downtown area.

Fire Station

Regarding the 9/11 Memorial Park, Mr. Malloy reported that he received two bids for installing the Park. One was for approximately \$47,000 from Mountain View Landscape out of Chicopee, Mass. The other bid was for \$32,000 from A.J. Virgilio Construction out of Westfield, Mass. Mr. Malloy asked what the status was with the Civic Club helping with this project. Mr. Blois said that the Civic Club doesn't want to take over the responsibility of being the Project Manager but would consider making a donation toward the cost of materials. Mr. Malloy wanted to go ahead with completing this project and continue to accept donations. Mr. Lawrence made a motion to go with the low bidder, A.J. Virgilio Construction, for installation of the 9/11 Memorial Park and Mr. Fryer seconded with the stipulation that a full background check is done on this company. VOTED: 5-0-0. Mr. Malloy asked where things stood with materials. Mr. Blois said that Camosse Masonry provided the best price and that DPW Manager, John Walden, may have additional information. Mr. Blois added that the granite markers are complete and should be delivered any day for storage at the Fire Station. Mr. Malloy asked Mr. Blois to send him what he has from Camosse and he'll follow up with them.

Library

There was no 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

Mr. Brown moved to enter in to Executive Session under MGL Chapter 30 Section 21 (a) (3) to discuss strategy with respect to litigation. MBC Chairman, Bob Brown, declared that an open meeting may have a detrimental effect on the Town's litigating position if not held in Executive Session and that the Committee will come out of Executive Session for the purpose of adjournment.

A roll call vote was taken to enter in to Executive Session: Mr. Lawrence – yes; Mr. Brown – yes; Mr. Fryer – yes; Mr. O'Neil – yes; Mr. Blois – yes.

Future Meetings

The next Municipal Building Committee meeting will be held on Wednesday, November 16, 2016, at 8:30 AM in Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 10:31 AM and Mr. Fryer seconded. VOTED: 5-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant