

Municipal Building Committee
Minutes of Meeting
1 February 2017

Approved:
February 15, 2017

Location: Memorial Hall, Town Hall

Members present:

Bob Brown
Cal Lawrence
Bob Fryer
Earl Storey

Members absent:

George Barrette
Dexter Blois
Peter O'Neil

Others Present:

Peter Collins, Heery
Brian Humes, Jacunski Humes
Jim Malloy, Town Manager
Jon Badenhause, Youth & Family Services
Brett Borglund, Explorer Post

Ted Fiffy, Heery
Police Chief Alan Gordon
Kristi Williams, Assistant Town Manager
Pat Cullen, Fire Department
Kathryn Gridley, Heery

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

Open Forum

Mr. Borglund informed the Committee that the Quonset hut that the Explorer Post ordered was delivered to the DPW for temporary storage of the Post's equipment during the Forbes renovation. He will be walking the site with the installer for set up of the structure. Mr. Borglund verified the move out date of March 1st and mentioned he'd prefer a little more time in order to get the shelter up and power established. Mr. Humes said that they could have until April 1st since the general contractor bids aren't due until mid-March and they will need time to sort through what they receive. Mr. Humes noted that April 1st is a definite date for the Post to be relocated.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of January 18, 2017 and Mr. Fryer seconded. VOTED: 3-0-1 (abstention: Storey).

Town Hall

Mr. Collins addressed Item #5 on their OPM Report regarding open punch list, record documents, and warranty items. He mentioned that the ceiling was repaired in the Selectmen's Meeting Room and noted that the balance to finish on the Town Hall contract is currently \$19,014.00. Mr. Collins referred to the handout from Jacunski Humes regarding Veterans Development Corp. and mentioned they are withholding money based on repairs to the chiller unit that are still pending. He pointed out Item #8 on the Veterans Development handout and said that the work outlined under that bullet point were supposed to have been performed on January 26th but still have not been completed yet. Mr. Collins said repairs to the chiller unit are in the queue and still pending. He referred to the extension of the service contract and maintenance warranty to take care of anything that may come up between now and June 30, 2017 and noted that Heery is not ready to sign off on the final requisition until we receive maintenance manuals and as-built drawings. There was a discussion about the ceiling in the Selectmen's Meeting Room. Mr. Humes mentioned that the damage was a result of residual moisture that just needed to work itself out and not a new leak. Mr. Malloy asked Mr. Humes if R.A.C. is still liable if anything happens to the roof or ceiling. Mr. Humes confirmed that R.A.C. is still liable. Mr. Collins said the ceiling near the skylight hasn't been repaired yet. Mr. Malloy suggested that any pending repairs to the ceiling can be done on a Friday afternoon or Saturday when the building is closed so they don't need to set up scaffolding and interrupt normal town business. Mr. Collins said that he would contact R.A.C. and suggest Fridays, Saturdays, or Presidents Day for work to be completed. Mr. Humes noted that retainage held is mostly for Veterans and reiterated that the balance to complete on the contract is \$19,014.00. Mr. Malloy asked if the amount outstanding balanced with the Town Accountant's budget. Mr. Collins said they were close but that Heery may not be aware of Purchase Order's (PO's) issued outside of what the OPM is tracking. Mr. Malloy also inquired about the Fire Station and what was left to complete. Mr. Collins noted that we still owe Tighe & Bond for services, along with completing the 9/11 Memorial Park. Mr. Malloy asked if anything was owed to Jacunski Humes or Heery for the Town Hall or Fire Station and Mr. Humes said that the only item outstanding is for permanent signage at the Town Hall and a PO has already been issued.

Fire

Mr. Fryer reported that the contractor for the installation of the 9/11 Memorial Park, A.J. Virgilio Construction, should be set to complete their work in the spring. He's hoping the Park is done by Memorial Day weekend. There was a discussion about holding a ceremony for the opening of the Park.

Forbes Building

Mr. Collins presented the following invoices related to the Forbes Building for payment approval by the Committee:

Invoice #16327 for Jacunski Humes in the amount of \$40,000.00 which represents what is due for the design development and construction document phase through November 17, 2016.

Invoice #16328 for Jacunski Humes in the amount of \$12,500.00 for 50% completion of services related to Furniture, Fixtures, & Equipment (FF&E).

Invoice #280760 for Cross Match Technologies in the amount of \$8,035.76 which is a partial payment toward the cost of the new fingerprinting machine for the Police Department.

Mr. Collins noted that the OPM has reviewed these invoices and recommends payment. Mr. Brown made a motion to approve payment on the three invoices listed above. VOTED: 4-0-0.

