



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

Facilities Implementation & Strategic Planning Cmte. Meeting Minutes

Date / Time / Location of Meeting
April 10, 2019; 7:00 p.m.; Board
Meeting Room, 140 Worcester
Street

Members Present
Christopher A. Rucho
John W. Hadley
Siobhan M. Bohson
Raymond Bricault
Phil Mallet

Members NOT Present
Barur R. Rajeshkumar
Patrick J. Crowley

Invited Guests:
Anthony DiLuzio
Lisa Viklund Clark
Janice Ash, Chair & members of the
Council on Aging

Mr. Hadley convened the meeting at 7:00 p.m.

1. Approval of Meeting Minutes
 - a. March 13, 2019 – motion Mr. Rucho, second Mr. Bricault, all in favor.

2. Council on Aging Senior Center grand opening/ribbon cutting/open house & fundraising plan

Ms. Clark announced that there will be an open house at the senior center on Saturday, May 4th from 1-3p.m. . Mr. Hadley asked if they had done anything about a ribbon cutting ceremony. Ms. Clark indicated that she had not. Ms. Ash reports that she sent FISP an email and heard nothing back. Mr. Rucho questioned why this was set up without discussion with FISP. Ms. Ash explained that she sent out an email to FISP letting you know that we were looking into having an open house and no one responded. Then they selected the date. She noted that if FISP would like to have a ribbon cutting they could do so prior to the open house. Mr. Rucho pointed out that the open house was advertised in the newsletter and it starts at 1:00 p.m. Ms. Bohson suggested and it was agreed to have a ribbon cutting at 1:00 followed by the open house to include the Board of Selectmen, FISP members and invite Rep. O'Day, Senator Chandler and Sheriff Evangelidis.

Ms. Ash reports that the Friends are sponsoring a caterer and they have performers donating their time. Attendees will be greeted and taken around the building. They will have a story teller for the children. Tony thinks the parking lot will be done enough, plantings should be in the ground and mulch and final paving and restriping should be complete. Mr. Rucho will provide ribbon and

scissors. A message will be placed on the electronic sign and on cable. Ms. Clark reports that Oriol Health Care will gift them a grill.

With regard to fundraising Ms. Ash spoke with Emmitt the Director of Elders Services Office at the state and he said the Council on Aging Board cannot do any fund raising it all. It has to go through the Friends. Any funds raised could be used for anything, such as a television, the building, events and programs. The problem they are having is the Chair of the Friends goes away from December to the end of April every year. Nothing gets done during that time. They do not meet regularly and when the Chair returns Ms. Ash will have a discussion with her. They are supposed to give an accounting of how much money they have and they do not know what they have. The Friends have contributed about \$2,000 to \$3,000 a year towards the senior center needs. In the past they help out with the flooring, television, sponsored some events and helped pay for the New Year's Eve luncheon. Ms. Ash intends to have Council on Aging member Barbara Deschenes work as a liaison between the Friends and the Council. They are working on developing their wish list.

Ms. Bohnson noted that when we did the presentations for the new center it was presented that the Friends would be doing fund raising. Ms. Ash states that it was not the Friends who stood up and spoke about fundraising. It was Bob Chisholm and he was not on the Council at that time. Mr. Rucho doesn't think it will help to try to figure out what went wrong between then and now. Ms. Ash is ready to step up, move forward and update the Board of Selectmen. There are seven members of the Friends. Mr. Rucho asked about the new newsletter that is full color and has a lot of advertisements. Ms. Clark reports that the advertisers pay for that with the publisher. If they fill all the ads the Friends will get a 10% return. This doesn't cost the town anything. Mr. Bricault pointed out that when we did the new senior center road show Bob Chisholm would emphasize how much work would be put into fundraising. He feels we got mixed messages and suggested putting out some sort of notes on what is happening. Ms. Ash stressed that it would be from the Friends. Ms. Clark emailed the president of the Friends about having fund raisers for selling memory bricks for the patio.

Mr. Bricault asked about the windows from the Old Stone Church and if they were going to have them in the new center. Ms. Clark reports that the Historical Society has them, they cannot be used on an exterior wall. They took a stain glass teacher to look at them and she give the Historical Society a price to clean and fix the windows. That is the last Ms. Clark heard of that. Ms. Bohnson suggests doing a follow up to see where it stands. Ms. Clark informed the group that the chairs for the class room and game room arrived damaged.

3.Senior Center

a.Consider voting to Sign off on Substantial Completion

Tony recommends we vote to accept the senior center as it has been largely signed off on by the architect and it is under the town's insurance. Mr. Hadley pointed out that by doing so, it does not absolve RAC from finishing the punch list which has a \$219,000 value. The only pending items are those needed for occupancy. Ms. Bohnson asked if any of the items preventing the seniors from occupying the building. Tony replies no and notes that he has 60 days from March 18 to complete the list. Tony believes the site work and punch list should be able to be done by May 18. The final paving will bring things up to the final grade. Mr. Bricault noted that at the last meeting they voted to offer substantial completion on Monday provided that town counsel review it and let us know if we can still go after liquidated damages. Mr. Hadley pointed out that it didn't cost the town any delay and the architect is happy and Tony is happy. It is not completed but we are holding back money.

Tony states the contract is still open and you have not waived any liquidated damages. If the committee would like to put together a list of damages we could send it to the contractor. It was noted that the architect and the OPM are not charging the town any additional fees and rental of the church doesn't cost the town anything. He questioned what are the damages and noted that it is not like the town is storing furniture. Mr. Bricault's concern is that FISP took and vote and what if it comes up again. Mr. Hadley would like to take a vote.

Motion Mr. Bricault to formally accept substantially completion of the senior center, second by Mr. Mallet, all in favor.

b. Approve Change Order #8, \$0.00

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

c. D&L Billiards Invoice #26202, \$5,361.00

Motion Mr. Rucho to accept, second by Ms. Bohnson, all in favor.

d. D&L Billiards Invoice #26271, \$238.42

Motion Mr. Rucho to approve, second by Mr. Bricault. It was noted that everything we need in the billiards room is done. Vote on the motion – all in favor.

e. KP Law Invoice #12005, \$703.00

FISP previously approved the use of town counsel to review the contract documents regarding the dispute with the fire protection subcontractor doing the work under protest.

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

f. RAC Builders, Inc., Payment #12, \$13,792

The balance remaining is \$405,666.

Motion Mr. Rucho to approve, second by Ms. Bohnson, all in favor.

g. Colliers International: Invoice #536, \$9,216.67

Motion Mr. Rucho to approve, second by Ms. Bohnson, all in favor. One more payment remaining.

h. Dell Invoice #10306676700 \$1,618.29 & CM Geeks, Inc., Invoice #10300210696, \$1,695.75

Discussion as to whether this should be payment to CM Greeks under their contract or to Dell. It was agreed to hold off for further clarification

i. Shanahan, Inv. #27373, \$19,560.40

This covers the AV equipment, everything is in and everyone has been trained on how to use it. There is no extended warranty on this equipment. The AV budget was \$63,000 and we spent \$65,300. Mr. Mallet asked if Shanahan services this equipment. Tony advised that they have technicians.

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

j. Shanahan, Inv. #27374, \$4,630.24

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

4. Other Updates and Items Not Reasonably Anticipated At Time of Posting

a. Oil Fill Ladder Option

Tony reports that we need a three-foot platform to get to the fuel oil to the fire pump house. It was not in the contract and the town will need to purchase this item. It sits on the back of the

building, free standing, and bolts to the ground. The town will select the model and Ms. Lucier will write the purchase order.

Furniture

Tony reports that the tables for the dining room are unacceptable. We specified laminate, we received aluminum tables spray painted. We accepted them so we would have something. We told them we reject them and they know it was not what was specified. She said send us what we ordered. They said let me talk to management. They quoted us what they delivered and it will cost them more to give us what we ordered. We asked for wood core laminate and they recommended we go with aluminum laminate. What was delivered was aluminum painted. Mr. Mallet reports that Ms. Clark has declared that these tables are a health hazard as they have grooves where food can get trapped. Tony reports that he is in contact with them very week.

Tony reports that the chairs for the billiard room and class rooms all the chairs came off the truck with a rub mark on the chairs. The vendor was on site and photographed everything they will fabricate all new backs and come out and replace them. The sound system is all installed, computers are all wired and networked to the server. Charter did what the needed to do. The phones are going in tonight or tomorrow morning and the Board of Health is scheduled for Friday morning.

Stage door, supplier of the portable stage, has two pallets of equipment they will drop in the parking lot. They do have a lift gate. Ms. Clark has one maintenance person and we will ask the DPW to bring the items inside and assemble. Tony will provide the date to Ms. Lucier.

DCAM requires we evaluate all the general contracts and subcontractors. Tony has reviewed all of them and gave them a score. Now the town needs to sign off and he will work with Mr. Hadley on that.

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

Respectfully submitted,

Approved: May 3, 2019

Nancy E. Lucier, Int. Town Administrator

John W. Hadley, Chairman

Christopher A. Rucho

Siobhan Bohannon

Phil Mallet

Raymond Bricault