

Municipal Building Committee
Minutes of Meeting
16 November 2016

Approved:
December 7, 2016

Location: Memorial Hall, Town Hall

Members present:

George Barrette
Bob Brown
Cal Lawrence
Bob Fryer

Members absent:

Dexter Blois
Earl Storey
Peter O'Neil

Others Present:

Brian Humes, Jacunski Humes
Kristi Williams, Assistant Town Manager
Pat Cullen, Fire Department
Brett Borglund, Explorer Post

Peter Collins, Heery
John Badenhausen, Youth & Family Services (Y&FS)
Tin Htway, Building Commissioner

Mr. Brown called the meeting to order at 8:32 AM.

Open Forum

Mr. Borglund reported that relocating equipment from the Explorer Post to the DPW has been moving along. He noted that they will be renting a box from Eagle Leasing for \$99/month to store their supplies. Mr. Fryer pointed out that the Police Department may need to rent a container while the renovations are going on to store evidence. Mr. Borglund suggested installing more electrical outlets in front of the Town Hall and Forbes Building if there are funds available in the budget. He mentioned that in an effort to be energy efficient with the Town Hall project, we ended up with less power in the downtown area, which affects events like the July 4th Block Party and the holiday tree lighting. There was a brief conversation about electricity and outlets available. Mr. Barrette mentioned that he will connect with Mr. Borglund after the meeting to review items they've been discussing.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of November 2, 2016 and Mr. Fryer seconded. VOTED: 3-0-1 (abstention: Barrette).

Forbes Building

Mr. Collins presented Invoice #16290 for Jacunski Humes in the amount of \$40,000.00 for the balance due on the completion of the Construction Documents Phase (60%). Heery has reviewed this invoice and found it acceptable. Mr. Barrette made a motion to approve payment to Jacunski Humes for Invoice #16290 in the amount of \$40,000.00 and Mr. Fryer seconded. VOTED: 4-0-0.

Mr. Collins presented Invoice #11793 for Projectdog in the amount of \$114.96 for printing services to produce two half size drawings for project participant's use. Mr. Barrette made a motion to approve Invoice #11793 for Projectdog in the amount of \$114.96 and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Collins presented an invoice from Green Mountain Communications in the amount of \$12,197.50 for moving Police dispatch. Mr. Barrette made a motion to approve the invoice for Green Mountain Communications in the amount of \$12,197.50 and Mr. Fryer seconded. VOTED: 4-0-0. Mr. Collins presented another invoice from Green Mountain Communications in the amount of \$11,588.00. There was a question from the Committee as to what each invoice covered. Mr. Fryer spoke with Mr. Cullen and was told that the invoice for \$11,588.00 was for the tower extension and the invoice for \$12,197.50 was for cabling and antennae. Mr. Barrette made a motion to approve payment to Green Mountain Communications in the amount of \$11,588.00 and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Collins presented the Committee with an invoice from the Telegram & Gazette in the amount of \$90.00 for advertising the RFQ (Request for Quotation) for the Forbes project. Mr. Lawrence made a motion to approve payment to the Telegram & Gazette in the amount of \$90.00 and Mr. Barrette seconded. VOTED: 4-0-0.

Mr. Collins referred to the Forbes project budget attached to Heery's Report and mentioned that the invoice just voted for Jacunski Humes is reflected in the budget but the other invoices are not.

Regarding the construction schedule, Mr. Collins noted the attachment to Heery's Report. He wanted to provide the Committee with forecasts for the completion of project milestones and a time frame. He reviewed where the project is currently at (Rows 24-26 on Heery's Schedule dated 11-10-16) and pointed out that the OPM and Designer are both completing an independent cost analysis. Mr. Collins will present a cost estimate at 60% design development at the next MBC meeting on December 7th. He referred to rows 29-36 on the construction schedule and mentioned that we should see 90% completion of construction documents in the early part of January. Mr. Collins noted that the bid phase will include issuing documents and receiving bids. He pointed out that the move out and relocation of Town offices will occur between January 9th and February 24th. Ms. Williams is coordinating with Town departments and the moving company to get quotes for the relocation. It was noted that leases have not been signed yet and are still under review with Town Counsel. Ms. Williams is also working with the School Department and Fire Department regarding technology. Mr. Collins mentioned that the Forbes Building should be empty and broom swept after the move out so the contractor can take over and start construction in mid-March. Mr. Barrette confirmed with Ms. Williams that the Conservation Commission is going to the Forbes Community Building and that the Town is also using some of that area for storage. It was noted that Youth & Family Services is going to Central One Federal Credit Union. Mr. Humes pointed out that the MBC meeting on 12/7 will provide a cost reconciliation of the project, a look at estimates, and also alternatives.

