

Municipal Building Committee
Minutes of Meeting
7 December 2016

Approved:
December 21, 2016

Location: Memorial Hall, Town Hall

Members present:

George Barrette
Bob Brown
Cal Lawrence
Peter O'Neil
Bob Fryer
Earl Storey
Dexter Blois (via phone)

Members absent:

Others Present:

Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Police Chief Alan Gordon
Brett Borglund, Explorer Post
Edward Baldwin, Library Trustees

Peter Collins, Heery
Mark Stockman, MIS/GIS Director
John Badenhause, Youth & Family Services (Y&FS)
Maureen Ambrosino, Library Director

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

Open Forum

There was no one here to address the Committee.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of November 16, 2016 and Mr. Barrette seconded. VOTED: 4-0-3 (abstention: O'Neil, Storey, and Blois).

Forbes Building

Mr. Stockman presented a quote he received from Adtech for \$7,200 for audiovisual design services in the Great Room. He reviewed what the quote covered with the Committee. Mr. Humes questioned if Adtech would take their consulting fee off the cost of the job if it is awarded to them, and noted they have not charged this fee in the past with the new Fire Station or the Town Hall project. Mr. Stockman pointed out that the design work would need to be done whether we went with Adtech or another vendor. The Committee clarified that this is our vendor and the work described is not the responsibility of the general contractor. Mr. Humes recommended going with Adtech. Mr. Fryer made a motion to approve the quote from Adtech for audiovisual design and consulting services for the Great Room in the amount of \$7,200.00 per the quote received dated 11-16-16 and Mr. Lawrence seconded. VOTED: 7-0-0.

Mr. Collins informed the Committee that Heery and Jacunski Humes completed their 60% cost estimate last week. He said they had a meeting regarding the independent estimates and they were about \$800,000 to a million dollars off between the two costs. Mr. Collins and Mr. Humes had a conference call, along with both cost estimators, to figure out where the differences were. They went back and looked at the costs again and came up with estimates that were more similar. Mr. Collins noted that cost estimates are typically greater than the project budget since they try to be conservative. Mr. Humes reviewed past projects and mentioned that we could have a low bidder come in similar to the Fire Station project. Mr. Humes discussed the pre-qualification process and noted a limited and select list of contractors. He pointed out that the bids may tend to come in higher because there's not a lot of competition. Mr. Humes referred to his handout regarding the "Differences between Cost Estimates from February 2016 to December 2016". He reviewed what made up the increases and what the estimators carried in their costs. He noted the differential came to \$1.6 million. Mr. Humes pointed to his handout for "Value Engineering Measures Considered" and offered some suggestions to bring down costs such as deletions and changes. For example, he mentioned taking Furniture, Fixtures and Equipment (FF&E) out of the construction cost and seeking approval for that appropriation separately when it is needed in 2018. Mr. Malloy also mentioned that some of the deletions could come in as "add alternates". He informed the Committee that we could transfer over what is left in the Town Hall and Fire Station budgets to the Forbes Building in order to cover additions since

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those projects came in under budget. It was noted again that FF&E won't be needed until 2018. Mr. Humes said that he is meeting with the interior design firm selected for this project, CAMA, later today to finalize coordination and plans but we won't go to bid on the furniture until next year. Mr. Fryer asked if there were any changes to the second and third floors. Mr. Humes said that due to the scope of the project and work involved, if we tried to reduce work on the second and third floors then it wouldn't be a renovation of the whole building. Mr. Collins explained that it was easier to separate the sally port and car port since those aspects of the job weren't directly part of the building and could be "add alternates" and done at a later time. Mr. Fryer asked about the carport and Mr. Humes said that the carport is on the drawings but not a part of the estimate. Mr. Malloy added that the Town has a good track record of transferring debt and not incurring more, so it is possible to transfer what is left in the Town Hall and Fire Station budgets to the Forbes project. Mr. Humes reviewed the site work. He noted that he prefers the 20 space carport design better than the 16 space one that is shown on the most recent drawings. There was a discussion about the limited outdoor space at Forbes and not being able to use the Spurr House property. Mr. Malloy mentioned that he just heard back from Town Counsel on proper wording for the bid regarding a friendly eminent domain. He hopes to get the bid out for the Spurr House immediately and pointed out the 18 month window. Mr. Blois asked what was voted on for a budget for the Forbes Building at Town Meeting and was told \$15 million. He then asked what was left in the Town Hall and Fire Station budgets and it was estimated at about \$800,000. Mr. Blois pointed out that he would like to uphold the track record of the MBC in delivering a first class job with the Forbes Building similar to what was done with the Town Hall and new Fire Station. He mentioned that he would like to see a transfer of funds from what was left of the two prior projects and have it go toward the Forbes renovations with a vote taken at the March Town Meeting. Mr. Blois suggested keeping the "add alternates" in the bid to see what happens, and if it is too high, we can take items out and re-bid the job. There was a conversation about additions. Mr. Collins still felt that taking out the "add alternates" was easier since you know the cost and then we can add items back in if money becomes available. Mr. O'Neil asked about the carport and what the cost would be. Mr. Collins estimated the carport at about \$170,000 and noted this wasn't a part of the estimate but it can be added. There was a discussion about the carport and its location and also the site work involved. Mr. Malloy pointed out the cemetery fence and felt it wasn't a part of this project. He thought a new fence could be covered under the DPW's budget or an article. Mr. Brown suggested bidding the project to see where it comes in. Mr. Fryer clarified that we wouldn't be including the "add alternates". Mr. Malloy thought that the alternates should be included to see where the bids came in and then we can prioritize what gets added back in if there's money available. He mentioned that we could also renovate the bathrooms later as part of a change order and ask for money through an article at Town Meeting. Mr. Barrette made a motion to proceed to bid "as is" with Alternate 1 being the sally port and Alternate 2 for the bathrooms. There was discussion about the carport. Mr. Humes suggested adding a third alternate for site work which would include the car port. Mr. Barrette clarified his motion to proceed to bid "as is" with Alternate #1 for the sally port, Alternate #2 for site work and the carport, and Alternate #3 for the bathrooms, with the alternatives in that priority. Mr. Fryer seconded. VOTED: 6-0-0 (Mr. Blois was not available for this vote).

Mr. Collins referred to the construction budget and schedule and mentioned nothing has changed.

Regarding Item 5c on Heery's Report, Mr. Collins mentioned that dispatch moved this past Monday and everything is going well so far thanks to Pat Cullen. Mr. Cullen informed the Committee about technology expenses related to the move in to temporary space. He said the total is about \$22,000+ which breaks down to \$3,800 for Youth & Family Services (Y&FS), \$4,238 for the School Department, and \$14,000 for the Police Department. He mentioned that costs were reduced for the Forbes Community Building since the Fire Department was able to use some of their funds. Mr. Cullen reviewed how these costs added up by doing the wiring ourselves versus Verizon, and noted that Verizon would be a similar cost but that they also experienced dropped calls from Verizon during the Town Hall renovation. Mr. Malloy agreed and said their phones didn't always function properly when they relocated to the DPW and that would be unacceptable for the Police Department. There was a question about the leases for temporary space and whether they've been signed. Mr. Malloy said that Town Counsel found some unfavorable terms when they reviewed the lease language and said they may go with a temporary lease while they work out some items with a longer term lease. Mr. Malloy noted that they just received the response from the landlord yesterday and Town Counsel is still reviewing. Mr. Malloy pointed out that Town and School departments will have to make due with a smaller space temporarily during the two year renovation project. Mr. Cullen asked the Committee to approve an amount not to exceed \$23,000 for technology related to the move in to temporary space. Mr. Fryer made a motion to approve a not to exceed amount of \$23,000 for fiber related to technology needed to relocate Town and School offices during the Forbes renovations and Mr. Blois seconded. VOTED: 7-0-0.

Mr. Cullen mentioned the additional technology work that will be needed within the lease space in order to get departments up and running. He noted that the work will come in at an additional cost but he hasn't received a quote yet – he should have an idea of the cost at the next meeting. Mr. Cullen also said that he spoke with the engineers at BVH about access control and surveillance for the Forbes Building and he said those costs should come in around \$88,476 for the cameras and installation. Regarding the card readers, Mr. Cullen said that he received a quote of \$27,710 for card access control for the Police Department and a quote of \$27,654 for card readers for the rest of the Forbes Building. He noted that we could eliminate the card readers for the second and third floors if necessary. Mr. Humes pointed out that he will need to know the final count on the card readers so hardware is supplied. There was a discussion about security at the Forbes Building since the front door isn't locked. Mr. Fryer mentioned that the camera system in the lobby of Forbes is all set for the next few months but we need to resolve monitoring in the temporary space. Mr. Cullen said that the camera monitoring system installed in the temporary space could be moved back to the Forbes Building once renovations were complete. Mr. Cullen pointed out that the elevators at the Town Hall and Forbes were re-programmed to go to 911 in the event of an emergency. He noted that when we hand over Forbes to the contractor that we need to disconnect 911 and then reconnect when the project is done.

Mr. Humes informed the Committee that representatives from CAMA were here today to discuss interior design. They presented the Committee with the color schemes selected that will go to bid and showed samples. Mr. Lawrence asked if department heads and Assistant Town Manager, Kristi Williams, have seen and approved of the selections. CAMA said they are at about 90% complete and Mr. Humes added that department heads have seen the color schemes and concepts. Mr. Lawrence felt that if department heads are in agreement with what was presented then he approves and the Committee agreed. Mr. Malloy mentioned that department heads have had a lot of input. Mr. Humes noted that they tried to stay with a uniform renovation so the tones of the Forbes Building coordinated and also tied in with the Town Hall so they resemble each other. Ed Bottomley from CAMA reviewed color choices and pointed out that they attempted to match what was selected with the existing terrazzo floors already at the Forbes Building. He mentioned that they paid attention to detail and the use of durable materials, while also trying to tie in the school colors for the School Department. Mr. Bottomley noted the carpet and colors for the Great Room and said they wanted to bring out the architectural details of that space, along with brightening up the area. Mr. Humes added that they will install acoustical plaster on the ceiling and the large center light will be refurbished. Mr. Barrette made a motion to accept the FF&E interior finishes as presented by CAMA at today's meeting and Mr. Fryer seconded. VOTED: 7-0-0. Mr. Brown thanked the designers from CAMA for coming in to meet with the Committee.

Mr. Humes informed the Committee that he received the geotechnical report after the borings were completed. He will add this report in to the contract for bidding so soil conditions are known.

Mr. Collins mentioned that the Contractors Pre-qualification Subcommittee will meet later today to get an update on progress and he hopes to have a list of who is qualified by the next MBC meeting on December 21st. He also stated that Heery and Jacunski Humes are meeting with the Planning Board on December 20th at 7 pm. Mr. Humes pointed out the site plan review and had a question as to whether that went through the Board of Selectmen or the Design Review Committee. Mr. Malloy said that he will recommend waiving the site plan review since there won't be a change to existing parking but that doesn't waive Design Review. Mr. Collins clarified that they are meeting with both the Planning Board and Design Review on December 20th since it will be a joint meeting. Mr. Humes mentioned that they are looking at the elevation of the building and the handicap ramp, along with the windows. Mr. Blois asked if we need to go before the Zoning Board since we are increasing the size of the sally port. Mr. Malloy will review to determine if that is necessary.

Mr. Borglund provided an update on the Explorer Post. He has received final quotes for relocation. It was determined that they need to be out of the Post building by March 1st. The shelter the Post would like to purchase costs about \$9,500 and then it will be an additional \$8,400 to install it. There was a discussion about payment for the shelter since the DPW may want to keep it when the Post moves back to Forbes. Mr. Storey pointed out that the DPW has already purchased the two storage containers that the Post is using. The DPW also paved the area where the shelter will be installed and they'll be providing electricity for the Post, so he felt that was a sufficient contribution. Mr. Storey mentioned that in two years the DPW can add a line item to their budget to purchase the shelter from the Post. Mr. Storey clarified that the storage containers and paving was done so the DPW could use it but now they are letting the Post relocate to that space for two

years plus paying for their electricity. Mr. Barrette mentioned that the Post should purchase the shelter themselves and then in two years the DPW could look at buying it from them but there is no guarantee that the Town will do that. Mr. Storey noted that the Post won't be able to take the shelter back to the Forbes Building. Mr. Fryer suggested that the Post donate the shelter back to the Town. Mr. O'Neil asked about the life expectancy of the shelter and Mr. Borglund said it was supposed to last 12 years. Mr. Borglund mentioned they have already spoken with Building Commissioner, Tin Htway, and they will obtain a building permit for installing the shelter since it is going on Town property.

Town Hall

Mr. Humes presented the Committee with a quote for permanent interior signage at the Town Hall. He said he received a cost of \$4,140 from Modulex that he is recommending. Mr. Fryer made a motion to approve the cost of \$4,140 for interior signage as quoted by Modulex and Mr. Lawrence seconded. It was noted that there will be eight signs including directional signs in the lobby. VOTED: 6-0-0 (Mr. Barrette was absent for this vote).

Library

Library Director, Maureen Ambrosino provided an update on the status of their construction grant. She mentioned that there is a meeting this afternoon with the Library Construction Committee. Ms. Ambrosino noted that the schematic design phase is complete and they received approval at the last Town Meeting to expend funds for the grant application process. They will assemble documents and complete paperwork for submission of the grant by January 20, 2017 when it is due. There was one issue she wanted to clarify regarding access to a large meeting room since they deleted accommodations for a 100-125 person meeting space at the Library. In her discussions with the consultant at the Massachusetts Board of Library Commissioners (MBLC), if they have access to the Great Room at the Forbes Building then the Library could downsize. Ms. Ambrosino mentioned that she was told they could use space at Forbes but that the fixed nature of the furniture in the Great Room could raise some flags since it doesn't leave the space flexible. Ms. Ambrosino wanted to make sure that the Committee was aware that the Library renovation doesn't include a lot of meeting space and their largest room would fit a maximum of 64 people. Mr. Collins reviewed what is fixed furniture in the Great Room such as the front desk and what is loose like the chairs. Mr. Humes noted that the furniture, with the exception of the front desk, will be movable. They plan to have movable training tables on wheels so there could be small group sessions as requested by the School Department. Mr. Humes mentioned that the desk at the front of the Great Room will be fixed and is similar to what is in the Selectmen's Meeting Room at the Town Hall. Since there is a lot of data wired in to the front desk, he didn't think it was practical to break it down. Mr. Humes pointed out that they reduced the size of the table from a seating of 14 to 10. Mr. Lawrence asked about the Library's expectations for using the Great Room. Ms. Ambrosino said that their expectations are similar to other departments and organizations and they would only use it for special events involving a large crowd and would book the space in advance. Ms. Ambrosino wanted to make sure the Library has access to the Great Room for their public programming. Mr. Malloy noted that priority would need to be given to Town boards and committees. Mr. Fryer also pointed out that the Police Department will be using it too since they gave up their meeting space. Available meeting space at Forbes was reviewed. Ms. Ambrosino mentioned that they could swap space if they needed a larger spot and Town boards and committees could use their 64 person meeting room. Mr. Humes noted that Westborough TV may be videotaping some of these meetings and would need to use the Great Room. Mr. Collins discussed the renovation project since he attends both the Library Construction Committee meetings, along with the Municipal Building Committee meetings. He mentioned that access to a large auditorium space is important in order to get the grant. Mr. Malloy noted that the Great Room was designed as a public meeting place. He pointed out the large size of the room, with the exception of the fixed desk at the front, and felt that was enough. He was concerned with breaking down the desk since unplugging and plugging things in could result in breakage. Mr. Malloy reviewed other sources of meeting space that already exist in Town as well as meeting space that is planned. Mr. Brown asked Ms. Ambrosino if meeting space had to be located next door. Ms. Ambrosino said she could check with her consultant and mentioned that the project was downsized since they thought they had access to a large meeting space that was available 10 feet away. Ms. Ambrosino wanted to verify that if she ran a program with significant attendance that she'll be able to use that space. Mr. Malloy reiterated that the Library could use the Great Room as long as a Town department or board hadn't already booked it. The Committee noted availability of the Great Room on off hours such as weekends and that usually Town boards and committees have fixed meeting dates that are determined far in advance. Mr. Collins also pointed out the flexibility of the space since the chairs can be moved. Ms. Ambrosino was encouraged to hear that the desk size planned for the front of the Great Room will be smaller and said she'll pass that information on to the MBLC. There was a discussion about acceptable types of programs for the Great Room. Mr. Malloy mentioned they would have to figure it out. Mr. Lawrence asked Ms. Ambrosino if most of the programs at the Library could fit in the 64 person meeting room and she said they could. Mr. Collins clarified that when applying for the grant they have to show that they have access to a small, medium, and large meeting room as part of the criteria. The Committee pointed out that Ms. Ambrosino is able to use the Great Room and that there are also other options available in the community. Mr. Collins mentioned that he will coordinate getting a letter that states that for the grant application process.

Fire

Mr. Fryer gave a brief update on the Memorial Park. He said work was progressing by the contractor hired to install the Park. Mr. Fryer noted that the memorial stones purchased for the Park weren't ready yet. Mr. Fryer also said that the contractor will sod and loam in the spring. Mr. Blois asked for pictures to be sent to him electronically.

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. Barrette – yes; Mr. Lawrence – yes; Mr. Brown – yes; Mr. Storey – yes; Mr. Fryer – yes; Mr. O'Neil – yes; Mr. Blois – yes.

Future Meetings

The next Municipal Building Committee meeting will be held on Wednesday, December 21, 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: 7-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant