



MEETING MINUTES
Public Building Commission
Tuesday, December 12, 2017
Board of Selectman Hearing Room
7:00 pm

Committee Members Present: Ed DiSalvio, Chairperson; Larry Guilmette, Stephen Shea, Carl Campagna; Jessi Finnie, Library Director; Elizabeth Holthaus, User Member; Michael Stewart, Police Chief; Deputy Chief Mark Thompson; Al Elliott, Deputy Fire Chief

Committee Members Absent: Stephanie Holland

Also in Attendance: Nancy Holt, Finance Director; Steve Theran, Vertex; Don Walter, Architect, Dore & Whittier; Noel Murphy, Oudens Ello Architecture; Joe Sullivan, Daedalus OPM

The Meeting was called to order at 7:00 pm by Ed DiSalvio

Acceptance of Minutes

Move that the Public Building Commission approve the meeting minutes with changes for the November 28th meeting, motion to approve made by Ed DiSalvio, seconded by Larry Guilmette; Unanimous Vote (6-0).

NEW BUSINESS

Library Project Update & Review

Project update from Joe Sullivan:

Joe reviewed the Contingency Log Summary which reflected a contingency balance of **\$34,705.89**

Joe Sullivan went through all the outstanding costs for the library project totaling **\$103,431.81**. It was noted that the \$5,000 included as an outstanding cost for a front sign may come out of the EDC budget.

Based on the \$12 million appropriated for the library project, Nancy Holt listed expenditures of **\$11,639,623.12**.

According to Joe Sullivan, there is a project budget balance of **\$91,650.96** much of the savings is due to the efforts of Jessi who bought furniture at a cost savings.

Joe also stated that **\$49,618** will be the approximate cost for the change order to mitigate the HVAC noise in the Community Room. They recommend having the current contractor to do the work.

ADA Access update:

The sidewalk issue is still being addressed; we are scheduled to appear in front of the MAAB on January 8th the result could either be a hearing or approval of one of the options we had provided to the Board.

Options:

- To improve access via the sidewalk by adding a handrail to the steepest part of the ramp.
- Add ADA access from Branch Street with a separate sidewalk to allow access to the lower level.
- To build switchback ramps (most aggressive option)

Joe said that the signage and stripping have been resolved.

It was discussed that the problem with ADA access began when public works went to repaint the existing crosswalk that had been paved over. We are required to have an assessable route from a public street to a public building. The interpretation was that the path from the parking lot to the library would be the assessable route. We want an official MAAB interpretation. If the original walkway wasn't replaced this may not have been an issue. It was suggested that another option would be to remove the walkway. Carl wanted to know if costs would be presented with the 3 options, Noel said cost were not required as part of the package that was previously submitted.

Ed DiSalvio wanted to know if the cost of \$49,618 to improve the HVAC had to go to bid; Joe Sullivan said if the contractor does not do the job that the cost is high enough that it has to go to bid.

Jessi wanted to know if the Town is going to bear the cost of the improved duct work. Joe said there would be a conversation with Conrad and that he would know more at a later date.

Generator update:

The \$73,000 transfer switch was originally planned to be part of the library project, but because of other unforeseen costs, they did not go forward with the installation. It was explained that the purpose of the transfer switch is to distribute sub power so you would have heat and emergency lights when the power is out.

Joe said you should combine the transfer switch and the purchase of a generator, however he currently knows of a generator which is the right size that he could get for a good price. It was discussed that the transfer switch has already been sized and that if you provide the draw, the company can tell you what size generator you need. Joe thought the generator cost should not be that significant. He also cautioned about calling the library a shelter because he believes it would need a kitchen to be classified that way. It was discussed that it would be a warming center. Kevin Kelly wants a permanent generator at the library and thought the price would be approximately

\$125,000 - \$150,000 with the transfer switch Joe agreed. Bill from Mass Generator is coming to meet with Jessie to price out generators. Joe Sullivan is going to try to make the meeting. Jessi did not reach out to FM Generator because Kevin Kelly wanted to handle the purchase. Joe said that once we have specs, we can send them out to the State Bid list. We have to make an attempt to get 3 bids.

There was a brief discussion on the type of generator that would be purchased; Joe explained that smaller generators are diesel and that there is a concern for public safety with natural gas. Diesel with self-contained gas tanks was Joe's recommendation.

Noel discussed PCO 19 in which we are withholding money due to current tree and grass issues; **\$2,400** for landscaping and trees that are under warranty that need to be replaced. To pay the balance less \$2,400 would be \$18366.15 instead of \$21,210.75.

There was some discrepancy among PCOs 17, 18 and 19, Joe Sullivan and Nancy Holt will have to meet separately on this issue.

PCO 19 is made up of 10 PCOs totaling \$21,210.75. Nancy shows \$18,989.16 as the amount due from the contractor's requisition.

Noel Murphy made a request for approval of PCO 19, Ed DiSalvio made a motion to approve PCO 19 not to exceed \$21, 210.75, second by Larry Guilmette; Unanimous Vote (6-0).

Ed DiSalvio made a motion to approve invoice No. 24 in the amount of \$18,366.15 to pay Castagna for services rendered, second by Larry Guilmette; Unanimous Vote (6-0).

Jessi provided two quotes for consideration:

\$7,460.63 for outside trash cans/barrels and recycling stations which comes out of the remaining \$91,000 left in budget.

An updated quote for the mobile shelving unit was provided which was down to **\$2,786.82** from the original price of \$4,607.20.

Joe thinks we have the money to purchase both items.

Jessi Finnie made a motion to purchase SupplyWorks trash and recycling stations for \$7,460.63, second by Larry Guilmette; Unanimous Vote (6-0).

Jessi Finnie made a motion to purchase for mobile shelving from Tucker Library Interiors for \$2,786.82, second by Larry Guilmette; Unanimous Vote (6-0).

Karen Canfield wanted Joe to be mindful that the HVAC repairs were not the fault of the Commission or the Town, she wanted to ensure that Joe had a candid conversation with Conrad and to make sure he understands that the room is unusable because of the noise and that time is of the essence.

Public Safety Complex

Project update from Steve Theran, Vertex

Steve reviewed the budget as of Dec 12, 2017

Ed wanted to know if there was any money that we owed the contractor or PCOs that are not on the budget or anything from the punch list that is not on the budget. Steve said everything was included in the budget and that there was **\$32,971.88** remaining.

Deputy Chief Mark Thompson did not bring the numbers for the additional licenses so it was decided to hold off on a vote.

Deputy Thompson revisited the need for a two way speaker for the lobby of the Public Safety Building.

A motion by Ed DiSalvio was made to approve \$941.00 for a two way speaker system, second by Carl Campagna; Unanimous Vote (7-0).

Water sediment issue update:

The water was tested and the report was received. There was no narrative with the results so they are hard to understand. Deputy Chief said he would provide a copy of the report to the Commission.

Police Chief Mike Stewart said the EOC heating and cooling issue still has to be resolved. The unit in the lobby is not functioning correctly. It is affecting the toilet rooms Don Walter explained and said that a contractor is scheduled to be on site tomorrow to look at the issue and that he would come back in the summer to look at the A/C when the weather warms up.

Water pressure update:

No satisfactory resolution with the low water pressure at the pumper truck fill up Deputy Fire Chief Al Elliott said. They are currently looking into a booster pump; the problem may be that the pressure is low to begin with.

Need to coordinate with the Board of Health regarding the odor from the pump hatch, they were supposed to put a seal on a cover, but the Board or Health wants to review first.

The dorm bathroom fans are functioning properly, but are hooked up to general exhaust and are not controlling the smell. We may need to add dedicated exhaust fans to each room.

Carl wanted to know if they could add a column for dollar amounts for each issue on the Public Safety Building Outstanding Issues/Items spreadsheet.

Deputy Thompson followed up on the invoice that would add electricity to the tables in the EOC and Briefing room.

It was discussed that they did not find what they expected when they tested the water and that they may need to test another pump coming into building, the main pump, which hasn't been tested yet to determine if the sediment is coming from within the building or from outside.

Don Walter had no updates at this time.

The weather stripping is not matching up with the rear door in the Public Safety Building Mike Stewart said.

Ed DiSalvio wanted to know the process and if these items were still under warranty, Don said they are still working with them and they are here to assist.

Chief Stewart provided the following updates:

Another fence company is coming tomorrow to give a quote on moving the chain link fence; the current location of the fence impedes the snow clearing operation because it is only 3 feet behind the parking area. So far, two companies have given prices for moving and extending the fence around the helicopter landing zone. Perfection Fence quoted \$ 33,998 and Hawk Eye Fence quoted \$24,000 and we should have a third price tomorrow from Armstrong Fence. Eventually, the plan is to block the view from Route 3A. Chief Stewart would like the project done before the snow comes. It was discussed not to use the original company that put in the fence because nobody was happy with their work.

Motion not to exceed \$24,000 made by Steven Shea contingent on a 3rd bid to extend and move the current fence to better facilitate snow removal and perimeter safety, second by Larry Guilmette; Unanimous Vote (7-0).

Chief Stewart would like to move archives from the old police station to the new building and has been meeting with several companies. Kevin Kelly is anxious to move them. King Information gave a price of approximately \$10,900.

Deputy Thompson made a motion not to exceed \$11,000 pending successful execution of an RFP and contract with King Information to move archives from the old police station to the new building, second by Stephen Shea; Unanimous Vote (7-0).

Deputy Thompson wanted to revisit the need for an outbuilding for storage approximately 40' by 60' to be built on the end of the driveway to the left of the building away from Mann Lot. We have some money left and would like to look into the possibility of purchasing a steel pre-constructed, prefab outbuilding by American Outback who specializes in Outbuildings. They promote that it can be erected very easily. The cost would be \$29,000 for the building to be delivered on site with engineering. This price does not include assembly, electrical, the slab or heating. It has fire protection and a sprinkler system is not required because of the size. The company has contractors they would recommend and the costs would be: \$25,000 for assembly, \$20,000 for site work and \$15,000 for electrical, approximately \$93,000 all in or \$100,000. We could take 1 of 2 paths: We could do a RFP and bids which is a complicated process or do it as a change order and run it through CTA, however, CTA will add a cost. Larry Guilmette thinks you have to go through the proper channels. This was on the original plan and there is a need for it, just trying to see if it is feasible at this point. If the Commission thinks there is a valid need, then Deputy Thompson will continue the process. Stephen Shea asked if it would be a shared resource Stephen Deputy Thompson said it would be. Larry brought up the concern that people may not

want a metal building built on the premises. Deputy Thompson said he would take it to Planning for approval. **Commission recommended continuing research at this time.**

Deputy Al Elliott updates:

Elliptical Machine P.O. and quote is in Nancy's hands.

Columbia Gas wants a picture of the sign board they donated \$10,000 for, however the sign was never purchased. A variance is needed and Design Review and the Planning Board would have to approve it because pre-lit signs are not allowed according to the by-laws. It would be about \$35,000 for the sign and we may have to give the \$10,000 back if we don't put it up. It is a data-electronics message center approximately 4 ft. x 8 ft. in size. Deputy Elliott wanted permission to further explore this possibility. **The Commission said to continue to pursue.**

It was discussed that a conduit needs to go down so that the landing zone can be lit up. If it is used at night it would delineate the area for the Med flight personnel, the light has to have the ability to be turned on and off. Deputy Thompson suggested that we could look into solar lighting as well.

Nancy Holt presented Kevin Kelly's items for consideration from the Commission:

Kevin wants to purchase a vacuum cleaner for the public safety building. He priced a Hoover from SupplyWorks for \$257.01.

Kevin also wants to buy a Milwaukee infrared temperature gauge for \$93.41

There being no other business a motion to adorn the meeting at 9:17 PM was made by Ed DiSalvio, second by Larry Guilmette, Unanimous vote (7-0)

Next Meeting January 16, 2018

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Outstanding Items:

- Deputy Thompson will bring information regarding the purchasing of additional licenses for the EOC.
- Water Sediment Report

List of Documents for December 12, 2017 Public Building Commission's Meeting

- Agenda
- 11/28/17 Meeting Minutes
- Library project Balance Sheet
- Library project Contingency Log Summary
- Supplyworks quote for Trash and Recycling stations for Library
- Tucker Library Interiors quote for Mobile Shelving Unit
- Change order to renovate HVAC
- Public Safety Building Budget from Vertex
- Public Safety Building Outstanding Issues/Items spreadsheet