

Municipal Building Committee
Minutes of Meeting
21 December 2016

Approved:
January 4, 2017

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Others Present:

Peter Collins, Heery
Jim Malloy, Town Manager
Police Chief Alan Gordon
Tin Htway, Building Commissioner

Ted Fiffy, Heery
John Badenhause, Youth & Family Services
Hank Rauch, Advisory Finance Committee
Kristi Williams, Assistant Town Manager

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

Open Forum

There was no one here to address the Committee.

Approval of Open Minutes

Mr. Barrette made a motion to approve the minutes of December 7, 2016 and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Blois made a motion to approve the Executive Session minutes of December 7, 2016 and Mr. Barrette seconded VOTED: 7-0-0. Mr. Blois also made a motion to release all of the Executive Session minutes since the matter discussed has been resolved. VOTED: 7-0-0.

Fire

Mr. Collins presented the Committee with Requisition #25 for G&R in the amount of \$46,500.00. Mr. Blois made a motion to approve payment to G&R for Requisition #25 in the amount of \$46,500.00 and Mr. Barrette seconded. VOTED: 7-0-0. It was noted that this is the final payment to the general contractor, G&R, and will close out the Fire Station project.

Regarding the Memorial Park, Mr. Fryer informed the Committee that the contractor has stopped working for the winter and will resume in the spring.

Mr. Collins mentioned that he would like to bring in the LSP (Licensed Site Professional), Tighe & Bond, to update the Committee on soil filings and the Department of Environmental Protection (DEP) Release Abatement Measure (RAM) plan that they are preparing for the State.

Mr. Blois asked about the HVAC system. Mr. Collins said there has been a conversation with G&R, BVH, and Mr. Humes regarding this subject since there were concerns from the Fire Department that the HVAC system wasn't working properly. They are going to double check to see if there are any maintenance issues. The service agreement was noted since the Fire Department has made some calls for service that they thought should have been covered under the maintenance agreement, yet they were charged for these service calls. The Fire Department also felt that their calls weren't addressed quickly enough. Mr. Blois will follow up with Mr. Humes.

Forbes Building

Mr. Collins presented the Committee with Invoice #16322 for Jacunski Humes in the amount of \$4,950.00. Mr. Collins pointed out that this invoice is for geotechnical services related to the investigative work for the sally port foundation. Mr. Blois made a motion to approve payment to Jacunski Humes for Invoice #16322 in the amount of \$4,950.00 and Mr. Barrette seconded. VOTED: 7-0-0.

Mr. Collins informed the Committee that Heery's contract for OPM (Owner's Project Manager) services on the Forbes Building has been reviewed by Town Counsel. He asked for a motion from the Committee to approve OPM services related to the design and bid phase, which covers January 2016 through February 2017, and then proceed to the contract covering OPM services during the construction phase on or about March 1, 2017. Mr. Blois made a motion to approve Heery's contract for OPM services on the Forbes Building, subject to final approval by the Town Manager and Town Counsel. Mr. Blois noted that he has reviewed the contract and provided some revisions. Mr. Blois mentioned that if the contract is approved by Town Counsel then he would move to sign the contract and Mr. Fryer seconded. VOTED: 7-0-0.

Mr. Collins introduced Ted Fiffy, Heery Senior Project Manager, to the Committee and mentioned that he will be working with Mr. Collins as the daily on-site OPM representative for the Forbes project. He noted that Mr. Fiffy is new to Heery but has prior experience working with Mr. Humes on municipal buildings. He also pointed out that Mr. Fiffy has helped with the prequalification process for Forbes. Mr. Collins referred to Mr. Fiffy's resume that was attached to Heery's Report. Mr. Fiffy greeted the Committee and said that he has looked at the scope of this project and felt it was well thought out and organized. The Committee welcomed Mr. Fiffy. Mr. Humes added that this is his fourth municipal project working with Mr. Fiffy.

It was noted that Police dispatch has been successfully relocated to the Fire Station. Mr. Malloy mentioned that they are close to completing the lease agreement for temporary space. There are still a couple of smaller items that they are negotiating. Mr. Malloy added that they are also working on changing some of the language in the lease to reflect that this is only temporary and involves a municipality. He noted that Assistant Town Manager, Kristi Williams, will be coordinating the move out of Forbes to the temporary locations. Mr. Malloy said that he will send an email out to the Committee once the leases have been finalized. Mr. Malloy also mentioned that there was concern last night at the Board of Selectmen's meeting about the Boy Scouts moving back to the Forbes Community Building. He pointed out that the Conservation office will be relocating there during the renovation project of the Forbes Municipal Building and space will be tight. Mr. Malloy mentioned storage by some of the groups using the Forbes Community Building and the Harvey Building. He would like to get these areas cleaned up so storage space could be turned in to meeting space during the renovation, as well as ensure that these stored items do not present a fire hazard. Mr. Malloy stated that they plan on moving Town offices out of Forbes on February 3rd and hope to work out the logistics satisfactorily for all parties involved.

Mr. Blois had a question about the bleachers in the basement of Forbes. He asked Mr. Humes if he had the cost for removing the bleachers to the point where that area would be ready for construction. Mr. Humes mentioned that the cost is within the estimate for the renovation project and he could extract it. Mr. Blois pointed out that if it is a significant cost to remove the bleachers that he would rather see that area boxed in and the money go toward renovating the bathrooms, instead of spending money to gain a small amount of square footage by removing the bleachers. Mr. Humes reviewed the plans and noted that there is more space there than originally thought. Mr. Blois inquired about removing the first three rows instead. Mr. Humes said he will get an answer regarding the cost for removing the bleachers. Mr. Humes mentioned that they resolved some minor plan and furniture adjustments with the School department. Most of the changes were for color finishes for flooring and furniture. Mr. Humes said that now that the plans are complete they anticipate putting this project out to bid around January 24th.

Mr. Humes informed the Committee that he was at the Planning Board meeting last night with Mr. Collins. They presented plans for site layout, grading, and parking lot layouts and had an informal discussion to get the Board familiar with the renovation project. Mr. Humes thought that the Planning Board was in general agreement with their approach however he noted that their only question was with the Library renovation. The Planning Board felt that the Forbes project wasn't inclusive to what was going on with the Library. Mr. Humes said that the Planning Board suggested that Parkman Street become one way to accommodate traffic for the Library. Mr. Malloy pointed out that at last night's Board of Selectmen meeting they voted to waive the site plan review. He also stated that changing the traffic pattern on Parkman Street would fall under the Board of Selectmen and not the Planning Board. Mr. Malloy mentioned that Mr. Humes and Mr. Collins did not need to present this project to the Planning Board. Mr. Humes said that they were supposed to have a joint meeting with the Planning Board and Design Review but that was never coordinated.

Mr. Humes reviewed the add alternates as voted at the last MBC meeting. The first alternate is for the sally port, the second alternate is for site work and the carport, and the third alternate is for the renovation of the bathrooms. Mr. Humes pointed out that the site work has to go with the sally port. He reviewed and discussed changes to the outside and felt that they couldn't re-build the sally port without site work included since they need to raise the grade. Mr. Humes mentioned that the 16 space design for the carport can be done separately from the renovation project and that they have the ability to adjust the location of the carport slightly depending on where utilities are in the ground. Mr. Humes discussed what was planned at the entry ways and for the handicap ramp. He said that they identified a pedestrian walkway at the Parkman

Street entrance and noted that parking will be somewhat the same as what's there now but a different elevation. Mr. Fryer asked about the island planned for the walkway at the Parkman Street entrance and thought it may be difficult to plow that area. Mr. Humes mentioned that the island isn't required but they were trying to better define the pedestrian walkway. Mr. Humes asked the Committee how they should bid this project since re-building the sally port involves some site work. Mr. Fryer made a motion that the Committee redefine the priority of the add alternates and Mr. Blois seconded for discussion purposes. Mr. Fryer suggested that alternate #1 should be for the sally port and site work, alternate #2 for the carport, and alternate #3 for renovation of the bathrooms. Mr. Malloy noted that Mr. Humes is looking for the alternates to be redefined so this project can go to bid. Mr. Collins mentioned that the Committee would only be editing the alternates in order to move the site work from alternate #2 as previously voted to alternate #1 since it is impossible to renovate the sally port without site work. Mr. Blois felt that the bathrooms needed to be updated as part of renovating the Forbes Building and we could look at adding the carport later on. He wanted the priority for the alternates to be alternate #1 the sally port and site work, alternate #2 for renovating the bathrooms, and alternate #3 for the carport. After some discussion, the Committee was in general agreement with Mr. Blois but also noted the importance of the carport. Mr. Blois made a motion to make the sally port and site work alternate #1, the bathrooms alternate #2, and the carport alternate #3 and Mr. Barrette seconded. Mr. Malloy pointed out that we could still go back to Town Meeting to get approval for any minor overages. Mr. Brown asked what was left in the budgets for the new Fire Station and Town Hall projects. It was estimated around \$800,000.00 combined. Mr. Malloy said we could ask to transfer over that amount to the Forbes Building. He felt that voters would understand the need to update bathrooms that haven't been renovated in 35 years. Mr. Humes reviewed the design of the carport. Mr. Barrette asked if there would be any zoning issues if solar panels were added to the roof of the carport. Mr. Malloy said that he will check. Mr. Brown called for a vote on Mr. Fryer's motion for the alternates to be #1 the sally port and site work, #2 for the carport, and #3 for the renovation of the bathrooms and Mr. Lawrence seconded. VOTED: 2-5-0. Mr. Blois' motion for alternate #1 for the sally port and site work, alternate #2 for the bathrooms, and alternate #3 for the carport was put to vote. VOTED: 5-2-0. The Committee was in favor of the carport but felt the bathrooms needed to be done during the renovation of the building.

Mr. Humes informed the Committee that the technology and security needs for Forbes have been resolved due to Pat Cullen's expertise. He noted that the drawings have been coordinated down to the wiring of the doors needing access control and that the contractor will only need to provide the wiring. Mr. Humes mentioned that we still need to coordinate a meeting with the Design Review Board. He was prepared to address signage at last night's Planning Board meeting if the Design Review Board had been present. Mr. Humes pointed out that right now there is only metal lettering saying "Forbes Municipal Building" and wooden signs indicating the Police and School Departments. Mr. Humes suggested changing the metal lettering to lit lettering saying "Police Department" and placing it at the right entryway, and then placing lettering near the left entryway that says "Forbes Municipal Building", and leave the School Administration sign where it is currently located. The Committee approved of Mr. Humes' suggestions for signage on the building. Mr. Malloy mentioned that the entry doors will be glass so we could put lettering on the door for the School Department. Mr. Humes added that the plans will also include a light pole with a green globe that says POLICE on it that will be placed near the right entryway and a light pole with a white globe on the left side. Mr. Brown asked about the cost to clean the brick on the outside of the building. Mr. Humes said that the estimate includes \$54,000.00 for exterior masonry cleaning and that the Committee could decide whether that is included in the bid or deleted.

Mr. Collins mentioned that there will be a Contractors Prequalification meeting later today. The Subcommittee will go through the list of general contractors and subcontractors and note who has been approved. He hopes to send a list out to the MBC later in the week. Mr. Collins reiterated that he met with the Planning Board last night, along with Mr. Humes. He also noted that the Board of Selectmen voted to waive the site plan review. Mr. Collins pointed out that he and Mr. Humes will do a courtesy review of the language in the contract with Town Counsel. He mentioned upcoming MBC meetings on January 4th and January 18th. Mr. Humes pointed out that we only have two more meetings before the Forbes project goes out to bid.

Town Hall

Mr. Collins noted that he will meet with R.A.C. and Mr. Humes to review the current status of the Punch List. Mr. Humes mentioned that he has received Requisition #27 from R.A.C. in the amount of \$19,014.00. Mr. Humes let R.A.C. know that he will not submit this requisition for payment until he receives a letter explaining what was done to the chiller unit and a guarantee that the HVAC subcontractor, Veterans, will come back in the spring as a follow up. He also mentioned the peeling paint on the ceiling in the Selectmen's Meeting Room. However, Mr. Humes noted that primarily what the \$19,014.00 balance represents is for work done on the chiller unit. Mr. Brown asked about the peeling paint and if there was another leak. Mr. Humes said there was no indication of a leak and that the peeling paint is due to the plaster not being totally dry when the ceiling was originally repaired.

Library

Mr. Collins provided a brief update on the status of the Library renovations. He said that they are working on the grant application that is due January 27, 2017. Once the grant package is submitted, the State will take about 6 months to review the applications they receive, and then notify who has been approved. Mr. Collins noted that there are about 24 libraries submitting applications so there is a lot of competition.

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, January 4, 2017, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Blois made a motion to adjourn the meeting at 9:48 AM and Mr. Lawrence seconded. VOTED: 7-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant