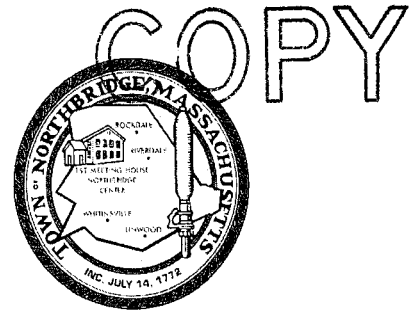


# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

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## **AMENDED MEETING MINUTES**

**MEETING DATE:** January 7, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, Tom Pilibosian, and Ron White. Also present: Town Manager Ted Kozak, D.P.W. Director Richard Sasseville, and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed the minutes from the December 17, 2009 meeting. **The members unanimously approved the Open Session minutes as amended and they unanimously approved the Executive Session minutes for that meeting.**

### **HIGH SCHOOL FIELDS**

The Chairman distributed copies of a letter with an attached sketch from John Wagner of Weston & Sampson, responding to the Chairman's request for a proposal to design a stairway/path system directly up to the main soccer field. John notes in the letter that there is a 45-50 foot grade change from bottom to top with boney/ledge terrain that would make it labor intensive and costly to construct steps or a pathway on the steep hill. He adds that the slope would require approximately 100 stairs with platforms after each 10-12 steps, with a total length of construction from 225-240 feet. John estimates \$15-20,000 in design costs and \$60-75,000 or higher in construction costs, depending on subsurface conditions.

The Town Manager suggested the possibility of labor donations to the project. Bill Mello noted his concern that the work should be done by professionals. Rob and Bill Mello voiced their agreement that it might be as much effort using installed steps as it is walking up the slope. The Town Manager suggested getting a second opinion on the project.

The Chairman said that he would email John Wagner's letter to Rob.

The Chairman distributed to Committee members copies of a letter dated December 28, 2009 from the School Committee and sent to various Town committees and personnel that quoted the N.B.P.C.C. as recommending "That the athletic fields be used only as a practice facility and that

vehicular access to the athletic fields be strictly limited to school or service vehicles and motor vehicles transporting handicap persons.” The letter added that the Northbridge School Committee voted the following at its December 22, 2009 meeting: “The road to the upper field is for handicap access and handicap parking only.” Bill Mello expressed his appreciation for the letter.

The Chairman asked Pam to get exact figures from the Town Accountant for payments made and retainage for Mountain View.

### **NEW FIRE STATION PROJECT**

The Chairman said that he spoke with Mark Anderson who indicated that he was working on the cost of the land at the shop parking lot for the new fire department facility.

### **DPW FACILITY STUDY**

Rob noted that since the last meeting all Committee members viewed the property being considered for a new D.P.W. site and that it appears to be something to be pursued. Rob added that he spoke with the Town Manager about steps to take for the procurement process. Rob said that he would follow up and get the existing plans. He noted that we need to determine if our plans fit into the site. The Town Manager said he spoke with Town Counsel and that we would have to go through the R.F.D. process and negotiate with the owner. He added that we would still have to determine if the D.P.W. would fit there. The Town Manager advised that an article be drawn up for the Spring Town Meeting. The Warrant is scheduled to close on March 19th.

Bill Mello said that while the overall condition looked good, he is concerned with the outside of the property being considered. He also noted that we would be buying a “shell” and that we would need to identify extra costs that are needed such as renovations and moving. In consideration of these extra costs, Bill concluded that he wants to arrive at a lower purchase price for an existing facility than the same price to build a new one. Bill Ferguson noted concerns of whether the D.P.W. would fit into the site and what kind of growth would be anticipated.

The Chairman said that the variable is what the D.P.W. Director needs for either a new facility or an existing one. D.P.W. Director Dick Sasseville expressed the opinion that the site is a good location and starting point, and that it is workable. He expressed concerns about whether the D.P.W. can fit there, the narrow passageways, salt storage, and the existence of wetlands. Rob responded that he would take a look at what we designed and compare it with the existing site plans. The Chairman asked Dick if he could put together an inventory to support the operation to which Dick agreed. Noting that we still have money left over from the AECOM initial study for a new D.P.W., the Chairman asked Pam to check with Neil Vaidya to determine how much money is left in that account.

**ALDRICH SCHOOL**

The Chairman said that there was nothing new to report. He added that he would view the property next week. He noted that he would determine if there is room for meetings and our files.

**POLICE STATION H.V.A.C.**

There was nothing new to report.

**OTHER BUSINESS**

The Chairman said that he is working with the Town Accountant concerning a credit to be given to the Committee regarding legal work.

Pam had emailed to the members a draft of the Committee's entry for the 2009 Town Report which was written by the Chairman, Vice Chairman, and Pam. The Committee discussed the write-up, saying that they were very pleased with the result and noting only a few changes to be made before submission for publication.

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:05 P.M.**

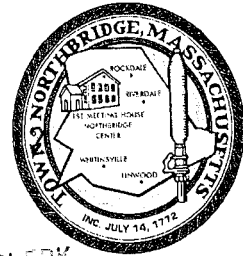
Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

**NORTHBRIDGE BUILDING, PLANNING and  
CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

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NORTHBRIDGE TOWN CLERK  
30 NORTH BRIDGE STREET

***MEETING MINUTES***

**MEETING DATE:** January 21, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Donald Lange, Bill Mello, Tom Pilibosian, and Ron White. Also present: Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

**DISCUSSION:**

The Committee reviewed the minutes from the January 7, 2010 meeting. **The members unanimously approved the minutes as amended.**

Pam distributed copies of the Section 5.40 – Sexual Harassment Policy of the Town of Northbridge to Committee members.

The Chairman spoke about appealing a State draft audit in order to recover additional money that the Committee spent when the High School was built. He suggested that he and former Committee members and the former administrative assistant set up a meeting with the State Board members in Boston to discuss an appeal of the draft audit.

The Chairman noted that the Town Manager requested his attendance at the Selectmen's meeting next Monday to provide an update on the new Fire Station and D.P.W. and provide information about the High School audit. It is hoped that the Selectmen will give the N.B.P.C.C. direction for handling these matters.

The Chairman advised that at our next meeting the Committee work on the articles concerning debt exclusions for the D.P.W. and Fire Station projects for the warrant for the Spring 2010 Town Meeting.

**HIGH SCHOOL FIELDS**

The Chairman said that he is certain that the architectural firm responsible for building the High school and grounds obtained approval from A.D.A.

### **NEW FIRE STATION PROJECT**

The Chairman noted that we are still waiting for Heritage Design to notify us about the purchase price of the land at the shop parking lot for the new fire department facility.

The Chairman recommended that Committee members review the Maguire fire station study.

Tom informed the Committee that there are a total of three vehicles at the Rockdale Station and a total of eight vehicles at the Main Street Station.

The Chairman said that he would ask the Town Manager to invite the Fire Chief to an N.B.P.C.C. meeting.

### **DPW FACILITY STUDY**

Bill Mello said that he has questions as to how much weight the slabs will bear at the D.P.W. site being considered for purchase. The Chairman responded that he had spoken with the owner who reassured him that all the concrete was poured with the same consistency and that it could be tested.

Bill Mello displayed a model that he had constructed with a layout for the D.P.W. vehicles at the proposed site. He concluded that there is not a lot of space for all the vehicles and other required areas such as storage. The Chairman noted that there is enough room for every vehicle but it would be tight. Bill added that some of the vehicles that needed covering only could be moved outside. He suggested the use of a drop down canvas to protect the vehicles from driving snow. Bill also observed that some of the areas have a second floor and that there can't be a second floor in the vehicle maintenance area. Bill also noted that any second floor enclosed construction would need to be "accessible" and have two means of egress. Tom noted the danger of the mechanic being isolated and that O.S.H.A. requirements needed to be considered. The Chairman suggested the possibility of wiring the mechanic's area for sound.

### **ALDRICH SCHOOL**

There was nothing new to report.

### **POLICE STATION H.V.A.C.**

The Chairman said that the H.V.A.C. boxes would be installed sometime next week.

### **OTHER BUSINESS**

The Chairman reviewed with the Committee that Wesson & Sampson needs to straighten out the issue of \$3,000 still owed to us.

*Northbridge Building, Planning and Construction Committee*  
Amended Meeting Minutes  
Meeting Date: January 21, 2010  
Page 3 of 3

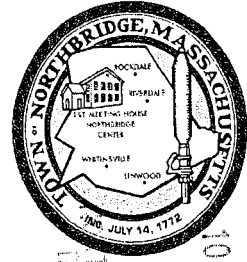
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:30 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



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TOWN OF NORTHBRIDGE  
CLERK OF TOWN

## ***MEETING MINUTES***

**MEETING DATE:** February 4, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, and Tom Pilibosian. Also present: Town Manager Ted Kozak, Fire Chief Gary Nestor, D.P.W. Director Richard Sasseville and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed the minutes from the January 21, 2010 meeting. **The members unanimously approved the minutes. Rob Knapik and Bill Ferguson abstained from voting as they were not present at the January 21, 2010 meeting.**

### **HIGH SCHOOL FIELDS**

The Chairman said that he still has not heard from Weston & Sampson regarding the credit which it owes to the Committee. He indicated there might not be a solution to the walkway to the fields and we might have to return to the School Committee to discuss this issue.

### **NEW FIRE STATION PROJECT**

The Chairman said that he met with Len Jolles to discuss turning over the existing Fire Station on Main Street to Mr. Jolles in exchange for the parking lot owned by Mr. Jolles as part of a land purchase by the Committee for a new Fire Station. The Chairman noted that Heritage Design had given a price quote from Mr. Jolles of over \$800,000 to upgrade the existing station to Mr. Jolles' requirements. Mr. Jolles will let the Chairman know the week of February 15<sup>th</sup> if he will sell the property and a possible price.

