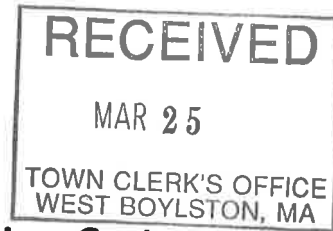




Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583



Facilities Implementation & Strategic Planning Cmte. Meeting Minutes

Date / Time / Location of Meeting
March 11, 2020; 6:30 p.m.; Board
Meeting Room, 140 Worcester
Street

Members Present
Christopher A. Rucho
John W. Hadley
Raymond Bricault
Barur R. Rajeshkumar

Members NOT Present
Patrick Crowley
Michael Kittredge
Phil Mallet

Invited Guests:
John MacMillan

Mr. Hadley convened the meeting at 6:36 p.m.

1. Approval of Meeting Minutes - February 19, 2020

Motion Mr. Rajeshkumar to approve, second Mr. Bricault, all in favor.

2. John MacMillan – Fire Department Feasibility Study

Chief Welsh reports that the town received \$150,000 to study the building from Rep. Jim O'Day. Chief Welsh and Town Administrator Nancy Lucier met with John MacMillan to discuss the limits we were working under. Our plan was to stay within the size of the structure and we all agreed that structurally the building is in good shape. Mr. MacMillan met with us several times and asked what our wishes were and he proceeded to prioritize them. He took everything into account and looked at code deficiencies. How can we make what we have into a better facility now that the police have left. We live in the building 24-hours a day now.

We submitted and received a waiver on the elevator requirement. All we have to do is come up with a policy for the Fire Department that only firefighters work on the second floor. That document will be stamped and put in a book and that will conclude that item. The study cost \$42,000 and it is a thorough review of the building,

Mr. MacMillan reports that the study was broken down into four phases. The first was existing building conditions. It is a 15-year old building, HVAC system has had moderate repair, biggest deficiency is probably lack of space. They measured the entire building to come up with

the existing conditions. They did a Spatial Needs Assessment and the optimal would be having a building about one-third larger. The first floor public accommodation requires a handicapped restroom. They are proposing to take the hallway and make it into a handicapped accessible restroom. Decontaminating space is very important. They would move the HVAC system and add a counter for transactions, with handicapped improvements. The basement first and second floors have some asbestos that needs to be abated. The second floor is for fire services and first responders. Right now you have two separate bunk spaces. They would change the dispatch room to an officer space. Basement has washer/dryer and surplus storage. It was an old garage bay from the police. Mechanical and electrical systems need to be updated. Fully handicapped code compliance occurs when any permitted renovation work within a 3-year period exceeds 1/3rd of the building's assessed value you are required to make the entire building comply. The building is assessed at \$442,000 and that number would be \$132,630.

They will renovate while the Fire Department is in the building. We would break every floor into two phases and the second floor first phase would be take care of living arrangements and then finish the front of the building. The third phase would be the first floor and the fourth phase would be the back. Phasing has to be worked out with how much money you have for the project. To avoid the sprinkler system requirement each phase should not exceed \$147,000 over any five-year period. They recommend installing a sprinkler system and he would implement the sprinkler system in phases.

Mr. MacMillan noted that the building is in good condition. The walls are concrete masonry and have no insulation. Implementation plan would be to eventually hire an architect to design 6 phases and determine how much you want to spend. If the architect designs the entire building and then he figures out how you to divvy it up into phases. You might want 3-5 years between each project. Just repairs to the building are about \$30,000 to \$59,000, Code improvements are \$380 to \$450,000 and renovation work is \$800 to \$1 million. Total cost would be \$2.3 million to \$2.9 million in 2020.

If you were going to phase the work add 20-25%, 4-5% per year for the value of the work. No design work associated with the estimates. Approved value of the building \$442,000, 30% for handicapped, 33% for sprinkler. If you improve in phases you add that to the appraised value and it resets every three years. The Fire Department would move out it would be a phased in project. Mr. Rucho noted that it would be cheaper if we say we will do it all at once. Mr. MacMillan suggested putting a modular unit in the back yard for housing and confirmed that phasing it will cost 20% more, all at once it would be \$2.3 to \$2.9 million.

Chief Welsh advised that the firefighters have a grant available for sprinkler systems. Mr. MacMillan estimates \$300,000 for engineering. He will put together a budget, with the Fire Department moving out, to do everything under one phase and that would require the hiring of an OPM. He will also come up with a trailer cost Mr. Bricault asked if there are any code changes in the next two years that would change the cost of the project. Mr. MacMillan indicated that he does not know. Chief Welsh reports that he has \$21,209.35 remaining in the asbestos abatement article.

4. Senior Center outstanding issues

Parking lot – the parking lot will be redone when the plants open and at this time that anticipated date is the first two weeks in May. The center will be able to remain open during the project as RAC will barricade off the area and install signage. Mr. Bricault asked who is maintaining oversight of the re-work. Mr. Hadley noted that it is still on site plan review by the Planning Board and it would be on their dime. It was suggested to have the DPW Director oversee the redo.

Gutters – Ms. Viklund reports that the gutters have not had any issues, however, it hasn't rained a lot. They suggested putting a diverter on the roof. Mr. Rucho voiced his concern that the dripping was coming from behind the wood behind the trim piece. Mr. Hadley indicated that we will have RAC look at that.

HVAC – the part is on order. The air handler unit cracked when they put it in and someone didn't put the bearing in correctly. The noise is now gone. Mr. Hadley noted that it is under warranty.

Requests for use of Gift Funds – Ms. Viklund is ready to order her patio furniture. Once it arrives she will measure it and then figure out the size shed she needs. She is planning to purchase 3 patio sets with umbrellas and cushions, another porch bench and another part for the stage so they do not have to use the ramp. It is a total of \$7,959, leaving a balance of \$8,332, \$7,000 of which for the shed. Mr. Rucho's concern is whether the patio furniture is commercial and will take the wear and tear. The tables have 4 chair, 2 with arms and two without. Mr. Bricault voiced concern that the items could be stolen. Ms. Viklund advised that they are in an area with a cable and they could move them in every day.

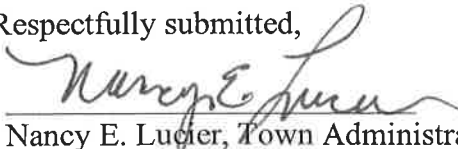
Motion Mr. Rucho to process \$813 for Mass Core, \$4,525 for Tree Top, and \$619 for the stage piece, second Mr. Rajeshkumar, all in favor.

5. Other Updates and Items Not Reasonably Anticipated At Time of Posting – none at this time.

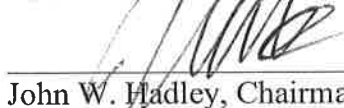
6. Next Meeting – April 8, 2020 – we will reach out to the schools to see if the date will work for them.

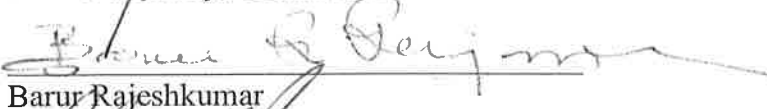
7. Motion Mr. Rajeshkumar at 7:55 p.m. to adjourn, second Mr. Rucho, all in favor.

Respectfully submitted,


Nancy E. Lucier, Town Administrator

Approved: May 13, 2020


John W. Hadley, Chairman


Barur Rajeshkumar


Christopher A. Rucho

Raymond Bricault

