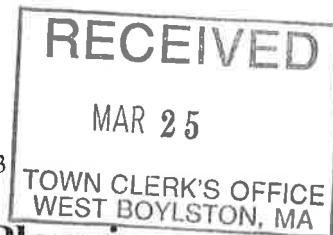




Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583



Facilities Implementation & Strategic Planning Cmte. Meeting Minutes

Date / Time / Location of Meeting
May 13, 2020; 6:00 p.m.; Board
Meeting Room, 140 Worcester
Street

Members Present
Christopher A. Rucho
John W. Hadley
Raymond Bricault
Barur R. Rajeshkumar
Patrick Crowley
Michael Kittredge

Members NOT Present
Phil Mallet

Invited Guests:
John MacMillan
Chief Tom Welsh
Chris Herberger

Mr. Hadley convened the meeting at 6:00 p.m.

Chairman's statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 31A, §20, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of West Boylston FISP is being conducted via remote participation. No in person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to view this meeting while in progress may do so by:

Joining Zoom Meeting as posted.

1. Approval of Meeting Minutes - March 11, 2020

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

Roll Call Vote:

Christopher A. Rucho, yes

John W. Hadley, yes

Raymond Bricault, yes
Barur R. Rajeshkumar, yes
Patrick Crowley, yes
Michael Kittredge, yes

2. General Senior Center Update:

- Invoices: Tree Top Products Inv. #SOTRE61847:
Motion Mr. Crowley to process \$5721.85 for Tree Top for Outdoor Furniture Mr. Rajeshkumar, all in favor.

Roll Call Vote:

Christopher A. Rucho, yes
John W. Hadley, yes
Raymond Bricault, yes
Barur R. Rajeshkumar, yes
Patrick Crowley, yes
Michael Kittredge, yes

Mr. Crowley asked for confirmation that this will be paid for out of donation money from Steve, Mr. Hadley confirmed.

- Shed Purchase:

Mr. Hadley stated that he will be getting a new quote as the original quote expired and we now know what furniture will need to be stored. Mr. Rucho stated they were waiting for her to get the furniture and see how it fits, he stated she now has the furniture. He stated Lisa should be contacted to see how much space she thinks she needs. Mr. Hadley stated he will get a price on the same size shed and also for one size bigger. Mr. Bricault asked if list will document what will be stored in the shed. Mr. Hadley stated no items from other departments will be stored in these sheds. He stated the DPW brings their own power equipment when they come there to work. Mr. Rucho stated they will be storing the furniture from outside, umbrellas and gardening tools. Mr. Kittredge stated shed purchases should always be 20-30% bigger than you planned. Mr. Hadley stated they were looking at a 12x20 which they felt would be more than big enough.

- Parking Lot Striping:

Mr. Hadley stated the parking lot has not been stripped yet. He explained they will be going in front of the Planning Board again to be sure what they have done and the plans for stripping are adequate for the Planning Board. Mr. Hadley stated he saw an email from Vinny with concerns for the curbing. Mr. Crowley asked if EHB will be there when the parking lot is stripped, Mr. Hadley stated it will not be EHB it will be Places and they are our Representative on the job and we are paying them from the money for RAC. He explained they will oversee as well as Tony. He stated there was an issue with today with one of the lines not being 9 feet. Mr. MacMillan stated as of today all the spaces are code compliant, and agrees the Planning Board should review. Mr. Rucho stated the issue he saw was the light post are in the berm with only 2 inches of berm to the parking lot. He stated the plows will have to stay at least a foot from the berm, Mr. Kittredge agreed. Mr. Macmillan stated this was on the plan and the parking lot does not begin at the berm and believes there is a foot. Mr. Herberger stated it was always the plan to fix the issue was to

always push the berms in. He explained this was in the plan this was what the town approved to remedy the short space between the two islands. He stated they pushed those out to allow for all the spaces to be 9 feet. He explained they do not have to hatch it and can go right up to the berm with parking spaces and make all the spaces 9 foot plus and have a foot of hatching on either end. Mr. Herberger stated they are looking to get paid for the paving work that was completed in April by submitting a requisition and withhold the \$1200 for the striping until it is completed. Mr. Bricault asked if they should install bollards around the light poles, Mr. Kittredge stated it may be too late. Mr. MacMillan stated they would have to be located in the parking space. Mr. Crowley asked if they submitted a Requisition was submitted, Mr. Herberger stated it was submitted to John MacMillan today. He would then send electronically but was hoping to get paid for the paving. Mr. MacMillan stated they are still reviewing and does not suggest the Committee approve yet. Mr. Rucho discussed reviewing at the before the Selectboards meeting.

Motion Mr. Crowley to approve the requisite as long as John MacMillan approves and Planning Board approval Mr. Kittredge, all in favor.

Roll Call Vote:

Christopher A. Rucho, yes
John W. Hadley, yes
Raymond Bricault, yes
Barur R. Rajeshkumar, yes
Patrick Crowley, yes
Michael Kittredge, yes

Mr. Rucho shared photos of the light post in question, the Committee had discussion on location of line stripping and plowing near pole. Mr. Rucho clarified where the location of the stripping will be, Mr. MacMillan clarified. Mr. Hadley asked if the motion should be amended to include approval from Planning Board, Mr. MacMillan stated that should not be the case, as the parking lot has been completed and the money for the stripping is being withheld. Mr. MacMillan asked if the Planning Board has seen the stripping plan next to the berm, Mr. Herberger stated the space between the islands was too short so they needed to narrow the islands, he stated this will allow for 9 foot spaces or they can have 9 foot plus spaces with a hatch at each end. Mr. Bricault asked if the Planning Board has discussion in regards to the pavement, Mr. Rajeshkumar stated it has not been brought to the Planning Board.