The Fire Chief said that there has been little to no change in the Fire Station equipment since the Maguire Study. He noted that the Maguire plan includes a smaller administrative area.

The Town Manager asked if plans for fire stations in other Towns might be available to use. The Chairman responded that those plans are not available to other towns.

The Fire Chief said that a one floor building would be ideal.

The Chairman noted that we are trying to put this project together with the D.P.W. project in preparation for the Spring Meeting.

The Fire Chief said that in order to fully use the Rockdale Station the basement would have to be filled in and an office would need to be put on an upper level. Tom noted that if the basement is taken away you would have to add on to the building. He said that the area is tight with the existing three bays. The Fire Chief added that you would have to build up, although there would still be a problem with water coming up through the drains. Bill Mello suggested that there might be a way to add on to the back of the building. The Fire Chief said that you might have to have the same footprint. Tom asked if the walls of the Rockdale Station would support a second floor to which Bill Mello responded that they probably would. He noted that you would probably have to restructure the roof. The Chairman suggested that you could use one existing building for vehicles.

The Fire Chief said that we were not able to regionalize our fire department with that of Grafton.

The Chief asked if there had been a report on the Rockdale station. Bill Mello responded that the opinion in the Maguire Study was to not do anything with the Rockdale Station. The Chairman added that the report mentions the constraints of the lot due to the existence of the flood plain and the lot size, but that there was no building evaluation.

The Committee discussed some other properties that previously had been considered such as one on Sutton Street, but they all had issues. The Chairman suggested that we remodel the existing Rockdale Station. Bill Mello noted that adding something off the back of the building without a foundation might be a good solution and it would not impact the flood plain. The Chief advised that a new heating system be installed.

The Chairman noted that there is money in the Fire Department account and added that we should see how much it would cost to perform minimal work on the Rockdale Station. The Chief said that if the engineering report indicates that the work would be a good fix then we should proceed with the work. The Chairman invited the Chief to our next meeting at which time we should have more information from Len Jolles about the purchase of his land.

Bill Mello said that he would get together with the Fire Chief to determine space needs. The Chairman asked the Chief to conduct research with fire chiefs from other towns to get an idea of who we might use for a contractor. Bill Mello and Bill Ferguson both voiced that the need appears to be basic structural, mechanical and plumbing changes in providing more space. Bill Mello advised keeping the need as simple as possible. The Town Manager voiced his agreement with the proposed changes.



### **DPW FACILITY STUDY**

Rob said that the interior space at the Linwood location seems to work. He distributed copies of a conceptual site plan of Linwood Business Park that he commissioned from Heritage Design Group with the salt shed in the back of the lot. Rob indicated that the site works but it is tight. Dick Sasseville noted that he presently has a 60 ft. x 40 ft. salt shed.

Bill Mello brought out his model of the lot with a 75 ft. x 75 ft. salt shed. The Town Manager suggested that we have a back up salt storage location. Dick noted that the issue is the availability of salt and that there are not enough trucks to bring salt to everyone. He added that they need to have predesigned packages. Dick suggested that the area of the car wash, adjacent to the site, might be purchased for salt storage, and that a tent could be used for protective covering of the extra storage areas.

Bill Mello distributed copies of a sketch that he made from a gross area study reflecting a 40 ft. x 80 ft. building, "Building 1", for administration. He brought out his model with a layout for the D.P.W. vehicles at the proposed site. Bill noted that the administration and staff areas could be placed upon one quarter of the available space in a two level scheme this would require two means of egress from the upper level and a handicap lift. He added that another scheme could place the administration and staff on the lower level if one-half of the ground floor area of "Building #1 were to be used. The floor area above the administration and staff area could be utilized for some limited storage and Sign shop. This would also require two means of egress and a materials lift. The Town Manager concluded that the bottom line is that it is doable. Bill Mello noted that the compromise to be made has to be the salt storage.

Dick Sasseville noted that the new trucks are a combination salt/sander and dump truck which upholds the plan to gain space at the D.P.W. facility.

Bill Mello stated that the program needs a 40 ft. x 20 ft. administrative space without the engine, CAD, and the drawing files.

Rob concluded that we are moving forward. The Town Manager said he would start the Request for Procurement process tomorrow. Bill Mello noted that "it all fits" and added that the waste line plumbing appears to be satisfactory to locate toilet and washing facilities.

The Chairman indicated that the owner of the Linwood site, J & R Marinella, might be willing and able to do the construction work. Rob said that he also had heard that.

The Chairman asked that Rob accompany the Town Manager when he speaks with Counsel about the possible property purchase. The Town Manager told the Committee members that we would need to know the costs within the next week.

Tom distributed copies of the DPW Facility safety concerns that he compiled. He addressed the need for floor drains, system for the removal of vehicle exhaust, ventilation and removal of fumes for the welding shop, flammable/combustible storage, fire protection, emergency equipment, and additional needs following construction.

Bill Mello noted that the floor testing has to be done. He asked if Marinella has documentation on the slabs. Rob said that he would check.

**Don made a motion to put together a Request for Procurement seeking proposals to purchase land and buildings suitable for public works. Rob seconded and the motion was unanimously approved. The Chairman abstained from voting due to a conflict of interest.**

#### **ALDRICH SCHOOL**

The Town Manager stated that the Town hired a company to design a lift and he hopes that the Fire Department will run the telephone cable from the Town Hall to the Aldrich School this spring.

#### **POLICE STATION H.V.A.C.**

The Chairman said that they are finishing up the work and should be done tomorrow. He noted that the banging noise would also be fixed tomorrow. The Chairman added that the Contractor would have to balance out the system before we accept the project.

#### **OTHER BUSINESS**

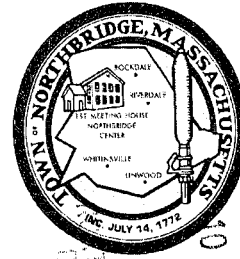
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:50 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



**AMENDED**

## **MEETING MINUTES**

**MEETING DATE:** February 18, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, Tom Pilibosian, and Ron White. Also present: Fire Chief Gary Nestor, Deputy Fire Chief Steve Dupre, and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed the minutes from the February 4, 2010 meeting. **The members unanimously approved the minutes as amended. Ron White abstained from voting as he was not present at the February 4, 2010 meeting.**

The Chairman said that he and some former members of the N.B.P.C.C. will meet on March 16<sup>th</sup> at 11:30 a.m. in Boston with State Board members to discuss the Committee's position regarding the State draft audit. He noted that the Town Accountant would not be able to attend the meeting due to another commitment.

### **NEW FIRE STATION PROJECT**

The Chairman said that he met with Len Jolles who has agreed to sell his property to us but hasn't agreed on a price. The Chairman noted that he asked Mr. Jolles to get back to him for further discussion on the sale. He added that we would need an independent appraisal of the property for which the Committee might be able to pay using the balance of the AECOM account. Rob said that he would research procurement laws regarding an independent appraiser. The Chairman added that he would ask the Town Manager about it.

The Chairman said that he spoke with a few contractors about the Rockdale Station work. He distributed information compiled with the help of the Fire Chief. The information included contractors recently used by Upton, Grafton, and Sutton fire departments and details about the fire stations that were constructed including total square footage, price per square foot, and total cost.

Bill Mello told the Committee that he looked at the Rockdale Fire Station. He said that in his in

his space program review with Chief Nestor, he doesn't think the space program can be reduced according to Chief Nestor's perceived needs. He commented that the Maguire report implies limited geological tests and that there are no notes about seismic stability. Bill added that some of the report's conclusions need more detail and backup and that there is not enough data in the report for a conclusion about renovation of the Rockdale station. He said that he thinks it is feasible to fix the Rockdale station. Bill pointed out that the walls need reinforcing and the foundation needs to be repaired and stabilized. He added that the roof structure would need reinforcement, repair, or replacement to carry additional loads. Bill said that filling in the basement would be possible. He noted that you would need a second floor and that cantilevering, egress stairs, and adding a lift to the exterior of the South façade would be required for accessibility. A second means of egress would also be required possibly on the North façade with the relocation of the fire horn unit. He added that half of the proposed second floor addition would be occupied space and the remainder would be mechanical space. He reasoned that since the Fire Station is functioning in its location it should be kept operational.

Bill suggested that the property appears to have a good solar orientation and that with a little imagination and some grants, the mechanical system might take advantage of this for domestic hot water. The Chairman agreed that Rockdale is an ideal location.

Bill Mello noted that it could be difficult running the Fire Station while it was being renovated.

The Chairman and Vice Chairman discussed getting the Maguire Group back to provide a more detailed analysis of the property. The Chairman pointed out that there was a different mindset when the study was done.

**Rob made a motion to authorize the Chairman to pursue with the Town Manager the proper allocation from the Fire Department account to enter into a contract with the Maguire Group to determine the economic feasibility of renovating the Rockdale Fire Station. The motion was seconded and unanimously approved.**

There was discussion about adding to the back or the front of the building, either of which seemed feasible.

Bill Mello commented on possibly being able to take advantage of a trade-off of flood plain ground coverage at the D.P.W. site for flood plain coverage needed for a horizontal expansion of the Rockdale Fire Station above the flood plain.

The Fire Chief inquired about placement of the bathrooms which are currently in the basement at Rockdale. Bill Mello responded that the bathrooms could be located on the proposed 2<sup>nd</sup> floor.

### **DPW FACILITY STUDY**

Rob recalled that at the last meeting the Committee reviewed the good work that Bill Mello had done in preparing a sketch of the renovations and the administration facility and that the Committee had looked at the site plan that Rob had commissioned. He suggested that the next step would be to determine whether or not we would require the owner to provide construction of the administration space as part of the purchase agreement. Rob added that he had spoken to Town Counsel who had agreed with this approach. He discussed the process of acquiring the property from J & R Marinella, noting the need for a more detailed drawing to ensure that the Committee gets what it wants and then negotiating a price and what would go into the building. He said that Town Counsel advised that the salt shed be included in the negotiations. Rob cautioned, however, that if the salt shed is part of the agreement there might be procurement laws to consider. He mentioned 2 options to obtain the salt shed: A) request funding by the Town for building a salt shed or B) require that Marinella build the shed as part of the purchase agreement.

Bill Ferguson advised we identify existing items, that a lot of other fit out work is needed, and that a vehicle maintenance area needed to be considered. Bill Mello added that "Building 4" has four bays for vehicle maintenance and area for tools and storage. Bill Ferguson advised that storage be used only for items that would be used again. He noted that if additional things like a lift were needed we would need to hire a contractor. Bill Mello observed that the present office area in Building 4 doesn't comply with the future required occupancy.

Rob said that he would contact Dick Sasseville, get a list of what is needed, and discuss the salt shed options. He noted that administration space and additional needs could be incorporated in the purchase agreement.

The Chairman suggested that Rob speak with Town Counsel about how we could put together an article which would include F.F. & E.

Bill Mello reviewed that he developed the space program room by room, function by function and that we need a list of equipment that will go there. He indicated that we have an outline with given square footages and that we should stick with this outline to develop the "FF&E" (furniture, fixtures and equipment) list and the related cost (list price) for each item.

### **ALDRICH SCHOOL**

There was nothing new to report.

### **POLICE STATION H.V.A.C.**

The Chairman said that he received a call about a whistling sound coming from the ceiling. It was attributed to the air coming through the pencil size holes in the tile diffusers in the ceiling. The Chairman added that he spoke with the engineers who said that they would fix the problem

by slowing down the volume of air. Bill Mello suggested getting new diffusers.

The Chairman asked Pam to check on the balance in the Police account.

**HIGH SCHOOL FIELDS**

There was nothing new to report.

**OTHER BUSINESS**

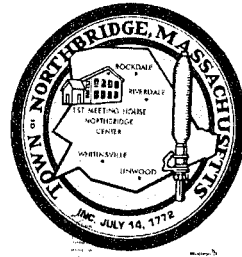
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:20 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

**NORTHBRIDGE BUILDING, PLANNING and  
CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



**AMENDED  
MEETING MINUTES**

**MEETING DATE:** March 4, 2010

**PLACE:** Conference Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Donald Lange, Bill Ferguson, Bill Mello, Tom Pilibosian, and Ron White. Also present: D.P.W. Director Richard Sasseville, Fire Chief Gary Nestor, Deputy Fire Chief Steve Dupre, and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

**DISCUSSION:**

The Committee reviewed and discussed the minutes from the February 18, 2010 meeting. **Don made a motion to approve the minutes as amended. Bill Ferguson seconded, and the motion carried.** Bill Mello offered to provide an addendum to the meeting minutes in the future if much greater detail is needed.

Regarding the State draft audit for the High School, the Chairman informed the Committee that 4 former members of the N.B.P.C.C. along with the Town Manager, Town Accountant, and former Administrative Assistant, Mrs. Gould, would meet with the School Building Assistance Bureau on March 16<sup>th</sup> in Boston to discuss the Committee's position. The Chairman added that by the end of the month the Committee should have notification from the State Board as to the outcome of the meeting.

**HIGH SCHOOL FIELDS**

The Chairman told the Committee that he has a call in to John Wagner of Weston & Sampson to see if John has any new ideas on access to the fields.

**NEW FIRE STATION PROJECT**

The Chairman said that he spoke with the Town Manager about consulting with Dave Morrow of The Maguire Group regarding the Maguire report. The Chairman informed the Committee that Dave would be willing to come to an N.B.P.C.C. meeting to discuss what Maguire did and the methods used in the study. The Fire Chief noted that Dave would be a resource, but would not be able to participate as a Maguire employee since he is with the Northbridge Fire Department and there would be a conflict of interest. The Chief added that Dave had given him some

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relevant drawings which the Chief would bring to the next N.B.P.C.C. meeting.

The Chairman told the Committee that there would be a meeting with Len Jolles to determine a purchase price for his land. The D.P.W. Director handed out a list of appraisers from the Town Manager for an independent appraisal of the Jolles property. He added that the Town Manager suggested getting price quotes from the appraisers.

The Chairman discussed with the Committee the handout provided by the Fire Chief from the last meeting comparing the costs of building a fire station in Grafton, Upton, and Sutton. He noted the price per square foot in Grafton, \$279.96, in Upton, \$176.53, and in Sutton, \$141.77. The Chairman added that the most expensive building in Grafton is brick while the least expensive building in Sutton is metal. The Chairman noted that Dave Morrow quoted a price of \$300.00 per square foot. He added that we would need a total estimate and that there would be additional needs such as a project manager. Bill Mello observed that the construction would be budget-oriented. Noting that more information about the building would be needed to show how it would look, the Chairman said that it would be presented to the Town in the form of a "conceptual drawing". Bill Mello told the Committee that the price per square foot depends on a number of factors including façade finishes. Bill Ferguson cautioned that the conceptual drawing would need to represent a cost in line with the money being appropriated for the project. He advised that we investigate what kind of building Dave Morrow's \$300.00 per square foot quote would buy us. Ron White added that we have to determine how much the Town is willing to pay. Bill Mello advised that we need a high and low range of building costs. The Chairman said that he would speak again with Dave Morrow to obtain additional information. The Chairman emphasized that we need to put together the article(s) for the Spring Town Meeting warrant with help from the Town Manager and legal counsel. Bill Mello asked if the Rockdale Station restorations would be included in the articles. The Chairman responded that the Town Manager told him that he didn't see a problem with the inclusion of Rockdale renovations.

### **DPW FACILITY STUDY**

The Chairman reviewed that Rob Knapik had agreed to work with the Town Manager on an "RFP" (Request for Procurement). The DPW Director said that he thinks they will send the ad to the Central Register next week.

The DPW Director said that he needs to know what kind of detail would be required for a listing of the DPW needs. He noted his concern for security at the site. The Director pointed out that he sent information to Rob which included equipment needs, adding that whatever they currently have at the D.P.W. would be moved to the new site.

Bill Mello told the Committee that we need an equipment list room by room with installation costs. Bill Ferguson added that there should be information about property preparation, and that we need to identify spaces that are needed. The D.P.W. Director informed the Committee that most of the needed equipment already exists at the D.P.W. The Chairman noted that the D.P.W.



needs a 10 x 10 foot room to store plans. Bill Ferguson advised that money for moving and reinstalling has to be taken into consideration.

**ALDRICH SCHOOL**

There was nothing new to report.

**POLICE STATION H.V.A.C.**

The Chairman said that the system was rebalanced which may have solved the noise problem. He added that the Safety Committee reported that there is good even heat in the building.

The Chairman noted that the next meeting was scheduled for March 18, 2010. He told the Committee that he would speak with the Town Manager and follow up with Rob.

**OTHER BUSINESS**

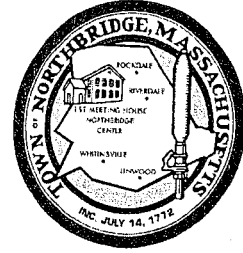
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:50 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***AMENDED MEETING MINUTES***

**MEETING DATE:** March 18, 2010

**PLACE:** Conference Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, Tom Pilibosian, and Ron White. Also present: Town Manager Ted Kozak, D.P.W. Director Richard Sasseville, Fire Chief Gary Nestor, Deputy Fire Chief Steve Dupre, Maguire Group representative and former Chairman of the N.B.P.C.C. Dave Morrow, *Blackstone Valley Tribune* reporter Tom Mattson, and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the March 4, 2010 meeting. **Don made a motion to approve the minutes as amended. Tom Pilibosian seconded, and the motion carried.**

### **HIGH SCHOOL FIELDS**

There was nothing to report.

### **NEW FIRE STATION PROJECT**

The Chairman introduced Dave Morrow of The Maguire Group whom the Chairman had invited to speak with the Committee about the Maguire report prepared in 2001. The Fire Chief noted that a Request for Procurement would be sent out April 2<sup>nd</sup>, after which the Committee could start negotiations on the land across from the scales. Dave Morrow distributed to the Committee conceptual drawings for proposed Fire Stations 1 and 2 with various area schemes and tabulations for square footages.

Fire Station 1 had two layout schemes for a two story building with living quarters, an apparatus floor, and an administrative area. The Program square footage was 15,729. The proposed total square footage for Scheme A was 15,453 while for Scheme B it was 17,272.

Fire Station 2 had a single story layout which included living quarters and apparatus floor. The program square footage was 5,841 and the proposed square footage was 5,812.

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Included with the drawings was a site plan for the Main Street Fire Headquarters with 40 staff parking spaces and 10 visitor parking spaces.

Dave alluded to other fire stations that Maguire had designed, including Franklin and Hudson, both with building areas of 22,000 square feet. He noted that once the square footage is determined it is easy to put together a project budget. Dave advised planning for future needs, so that the square footage still works ten years later.

Next Dave spoke about the Maguire Study findings concerning Rockdale Station. He said that the station was not constructed to accept a second floor. Dave noted that the basement is prone to flooding. Since renovation of the station is not practical, Dave advised that the Committee try to locate a different site for a Rockdale replacement station.

The Chairman told the Committee that Bill Mello and the Fire Chief had discussed the Whitinsville replacement station. The Chief said that it should be a single story unless a two story building could fit appropriately on the site. The Chairman said that he thinks the site would have enough footage for a single story building. Tom voiced that it would be better to have a single story, since in a 2 story structure offices would be located on a separate floor from the rest of the building. The Fire Chief said that he is pretty sure that the site will accept a single story structure. Dave noted that things could be moved around and offices could be on the first floor of a 2 story building. Bill Mello pointed out that the building with the least amount of square footage would be the least expensive. Tom noted that a stairway or a lift would be added expense. Dave informed the Committee that when you put together the program you have to add a percentage for circulation. Bill Mello further explained that for 10% needs to be added for walls and construction and 25% - 35% needs to be added for circulation. The Deputy Fire Chief wondered that if the building is a slab would it mean that there is no basement to which Dave responded, "yes." The Chairman asked if storage area could be added upstairs. The Chief responded that record storage could be put anywhere. Bill Ferguson cautioned that it might be cumbersome transporting heavy boxes upstairs. Dave responded that very often you end up with mezzanine space which could be used for storage. Bill Mello and Dave both agreed that there should be plan reviews. The Chief suggested that a small conference room be included in the proposed building.

The Town Manager emphasized the importance of having sufficient information for the Spring Town Meeting. He informed the Committee that the critical date would be April 12<sup>th</sup>, at which time we should know the building costs. Dave said that he would meet with the Committee to present a project budget, adding that he had started having discussions with the Fire Chief. Dave noted that he and the Fire Chief had driven to some sites and that he would be happy to look at our site of interest, across from the scales. He added that he could make a sketch of the site with an updated building and provide an updated budget. The Chairman said that he hopes to finalize the land purchase and start construction in the spring of 2011. Dave recommended putting in the Purchase and Sale Agreement a contingency for the site plan approval in the event that the

building doesn't fit properly on the site. Bill Mello noted that a decision would have to be made about whether to build a single story or two story building. Dave responded that it would be viable to turn the building around if necessary. He noted that there could be many configurations. He emphasized the considerations of whether the building would fit and the budget. The Town Manager recommended proceeding with a debt exclusion. Dave added that there should be contingencies in the budget to reduce risk.

Dave said that he would provide some of the work pro bono as a concerned citizen. The Town Manager added that he would email Dave the plot plan from the Assessors' office for the proposed site. The Chairman invited Dave to the next meeting on April 1<sup>st</sup>.

In response to Bill Mello's questions about the feasibility of keeping the Rockdale Station, Dave pointed out that because of the many issues with the site Maguire recommended looking for another location. Bill Mello asked if the Rockdale Station could be kept as is. The Fire Chief answered that we could go on for a while with the station in its present condition but we should start looking for a new site in a few years. Bill Mello mentioned possibly performing preventative maintenance at the site, but added that there is a roof issue, the back parking area is poor, and almost the entire area along the road is a flood area. He concluded that the property could be renovated but it would be costly. Bill did note his concern about waiting too many years to take action on the station. The Chairman affirmed that the Committee does not have the time to work on Rockdale. Dave added that while it makes sense to get by with Rockdale, it doesn't make sense to put money into the site because of the flooding. The Chairman expressed the consensus that the Committee would proceed with the new Fire Station and see if the new building would fit suitably on the site.

### **DPW FACILITY STUDY**

Rob Knapik confirmed that the "RFP" (Request for Proposal) was prepared and the ad would appear in the Central Register by April 2nd. The Town Manager advised giving it 30 days to promote sufficient interest.

The Chairman said that the Town Manager solicited appraisal quotes from three companies and two have returned proposals. The Town Manager said that he would decide between the two companies which have responded and that the two companies are very close. He noted that Green & Co. said that they could perform the appraisals by early April, with price quotes of \$3,500 for the D.P.W. property and \$1,500 for the Fire Station site. He added that he wants to have an idea of the cost to present the information to the Board of Selectmen. The Chairman noted that we have about \$9,200 left in the budget.

The Chairman informed the Committee that he attended a Finance Committee meeting to discuss N.B.P.C.C. projects on which we have been working for the Spring Town Meeting. He added that the Finance Committee wants the N.B.P.C.C. to appear before them to make sure that the Finance Committee agrees with the concepts of the projects and to take a vote on them. The

Chairman announced that the Finance Committee meeting would take place at 6:00 PM on Monday, March 29<sup>th</sup>. Rob said that we may have the appraisal results in time for the meeting. The Chairman noted that he would not be able to attend the meeting. Rob, the D.P.W. Director, and the Fire Chief said that they would be at the meeting.

The D.P.W. Director circulated DPW summary copies, based on a plan the Bill Mello had put together, containing job functions, space descriptions, net area, remarks, furnishings, and approximate furnishing costs. The costs total \$60,205. The Director noted that there is a lift and salt storage not on the list. He estimated the lift cost at \$20,000 and suggested adding \$25,000 for contingencies.

### **ALDRICH SCHOOL**

There was nothing new to report.

### **POLICE STATION H.V.A.C.**

The Chairman said that he emailed Kevin Seaman, the engineer, asking for his approval for Application and Certification for Payment no. 19160 from Ambient Temperature Control dated February 26, 2010 in the amount of \$18,846.10 for RTU replacement. He added that everything is working well.

### **OTHER BUSINESS**

The Town Manager obtained from Town Counsel and gave to the Committee an initial listing of articles for the Spring Town Meeting regarding our Committee projects, adding that the articles might need to be altered. Basically Article 16 concerns buying the land and buildings for the new D.P.W. , Article 17 allows for purchasing the land for the new Fire Station, and Article 18 is for the design and construction of the new Fire Station. The Committee determined that Article 19 for remodeling the Rockdale Station would not be needed.

**Rob made the motion to submit all 3 articles as presented by the Town Manager, Bill Mello seconded, and the motion passed.**

The Chairman requested that the Committee members meet almost every week before the Spring Town Meeting to which the members agreed. Accordingly, meetings would be scheduled for 4/1, 4/8, 4/15, 4/22, and 4/29, a total of 5 meetings, prior to the Spring Town Meeting. The Chairman asked that members inform Pam as soon as possible if they would not be at any of the scheduled meetings.

The Chairman informed the Committee that former N.B.P.C.C. members and former administrative assistant, Mrs. Gould, met in Boston with the School Building Assistance Bureau to present their case regarding the State Draft Audit for the High School. The Chairman said he

*Northbridge Building, Planning and Construction Committee*

Meeting Minutes

Meeting Date: March 18, 2010

Page 5 of 5

thinks that the School Building Assistance Bureau was impressed by Mrs. Gould's presentation. He added that the School Building Assistance Bureau will meet again on March 31 after which the Committee will be informed about the outcome of the case. Rob thanked the Chairman, former members, and Mrs. Gould for taking the time and effort to attend the meeting and present their case.

Bill Mello expressed concern about how the Rockdale Station would be replaced in the event that it became nonoperational. The Chairman responded that the Assessors' maps would be reviewed to determine what would be available and proceed from there. The Chairman and Tom noted that ambulance response time would not be affected since ambulances operate out of the main station.

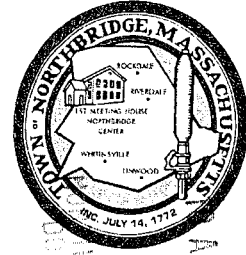
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:40 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***AMENDED MEETING MINUTES***

**MEETING DATE:** April 1, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, Tom Pilibosian, and Ron White. Also present: Town Manager Ted Kozak, Fire Chief Gary Nestor, Deputy Fire Chief Steve Dupre, Maguire Group representative and former Chairman of the N.B.P.C.C. Dave Morrow, Deputy Fire Assistant Brian Castell, and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the March 18, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.**

### **HIGH SCHOOL FIELDS**

There was nothing to report.

### **NEW FIRE STATION PROJECT**

Dave Morrow of The Maguire Group distributed an updated Conceptual Site Plan for the Whitinsville Fire Headquarters. He also handed out a list of costs and variables for site improvement including design engineering, owner's project manager, furniture and equipment, bond costs, and site environmental issues for a total estimated cost of \$7,748,394. Dave explained that the footprint represents a 19,760 square foot layout with five bays and adequate parking for on and off-duty fire department employees and visitors. It also includes a roof plan. He noted that this plan is one of several possible configurations, adding that the Committee would have to check on zoning compliance. Dave explained to the Committee several features of the two-floor plan including employee access from the rear, an elevator, and toilets on both floors. The first floor includes storage rooms and five apparatus bays while the second floor contains a training/meeting room, administration offices, six bunk rooms, and two locker rooms. With a cost of \$285 per square foot Dave advised keeping the square footage as low as possible. He noted that the pavement would have to be dug up and he recommended borings. He said the

building would be on a slab and we would have to put in footing. He added that there would be a contingency of 10%. He said that the building would be a steel frame type. Bill Ferguson asked if the structure would be of similar quality to the fire station in Grafton to which Dave responded that it would. Dave recommended that the Committee view fire stations in other towns. Bill Mello said that the real question would be whether the program is absolutely necessary for the Town. He added that big open interior spaces are the least expensive and that the smaller the room the greater the cost. The Chairman suggested that the Committee apply the same philosophy to the Fire Station as it used when the High School was built. He advised the Committee "to do it right." He pointed out that the materials that were used in construction of the Northbridge High School are rich looking and maintenance free.

Steve Dupre noted that we would have to look at present and future use of the building. Dave advised the Committee to plan, e.g. in an emergency there would be a need for more space to sleep. The Town Manager asked if green technology would be utilized. Dave responded that this might be possible if the Town applies for a grant to help with the cost of constructing a green building. He added that they have L.E.E.D. certified professionals who would be knowledgeable about green construction. Dave said that they try to build in sustainability and ensure that there is a good return on investment. Bill Mello asked if the building codes will meet the green technology codes. Rob commented that the information that Dave provided to the Committee is enormously helpful. He noted that in terms of the average citizen it might be useful to have figures estimating construction costs. He emphasized space needs for apparatus and administration. He advised the Committee to keep in mind what exists and what is proposed and cautioned that when you add up all the space you're not asking for more than you have. He noted the need to compare fire stations in other similar communities.

Bill Mello commented that the public might question why the Fire Department would need a new building when it might be possible to renovate and continue to use the present station. Dave responded that there are inherent issues with the existing building. It was suggested that flyers be prepared to inform the Town about the need for a new fire station. Dave said that he would have his company put together printed information for public distribution.

Tom wondered what it would cost for heat and electricity for the new building.

The Chairman noted that he would like to have the building costs ready to present at the Board of Selectmen's meeting on April 12<sup>th</sup>. The Town Manager added that the Finance Committee meets April 4<sup>th</sup>.

Dave said that taxpayers would want to know what the new Fire Station would cost each family in real estate tax increases.

In light of the recent severe flooding in Northbridge and surrounding areas Dave mentioned the Hazard Mitigation Grant Program. He advised the Committee to obtain a grant application for the Rockdale Station. He told the Committee that he planned to attend a meeting concerning the



program and that he would check to see if Rockdale might be a candidate for the grant. Tom expressed hope of helping the station if we could obtain Federal money through the program.

Dave informed the Committee that he would email the Maguire Space Needs Program for the Whitinsville Fire Headquarters to the Committee members.

### **DPW FACILITY STUDY**

Rob, Tom, Bill Mello, Don, and Ron attended the March 29<sup>th</sup> Finance Committee meeting. For each Spring Town Meeting article there is a requirement to comply with procurement laws. The Finance Committee commented that these are difficult financial times. The Town Manager noted that next year the schools will need money which could negatively impact availability of funding for N.B.P.C. C. projects. Bill Mello said that he attended the Finance Committee meeting as a concerned citizen. The N.B.P.C.C. Chairman told our members that we will provide handouts to the townspeople informing them about the D.P.W. and Fire Station projects. He added that we could invite the public to a Thursday meeting. He noted that we have to provide facts and figures. The Chairman said that he asked the Town Accountant to tell us how the projects will affect the tax rate. Ron and the Chairman voiced the hope that the D.P.W., Fire Station, and the Fire Station land purchase would be considered separately. The Chairman told the Committee that the Town has a very good bond rating. He noted that he asked the Town Accountant to provide a breakdown on our existing debt and determine when it would be paid off. The Chairman added that he hoped to have that information for the April 12<sup>th</sup> Board of Selectmen's meeting.

### **ALDRICH SCHOOL**

There was nothing new to report.

### **POLICE STATION H.V.A.C.**

The Chairman told the Committee that there was a leak in the roof and that the Chief called the roofing company about it.

The Chairman informed the Committee that we are eligible for a rebate of \$4,582.50 on a \$90,000 project which would include engineering costs.

### **OTHER BUSINESS**

Bill Mello said that he will not be able to attend the April 15<sup>th</sup> meeting.

The Chairman presented application for payment no. 19160 from Ambient Temperature Corporation in the amount of \$17,346.10 which represented a \$1,500 reduction by Ambient from

the original amount of \$18,846.10 for work on the Police Station roof top units.

**Don made a motion to pay the requisition which was seconded by Rob and unanimously approved by the Committee.**

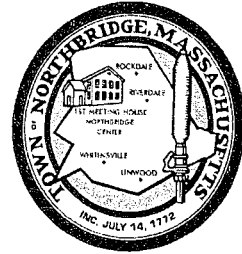
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:15 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***AMENDED MEETING MINUTES***

**MEETING DATE:** April 8, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, and Tom Pilibosian. Also present: Town Manager Ted Kozak, D.P.W. Director Richard Sasseville, Fire Chief Gary Nestor, Deputy Fire Chief Steve Dupre, Deputy Fire Assistant Brian Castell, School's Fees & Fields Subcommittee Chairperson Selena Livingston, School Committee Chairman Mike McGrath, and Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the April 1, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.**

### **HIGH SCHOOL FIELDS**

Don Lange had attended a meeting of the Fees and Fields Subcommittee of the School Committee in which there was discussion about the student safety issue at the steep hill that is used as a shortcut to the fields. The Subcommittee asked if there were remaining funds in the High School account that might be used to correct the problem. School Committee Chairman Michael McGrath and School's Fees & Fields Subcommittee Chairperson Selena Livingston addressed the N.B.P.C.C. with their concerns for student safety at the slope. The Chairman explained that the engineer at Weston & Sampson, John Wagner, had performed an analysis to determine how that situation might be corrected. The Chairman noted that installing stairs with railings to the top of the hill at \$100,000 or more would be cost prohibitive. He added that there is only \$80,000 left in the High School account. Selena asked whether we could get an opinion from another engineer. The Chairman responded that the engineer whose services were used in the slope analysis has the most extensive knowledge of the area since his company had been working on the High School field remediation project. Rob said that after speaking with John Wagner he agrees that the cost estimate of \$100,000 is reasonable because of the steepness of the slope which causes difficulty in moving material and a problem with the bedrock which would have to be pinned. Rob concluded that we should probably continue to research this issue. Mike suggested that there might be money available to supplement what is left in the High

School Account to fund a slope walkway.

Bill Mello noted as an example that in Upton there is an accessible walkway to the side of a roadway sidewalk that would evoke an accessibility issue that this proposal may be subject to. He stressed that handicap access is needed. He added that a person using a wheelchair from the accessible high school building has the right to access the fields. Paul Halacy indicated that there is automobile access from the lower level. Bill Mello added that his accessibility issue would be always "hanging over our head". The Chairman suggested that Paul Halacy of School Maintenance might solicit price quotes for the slope project. The Chairman clarified that the money left in the High School account is from the borrowing of money. The Town Manager added that the money from the lawsuit is pretty much gone. The Chairman and Town Manager noted that there would be no funds resulting from the School Committee appeal. Rob stated that the next step would be for us to have a budget. He added that someone would have to provide a design after which we would advertise for bids. Rob suggested perhaps employing a landscaping person for the project.

### **NEW FIRE STATION PROJECT**

The Fire Chief told the Committee that Dave Morrow was not able to attend the meeting. The Town Manager said that we had to go to bid which was part of the procurement process. He noted that one bid of \$750,000 came from the owner of the shop. The Town Manager added that he found out that the land is zoned residential and that the appraised value was \$200,000. The Chairman and the Town Manager met with the owner of the shop and Mark Anderson of Heritage Design. They discussed the appraised value of \$200,000. It was noted that the assessed value of the property is \$320,000. The Town Manager said that we would have to get a zone change for commercial use. He said that he asked the shop owner to think about reconsidering the asking price. The Town Manager told the Committee that he doesn't think that we're ready to discuss the project with the Board of Selectmen on Monday.

Bill Mello asked if there was any other three acre parcel that we could purchase for less than \$750,000. He added that he thinks it would be difficult to find such a site.

The Town Manager recommended that we table the articles.

**Bill Ferguson made a motion that we table the Spring Town Meeting Fire Station project articles unless the shop owner provides a reasonable offer before the Monday night Board of Selectmen's meeting. Motion was seconded and unanimously approved. Rob abstained from voting due to a conflict of interest.**

### **DPW FACILITY STUDY**

Rob announced that we have come to terms with Mr. Marinella, the owner of the proposed site for the D.P.W. Mr. Marinella's proposal includes land and buildings for a price of \$1.9 million

as is, an interior or build out description, and a salt shed. The "as is" Appraisal came in at \$1.6 million. The D.P.W. Director said that he met with Mr. Marinella to discuss the schematic and D.P.W. needs. The Director explained that in the first building there were the schematic vestibules and 2 bays for administrative space. He added that the D.P.W. would need bathrooms, laundry, and an eating area. He decided that the best option would be to use the first 3 bays and he could then eliminate the vestibules without adding on to the building. The first building would be used for administration and would contain a 1 bay garage. The Director said that he would open up the second building which contains a large bay. He added that the second building would not have to be subdivided. He said he would use the third building containing 3 bays as a vehicle maintenance facility. The Director noted that all the bays are 16 x 14 feet. He said that there are some automatic door openers. He added it would be cost effective at a price of about \$800 to make all the doors automatic. The Director noted that all the floors have drains. He said that he would convert the last bay in the third building to a wash bay and that he would retain the petition. Tom asked if we could go with an outside containment area. The Director said that they were hoping to get the waste oil burner to recycle. He noted that the last building would house a parking garage and grounds equipment. The Director said that would like to retain the mezzanine office in the last building. Bill Mello asked about a sign making area. He said that there are different requirements for the mezzanine level, noting safety issues and that you would need fire protection and egress. The Director observed that he thinks that everything could fit there but it's tight at the end. He proposed adding a 40 x 80 foot salt shed to the site. He noted that the building is a good facility that should serve the Town well.

The Director advised having a 10% contingency. He proposed putting the things that were discussed into a plan. Tom suggested that we should perhaps go through the procurement process for the salt shed. The Director estimated that it would cost \$250,000 to purchase a salt shed. He noted that he put together a list of office items with a total cost estimate of \$87,000. He added that there would be fencing and a gate. Bill Ferguson asked about moving expenses. The Director responded that they might have to rent a truck but he didn't anticipate any significant expenses.

Bill Mello asked if the slabs could hold the weight to which the Director responded that he thought they would. He added that some of the bays have been rented out without a problem. Rob noted that the Director gave a nice description of the interior components and he recommended that the Director give a presentation at the Board of Selectmen's meeting on April 12<sup>th</sup>.

Bill Mello asked if all of the vehicles would fit inside the building to which the Director responded that essentially they would fit. The Director added that some existing D.P.W. items would end up not be brought to the new site.

**Rob moved that the Committee recommend that the Board of Selectmen support Article 16 for purchase of land and buildings for the D.P.W. for \$2.5 million. The Chairman abstained due to a conflict of interest. Motion was seconded and unanimously approved.**

Bill Ferguson recommended that the Board of Selectmen be informed that this purchase price is a lot less than the AECOM price quote for constructing a new D.P.W. building.

Rob said that he would request the Town Accountant or the Assessor to provide us with the cost to each household in the Town for the new D.P.W. site. Bill Mello asked about banking some of the wetlands at the present D.P.W. to use for another project. Rob responded that wetland banking is not allowed in Massachusetts. The D.P.W. Director noted that the present site has deed restrictions due to underground storage tanks and the tanks would have to be removed to eliminate contamination.

### **ALDRICH SCHOOL**

The Town Manager told the Committee that the utility companies are working at the site and that when they are finish people could start moving into the building.

### **POLICE STATION H.V.A.C.**

The Chairman informed the Committee that the Police Station had submitted the grant application for \$4,582.50 to Mass Electric.

### **OTHER BUSINESS**

The Chairman presented the following invoices for appraisal services in Whitinsville:

- |   |         |
|---|---------|
| 1) Green & Co. Valuations, 41-97 Court St.                      | \$3,495 |
| 2) Green & Co. Valuations, proposed Fire Station site, Main St. | \$1,500 |

**Motion was made, seconded, and unanimously approved to pay the invoices. The Chairman abstained from voting on the Court Street invoice due to a conflict of interest.**

The Committee agreed to attend the Board of Selectmen's meeting with the D.P.W. Director on April 12<sup>th</sup> to discuss the D.P.W.

**Motion was made, seconded, and unanimously approved to pay the invoices.**

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:25 P.M.**

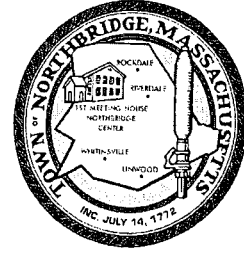
Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

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TOWN OF NORTHBRIDGE

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***AMENDED MEETING MINUTES***

**MEETING DATE:** April 15, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, Tom Pilibosian, and Ron White. Also present: Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the April 8, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.**

### **HIGH SCHOOL FIELDS**

The Chairman said that he is waiting to hear from Paul Halacy regarding the slope walkway project. The Chairman advised the Committee to take a look at the soccer field and relinquish it to the School Department. The Chairman suggested that the Committee meet next Thursday, April 22, 2010 at 4:00 P.M. at the High School to view the upper (soccer) field, weather permitting.

### **NEW FIRE STATION PROJECT**

The Chairman said that he hasn't heard from Mr. Jolles. The Chairman noted that he asked Dave Morrow to search for additional land that might be considered for a new fire station site. He added that Dave would work with the Fire Chief and Town Manager to locate available property. Ron asked about the desired lot size. The Chairman responded that it would be three acres. He cited the Town Plaza and Hill Street as possible locations. The Chairman confirmed that Dave Morrow is working *pro bono* with the Fire Chief and Dave reports back to the Fire Chief.

Bill Mello noted that the rear section of the Rockdale Fire Station site is located in Zone X, an area of moderate flood hazard. The Chairman said that the street level section is above water.

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### **DPW FACILITY STUDY**

Rob told the Committee that at the Board of Selectmen's meeting on Monday evening, April 12<sup>th</sup>, the Selectmen discussed the articles which the N.B.P.C.C. had voted to sponsor for the Spring Town Meeting. Several N.B.P.C.C. members attended the meeting. The Selectmen voted 3-2 to support Article 16 in support of funding for a new D.P.W. Rob hoped that the Selectmen would view this as a mandate for a special election. Rob noted a 2-step process would be involved where the Town Meeting would take a vote requiring a 2/3 majority for passage and then a final vote would be taken at the Town election. He added that he invited the selectmen to view the D.P.W. proposed site to help them to better appreciate the Article's merit. Bill Ferguson questioned if the seller would want to wait for the voting process to sell the property. Rob explained to the Committee that the Finance Committee makes the recommendation.

Bill Mello proposed that the following questions be considered in order to promote the Article.

- 1) Do we need a new D.P.W.?
- 2) How much do we need a new D.P.W.?
- 3) How long will the new D.P.W. last?
- 4) Will the proposed property acquisition retain its value?
- 5) Would we want to move the project to another site?

Rob noted that the N.B.P.C.C. would have an organized presence at the Spring Town Meeting. He added that he might also ask the Town Manager to place Rob and the D.P.W. Director on the agenda for the next Selectmen's meeting.

Rob told the Committee that Mr. Marinella, the owner of the proposed D.P.W. site, is willing to core the floor to show if it can support trucks and that Rob would pass on this information to the Selectmen. Bill Mello noted that a problem with slabs would not be difficult to fix. He suggested that the issue is whether the D.P.W. program which was recently developed should be maintained at the new site. Bill Mello also emphasized the importance of an adequate size for the salt shed. Pointing out that the Town has a need, he asked would the new site meet that need in 30 years and if the Town grows would the value of the site increase? He summed up that if the D.P.W. is needed and if it the need is "**now**", then the proposed site would be the best solution.

### **ALDRICH SCHOOL**

The Chairman informed the Committee that the Town Manager is waiting for telephone cable to be installed. He said that he told the Town Manager that we need a meeting room and storage area at the building.



**POLICE STATION H.V.A.C.**

There was nothing to report.

**OTHER BUSINESS**

There was no additional business to be discussed.

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:40 P.M.**

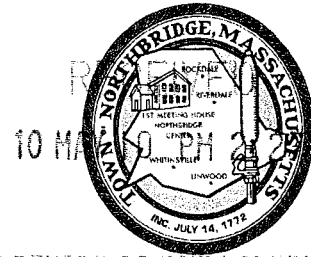
Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

COPY



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NORTHBRIDGE TOWN CLERK  
DOREEN L. GORRONE

## ***AMENDED MEETING MINUTES***

**MEETING DATE:** April 29, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Bill Ferguson, Bill Mello, and Ron White. Also present: Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the April 15, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.**

The Chairman noted that the Committee met informally April 22, 2010 at the High School to view the fields. He added that no vote was taken and there would be no minutes for that meeting.

### **HIGH SCHOOL FIELDS**

The Chairman said that he spoke with Paul Halacy who stated that he had gotten three bids for a fence and the lowest bidder was North Smithfield Fence. The Chairman added that Mr. Halacy said that the company would install a gate. **Rob made a motion to accept the bid, Don seconded, and the motion passed.** The Chairman said that he had spoken with Mr. Halacy about the walkway and hoped that bids would be forthcoming. Bill Ferguson advised the Committee to review the contract when it becomes available.

### **NEW FIRE STATION PROJECT**

The Chairman said that he called Mark Anderson of Heritage Design. He noted that Mr. Halacy was supposed to contact the Town Manager to keep the New Fire Station Project moving. The Chairman told the Committee that he located online possible land near where the school buses are kept. Bill Mello asked about the lot next to the West End School lot for possible parking lots. The Chairman responded that the issue is that the building would be on part of that land which is not buildable. Rob noted that Heritage Design had done a survey on the land and that it might be worth a second look. He observed that there are two issues with that site:

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contamination and Flood Plain location. The Chairman said that he doesn't think we should entertain the site due to problems discovered previously. Bill Mello suggested that we might get a recommendation from the Planning Board about possible sites that are available. Rob said that the Town Planner might know of available sites. The Chairman responded that the Town Planner doesn't anticipate substantial real estate growth within the next ten years due to the economy. He added that it is difficult to predict what will happen in the future with land availability.

Bill Mello suggested that we put in a request to the Town Planner to apprise the Committee of site availability. The Chairman gave his support to Bill Mello to speak with the Town Planner. Bill Ferguson suggested looking into the insurance rating for locations from a service point (minimum, average, and maximum). The Chairman added that maybe we should ask the Fire Chief to check on insurance criteria. Bill Mello agreed to contact the Town Planner regarding site availability.

#### **DPW FACILITY STUDY**

Rob reviewed that the Committee appeared on Monday evening before the Selectmen which prompted some questions. He added that there was some positive publicity following the meeting. Rob said that he would explain at the Spring Town Meeting why he thinks the Town should pass Article 16 to replace the D.P.W. facility.

#### **ALDRICH SCHOOL**

There was nothing to report.

#### **POLICE STATION H.V.A.C.**

There was nothing to report.

#### **OTHER BUSINESS**

There was no additional business to be discussed.

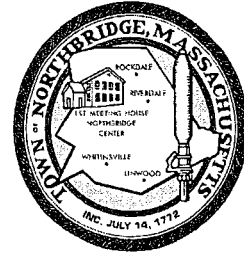
**Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:50 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## **AMENDED MEETING MINUTES**

COPY

**MEETING DATE:** May 6, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Donald Lange, Tom Pilibosian, and Ron White. Also present: Clerk Pam Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the April 29, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.**

### **HIGH SCHOOL FIELDS**

The Chairman noted that Paul Halacy was still waiting for bids for the walkway. The Chairman cautioned that prevailing rates would have to be checked.

### **NEW FIRE STATION PROJECT**

The Chairman said that he spoke with Mark Anderson of Heritage Design and that he would set up a meeting with Mr. Jolles and the Town Manager.

George advised asking the Selectmen to support the purchase of the Jolles land and to consider that it affects the future relationship between Mr. Jolles and the Town.

### **DPW FACILITY STUDY**

Rob stated that we are not buying the J & R Marinella Linwood property as a result of the Spring Town Meeting. He noted that our Committee was invited to the Selectmen's meeting on Monday, May 10<sup>th</sup>. Rob added that our only option other than buying another property is to renovate the existing D.P.W. facility. The Chairman asked Rob to make the presentation at the Selectmen's meeting.

The Chairman instructed Pam to give to the Town Manager a copy of the letter from the Division of Fisheries & Wildlife with information regarding the endangered species (the wood turtle) at the 644 Providence Road site where AECOM had put together a study.

Tom discussed the poor condition of the D.P.W. He explained that programs like OSHA, mandated by the Federal Government and State agencies for safety compliance, add cost to a project. Rob noted that we would need money to have a study performed on the existing D.P.W.

### **ALDRICH SCHOOL**

Tom asked the Chairman if Aldrich School was ready for Town departments to move into the building. The Chairman explained that they were still waiting for the cable to be connected.

### **POLICE STATION H.V.A.C.**

There was nothing to report.

### **OTHER BUSINESS**

There was no additional business to be discussed.

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:50 P.M.**

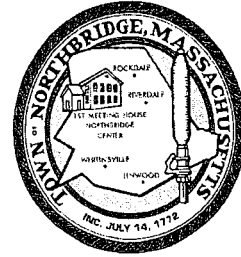
Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

COPY



## ***AMENDED MEETING MINUTES***

**MEETING DATE:** May 20, 2010.

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, Vice Chairman W. Robert Knapik, Donald Lange, William Ferguson, William Mello, Thomas Pilibosian, and Ronald White. Also present: Town Manager Theodore Kozak, DPW. Director Richard Sasseville, *Blackstone Valley Tribune* reporter Thomas Mattson, and Clerk Pamela Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the May 6, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.** Bill Ferguson and Bill Mello abstained from voting since they were not present at the May 6<sup>th</sup> meeting.

### **NEW FIRE STATION PROJECT**

The Chairman said that Mark Anderson of Heritage Design contacted him and that he planned to attend a Selectmen's meeting in Executive Session. The Town Manager is waiting for a telephone call on Mr. Jolles' availability to discuss purchase by the Town of Mr. Jolles' land for a new Fire Station.

### **DPW FACILITY STUDY**

Town Manager Ted Kozak stated that he spoke with Mrs. Holt of the Natural Heritage and Endangered Species Program (NHESP) of the Division of Fisheries and Wildlife regarding the endangered species (the wood turtle) at the 644 Providence Road site where AECOM had put together a study. Mr. Kozak noted that the next step would be to submit a project plan to NHESP Regulatory Review. Rob showed the Committee the AECOM site plans showing the NHESP boundary line. Bill Ferguson recommended that we submit the plans to NHESP for an informal review. Bill Mello suggested that the Committee review the proposed space program with the DPW Director. Rob said that he would draft a letter and ask AECOM to review the site plans and let us know if any changes should be made to the plans.

Mr. Kozak said that he thinks it will be 1 – 3 years until the Town accepts and agrees to fund a

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NORTHBRIDGE TOWN HALL

new DPW. The Chairman said that at the Selectmen's meeting he suggested that the Selectmen view the existing DPW. Rob advised that since a new DPW could be years down the road we would need funds to bring the existing DPW up to code to comply with safety, building, electrical, and other standards. He noted that we need to figure out how the building is deficient. Bill Mello suggested that we approach the various departments to determine if a Certificate of Occupancy could be issued and if not, why not. Rob pointed out the need for urgency and cautioned that the same codes would be upheld for the Town as for individuals. He noted that the Selectmen specifically asked to see the DPW. The Chairman stated that he asked the Town Manager to set up a meeting with the Board of Selectmen to view the DPW.

### **POLICE STATION H.V.A.C.**

The Chairman stated that we are still waiting for the final report from the engineer. Mr. Kozak announced that we got approved for the \$5,000 energy credit.

### **POLICE STATION**

Mr. Kozak told the Committee that the Police Chief is having the prisoners paint the Police Station and that the bricks will be repaired.

### **HIGH SCHOOL FIELDS**

The Chairman noted that he still had not heard from Paul Halacy about the bids for the pathway.

The Chairman said that he received a letter dated May 10, 2010 from the Superintendent of Schools thanking the NBPCC for its offer to cover the expense incurred for the fence at the High School athletic fields. Included with the letter was an invoice from North Smithfield Fence, Inc. for \$5,893.05 for supplying and installing the gate at the Fields. The Superintendent requested that if the intention of the NBPCC was to pay for the invoice from the balance in the High School account, NBPCC not pay the bill but rather return the invoice to the School Department for payment from a School Department account. Accordingly, the Chairman asked Pam to return the invoice with a cover letter to the Superintendent of Schools requesting that the invoice be paid from the School Department account.

The Chairman also noted that he received a letter from John Wagner requesting payment for outstanding bills. He advised that since we still have not received clarification about possible overpayments to Weston & Sampson, we should not respond to the letter.

### **ALDRICH SCHOOL**

There was nothing new to report.

**OTHER BUSINESS**

The Chairman provided a handout dated May 10, 2010 with proposed construction for housing from the Town Planner which we had requested. Bill Mello noted that the Committee has an interest in long range planning.

Bill Mello told the Committee that we currently have the capacity at the High School to perform a lot of graphic work. He added that Melissa Martin of the High School Science and Technology Department has the capability for long range studies. He noted that we need to look ahead and should take every opportunity regarding planning. The Chairman voiced the concern about the possibility of an adjustment on the fire insurance policy due to changes in run times. Bill Mello advised that Town emphasis on planning makes the Town appear more attractive which could bring in more residents. The Chairman said that the Town Planner reported that there is no problem with future expansion of the Town. He reviewed that the Committee has collected data about the DPW proposed site on Providence Road and that the endangered species issue caused us to not proceed with that site. Bill Mello noted his concern about the need to establish criteria for locating a building site. Rob acknowledged Bill Mello's concern but cautioned that the Town is largely built out and realistically we are limited in opportunities for possible sites. Rob advised that the new Fire Station location was more critical than that of the DPW. Bill Mello emphasized his concern with planning; that it is "good to know where we are going and where we are headed." He added that the Town has a capacity and it is advisable to know what it is and how it affects us.

The Chairman noted that we said that we would like to work with the Board of Selectmen to negotiate about the Fire Station. He added that he and the Town Manager would attend the Board of Selectmen's meeting to seek guidance in the direction the NBPCC should take.

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:40 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

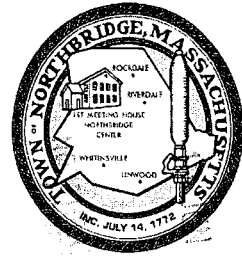
*Pamela L. Ferrara*



# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

COPY



## ***MEETING MINUTES***

**MEETING DATE:** June 3, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, William Ferguson, William Mello, and Ronald White.  
Also present: Clerk Pamela Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the May 20, 2010 meeting. **Motion to approve the minutes as amended was made, seconded, and carried.**

### **HIGH SCHOOL FIELDS**

The Chairman said that he was still waiting for Mr. Halacy to accept bids for the pathway. The Chairman clarified for Committee members that the School Department knows that the hill leading to the fields does not have handicap access.

### **NEW FIRE STATION PROJECT**

The Chairman told the Committee that the Town Manager is still awaiting word on Mr. Jolles' availability to discuss the purchase of his land for a new Fire Station. The Chairman noted that he and the Town Manager met in executive session with the Board of Selectmen who arrived at a "not to exceed dollar amount" for the purchase of Mr. Jolles' land.

### **DPW FACILITY STUDY**

The Chairman reviewed that the Town Manager is going to set up a meeting with the Board of Selectmen to look at the DPW. He added that the Committee would be informed by email as to the date and time of the meeting. Bill Mello said that he might not be able to attend the meeting.

The Chairman said that he informed Rob that AECOM had no additional information to add to the site plans at 644 Providence Road. He noted that Rob was going to provide information about the layout and put together a letter through the Town Manager's office to send to the Natural Heritage and Endangered Species Program (NHESP) for review.

### **ALDRICH SCHOOL**

There was nothing new to report. The Chairman requested that Pam ask the Town Manager to provide the Committee with a breakdown of costs incurred to renovate Aldrich and give some projections about additional expenses.

### **POLICE STATION H.V.A.C.**

The Chairman told Pam to put on hold an invoice from Seaman Engineering Corp. in the amount of \$1,960.00 which would result in the contract amount being exceeded by \$120.00. In addition, the Chairman noted that Seaman Engineering's remaining work of balancing the system has not been completed. The Chairman asked Pam to speak with Kevin Seaman to correct the invoice discrepancy and remind him of the need to complete the work at the site.

### **POLICE STATION**

There was nothing new to report.

### **OTHER BUSINESS**

Bill Mello distributed to the members a memo that he wrote to be attached to the minutes of this meeting. In the memo Bill voices his concerns about changing space needs for the DPW project. He advocates for "evidence based" programs for this and any future projects inclusive of the Fire Department headquarters. He reiterates that "it is good to know where we are going and where we are headed."

The Chairman requested that Pam ask Town Manager Assistant Sharon Susienka to print in color 5 sets of the DPW photos taken by Ron White for discussion about the DPW with the Board of Selectmen.

