

FISP Committee

Meeting Date and Time: January 9, 2018 - 7:00 p.m.

Meeting Location: Town Offices, 140 Worcester Street, Room 210

Members Present: John Hadley, Chair, Chris Rucho, Vice Chair, Pat Crowley, Bob Chisholm, Ray Bricault, Barur Rajeshkumar, Phil Mallet, Clerk.

Members Not Present: Siobhan Bohanson, Kate Ivers

Also Present: Anita Scheipers - Town Administrator, Tony DiLuzio – Cardinal Construction, Brent Arthaud - Cardinal Construction, Peter Matson – Cardinal Construction, John MacMillan - CBA, Jim Pedone - Parks Comm. Chair, Lisa Viklund - COA Director, and David Femia – citizen.

Call to Order: Mr. Hadley called the meeting to order at 7:00pm.

1. Minutes: Bob Chisholm moved and Barur Rajeshkumar seconded to approve the minutes of Aug. 2, 2017, Aug. 9, 2017, Sept. 13, 2017, Sept. 27, 2017, Nov. 8, 2017, Nov. 28, 2017 and Dec. 13, 2017 as presented. Vote: All yes. Motion passed.

2. Senior Center:

- a) **Architect Report:** John MacMillan stated that the design drawings are now at 99.9% completion. The construction estimate has been revised to \$4.3million based on the recent 80% design estimate by Fogarty. He stated the project is on track to achieve a substantial savings from the original estimate established. His team is now in final review and coordination of the design and plans and the project is being advertised. General Contractor bids are due Feb. 14, 2018. Filed sub-bids are due Feb. 6, 2018 and the contractor walkthrough is Jan 31, 2018. When asked, he confirmed these dates are the target dates previously approved by FISP. The water department has determined a water pump is required for the site to boost the water pressure needed for the fire suppression system. This cost of approximately \$100,000 is built into the plans and estimate.
- b) **Project Schedule:** It was discussed that the dates are still as follows: Feb 14th for the GC bid opening, Feb 26 for the special town meeting, Feb 27th for the election, and Feb 28th as a backup date for the special town meeting if needed.
- c) **OPM Contract Status:** Anita Scheipers stated that since the OPM Tony DiLuzio has resigned from Cardinal, Cardinal must inform the Town of the proposed new OPM to be assigned, and the Town must

determine if this change is acceptable. If it is not acceptable, the Town has the ability to terminate the contract with Cardinal and go out with a new request for Qualifications to seek new OPM services from another firm. Brent Arthaud, the principle of Cardinal, stated he plans to assign himself as the OPM for the remainder of the project. There was discussion with Mr. Arthaud about his experience, availability and working style. It was agreed that Mr. Arthaud would send a list of references, preferably from municipal projects for OPM services of projects of similar size and nature. Any questions the committee wishes to be posed to the reference contacts should be emailed to Anita Scheipers ASAP. A special meeting of FISP will be held as needed to make a decision as to whether the assignment of Mr. Arthaud as the OPM is acceptable, so as to provide him adequate notice if the Town intends to cancel the contract. If that decision is made, it was agreed that it would be best to continue with the Cardinal contact through this phase which ends at the completion of the project bid cycle.

d) Planning for Town Meeting: Joh Hadley stated that since the general contractor bids are due Feb. 14th, the earliest the “road shows” could start is Feb. 17th. The following tentative schedule for these information sessions is:

- I. Sat Feb 17th at Christ Lutheran Church 10am
- II. Tues Feb 20th at Senior Center at 3pm
- III. Wed Feb 21st at Angel Brook at 6pm
- IV. Thurs Feb 22nd at Orchard Knoll at 3pm
- V. Thurs Feb 22nd at the Library at 6pm
- VI. Fri Feb 23 at Hillside at 3pm
- VII. Sat Feb 24th at the Police Station at 10am

Anita Scheipers will work to schedule these sessions and confirm dates to all members. Lisa Viklund, who had been tasked with drafting the PowerPoint presentation for these meetings, asked some questions to clarify needed content, and will send the draft slides to the committee for their review prior to the next meeting. Ray Bricault and Pat Crowley agreed to assist in the development of the financial slides.

One member asked what the status was of applying for grants. Anita Scheipers stated she and Lisa Viklund had recently met with a DHCD representative, and determine that the timeline and restrictions for that particular grant program would prevent the Town from applying – assuming that the town

does move ahead with the February town meeting vote. The timing would only work if a town meeting was delayed until prior to the next funding cycle. Since the maximum grant amount is \$800,000, it was agreed that the construction delay costs would almost equal any potential grant, it made no sense to consider a delay in the hopes that a grant might be secured. Ray Bricault asked if there was a fundraising committee established by the seniors. Bob Chisholm stated that he had to step down from that initiative but was hoping someone else would step up and take on that initiative. Lisa Viklund stated a professional fund raiser had met with the COA Board to give them some advice, and told them that to ask people for more money now would be considered a double funding request and perceived as a hardship. The speaker advised that they wait until the building was completed and then seek donations to purchase items not provided by the construction project itself. Ray Bricault stated he thought the intent was to be more proactive than that and to seek funds to help reduce the construction costs for the town. Ray Bricault asked Anita Scheipers to have all FISP meetings be sent out as Outlook Meeting Notices to ease the tracking of scheduled meetings for members.

e) Recreation Fields at Mixer: Jim Pedone asked the committee if he could receive a copy of the site plan to determine if it is feasible for his committee to plan for improvements to the softball field, and also to add a new soccer field at the Mixer site. Jim Pedone stated the site was between 11 and 13 acres and should be adequate to find more space. John MacMillan explained that due to the topography of the site, there is little to no additional space to locate a soccer field, and that the only work planned on the front field was some trenching required for bringing in the utility lines. It was discussed that if the Parks Commission wishes to pursue improvements to the existing field, they should feel free to do so, and to come back to discuss if funding they secure could be used to have field work be done through the general contractor at a savings. Brent Arthaud offered to provide a large scale site plan to Mr. Pedone to share with his committee when they next meet.

f) Other:

I. Tony DiLuzio stated that the building plans and building application had been submitted to the building department before the end of the calendar year and therefore will fall under the prior building code and not be subject to the new 2018 codes. He stated the current cost of construction is at \$4,353,000. This is a \$786,000 savings over the original estimate. He reviewed the price differences of the senior center to the recently completed police station.

While the size is basically the same, the proposed senior center had expenses that the station did not:

- i. ~~\$100,000~~ \$30,00 for fireplace plus cost of the related work (equal to the elevator cost at the police station)
- ii. \$60,000 for acoustical panels in the large room
- iii. \$120,000 of commercial kitchen equipment
- iv. \$50,000 for removal of ledge
- v. \$157,000 for utility lines (this cost was added to the police station as a change order.

4. Invoices:

- a) Cardinal Senior Center Invoice # 6 for \$18,766.00: Chris Rucho moved and Pat Crowley seconded to recommend approval. Vote – all yes. Motion passed.
- b) CBA police station final Invoice # 5653 for \$3,000.00: Ray Bricault moved and Chris Rucho seconded to recommend approval. Vote – all yes. Motion passed.
- c) CBA senior center Invoice # 5670 for \$135,660.00: Chris Rucho moved and Barur Rajeshkumar seconded to recommend approval. Vote – all yes. Motion passed.
- d) Ray Bricault moved and Pat Crowley seconded to recommend approval of the following invoices:
 - i. WB Mason Invoice # 150945924 for \$249.99:
 - ii. WB Mason Invoice # 150882059 - \$1,049.97
 - iii. WB Mason Invoice # 150424224 - \$1,609.98
 - iv. Carousel Invoice # 1205171337C - \$9797.54
 - v. Amazon Invoice # BGUpYhMrxZFy - \$49.99Vote – all yes. Motion passed.

5. Other Updates: John Hadley stated the final site plan approval of the police station is before the planning board, whose Chair asked for information as to the status of the fence at the chain link fenced storage area. John MacMillan stated the fence on the site plan called for a chain link fenced and a stockade fence fenced adjacent to that to block the chain link fence from abutters. MacMillan stated the actual installation was a chain link fence with vinyl slats and a buffer of shrubbery plated to screen the fence for abutters. He will discuss that with the planning board.

John MacMillan stated his firm had asked the planning board to waive all site plan review fees for the senior

center. He asked if FISP wished to take a vote on this matter. There was discussion about how much effect the peer review had on the police station project. MacMillan stated that all of the peer review comments made by VHB on that station project were just recommendations and not substantive required changes. The comments resulted in no necessary changes to the project. Chris Rucho moved and Ray Bricault seconded to request that the Planning Board waive any and all fees, and to waive the requirement that a peer review be done on the plan. Vote: 6 yes, B. Rajeshkumar abstained. Motion passed.

John MacMillan stated he will remove the porch benches from the senior center specs to reduce cost of the project as these could be donated items after project completion.

Motion to Adjourn: Pat Crowley moved and Ray Bricault seconded to adjourn. Vote: All yes. Motion Passed. Meeting adjourned at 8:17pm.

Respectfully submitted: Anita M. Scheipers, Town Administrator

Minutes approved on: January 24, 2018