Mr. Collins informed the Committee that they have reconciled Jacunski Humes' contract through the years and broken it down in to two amendments. He noted that the second authorization is for construction administration which should be good through the end of the Forbes renovation project. Mr. Fiffy added that Town Counsel is working on the Request for Information (RFI). Mr. Humes expanded on that subject and mentioned that they took the same language as what was used for the new Fire Station since insurance requirements have stayed the same. He pointed out that one item that has changed is that we now have new Town Counsel that we didn't have on the prior two projects. Mr. Humes said that he received comments from Town Counsel with corrections throughout the 154 page RFI. He mentioned that the corrections are minor but will have to go out in an addendum. Mr. Humes pointed out that there are additional certifications that Town Counsel wants the contractors to sign off on. He noted that the addendum will be done electronically and there is a lot of compilation since they will need to be specific as to what's changed between the old document and the new one in order to track. Mr. Fiffy added that with the 154 changes, they will need to expand on each one. Mr. Humes mentioned that if the changes came in when they were requested, it could have been inserted in the contract package and been done. However, the changes came in after the bid documents were posted, so he hopes to have the changes posted by end of day on Friday, 2/3. It was noted that the pre-bid walk-through will be held on Wednesday, 2/15, at 11 AM. Filed sub bids are due Thursday, February 23rd, at 2 PM and general contractor bids are due Thursday, 3/9, at 2 PM – both electronically. Heery will be managing bids coming in and any addendums between now and 3/9. Mr. Humes mentioned that the total set of plans contains 200 sheets of drawings and 2400 pages, which is a lot of information. Mr. Collins asked Mr. Fryer if they could coordinate a controlled tour within Police confines since he realizes certain areas may be off limits and he recognizes it is an active department. He noted that contractors may contact the Town for a second tour. Mr. Collins doesn't want to restrict access to the job site but said it will be difficult to offer tours every day. Mr. Humes pointed out that contractors don't have to attend the walk-through since it isn't mandatory. He will coordinate a meeting area on 2/15 – likely in the auditorium. Mr. Fryer suggested the bleacher area as a meeting place as well. Mr. Humes will put signs on the doors so contractors are directed where to go. Mr. Collins said he will notify all Town departments so they are aware of people walking through the building. Mr. Humes noted anyone can view construction documents on the Projectdog website and reviewed how to log on. Mr. Collins mentioned that he and Mr. Fiffy will send a link to the Committee with the construction documents through One Drive. Mr. Fiffy stated that Heery has meetings later today with MIS/GIS Director for the Town of Westborough, Mark Stockman, Director of Technology for Westborough Public Schools, Jon Green, and Westborough TV to make sure technology, telephones, and data are all set. He pointed out that furniture plans will give an accurate view of the floor plan. Mr. Brown confirmed that Westborough TV will be able to come in and take pictures – before and after – along with tracking construction progress. It was noted that coordination can be done with Westborough TV's General Manager, Karen Henderson, and also an organized a tour of the Police area will be coordinated with Lieutenant Fryer.

Regarding relocation of departments, it was noted that the leases have been signed for temporary space for both the Police and School departments. Mr. Fryer mentioned that they need authorization to run some wires in the new location and hire an electrician. They also need privacy window film applied to some of the glass for areas such as the women's locker room and interview room, locks on doors, and extension cords. Mr. Fryer said the fit up list shouldn't exceed \$10,000.00. Mr. Malloy suggested going through him for these expenses since he's dealt with this before on other projects. He pointed out that we need to check with the landlord on any changes. It was also noted that Youth & Family

Services Director, Jon Badenhause, has requested privacy window film on the glass at Central One where they have relocated. Ms. Williams mentioned that Town offices will start moving at the end of this week, and the School Department is scheduled to relocate February 22nd. Mr. Fryer confirmed March 31st as the move out date for the Police Department. Mr. Collins anticipates April 3rd as the start date for construction. He said there will be some work prior to that date such as mobilization, fences going up, and permits being pulled. There was a discussion about signage alerting the public as to where the different offices at Forbes have been relocated. Mr. Malloy said that Buildings & Grounds Supervisor, Frank Cornine, is working on a sign, similar to what was posted in front of the Town Hall, and to confirm with Mr. Cornine. Mr. Brown asked about parking. Mr. Humes said that the West Main Street entrance and the back parking lot will be closed off. The parking spaces along Parkman Street will remain available for the Library. Mr. Collins noted that the construction fence will be installed in the front of Forbes but behind the Memorials so the public can still access. Mr. Fiffy added that the Memorials and flagpoles will remain illuminated during the construction phase. Chief Gordon asked about having a working electrical outlet available since the Veterans use it on Memorial Day weekend for their P/A system. Mr. Fiffy said that he would double check on the outlet. Mr. Collins pointed out that we may need to do something temporarily for electricity during the construction phase.

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 15, 2017, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business there was a motion to adjourn the meeting at 9:24 AM. VOTED: 4-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant