

Municipal Building Committee
Minutes of Meeting
15 February 2017

Approved:
March 1, 2017

Location: Memorial Hall, Town Hall

Members present:

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

Members absent:

Dexter Blois

Others Present:

Brian Humes, Jacunski Humes
Kathryn Gridley, Heery
Jon Badenhausen, Youth & Family Services (Y&FS)
Brett Borglund, Explorer Post

Zachary Schmalz, Heery
Police Chief Alan Gordon
Pat Cullen, Fire Department

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

Open Forum

Mr. Borglund provided an update on the Explorer Post. He mentioned that they were hoping to use the Historical Society property to obtain pedestrian access to the Post during the Forbes renovation. However, the Historical Society's insurance carrier was against granting access so their request was denied. Mr. Brown asked for other options. Mr. Borglund suggested using Underwood Ct or the Spurr House to gain entry but he was concerned with the construction fence blocking their admission to the Post building. Mr. Humes said that, while the contractor will have control of the job site, we can ask them to fence the site appropriately. He also noted that the fence is movable. Mr. Humes pointed out that the fence is there to contain the job site for the general contractor's insurance purposes. There was a discussion about the location of the fence. Mr. Humes felt that we should be able to work with the general contractor. He noted the pre-bid conference taking place today and said he would mention it in the meeting.

Approval of Open Minutes

Mr. Lawrence made a motion to approve the minutes of February 1, 2017 and Mr. Storey seconded. VOTED: 4-0-2 (abstention: Barrette, O'Neil).

Forbes Building

Mr. Schmalz informed the Committee that there have not been any updates to the budget or construction schedule since February 1, 2017. He also pointed out that there is a Contractors Briefing Session scheduled for 11 AM today so contractors can walk through the building and become familiar with the job site.

Mr. Humes mentioned that addendum #1 was issued on February 2nd and can be found on the Projectdog website. He noted that there were seven drawings that were reissued due to size. They are currently working on addendum #2 and are looking to get that out this Friday or Monday since they can't issue any changes within 48 hours of when bids are due. Mr. Humes pointed out that everything will be done electronically this time so no envelopes to open. He reviewed that sub bids are due February 23rd and usually account for about 50% of the scope of work and cost of the total job. General contractor's bids are due March 9th. Mr. Brown asked how long it will take before we award the contract. Mr. Humes felt it could be as quick as 3 to 4 days after bids are received. Heery and Jacunski Humes will review the bids and then issue a recommendation to the Town Manager. He noted the two page contract that is easy to fill out and then have both the Town Manager and General Contractor sign it. Mr. Schmalz felt that a recommendation should be given for awarding the contract around the week of March 13th. Mr. Humes reminded the Committee that we have already pre-qualified the contractors so we know who we are dealing with and the job is still on target to start around April 1st.

Mr. Humes wanted to discuss the identification and salvage of building items and equipment that can be re-used. He mentioned that Peter Collins has collaborated with Buildings and Grounds Supervisor, Frank Cornine, on a list. Mr. Humes asked how we want to coordinate getting these items removed from Forbes and stored. Since the Town has identified items they would like to salvage - we have the right of first refusal. Mr. Barrette offered to touch base with Mr. Cornine regarding the list of items. Mr. Humes noted that we do not want to remove the fire alarm panel prior to the

general contractor taking over the job site. Mr. Schmalz suggested having someone identify what is salvageable and vetting - and then compiling a list. Mr. Cullen mentioned that he would like to get the split ducts that can be re-used. Mr. Barrette agreed he would coordinate with Mr. Cornine. He also volunteered to help move the couch from the Youth & Family Services office that they are donating to a resident.

Mr. Schmalz noted that departments are working on moving out of the Forbes Building. He reiterated that construction should start around April 1st. Mr. Schmalz reviewed upcoming dates for future MBC meetings and said he will provide an update on today's briefing session at the next MBC meeting on March 1st. Mr. Brown asked Mr. Barrette if he could follow up with Mr. Malloy about getting Westborough TV in to the Forbes Building so they can take some "before" pictures. Mr. Barrette said that he would speak with Mr. Malloy and Westborough TV's General Manager, Karen Henderson, and organize.

Town Hall

Mr. Schmalz noted that there has not been an update to the budget since the last MBC meeting. Mr. Humes informed the Committee on recent updates to the chiller unit. He mentioned that BVH has reviewed the latest repairs and they feel the balancing of the chiller unit is complete. Mr. Humes pointed out that he has been holding the final requisition to R.A.C. in the amount of \$19,014 primarily because of the chiller unit. Mr. Humes spoke with Larry DeBurro at R.A.C. about a couple of other items that are outstanding, such as the sprinkler heads and painting the ceiling in the Selectmen's Meeting Room. Mr. Humes mentioned that the contractor will be out to fix the sprinkler heads but noted they felt it could happen again since the caps are friction fit and can come loose from the vibration of people walking above or from the clock tower. Mr. Humes informed the Committee that the directories that were ordered should be installed next week. He mentioned that Mr. Malloy and Ms. Williams will assist with the installation of the directories. Mr. Schmalz confirmed that Requisition #27 in the amount of \$19,014 for R.A.C. is the final requisition and Mr. Humes said it was and that R.A.C. is looking to close out the job and get paid. They are informing their subcontractors to get whatever's outstanding done right away.

Fire

Mr. Humes informed the Committee that he has been in contact with BVH and the HVAC subcontractor, General Mechanical, regarding the HVAC system at the new Fire Station. He discussed the service contract and calls related to items that weren't installed properly from the original contract. Mr. Humes wanted to make sure that warranty items are fixed at no additional cost per the terms of the service contract. He would like to review invoices for extra charges to make sure they are correct and that the Town isn't being double charged. Mr. Humes also wants to make sure the HVAC system is running as it should be. They have a meeting scheduled with General Mechanical, Heery, and Jacunski Humes to review.

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, March 1, 2017, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Barrette made a motion to adjourn the meeting at 9:14 AM. VOTED: 6-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant