

Facilities Implementation & Strategic Planning Committee Meeting
October 9, 2013

Members present: John Hadley, Chairman, Michael J. Kittredge, Jr.
 Christopher A. Rucho Siobhan M. Bohnson
 Bruce Peterson Ray Bricault

Mr. Hadley convened the meeting at 7:00 p.m.

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Kittredge to approve the regular session meeting minutes from August 28, 2013, seconded by Ms. Bohnson, all in favor.

Next Steps for the Committee

Mr. Rucho recommends that over the next five months the FISP committee's focus should be on the 140 Worcester Street property to get it renovated for town hall and an April move rather than any other building project. Clarifications was provided that this is not a request to disband the group, but rather an opportunity to change the membership of the committee to include a slot for someone who may be interested in working on a police department or a council on aging project, both of which were identified as the next building projects we would be looking at.

He also suggested issuing the RFP for the architect as soon as possible. Mr. Hadley spoke with Town Counsel and if the architect's fee is under \$10,000 we do not have to go out to bid. Mr. Peterson does not believe it would be more than \$10,000; however, he expressed his concern over a lot of work needing to get done in a short amount of time. We also need to write the bid specs. It was suggested to structure the bid not to exceed \$9,900. The second step is the alterations to the building. If the price is under \$100,000 we do not have to go through the designer selection process.

Mr. Peterson commented on the fit out of the building, built ins and counters especially in the area for the Treasurer/Collector, which could take a couple of months as they would need to be designed. He questioned if the town could pull those items away from the contract and have them ready before hand. Ms. Bohnson questioned why the town would want to do that and Mr. Peterson replied, because of time. Mr. Hadley suggested having the general contractor do that and there might be something pre-made that would be cheaper to buy. Mr. Rucho asked if we would be painting the inside of the entire building. Mr. Hadley stated that he intends to do the whole thing. Mr. Rucho commented on carpeting. It was noted that less than ten walls need to be removed and that process would go quickly.

Mr. Hadley has worked with the owner to set up a schedule of visits. The owner would prefer 5 or 6 people at the most visiting at one time. On October 16th at 1:00 p.m. we can visit the building and enter only unoccupied offices to take measurements. Mr. Rucho will bring his camera and Mr. Peterson will bring his tape measurer. Mr. Gaumond and the building inspector will also join the group. On October 20th we will be able to view the remainder of the rooms. Mr. Hadley is unavailable on that date, however, all others will attend. On October 27th at 9:30 we will have our building inspection which will cost \$850.

By November 1st we will have engineering plans and be able to go out to bid. Members of the committee will forward names of engineers to the Town Administrator's office. We will have a number back by December 15th and have selected a builder.

Discussion over the vault. It was agreed to locate the vault in the basement as it is the best location for support. Mr. Rucho questioned whether the price of the vault could be broken out from the project. Mr. Bricault suggested it be specialty construction. Discussion over comments made that the town was going to keep the pool for future use. Both Mr. Peterson and Mr. Hadley spoke about how costly it would be. Mr. Peterson recommends having the engineer or architect come up with another solution for the pool. Should he say it will cost a fortune to keep it, maybe we will fill it in. It was noted that Mr. McCormick and Mr. Hadley were designated as the liaisons for coordinating logistics and attending all the meetings and then bringing the information back to the committee. Mr. Gaumond will prepare the scope of work for the architect.

Mr. Peterson recommends replacing all the exterior doors. He would also like to replace some of the interior doors as well. Mr. Hadley does not see a need to change every interior door.

Mr. Rucho suggested contacting the architectural firm of Lamoreaux Pagano to get a price. We will also contact a Bob Zalatan who lives in West Boylston to get a price quote. It was agreed to retro fit the sign already on the property. It was suggested that perhaps a small electronic sign could be installed at the bottom of the sign to announce meetings going on at town hall. Connor Signs and Optimal Affect Signs, both in town, will be contacted for quotes on the new sign. It was also suggested that sign could also be placed on the building on the side where the pool is located.

Mr. Hadley reports that town counsel advised us that the town does not need to spend money on an appraisal as it is not required. Mr. Hadley does not believe anything good would result in getting an appraisal. If it came in a \$1.2 million, we are not going to purchase the building for that amount and it would cost \$3,000 for an appraisal. Mr. Rucho noted that every time this came up at a meeting we said we could not build this building for less than \$2 million and he thought we were going to be able to negotiate the price after the appraisal was done. Mr. Hadley explained that during the inspection is when everything will be fixed or the cost will get reduced for the town to get it fixed. He has never negotiated after an appraisal and we have already agreed to the price. Mr. Bricault does not see a need to have an appraisal. Mr. Peterson also thinks it is a waste to have it done, however, that is what we promised the people. Mr. Kittredge also feels it is a waste of money. Mr. Bricault pointed out that our job is to do what is right for the town.

Motion Mr. Rucho to go forward with the appraisal as every time we change something the next project we ask people to fund they are going to say this is what you told us. Ms. Bohnson suggested telling the people we saved them \$3,000 and we can put the money towards something else. Motion seconded by Mr. Peterson. Vote on the motion – Messrs. Rucho and Peterson yes; Mr. Hadley, Mr. Kittredge, Mr. Bricault and Ms. Bohnson no.

Mr. Bricault asked if there was a need to continue publishing the progress on the project. Mr. Rucho explained that Mike Kane of The Banner will continue covering our meetings and writing stories. He is at the School Committee meeting this evening.

Discussion over cable and telephone systems. The cable costs will be covered under our contract with Charter. We have quotes from telephone vendors who are on the state bid list ranging from \$8,000 to \$12,000. Mr. Rucho suggested a code access system for the doors and a key pad. Karen Paré is compiling a list of what we need for computers.

The committee would like to know the time line should there be a need to go through the designer selection process.

It was agreed to meet on October 30th at which time we will have information on an architect and the inspection report. Mr. Peterson suggested speaking with the landlord just in case our new building is not ready for move in at the expiration of our lease at 127 Hartwell Street.

Motion Mr. Kittredge at 8:30 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: October 30, 2013

Nancy E. Lucier, Municipal Assistant