



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Facilities Implementation & Strategic Planning Cmte. Meeting Minutes

Date / Time / Location of Meeting
July 10, 2019; 7:30 p.m.; Board
Meeting Room, 140 Worcester
Street

Members Present
Christopher A. Rucho
John W. Hadley
Michael Kittredge
Patrick Crowley
Raymond Bricault
Phil Mallet

Members NOT Present
Barur R. Rajeshkumar

Invited Guests:
Lisa Viklund Clark
John MacMillan

Mr. Hadley convened the meeting at 7:30 p.m.

Approval of Meeting Minutes

a. June 12, 2019 – motion Mr. Crowley to approve, second Mr. Rucho. Mr. Bricault would like to clarify Item 6, which refers to the CIB not approving a major building renovation for anything over \$250,000 as the CIB can approve something over Mr. Crowley, who made the statement at the June 12th meeting stated that the minutes are accurate and generally speaking when he was on the CIB they didn't. Vote on the motion – all in favor.

Senior Center

1. Review OPM Report – there was no report provided for this evening

2. Architect Report

Mr. MacMillan reports on the general progress of the project. They have brought down the punch list to a few items. The first is the curb cut, which missed by 3/8th of an inch, a .01% more slope than necessary. The contractor will replace the curb cut. It should have a 6-foot ramp and 6-foot side wings and the contractor did a 5-foot ramp and 5-foot side wings and lower the pad by 1-1/4". If he does those things it will bring the ramp into compliance. As it stands right now it is not according to the code and the fix will be at no cost to the town. The other large item is the lawn, the landscaping is fine. A few dead trees were replaced. We hit a dry spell and nothing good will happen to the lawn

in the near future. We had the rocks and stones gotten rid of. They spent time on that. The grass is withering due to lack of water and the contractor needs to be instructed that he is still responsible for that. He misinterpreted the contract. We are supposed to approve him in writing of our acceptance of the lawn. Different things have happened. RAC was not pleased with the sub subcontractor so they hired their own landscaper. The areas disturbed in the play field initially they did a poor job and they now leveled and reseeded and got the stones out. Now it is not growing very well due to lack of rain. Mr. MacMillan suggested we take \$10,000 off, and we assume the rest of the lawn maintenance and maybe hire someone local to do it. He reports that Tony would like to finish it.

Mr. Hadley questioned why he hasn't watered the lawn. Mr. MacMillan states he was hoping he wouldn't have to and he assumed at the end of the third mowing he was not responsible. Mr. Hadley reports that he was out there tonight and the lawn looks awful and he thinks they should have brought in more loam and top soil. Mr. Millet feels we won't have a lawn until autumn. Mr. MacMillan will be taking a sample of the grass to make sure they didn't switch the grass and it is what was proposed. He suggested they hold back \$6,500 for the lawn and \$3,500. He suggested the town ask that they withhold another \$10,000 and he could sign a revised requisition. He would like to get the contractor some money, he is trying as hard as he can and he is doing other work and he is unable to get a lawn in during mid-summer. Mr. Mallet asked if all the work on rock and debris removal has been completed. Mr. MacMillan advised that it has. Mr. Hadley suggested more loan and having it hydro seeded. Mr. MacMillan noted that the contractor is responsible for means and methods. Mr. Mallet would like an official schedule that everyone subscribes to and signs off on. The contractor is responsible for the means and methods. Mr. MacMillan recommends payment of \$88,000 and a hold back of \$40,000 for everything on there.

Mr. MacMillan reports that what is left is very little work for the asbuilt survey, they changed the grade on the front entry. It would be \$7,000 for the front curb cut, \$3,000 for the aluminum trim above the gutter, \$10,000 for as-builts, \$1,000 for the certificate of occupancy, \$500 for the flag stone path. Mr. MacMillan it appears like there is split responsibility on the outside lawn field work. It is mostly reliant on the sub-contractor. Mr. Crowley asked if it is within our rights to direct him to get rid of him and hire somebody who can do it. Mr. MacMillan replied practically speaking you would need to defend yourself. We are going to go through another season without a lawn. Mr. MacMillan noted that the contract has a provision if they do not do the work well enough we give them a second notice and we can say we are going to hold back a certain amount and do the work ourselves. We could negotiate with the general contractor to hold back \$20,000, do the work, and whatever is left we will give back to the town. He may want to cut his losses and Mr. MacMillan brought that up to him.

Mr. Viklund notes the issue with the actual landscaping is no one weeded or watered it and it looks like it is dying. Mr. MacMillan states the landscaping was accepted by the town and the town should take care of and maintaining the landscaping. No one has notified the town that they should be maintaining the landscaping. Ms. Viklund reports that there is no more puddling in the driveway and the repair looks good.

Mr. MacMillan reports that the DPW has been mowing the field two or three times and it is pretty short. The contractor had no right to ask them to do that because it was not accepted yet. The items that come up after substantial completion go onto a warranty list you are you are not supposed to hold back money for those items. That is why certain items that came up more recently might not be on there. Mr. Hadley doesn't think \$5,000 is sufficient to hold back. He suggested giving them \$50,000 and we will have \$80,000 left. Ms. Viklund reports that the light that is out in the kitchen

previously worked. Mr. MacMillan confirmed that the slope of the patio is away from the building. The Water District advised that two of the water valves were not centered over the water valves in the street, the contractor was notified and they will cut a piece of pavement out and they will require them to hot plate it. The contractor agrees to go out and fix it. The top soil removal request for additional money from the site contract for two items is \$90,000. They did work under protest as the specs in one area said existing soils should remain on site and in another area it said existing soil should be removed. He said he will do the work but protest. He is not providing some of the costs and it went from \$90,000 to \$60,000. Tony has this figure set aside in the budget. He is not proving some of his costs. We had 1,482 yards of unsuitable material came out, and 1,463 yards of top soil was to remain on site and the excess not used gets delivered to the town within five miles. We brought the DPW in and they said we have too much top soil we do not want it. The contractor trucked it away to another job and brought in new top soil at the end of the job when he needed it. He now is asking for \$4,000 to truck off 1,463 cubic yards of top soil. He would like to get \$18 a yard to remove and dispose of 2,000 yards of soil off site and we are in negotiations on that. Mr. MacMillan wants to treat everybody fairly and seek a reasonable outcome.

The steps for the pump house have been installed and bolted down. It is still 5'7" to the top. The oil company had an issue with the 8-feet. Mr. Crowley asked if the pump house floor is another debate item. Mr. MacMillan has disputed the fact and hasn't heard anything else from him. Mr. Crowley asked at what point do they lose their ability to come back. Mr. MacMillan thinks if he doesn't respond 30-60 days he will lose his opportunity to respond.

Ms. Viklund asked about the shed. Over 12x12 a building permit is needed. Mr. Hadley would like to have it sided to match the existing roof with the same roof and shingles. It was decided that we are not going to store the voting booths at that location. It will be for outdoor furniture and gardening equipment. Ms. Viklund will speak with the DPW Director to see if they need space in the shed for winter snow removal equipment. Mr. Crowley recommends selecting a shed with enough space for the 'may dos'.

Mr. Kittredge questioned how they are going to water their plants. We will ask the DPW Director to come up with a plan and a schedule. Ms. Viklund doesn't believe her budget included funds for outside watering.

Invoices:

CM Geeks, Inc., #1953, \$1,059.60 –this is for three phones and one fax line - motion Mr. Rucho, second Mr. Bricault, all in favor.

Shanihan, Inv. #27493, \$305.00- this was a service call from Tony, they installed it properly, but it got touched and moved. Two hours \$135 an hour, \$35 for travel. Mr. Rucho before we call this company back we should be careful not to call them. This is actually an FY 19 invoice.

Motion Mr. Crowley to forward it to the Senior Center to be paid out of FY19. Mr. Rucho suggested a conversation with Tony before we pay it. Second Mr. Kittredge, all in favor.

RAC Builders, Pmt #14, \$97,468. It will leave \$30,000 retainage. FISP would like to hold more back. Motion Mr. Kittredge to approve payment in the amount of \$67,468, second Mr. Crowley, all in favor. The hold back will be \$59,780.

Mr. MacMillan explained that Change Order #10, is a \$6,752.00 deduct. We received a credit of \$2,000 for the floor sink which was inadvertently installed ½ inch too high. We also received a credit of \$1,600 as the contractor was supposed to install an expansion joint at the dumpster pad. It is

working but we will get a credit for that. We will also get a credit for deleting boulder replacement between parking lot and play field in the amount of \$4,000. He removed the boulders and gave us a credit for not installing them in the first place. There is also a change order for unsuitable soils from the site contractor. He received \$15.00 a yard which does not include removal. Since it was removed off site he should have received \$18 a yard.. The contract is also giving us a credit because he didn't use concrete footings at the sign posts. He was rushing to get them in before the grand opening so we will get a \$3,600 credit. It is a total deduct credit of \$6,752.

Motion Mr. Bricault to approve, second by Mr. Crowley, all in favor.

3 Review Mission of FISP, CIB, Municipal Building Cmte. & Parks Facilities Cmte.

Mr. Bricault feels the mission of the CIB and FISP are starting to intersect. He questions spending \$350,000 for a fire engine, are we going to have a fire district or a fire station. Mr. Rucho questions why this is coming before this group. Mr. Bricault noted there is a \$20 million request for a parks facility. He has \$1 million in request from the library for HVAC costs. He questions whether we should approve these or bring in an architect to redesign the air condition. He would like guidance from this committee on the long-term building plans. Mr. Rucho feels the air conditioning at the library should come before the Board of Selectmen. Mr. Crowley suggested a strategic plan for municipal buildings. Perhaps a \$1 million renovation should be in the plan or is this something that will be done incrementally by the CIB. Mr. Hadley asked about the Fire Department needs. Mr. Bricault noted that when it was asked how much money do you need in the CIB, depending on the plan you have different ways to answer that question. The DPW would like a larger facility to work on the trucks they are limited to what they can do and can't do in the winter. Mr. Rucho feels a/c is maintenance. Mr. Hadley pointed out one example is town hall, we bought it and renovated it. Mr. Bricault feels there needs to be some interaction between committees. Mr. Bricault would like to discuss a facility manager as well. The library is getting a list from their hvac vendor. Mr. Rucho disagrees, we hired a director and they are in charge of their building. Mr. Crowley doesn't think they should be. Mr. Rucho doesn't think that we are going to hire a facilities guru who is an expert in a/c and everything else, he will call somebody in., Mr. Hadley feels the Facilities Manager would walk through every building every week and see what needs to be done. We do not need anybody full time.

Mr. Berglund noted that when meeting with Anna she spent significant amount of her time trying to maintain the library on things beyond her expertise, the eifs on the new portion of the library has streamers to keep away woodpeckers who are peeking through making holes and then it creates moisture and creates mold. Mr. Bricault feels it has to be revisited as we need some experts.

Mr. Crowley noted that FISP is done. We need to meet a few more times and come up with a plan on how we are going to move forward. Mr. Hadley thinks we need to look at what needs to be done in town. Mr. Crowley feels we need to discuss strategy plan for buildings. No one from the School Committee has come before FISP to say we are going to need a new school. There has been discussion about schools and the Fire Department but never a formal ask or sit down between FISP or anybody from the schools. At the next meeting we will discuss the future of the committee after the senior center. Mr. Bricault reports that when the Finance Committee met with the schools they reported that they have commissioned a group to do a study. They intend to meet with FISP some time reasonably soon.

Mr. Millet noted that FISP is the only one of the three committees who has strategic planning in their mission. Mr. Rucho feels we would have to invite all the groups in. We will also get the debt schedule for that meeting. FISP will discuss amongst themselves how we are going about doing this.

Mr. Bricault feels we need a realistic discussion about funding. Mr. Crowley reports that the Parks Facilities Committee has put forward what they want to do and it is \$25 million to do everything they would like to do. As of right now the Parks Facilities Committee would oversee that. Mr. Bricault asked if the Cemetery is considered a facility. Mr. Crowley doesn't think it would fall under FISP.

The next meeting will be August 28

Motion Mr. Crowley at 9:00 p.m. to adjourn, second by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: August 10, 2019

Nancy E. Lucier, Town Administrator

John W. Hadley, Chairman

Patrick Crowley

Christopher A. Rucho

Michael J. Kittredge III

Phil Mallet

Raymond Bricault