

Municipal Building Committee
Minutes of Meeting
18 January 2017

Approved:
February 1, 2017

Location: Memorial Hall, Town Hall

Members present:

Bob Brown
Cal Lawrence
Bob Fryer
Peter O'Neil

Members absent:

George Barrette
Dexter Blois
Earl Storey

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Police Chief Alan Gordon
Hank Rauch, Advisory Finance Committee

Ted Fiffy, Heery
Jim Malloy, Town Manager
Pat Cullen, Fire Department

Mr. Brown called the meeting to order at 9:54 AM.

Open Forum

No one was here to address the Committee.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of January 4, 2017 and Mr. Fryer seconded. VOTED: 4-0-0.

Town Hall

It was reported that there was a meeting last week between Heery, Jacunski Humes, and R.A.C. to review the Punch List, The ceiling in the Selectmen's Meeting Room and the chiller unit were also discussed. Mr. Humes mentioned that he received a report from the chiller manufacturer, Daikin, dated 1/3/17 from when they were here to test the chiller system and inspect it. Their comments in the report indicate that the chiller unit cycled on and off correctly and both pumps and drives are operational. Mr. Humes also asked for a report from the HVAC subcontractor, Veterans, since he'd like to know what has been done chronologically to the chiller unit. Until they get the full report, payment is being held and he's asking for the service contract to be extended until June 2017. Mr. Collins indicated that once all of the items on the Punch List have been resolved, along with confirmation that repairs to the ceiling and chiller unit are satisfactory, then they will close out the Town Hall renovation project.

Forbes Building

Mr. Humes informed the Committee that the Purchase Order (PO) they have been using for Designer Services needs to be updated. Mr. Collins said that he will work with Town Accountant, Leah Talbot, and Mr. Malloy to reconcile the PO for Jacunski Humes to make sure all costs have been allocated correctly.

Mr. Brown asked about recognizing those folks who contributed to the 9/11 Memorial. Mr. Malloy said that he will draft a letter. Mr. Fryer added that Westborough Youth Soccer Association (WYSA) would like to make a contribution but were hoping for recognition at the site.

Mr. Collins referred to the OPM Project Milestone Schedule attached to their report. Mr. Fiffy reviewed the dates. He mentioned that the overall project is tracking according to the original schedule.

Mr. Collins presented Invoice #PJIN0005709 for Heery International in the amount of \$109,200.00. This invoice is for services related to Design Development, Contract Documents, and Bid Phases for the Forbes Building from January through December 2016. Mr. Lawrence made a motion to approve payment to Heery International for Invoice #PJIN0005709 in the amount of \$109,200.00 and Mr. Fryer seconded. VOTED: 4-0-0.

Mr. Humes mentioned that he reviewed the site drawings with Town Engineer, Carl Balduf, and Mr. Balduf is asking for the existing parking spaces located near Parkman Street to be included in the new paving, which would come in as an additional cost. Mr. Humes asked the Committee whether the repaving should be added to the designs or not. There was discussion and the Committee noted that the budget will be tight. Mr. Malloy suggested repaving that area when they repave Parkman Street. Mr. O'Neil pointed out that we could wait to see if there are funds left as we get close to finishing

the renovation project since he would agree with having that done. Mr. Brown wanted to postpone Mr. Balduf's request and will take it under advisement. Mr. Humes said that he will send an email to Mr. Balduf letting him know that this subject was discussed and we are holding off for now.

Mr. Humes mentioned that he attended the Design Review Board meeting this morning at 8:30 AM. The Forbes renovation project was reviewed and they unanimously approved the designs with one change. They asked for a different font and color for the exterior letters. The Design Review Board suggested the "architectural" style font and for the color to be in bronze. Members of the MBC were in agreement. Mr. Humes said he will make those changes to the drawings and update.

Mr. Malloy reported on the status of the leases. He noted that Carruth Capital has already signed off on the lease paperwork and these documents were then forwarded to our Town Counsel, where they are currently double checking that everything is correct. Mr. Malloy said that he will verify with Town Counsel that the lease documents are in order. Regarding relocation, it was confirmed that the date for the Explorer Post to move out by is March 1st.

Mr. Collins referred to the design plans and said that there shouldn't be any more changes as we approach deadlines for the bid process. He noted that filed sub bids are still scheduled for February 23rd and filed general bids are scheduled for March 9th. Mr. Collins mentioned there will be a walk-through of the job site on February 15th for interested bidders. If there are any late changes or adjustments, they can issue an addendum. Mr. Malloy pointed out that he submitted an article in the Town Meeting warrant asking for a debt increase if one is needed. He mentioned that Annual Town Meeting (ATM) is scheduled for March 18th and the Board of Selectmen will meet prior to that on March 14th. Mr. Malloy would like an idea of the bid prices to see if we are still within the appropriation amount or if more is required. Mr. Malloy will leave it on the warrant if an increase is necessary and wanted the Committee to be aware. Mr. Humes noted that the bid process will be different this time because it is electronic. There was discussion about closing out the final balances on the new Fire Station and Town Hall and rolling what's left in to the Forbes renovation. Mr. Malloy didn't think they'd be able to close out these projects in time for ATM since we still have the 9/11 Memorial Park to finish at the Fire Station and Punch List items at the Town Hall. He would prefer to wait until the Fall Special Town Meeting so we are sure of the amounts remaining. Mr. Fryer asked about the alleyway next to the Town Hall and re-doing the parking lot. Mr. Malloy mentioned that any surplus could be used toward improving that area since it took a while to resolve issues with the abutters. Mr. Malloy discussed the State Hospital project and pointed out there could be funds coming in as land is sold that could help go toward some of these improvements. Mr. Lawrence confirmed that filed sub bids are due Feb 23rd and asked if that would tell us anything about the anticipated cost of the project. Mr. Humes said it should since filed sub bids are typically about 50% of the total cost of the project. Mr. Humes noted that only pre-qualified contractors can bid on this project but that doesn't mean they will bid. There was a discussion about the timing of this project and both Mr. Collins and Mr. Humes felt that public work was a little slow right now so that could work to our advantage.

Fire

Mr. Fryer presented the Committee with a Contractor's Application for Payment from A.J. Virgilio Construction in the amount of \$25,768.75 for work completed on the 9/11 Memorial Park. The Committee reviewed what has been done so far and what is still left to do in the spring. Mr. Fryer noted that the foundation work for the steel beam, along with the brick work, is complete. The Committee pointed out that the balance to finish, including retainage, is \$6,331.25. After some discussion, the Committee agreed that the amount accurately reflected work done to date on the installation of the Park. Mr. Fryer made a motion to approve payment to A.J. Virgilio Construction in the amount of \$25,768.75 and Mr. Lawrence seconded. VOTED: 4-0-0.

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, February 1, 2017, 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 10:36 AM. VOTED: 3-0-0 (Mr. O'Neil was absent for this vote).

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant