



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

Facilities Implementation & Strategic Planning Cmte. Meeting Minutes

Date / Time / Location of Meeting
May 8, 2019; 7:30 p.m.; Board
Meeting Room, 140 Worcester
Street

Members Present
Christopher A. Rucho
John W. Hadley
Siobhan M. Bohnson
Patrick Crowley
Raymond Bricault
Phil Mallet

Members NOT Present
Barur R. Rajeshkumar

Invited Guests:
Anthony DiLuzio
Lisa Viklund Clark
Tony DiLuzio
John MacMillan
Paul McKenzie

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

1. Approval of Meeting Minutes

a. April 10, 2019 – motion Ms. Bohnson to approve, second Mr. Rucho. Mr. Mallet pointed out that the Barbara being referred to by Janice Ash was Barbara Deschenes not Mard. Vote on the motion to approve, Messrs. Rucho, Hadley, Bricault, Mallet and Ms. Bohnson yes; Mr. Crowley abstains as he was not present.

2. OPM Report

Mr. DiLuzio reports that the grand opening happened this past week, the building has been occupied for about one month, and the owner and architect have been going through the punch list items. As of today they are still addressing furniture items. They have dates later this month for replacement chairs and tables. There has been no resolution on the dining room table. Most of the landscaping is in place, finish pavement is done, and mulch is down. Four items still need to be addressed. RAC and site contractor will continue working within ball field, paving edge, curbing edge and curb issues and water runoff from the paved surfaces. Waiting for as-builts on this for the Planning Board. In the report, schedule of Work and Punch List and replacement work will happen through May original budget \$5,690,000, paid to date \$4,850,800, total anticipated project costs

\$5,510,00, with a \$180,000 positive on the books. Ms. Bohnson asked if they planned to do any plantings around the Senior Center sign. Mr. MacMillan reports that no landscaping was provided. Ms. Bohnson feels it looks bare. It was suggested that perhaps the DPW could do some plantings or perhaps the Garden Club.

Mr. Hadley is concerned about the puddling in the parking lot. It doesn't evaporate within the time required. Mr. Rucho will forward the photos he took to Mr. MacMillan. Mr. Mallet asked about the two depressions in the back of the building. Mr. MacMillan noted that they are aware of that. Mr. Rucho voiced concern that it looks like they hydro-seeded the grass in the ballfield. Mr. MacMillan states we told them it is not acceptable, we are not paying for that and the site engineer spent six hours documenting everything. The boulders are supposed to be buried 1/3rd in the ground. He expects a credit proposal for the boulders. He is also trying to find out where the boulders came from either on or off site. He didn't want to put a berm there as they wanted the water to flow off the parking lot. Mr. Hadley suggested fencing similar to the one in the main parking lot, cedar wood guardrail. Mr. MacMillan noted that he never approved the boulders. Mr. Mallet suggested the material for the fence being a little less industrial. Mr. Rucho pointed out that one of the boulders is broken and they just put it together. Mr. MacMillan is going to try to get them to take them away and get a credit.

Motion by Mr. Mallet to have the boulders removed from the site, second by Mr. Rucho, all in favor. We will put up a fence.

Mr. Rucho would like to let the residents know we are not going to let the condition of the ballfield go. Mr. MacMillan states we are not accepting it. They owe fertilizing and three stands of grass before it is turned over to the town. Where he has disturbed the grass he has to put the same grass that was there. Mr. DiLuzio reports that the drainage will not be repaired as part of this project. The punch list is ongoing. Mr. MacMillan ran the punch list May 11. The contractor completed some of the punch list today. He was called back today to review and cross off work. In the attic there is an insulation gap, 90% done with the paint, exterior will be done when site work is done. They will monetize the punch list and use that amount and deduct. Owner's manuals have been reviewed by the contractor, training has occurred, close out is going very slowly. Ms. Viklund asked if a decision had been made about the draining from the fire pump house. Mr. MacMillan had a conversation with Mark and once the lawn is established we will be okay. You will never get an acceptable lawn in that area without diverting the water. Ms. Viklund reports that they are supposed to be doing this every week for 20 minutes. It is kind of like a generator that has to be put on every week. It is not automatic, we have to start it and check all the levels. Mr. DiLuzio states it is not his understanding of how it is supposed to work. Viklund noted that there are certain things that will not be done by RAC like the vision panel in the kitchen doors. Mr. DiLuzio explains there are two doors in and out of the kitchen for service kitchen staff. There are two windows in the doors so you can see if somebody is in there. There are some people who cannot see through the panel because it is too high. We got a price of \$2,400 from RAC to do that. There is a storage closet behind the reception desk configured as a storage close. Ms. Viklund would like it split in half so half is a coat closet and half is for storage. The cost for that is \$700. The two sink faucets with motion detectors. If you are trying to fill pots of water it goes off and on, and to get warm water you have to waive your hands. We can just replace the faucets the areas in the great room for coffee station. In the lobby they have another unit. When the mechanical electric engineer looked at it they sized it based on a commercial coffee machine. It is a smaller unit than expected. It is also a hand washing sink. Ms. Viklund pointed out that it has no

soap dispenser or towels. Mr. MacMillan states it was designed as a hand washing station and it is \$1,200 to fix it.

Ms. Viklund feels the doors are a safety issue. Mr. Mallet suggested installing a window below it. Mr. Hadley would prefer not having RAC do any of these projects. Mr. Crowley asked if we choose not to have RAC do the project, when does the money go away, if not now, then we have to budget for this. When is it final. If we are going to say we are going to do this and not have the contractor do it, we have to decide on the timing and how long the money will be there. Mr. Rucho thinks there needs to be an outside shed for lawn furniture storage.

Consider the following invoices:

1. Fortigate-60e with 3 year support & Fortigate Rack Mount Kit: \$1,510.00

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

2. Shanahan Invoice #27373, \$19,560.40 & 2. Shanahan Invoice #27374, \$4,630.24 – were previously approved

4. Shanahan Invoice #27375, \$3,344.83

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

5. Yankee Engineering & Testing, Inc Inv 25884, \$545.00

This was the independent testing engineering during the paving operation.

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

6. Canon Solutions Inv #162889582, \$4,110.00

This is the machine, maintenance contract and toner for three years.

Motion Mr. Rucho to approved, second by Mr. Mallet, all in favor.

7. Westerman Invoice #03282019, \$4,801.65

Small kitchen items. This will come out of the \$15,000 Gift Funds.

Motion Mr. Crowley to approve, second Mr. Mallet, all in favor.

8. Colliers Inv #001605, \$9,231.67

This will be the last invoice.

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

9. The Stage Door Inv #7633, \$7,899.99

This will come out of the \$15,000 Gift Funds.

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

10. Dell Invoice #10306676700 \$1,618.29

Motion Mr. Rucho to approve, second Mr. Crowley, all in favor. This is TV monitor and wall brackets. We have two televisions and they are working.

11. CM Geeks, Inc., Invoice #10300210696, \$1,695.75

Paul of CM Geeks noted that the next invoice would be for 90 hours of labor and Ring Central. With regard to the phone they are getting two desk top phones and he will buy the other phones back. These invoices are paid directly to Dell by the town.

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

12. Other

Mr. Hadley complimented Lisa and the Council on Aging for their work on the open house. Lisa reports that they made up 50 new key cards. Ms. Bohnson suggested putting up the photo of the Old Stone Church and the 4th of July photo. Ms. Viklund noted that they have them, but haven't

had a chance to put them up yet. They are also still talking with the Historical Society about the stained glass windows.

Change Order #9

Mr. DiLuzio reports that there is no requisition that the change order is tied to. Mr. MacMillan reports that there are two scopes associated with this. The first item was to install a concrete pad in back of the pump house and the second item was to remove the curbing to create a level landing for food truck that services food. Now you have a flush entrance to the back of the kitchen. It is a pad and a regrading of the area. There is also a fan modification to the kitchen hood. The Fire Chief wanted it to follow the new NFPA code, it is life safety. The third item is the installation of two TV brackets and two pool cue racks. He had the carpenter install the items. The last item is the installation of a wood base in the lounge area.

Motion Mr. Rucho to approve Change Order #9 in the amount of \$6,525.00, second by Mr. Crowley, all in favor.

Capital Investment Board Discussion long term capital planning: DPW Building, Fire Station, New Cemetery purchase, new parks facilities, roads, Library Building issues, School building needs, facilities manager

Mr. Bricault noted that at the last few CIB meetings they are charged with laying out a five-year capital plan and it is becoming more and more clear that the line between who has what responsibility for what the town is doing maybe is blurry. Some buildings have substantial needs for infrastructure, HVAC issues and they are trying to get their hands around where do they stop with the five-year capital plan and does it include buildings such as the Fire Station and the Library. Are they something that they are supposed to do and include in the five-year plan. Mr. Rucho thinks it is a Board of Selectmen issue and this should be before the Board of Selectmen. Mr. Berglund noted that we put on some pretty extensive assets in the last five years and as we go through the capital process they are struggling to get good numbers to plan with. We need to make sure we are formulating a plan. Mr. Bricault noted that the library has \$400-\$500,000 worth of building related issues. It may be in the town's best interest to replace the HVAC system rather than paying \$40,000 each year. Who would make that decision. Mr. Berglund questions whether the numbers we are putting in the capital plan will be realistic. Mr. Hadley thinks maintenance is a different conversation. Mr. Crowley questions when is it maintenance or when is it a renovation. At what point does that fall under FISP. When is it FISP, CIB or maintenance. At the next FISP meeting we will discuss the mission of FISP. Mr. Bricault feels it will fold into a building manager discussion.

Ms. Bohnson suggested discussing the make up of FISP at that time. The next meeting will be June 12th at 7:00 p.m. Mr. Bohnson would like the committee to look at when they are going to move on certain projects in the future.

Motion Mr. Rucho at 8:57 p.m. to adjourn, second by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: June 12, 2019

Nancy E. Lucier, Int. Town Administrator

John W. Hadley, Chairman

Patrick Crowley

Christopher A. Rucho

Michael J. Kittredge III

Phil Mallet

Raymond Bricault