Mr. Collins mentioned that they reached 60% completion of the construction documents as of last Monday, November 7, 2016. He noted that they've been collecting comments from departments in the Forbes Building regarding any changes to the plans since it is easier to make adjustments now rather than later. He referred to the last page of Heery's Report and pointed out that they sent out an RFP (Request for Proposal) for services where a firm takes control of construction documents after the design team has finished with them and makes these documents available to the public for outside bid. Mr. Humes added that everything can be done electronically now. He hands over the completed plans, the firm then posts them to a website, and they advertise and alert the public. The firm handling the bid documents will also track who received the plans and will notify them if there are any addendums. Mr. Humes noted that we have to follow proper procedure in bidding public work and the electronic bid process is more efficient, since no one can see each other's bids, and it is secure and confidential. Mr. Collins also added that electronic bids are accepted by the Attorney General's office. Mr. Fryer asked who we used for the new Fire Station and Town Hall and Mr. Collins said that it was Andrew Johnson. Mr. Collins requested a vote from the Committee as to who they would like to use for management of the bid documents. He pointed out that they will likely need 10 paper copies of the plans for the OPM, MBC, Building Department, and others that may request a copy. Mr. Collins reviewed the quotes he received from the three firms that bid, along with a breakdown of the various costs. After some discussion, Mr. Barrette made a motion to accept the firm, Projectdog, as the low bidder in the amount of \$2,340.00 for handling and managing the bid documents and Mr. Fryer seconded. VOTED: 4-0-0. Mr. Collins mentioned that electronic bid documents should be available in January/February and he will forward the links to the Committee once he receives them. Mr. Humes noted that this is the first time his office is using e-bidding. Mr. Collins pointed out that we may receive another charge for approximately \$75.00 from Projectdog at the end of this process since they will document everything electronically on to a hard drive.

Mr. Lawrence wanted to make sure there was follow up on the lease for the Explorer Post since it needs to be re-written to exclude the area where the generator will be located, along with the garage, so the Post's lease should only be for the steel building. Mr. Collins confirmed with the Committee that the Post relocation issue has been resolved so he will strike it off of their report for future meetings. He also noted that relocation of the various Town offices and the Police and School departments have been resolved as well. Regarding Police dispatch, Mr. Collins mentioned that the E911 move is still scheduled for 12/5. Mr. Fryer provided an update. He mentioned that the Police department is looking at an electronic scheduler where shifts and officers assigned are posted online. Mr. Fryer mentioned that this service is inexpensive and costs about \$1,500/year. Mr. Cullen reported on technology required for the move in order to have Town offices up and running in their temporary locations. He has been working with Ms. Williams, Mr. Malloy, and MIS/GIS Director, Mark Stockman. Mr. Cullen noted that the cost to relocate Y&FS to Central One Federal Credit Union will cost about \$3,800.00.

He mentioned that the School department should come in around \$4,200.00 and they are still looking at the Police department but he guessed that cost may be around \$10,000.00. Mr. Cullen pointed out that they used Verizon in the past during building projects and paid \$500-\$600 a month, plus they experienced problems with Verizon dropping calls and they can't have that with the Police department. Mr. Cullen discussed where the power source comes in (corner of Central Street) and the importance of having a back-up. He mentioned that it will cost about \$12,500.00 to install a back-up and that fiber is at a premium right now so it is taking a while to receive. Mr. Cullen anticipated having more information at the next MBC meeting and will provide an update.

Regarding elevator monitoring, Mr. Humes asked who will take over this task since right now the monitoring of the elevators at Forbes and the Town Hall are both done at Forbes. He noted that during the renovations they will have to move the monitoring and asked if it should go to the Fire Station or to a central station (outside monitoring firm). Mr. Humes pointed out that we are moving Dispatch as of 12/5 but the elevator at Forbes will still be in use until March. Mr. Cullen said that he is working on that issue with Mr. Stockman. He felt that the elevator monitoring will work similar to the panic buttons which go to the central station. Mr. Cullen noted that he will start wiring the temporary locations once both leases are officially signed. Mr. Cullen reviewed the time line for moving dispatch, radios, and where the project stands as of today, and pointed out that everything is progressing on time. He mentioned that the security vendor is coming today to look at plans from the engineers at BVH and to map out installation of access controls and cameras. Mr. Cullen said that they want to make sure we have the infrastructure needed, such as card readers on the doors, and the hardware to support it. He discussed the security planned for the Forbes Building and how it will be monitored. Mr. Cullen mentioned that he is trying to coordinate the security system so his card reader for the Fire Department also works at the Police Department. He would load the card reader number in to the system to reflect appropriate access so only one card reader is required. Mr. Cullen noted that the Town's vendor will install and activate the security system. Mr. Lawrence asked if all video monitoring will go to the Fire Station and Mr. Cullen confirmed that was the plan. Mr. Humes pointed out it has been a tremendous help having Mr. Cullen coordinating the security system with the BVH engineers. He asked Mr. Cullen if he could provide an estimate for the security and audio-visual costs so that can be factored in to the budget.

Mr. Humes mentioned the recent meeting on November 2nd regarding the set-up of the Great Room. He noted that a permanent table will be located in the front of the room and that the Interior Designer is working on the rest of the room to determine furniture arrangements and establish where electrical outlets should be placed. Mr. Cullen pointed out that outlets will be designated for Town or School Department use. Mr. Humes reported that he has received a proposal from Adtech for the design work in the Great Room. He mentioned that Adtech would like to submit the design work in the hopes of doing this job themselves. Since the design work is complex, the proposal from Adtech was approximately \$70,000.00. Mr. Fryer noted that he would like to see the design fee come off of the total cost of this job if we go with them for the work. Mr. Cullen said that he is meeting with Adtech and Mark Stockman tomorrow morning and should have an update on where this stands at the next MBC meeting. There was a brief conversation about the acoustics needed for the Great Room and some of the uses anticipated for that space. Mr. Cullen noted that we'll also need to tie in to Westborough TV for broadcasting on the local channel and that he will be overseeing the coordination.

Mr. Humes informed the Committee that he is scheduled to present the Forbes project to the Planning Board on December 20th and he hopes it will be a joint meeting with Design Review. Mr. Collins mentioned that the Building Department also wants to schedule a site review. He will try to schedule that through the Selectmen's office for December 20th as well. It was noted that they are not planning on replacing the second and third floor windows. Mr. Fryer wanted these windows looked at since some don't work properly. Mr. Humes said that we can take a look at what is left in the budget after the cost estimate is done. He felt that the windows on the second and third floors don't need to be replaced but may need to be serviced. Mr. Humes pointed out that the HVAC system will be new and more efficient so there shouldn't be a need for opening any windows. He mentioned that he would like to see the screens removed on all of the windows for aesthetic purposes. Mr. Humes also mentioned that there will be globe lighting outside and that they will have a green globe to designate the Police entrance. The entryways were discussed and Mr. Humes noted that he only had the right ramp being re-designed in the plans. Mr. Fryer said that he would like to see both entryways match in design. Mr. Humes noted that would be additional work and expense. Mr. Fryer suggested cutting out the cemetery fence and instead adding re-designing the left entrance in to the plans. Mr. Humes recommended waiting until the December 7th MBC meeting to review the cost estimate and then we can determine what could be cut and what can be added. Mr. Humes

noted that we also need to get the costs for security and audiovisual needs. He mentioned continuing this discussion at the next meeting.

Regarding Furniture, Fixtures, & Equipment, Mr. Humes thought that getting the interior designer involved earlier in the project was a good plan. He pointed out that he has a meeting later today to look at furniture finishes and color selections and noted that determining the furniture layout has helped with where doors will be located and where electrical, data, and phones will be placed within the office space. Ms. Williams mentioned that she has circulated the final plans to department heads for any comments but all seem happy with their space. Mr. Humes noted that he is still making small adjustments to the floor plans mostly due to the furniture layout.

Mr. Humes reported that Mystic Air completed their pre-renovation survey for hazardous materials. He said they found that out of about 100 samples, only three contained asbestos. Mr. Humes mentioned that lead was also present in the samples but we don't need to remove lead, we only need to inform the contractor. Mr. Humes pointed out that next week they are scheduled to perform some limited geotechnical borings in the sally port area for structural purposes. There was a brief discussion about the sally port and what will be included. Mr. Humes noted that the new garage door will be larger in size (10' 4").

Mr. Humes provided the Committee with a set of plans. Mr. Fryer said he will keep them in his office in case anyone wants to view them. Mr. Collins pointed out that he sent members of the Committee an electronic link to the plans as well.

Mr. Collins reviewed the contractor's prequalification process. He discussed the list of general contractors and noted some bigger companies responded to the RFQ. Mr. Humes added that the competition in bidding is beneficial to the project and he doesn't see the price escalating. He spoke with the cost estimator and felt we could get this project done in 18 months. Mr. Collins and Mr. Humes spoke about what they are looking for in a general contractor such as a long DCAM history, similar past projects, and the ability to manage filed sub bidders.

Town Hall

The Committee mentioned the paint that is bubbling on the Selectmen's Meeting Room ceiling and the pillar that is broken at the back entrance. Mr. Humes said that Buildings & Grounds Supervisor, Frank Cornine, is getting the pillar fixed. Mr. Humes pointed out that they are very close to getting a quote for permanent signage and he should have that cost for the next meeting. Mr. Fryer asked what was still remaining on the Punch List. Mr. Humes said they are waiting for paperwork (operating manuals and as-built drawings) and are in the process of finishing up repairs to the chiller unit.

Mr. Collins presented the Committee with Invoice #11297 from National Glass in the amount of \$886.50 to fix a broken fire glass window. This invoice also includes plexi-glass for the floor graphics on display at the Town Hall entrance as requested by the Fire Department. Mr. Barrette made a motion to approve payment to National Glass for Invoice #11297 in the amount of \$886.50 and Mr. Lawrence seconded. VOTED: 4-0-0.

Mr. Collins noted that there was no update to the budget at this time.

Fire

Mr. Humes mentioned that he is meeting with G&R and Mr. Malloy to try and resolve the outstanding soil claim.

Regarding the Memorial Park, Mr. Barrette reported that the cost for the contractor to install the Park was approved at a recent Board of Selectmen meeting.

Library

There was no new 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

The Committee did not enter in to Executive Session.

Future Meetings

The next Municipal Building Committee meeting will be held on Wednesday, December 7, 2016, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 10:45 AM and Mr. Barrette seconded. VOTED: 4-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant