

Municipal Building Committee
Minutes of Meeting
4 January 2017

Approved:
January 18, 2017

Location: Memorial Hall, Town Hall

Members present:

Bob Brown
Cal Lawrence
Bob Fryer
Earl Storey
Peter O'Neil

Members absent:

George Barrette
Dexter Blois

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Tin Htway, Building Commissioner
Mark Silverberg, Planning Board

Ted Fiffy, Heery
Police Chief Alan Gordon
Pat Cullen, Fire Department
Hank Rauch, Advisory Finance Committee

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

Open Forum

Mark Silverberg wanted to address the Committee about his personal traffic concerns for Parkman Street. He noted that both Mr. Humes and Mr. Collins made a presentation to the Planning Board regarding the Forbes renovation project at their last meeting. Mr. Silverberg also mentioned that the Library attended a Planning Board meeting about a month ago to present their renovation project. He brought up the traffic flow for Parkman Street and proposed making it flow one way so traffic was directed clockwise around the Library. Mr. Silverberg pointed out the difficulty in seeing cars turning down Parkman Street since sight can be blocked by vehicles parked in front of Forbes. He also noted that if Parkman Street was one way that this could allow additional parking since cars could park on both sides of the street. Mr. Silverberg wanted to mention his concerns to the MBC since he felt changing Parkman Street to one way could help with alleviating a shortage in downtown parking and he also felt it was safer. Mr. Silverberg noted that there are only three handicap spots in the area of Forbes and the Library and he didn't know if that was enough. Mr. Humes mentioned that he did report to the MBC about the Planning Board meeting he attended and their comments. Mr. Silverberg clarified that the change in traffic flow for Parkman Street that he is proposing are his thoughts alone and not the Planning Board's. Mr. Brown asked if there is a formal traffic study planned for the Forbes project. Mr. Humes said there was not since they aren't changing the layout of the parking lot. Mr. Fryer mentioned that he prefers leaving Parkman Street two-way since that allows Police vehicles to exit either on to Parkman or on to West Main Street depending on where they are going. Mr. Brown asked for Chief Gordon's thoughts. Chief Gordon said that he understands Mr. Silverberg's concerns and mentioned that Parkman could be treated similarly as Franklin Street where residents are allowed to go down the street the opposite way. Mr. Silverberg felt that Police vehicles could do the same. He suggested diagonal parking along Parkman Street but the Committee did not feel the street was wide enough. Mr. Brown said that the MBC would take Mr. Silverberg's ideas under consideration. Mr. Lawrence noted that we still aren't sure what is going to happen with the Library. Mr. Brown asked Mr. Collins if there was anything he'd like to add. Mr. Collins pointed out that the Library's application for a grant to help with the renovation costs has been sent to the State. He mentioned that the State does like to see dedicated Library parking; however, it doesn't preclude submission but could give us fewer points in the scoring process. Mr. Collins did point out that there is some available parking next to the Library. Mr. Brown asked how many points are lost by not having dedicated parking and Mr. Collins said that it wasn't enough so they wouldn't qualify for the grant but that the State does score higher if they see dedicated parking. Mr. Fryer mentioned trimming the pine tree on Parkman Street near the Library to open up that area. Mr. Storey mentioned that the DPW will take care of the tree.

Approval of Open Minutes

Mr. Brown made a motion to approve the minutes of December 21, 2016. VOTED: 5-0-0.

Forbes Building

Mr. Collins presented the Committee with Invoice #16307 for Jacunski Humes in the amount of \$60,000.00 for Designer Services during the Contract Document Phase. He noted that Heery has reviewed this invoice and recommends payment. Mr. Fryer made a motion to approve payment to Jacunski Humes for Invoice #16307 in the amount of \$60,000.00 and Mr. Lawrence seconded. VOTED: 5-0-0.

An invoice for H. Perron & Son Locksmiths, Inc. in the amount of \$250.50 for re-keying the Police evidence room at 42 Milk Street was presented. Mr. Brown asked for a vote to approve payment to H. Perron & Son Locksmiths in the amount of \$250.50. VOTED: 5-0-0.

Mr. Collins noted that assembly of the formal contract amendment for Jacunski Humes is underway. Phase 1 for Design and Bid Phases for Heery as the OPM has been fully executed.

Mr. Collins also mentioned that the budget dated 12/20/16 is attached to Heery's Report for the Committee's review.

Regarding the OPM Milestone Schedule, dates were reviewed. Mr. Humes referred to his handout, "Invitation to Bid" and noted that Forbes needs to be vacated by the middle of March. Mr. Collins said he would coordinate the move with Mr. Malloy and Ms. Williams. Mr. Collins and Mr. Humes expect that contract documents will be available on Wednesday, January 25, 2017, for contractors to obtain in order to prepare their bid for submission. They will work over the next three weeks to coordinate with Town officials. Mr. Collins pointed out that if there are any adjustments to that date, they can issue an addendum. On February 15th, they will hold a pre-bid conference and provide a walk-through of the Forbes Building for interested bidders. Filed sub-bids are due February 23rd, and filed general bids are due March 9th. Mr. Fryer noted that Mr. Malloy has the leases and is about to sign them. Mr. Collins mentioned that after they receive the filed general bids on March 9th, they will need a week to sort through them before presenting to the Committee. They are looking at March 27th (plus or minus) to hand over the building to the general contractor for notice to proceed and construction to begin. Mr. Collins will review this timeline with Mr. Malloy before providing a more concrete schedule.

Mr. Humes briefly discussed Furniture, Fixtures, & Equipment (FF&E). He mentioned that the floor plans are complete and he has forwarded these plans to Ms. Williams for her review. Mr. Humes noted that the floor plans were put together for coordination with department heads and won't go to bid until 2018. He wanted to make sure department heads approved of the floor and furniture layouts. Mr. Humes also reviewed interior finishes with department heads so they are aware of what will be done. Regarding technology and building security, Mr. Humes mentioned that Pat Cullen is handling both and feels these tasks are complete. Mr. Cullen will help coordinate between the Town, the engineers (BVH), and the vendors. Mr. Humes pointed out that the contractor will only wire the building for phones and data, and the security vendor will install and wire for cameras and anything related to security. He felt this was easier and more efficient. Mr. Cullen mentioned security in cells and audio installed in the lights in the cells. Mr. Humes clarified and said that we could get an extension on the housing for the lights in order to install a speaker. Pat Cullen said we won't need that since he's coordinating the audio with the cameras. He also mentioned that the cameras will be set to motion detector mode.

Regarding demolition of the bleachers, Mr. Collins mentioned that his cost was approximately \$160,000 and Mr. Humes number came in at \$150,000. When they had the cost estimators' review, they decided to go with Mr. Collins' number of \$160,000. They went back to the structural engineer to see if they could reduce the scope of work in the area of the bleachers so the cost would go down. It was noted that the area is about 800-900 square feet and that we are spending about \$200 per square foot in the bleacher area. Mr. Fryer asked how that compares with new construction. Mr. Humes said it was half the cost and that to replace that square footage with new construction would cost twice as much per sq. ft. Mr. Collins pointed out that it seems like a challenge to demo the bleacher area and the cost is expensive but that area is needed for storage of evidence or forensics for the Police Department. Mr. Fryer made a motion to continue with the original plan of excavating the bleacher area and Mr. Lawrence seconded. Mr. Collins added that they would still need to do some work in that area anyway for the foundation supports. Mr. Humes noted that columns to support the locker rooms would need to be installed and that the cost is lower per square foot than the average for the rest of the building. Mr. O'Neil agreed and didn't want to see the project go backwards by not renovating that area. Mr. Lawrence reminded the Committee that the real reason for the renovation of the Forbes Building is for the Police Department. Mr. O'Neil added that we will be taking space that is currently unusable and make it usable. VOTED: 5-0-0. Mr. Collins showed the bleacher area on the overhead and mentioned it will be used for evidence storage.

Mr. Humes mentioned that he submitted an application to get on the agenda for the Design Review Board since they don't have a set time for their meetings. He sent his request to Town Planner, Jim Robbins, and they are trying to coordinate a meeting for January 18th, which is the same date as the next MBC meeting. Mr. Humes wasn't sure of the time but pointed out it may conflict with the start time of the MBC meeting. The Committee felt it would be easier to coordinate on the same date as the MBC meeting and that the start time could be adjusted. Mr. Humes and Mr. Collins will work on arranging and will let the Committee know what time they are meeting with the Design Review Board on January 18th once it is established.

Mr. Collins informed the Committee that the Subcommittee has completed the prequalification phase for the general contractors and subcontractors that submitted their paperwork. He noted that, out of 138 requests, 120 contractors

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responded and all 120 contractors were approved. Mr. Collins mentioned the extensive effort put in to the prequalification process, and that there was a lot of reading, communicating, calling, and validating. Mr. Collins said the Subcommittee found there were no conflicts and everything was above board. He felt confident that this project should receive competitive numbers. Mr. Collins pointed out that bidding is limited to the filed sub-bids, which are composed of 16 trades, and general contractors. He noted that there will be other subcontractors that will fall under the control of the general contractor. Mr. Collins thanked MBC members, Bob Brown and Cal Lawrence, for their efforts in the prequalification process. Mr. Collins also wanted to mention that just because a contractor is prequalified doesn't mean they'll necessarily submit a bid. He pointed out that, now that the list is finalized, a letter will be sent letting contractors know they've been prequalified and that bid documents will be available on January 25th at Projectdog and provide their website, along with referring to the Central Register. Mr. Collins reiterated that only those general contractors and subcontractors for the 16 trades that were prequalified may submit bids.

Mr. Brown wanted to go back to the discussion about parking and mentioned the proposal from Mr. Silverberg. Mr. Fryer pointed out that a change to traffic flow on Parkman Street falls under the jurisdiction of the Board of Selectmen and not the Municipal Building Committee. Mr. Lawrence suggested taking a vote by the Committee to establish support for the Site Layout Plan L-1.1 presented by Mr. Humes. There was a motion by Mr. Lawrence which was seconded by Mr. Fryer to leave the traffic flow as is. Mr. O'Neil said he supports the motion but wanted to mention that the issue really comes back to the lack of parking and not the traffic flow. He referred to the Spurr House – which would have added parking spaces if we could demo that building – but that wasn't supported by the Town. Mr. O'Neil felt the intersection at Grove and Parkman Streets was more dangerous than Parkman and West Main Streets. Mr. Htway asked about the dimensions of the parking spots planned for the back of the Forbes Building. Mr. Collins said they were approximately 8.66 feet wide. Mr. Htway noted they should be 9 feet wide. Mr. Humes pointed out that they are a little narrower than 9 feet because they are on a diagonal. They were also told to respect the existing pavement lines so they aren't encroaching on the property next door. There was a discussion about the size of the parking spaces planned, the easement for the transformer, and traffic flow. Mr. Htway said he will look at the size of the angled spots with engineering and double check numbers. Mr. Brown asked for a vote on Mr. Lawrence's proposal to support the current site layout plan. VOTED: 5-0-0.

Town Hall

Regarding outstanding items for the Town Hall, Mr. Collins noted that Heery, Jacunski Humes, and R.A.C. still need to meet to review the current status of the Punch List. Mr. Humes pointed out that the HVAC contractor, Veterans Development, and the chiller manufacturer, Deakin, were at the Town Hall recently to look at the chiller unit. He has requested a copy of the report from that visit for his review.

Fire

Mr. Collins mentioned Mr. Blois' concerns about the HVAC unit. He noted that he is working on communication with the HVAC subcontractor, General Mechanical, to address the Fire Department's concerns.

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, January 18, 2017, with a time to be determined based on meeting with the Design Review Board. The MBC meeting will take place 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 9:33 AM. VOTED: 5-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant