

Municipal Building Committee Meeting Minutes

December 12, 2007

Mixer Offices

120 Prescott Street

West Boylston, MA 01583

Members Present:

Kevin McCormick, Bruce Peterson, John Hadley, Michael Maljanian, Christopher Rucho, James Dugan, Valmore Pruneau, John DiPietro, Allen Phillips, Roger Hall

Members Absent:

Michael Vignaly

Guests:

Leon Gaumond, Mike Daley, Eric Moore, LPA,

The meeting convened at 7:00pm

Approval of last meeting minutes:

The November 28, 2007 MBC meetings were reviewed.

Motion: Valmore Pruneau motioned to approve the minutes from the meeting of November 28, 2007 as written. John Hadley seconded, no discussion, voted all in favor.

Invited guest – Mike Daley, Finance Committee

Mike Daley from the Finance Committee discussed the process needed to fund the MBC proposed projects.

Having a special town meeting in the March time frame with a springtime ballot question was discussed. Mike recommended asking for the design funds and then coming back in the following spring for the construction funds.

Low interest rates can be taken advantage of. Municipal debt will require a 1-year principal payment and 6 months of interest payments. During the first year additional dept authority can be obtained to fund other phases of the process.

At the town meeting 2/3 vote is required. A majority vote is required on the ballot.

Long Term Federal loans will be looked at, i.e. Department of Agriculture.

Building term loans will most likely be amortized over a 20-year period.

Current laws control municipal dept limits, which will control spending. The town of West Boylston does not have a lot of dept.

How the article is framed is important. The article can be amended changing the scope. If \$2m is asked the scope could be modified to get \$500k.

When preparing for town meeting, slides will need to be developed showing how the tax rate will be impacted. The projects should be modeled in detailed to give a visual presentation of what

they will look like. Discussion of the project phases is very important. Detailed project cash flows will need to be developed.

LPA Update

Eric Moore and Michael Pagano of LPA provided an updated on the currently on going Feasibility/Cost Estimation Study.

Leon Gaumond stated to the MBC that a 15% mark up cost was not included in the Town of West Boylston and LPA contract as originally thought.

The cost for the site survey plan is \$26,105.00. This survey will be coordinated by LPA. LPA will be the party responsible for all deliverables of the survey.

Motion: Bruce Peterson motioned to accept the survey work proposal at a 15% mark up. LPA will monitor the survey project and execute the contract. John Hadley seconded. Discussion, John DiPietro recommended soliciting other bids for this work. Vote was 8 yes, 1 no. The motion was accepted.

At the Mixer location 5 test boring will be done, 3 at the Police and Fire location, 2 at Tivnan Drive. At the Tivnan Drive location a track mounted drill machine may be required.

John DiPietro asked if spoon sampling would be conducted. LPA stated yes, spoon sampling would be included in this survey.

Police and Fire Location Survey

The RFP bids have been received. There were 7 received and one was late which was thrown out. Leon Gaumond provided the MBC a list of the bidders. Leon asked if anybody on the MBC had any objections to using any of the bidders on the list. Nobody on the MBC had an objection so Leon Gaumond will go with the lowest cost bidder, HS & T Group.

Town employees submitted comments pertaining to the preliminary buildings proposals. Leon Gaumond stated that the current designs are preliminary only. The comments will be noted for future reference.

A question was raised in one of the comments if the elevator could be omitted in the fire station? LPA and the MBC recommend the elevator stay in the design.

Another question was related to a vault in the Town Hall. LPA stated there is space for vault. The most practical location is in the basement.

Chris Rucho asked where is a vault typically located? LPA stated there is no common practice. The town of Holden has a central vault design.

LPA discussed the Police and Fire building. LPA had a structural engineer look at the existing Police and Fire building. The Chief Pauley proposal is doable and will not be a major revamp.

The addition of 3rd floor is not an option. The elevator location is best on the outside of the building. The rear notch in the building is needed to provide access behind the building.

LPA stated they are nearing completing of the Feasibility Study. If the test boring data is not ready at the time of completion an addendum will be issued.

Allen Philips asked if the fuel tanks would stay at the existing Police and Fire location? After some discussion the MBC decided that the only fuel pumps would be located at the new DPW location.

Leon Gaumond asked LPA if they could plot out an additional road connecting the proposed Town Hall/Senior Center to Rt. 12 and provide a budgetary cost? LPA responded that they would look at this.

LPA stated they should have most of the study together by January 9th, 2008.

Other business

LPA invoice 0705-0712 was reviewed.

Motion: Chris Rucho motioned to approve and pay LPA invoice 0705-0712, dated 12/3/2007. James Dugan seconded, no discussion, voted all in favor.

Next Meeting:

January 9, 2008, 7pm

Adjournment:

Motion: Kevin McCormick motioned to adjourn the meeting. Valmore Pruneau seconded, no discussion, voted all in favor. The meeting adjourned at 9:15pm.

Meeting minutes prepared by Michael Maljanian MBC member.

Approved:_____