3. Fire Department Project:

- Cost Comparison Discussion:

Mr. MacMillan stated at the last meeting Mr. Rucho had requested a breakdown of construction costs for a couple different options. He stated the original option was a straight project start to finish one continuous phase. He stated that has been updated with three different cost options;

- One singular phase to include office and storage space onsite in modular trailers with 4,000 sq. feet with the department evacuating the office space but still using the apparatus bays, he stated the cost of the trailers to include site preparation, utilizes connections, and delivery and install, disassemble and return, Performance Bond and miscellaneous costs for the trailers will cost \$360,000. He stated adding that to the other costs and adding escalation for another year is approximately \$3.5 million. Mr.

Hadley asked how long they would need the modular trailers, Mr. MacMillan stated approximately 10 months.

- Singular project broken down into phases while building is occupied, fire department would move out of one space, contractor would renovate and then department would move back in to area and continue in that manner until all phases are completed. He stated the net cost and would take more time and interruption of the phases \$3.817 million.
- Small Phases and complete as the town could afford and bid separately over a 10-year time \$4.771 which includes escalation costs.

Mr. Bricault asked for clarification that in original report has estimate of \$2.3-\$2.9 million and what is difference to the first scenario, Mr. MacMillan stated they had not accounted for accommodations for the department and additional costs for the moving in and out of the current building and modular trailer rentals. Mr. Bricault asked about the Project Development Expenses mark up, Mr. MacMillan explained that is the soft costs for the town. Mr. Hadley asked about the need for square footage of the trailers and if they could use less, Chief Welsh stated they may be able to get away with less if they were going with the phased project. Mr. Hadley stated the singular project option will have an increase of cost of 25% due to the contractor not having access to the full building. Mr. Rucho asked the square footage being used currently for office and storage feet; Mr. MacMillan stated each floor is approximately 2,000 each floor. Mr. Crowley stated the rent on the trailer is not the cost but the site work, deliver and install, temporary utilities and construction and disassembly. Mr. Rucho stated he is surprised the cost of the contractor is so high. Mr. Bricault asked about the Project Development Expense 30% add on, Mr. MacMillan stated that cover Architect fees, OPM fees, moving expenses new furniture, communications, phones, all soft costs seen in the PD or Senior Center building. Mr. Rucho stated the Commission needs to review and discuss at a future meeting. Mr. Crowley asked why the soft costs of \$1.3 have to include the 25% construction budget costs, he would like to know why that adds to the architect costs. Mr. MacMillan stated a longer period of time would require more architect and OPM costs. Mr. MacMillan is comfortable with the costs as they are equally high as they are low. He stated the other thing they were asked to look at was the insulation to the exterior walls, they propose 1.5-inch rigid insulation and sheet rock and move electrical outlets off the outside walls, they estimate cost to be \$70,000 before markup. Mr. Hadley asked if that would be required to bring to code, Mr. MacMillan stated they would not have to due to existing building and a renovation you only to bring up to code if you touch. Mr. Bricault asked if this would be a plan to begin in 2024 when the debt rolls off, Mr. Rucho would like time to discuss. Mr. Crowley asked the Chief if there are issues with the building now, Chief Welsh stated no but they have couple projects that are suggested and are planning to begin today. Chief Welsh stated they have bathrooms that are deteriorating and are 50 plus years old. He stated they are not in acceptable condition for a 24/7 department and they need a place to get carcinogens off their bodies in a timely fashion and would be a priority. He plans to use the monies set aside for the asbestos abatement project, upgrade funding, and funds from the state if that project allowed. He stated they will be looking to move forward one way or another. He stated he cannot wait three years and would like to start getting some of these projects going. He explained some of the projects can be done small section at a time, he stated the numbers keep changing. Mr. Kittredge asked if the Chief has received any quotes for the bathroom projects, the Chief stated they have not as they waiting for the study to be completed. Mr. MacMillan stated that if any small projects

exceed \$100,000 that it would then trigger handicap accessibility issues. Mr. Kittredge asked for clarification if the \$100,000 expense was over years or, Mr. MacMillan stated it was over three years or 1/3 the assessed value. Mr. Crowley asked if the bathroom project is a band aid or will they dovetail with the overall project, Chief Welsh planned to take the exact bathroom plan and do that project. Mr. MacMillan stated it would reduce the construction budget. Mr. Hadley stated the Chief should get a list and cost and present to the Committee. Mr. Bricault asked if they chose to use a different architect would the small projects cost more in the long run. Chief Welsh stated the building projects are bound to constraints set by the town by keeping the footprint, keeping cost to where they are. Chief Welsh thanked Mr. MacMillan for their work thus far.

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

5. Motion Mr. Rajeshkumar at 6:51 p.m. to adjourn, second Mr. Bricault, all in favor.

Roll Call Vote:

Christopher A. Rucho, yes

John W. Hadley, yes

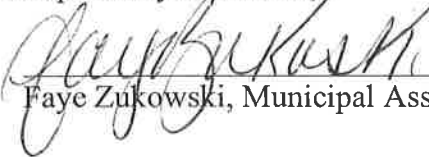
Raymond Bricault, yes

Barur R. Rajeshkumar, yes

Patrick Crowley, yes

Michael Kittredge, yes

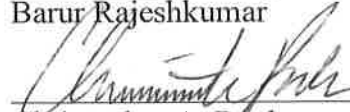
Respectfully submitted,


Faye Zukowski, Municipal Assistant

Approved:


John W. Hadley, Chairman


Barur Rajeshkumar


Christopher A. Rucho

Raymond Bricault


Patrick Crowley


Michael Kittredge

Phil Mallett