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 8:00 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

*Pamela L. Ferrara*

Memo:

To: Northbridge, Massachusetts  
Building Planning and Construction Committee

Project: Department of Public Works Facility

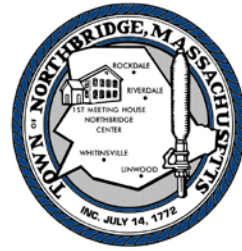
Issue: Space Needs

1. My research has shown that there have been two (maybe three) variable space needs requirements including my efforts prior to the AECOM schematic design work for this project.
  1. The Maguire Group, the contents of which were unknown to me as I proceeded with my efforts.
  2. The DPW Director Graphic presentation, this being a minimal data beginning point.
  3. Previous BPCC member efforts. (Not clear as to detail involved)
  4. My effort.
2. The Linwood site offered an answer to these needs. The space needs would be achievable with a "build-out" within the part of the existing enclosed space. I trusted that the space would be adequate for the needs. Previous to the last meeting I recollected statements by The DPW Director that would indicate some modifications to the proposed space needs. This concerns me as the space needs for the DPW facility appear to be a "moving target" dependent upon the availability of acquiring some type of upgraded facility.
3. What the BPCC should require is an "evidence based" space needs program for this and any future projects inclusive of the Fire Department headquarters.
4. The BPCC can develop projects with "evidence based" needs, site selections, municipal financial planning goals and proposed acquirable dates at a minimum.
5. To achieve this, each future project, the BPCC should invite all related, data holding municipal departments to share their interests in each project by attendance at our meeting or by written memo.
6. We have seen what effect that "data omissions" have had on giving our knowledge and labors to a much needed project.
7. I repeat, "It is good to know where we are going and where we are headed". When you are at sea, under sail, and your destination is at odds with unknown changing wind directions, you tack changing headings many times. But in these days long range meteorological information is available to make efficient use of the winds to get to your destination. Let us get up to date!

William J. Mello Jr. AIA  
BPCC Member

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***MEETING MINUTES***

**MEETING DATE:** June 17, 2010

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman George Murray, William Ferguson, William Mello, Tom Pilibosian and Ronald White. Also present: Clerk Pamela Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 7:00 P.M.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the June 3, 2010 meeting. **Motion to approve the minutes was made, seconded, and carried.** Tom Pilibosian abstained from voting as he was not present at the previous meeting.

The Chairman explained that as the DPW purchase contained in the Executive Session Minutes dated 11/19/09 and 12/17/09 is no longer a consideration, the Town Manager requested that the Committee vote to release those minutes.

**Bill Ferguson made the motion, seconded by Tom Pilibosian, and unanimously approved by the Committee to release the Executive Session Minutes dated 11/19/09.**

**Bill Ferguson made the motion, seconded by Tom Pilibosian, and unanimously approved by the Committee to release the Executive Session Minutes dated 12/17/09.**

### **HIGH SCHOOL FIELDS**

The Chairman indicated that he has not heard from Mr. Halacy regarding bids for the pathway.

### **NEW FIRE STATION PROJECT**

The Chairman told the Committee that the Town Manager is still waiting to hear from Mr. Jolles regarding his availability to discuss the purchase of his land for a new Fire Station.

### **DPW FACILITY STUDY**

The Chairman noted that Vice Chairman Rob Knapik composed a letter to the Natural Heritage & Endangered Species Program for mailing with existing and proposed site plans and correspondence from Thomas W. French regarding the endangered species at the Providence Road site. The purpose of Rob's letter was to request a review of the paperwork to determine if the proposed project at Providence Road could be allowed under the Massachusetts Endangered Species Act and under what conditions it would be allowed. This would assist the Town "in making a preliminary determination of the logistical and economic feasibility of constructing the proposed DPW generally as shown on the Site Plan." The Chairman signed the letter and instructed Pam to bring the letter and documentation to the Town Manager's office to be mailed.

Tom asked if a Providence Road location had been considered as a potential site for a new DPW facility. The Chairman responded that Maguire Group, Inc. had done a study on the site as a possible location for a proposed Fire Station. He noted that there was too much ledge, making development of the site cost prohibitive for the Town.

### **ALDRICH SCHOOL**

The Chairman distributed to the Committee copies of a list of costs through 6/11/2010 for Aldrich School repairs from the Town Manager. The Chairman noted that there was an Article for \$93,000 for Aldrich renovations, very little of which had been spent. He added that the project was under the jurisdiction of the Board of Selectmen.

The Chairman reviewed with the Committee that the Town Manager was waiting for fiber cable for telephone and internet to be connected so people could begin moving into the building.

### **POLICE STATION H.V.A.C.**

The Chairman noted that Pam had contacted Kevin Seaman of Seaman Engineering Corp. to ask him about the final invoice for \$1,960 and discuss with him that the work had not been completed. Kevin said that he informed the Contractor that the invoice would not be paid until the work was finished. The Chairman told Pam that the check was not to be released until the work was complete.

### **OTHER BUSINESS**

The Chairman informed the Committee that Don Lange's term as a member of the NBPCC had ended. He acknowledged Don's devotion to the Town, noting that Don had served over 30 years on the School Committee and many years on the NBPCC. **Bill Ferguson made a motion that the Committee recognize the work of Don Lange in his service to the NBPCC and to the Town of Northbridge, and that we request the Town Manager to send a letter to Don**

**expressing our gratitude. The motion was seconded and unanimously passed.** The Chairman asked Pam to contact the Town Manager with the Committee's request to send Don the letter.

The Chairman also noted that Pam's work as administrative assistant to the Committee was ending because the position had been combined with the DPW Secretary's job. The Chairman acknowledged that Pam had done a great job, particularly working with the Accounting Department on billing issues. **Bill Ferguson made a motion to have the Town Manager send Pam a letter on behalf of the NBPCC in appreciation of her work for the Committee. The motion was seconded and unanimously passed.** Pam thanked the Committee members for giving her the opportunity to serve as Administrative Assistant to them. She expressed her admiration for the members and appreciation of the excellent work that the Committee does on behalf of the Town.

The Chairman asked Pam to help the new Administrative Assistant, Susan Brouwer, to transition to her responsibilities for the NBPCC.

The Chairman reviewed with the Committee that the Town Manager was working to get the Selectmen together for a meeting with the NBPCC to view the existing DPW facility.

Bill Mello reported that the Green Committee, of which he is a member, had discussed wind energy plans, which could necessitate access by trucks to the high school practice field area. The Chairman assured Bill that the bridge near those fields would hold at least concrete trucks. Bill Mello expressed concern that there could be issues with abutters and the noise that might result from the wind energy apparatus. Bill Ferguson said that his experience was that the noise made by the apparatus was very soft. Bill Mello noted that the noise depended on the design and wind speeds. He said that he didn't know if the NBPCC would be involved in the wind energy project.

**The Chairman presented the following invoices from Weston & Sampson which the Committee unanimously approved:**

- 1) Proj. No. 2080233, Inv. No. 179169, High School Fields & ADA Access...\$ 500.00**
- 2) Proj. No. 2080344, Inv. No. 166268, Track Resurf. & Constr. Admin... \$1,375.00**

The Chairman noted that payment for completion of the Track at the Middle School comes out of a special account at the School Department. He added that this is the final payment for the Track project.

The Chairman asked Pam to work with Michelle Laramee of the Accounting Department to put together information for request for encumbrances of funds from FY'10 to FY'11 and intent to carry forward remaining article balances. Encumbrance requests and intent to carry forward article balances which require the Committee's vote are due in the Accounting Department by July 9<sup>th</sup>.

The Committee agreed to have the next meeting July 1<sup>st</sup>.

**Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:45 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***MEETING MINUTES***

**MEETING DATE:** June 24, 2010

**PLACE:** DPW Existing Facility

**PRESENT:** Chairman George Murray, Vice Chairman Rob Knapik, Tom Pilibosian, and Ronald White. Also present: Selectman Jim Marzec, Selectman Tom Melia, Selectman Dan Nolan, DPW Director Richard Sasseville, Town Manager Ted Kozak, and Clerk Pamela Ferrara.

**CALL TO ORDER:** The Chairman called the meeting to order at 6:00 P.M.

### **DISCUSSION:**

The Selectmen met with the Committee members and the DPW Director to view the existing DPW facility which consists of a series of buildings and vehicles.

The DPW Director conducted the tour starting with the first building, a white structure, which had once been a heated garage but was now “beyond repair” and unusable with a bad roof and a sagging floor.

The group crossed to the opposite side of the lot to view a grey shed which had been moved and was on blocks. It has electricity but no heat and stores tools. Mr. Marzec wondered if the building could be used for something else.

Mr. Sasseville noted that the rising water level of the nearby Mumford River sometimes causes flooding of the bathroom facilities.

The next building was a red structure beside a catch basin. Mr. Sasseville explained that the building is used for storage of oil and lubricants. He said that if you advance to the second level you will see the sky: the roof is gone. He added that the building is sinking. Mr. Sasseville said that only a few inches leeway exists between the garage door and parked trucks.

Mr. Sasseville added that the soil is contaminated and that a storage tank located under the office is full of water. He also noted that there is no place on the site to legally wash trucks. He said that the exhaust system is gone.



Mr. Sasseville pointed out that a 1974 grader on the site cannot be used because it has a hydraulic leak.

There are several large tents onsite where trucks are stored. Mr. Sasseville explained that the new trucks do not fit into the garage and that they need to be under cover to be usable in a snowstorm. He added that inside storage wasn't available for a truck worth \$140,000. He noted that replacement parts for the truck are \$12,000, which have been replaced at least two times due to the truck's constant exposure to the elements.

The group next viewed the office building. Mr. Sasseville told the group that when the river floods, the bathroom floods. He also pointed out the water stained ceiling tiles, noting that the 5 year roof was now in its 10<sup>th</sup> year and showing signs of wear. There was one meeting area in the office building and it had many uses including eating and conferences. Mr. Sasseville told the group that there are no shower stalls on site. He noted that the garage floor is pitched and there is no drainage in that area. He added that the heat causes all the liquid deposits to fall off the trucks leaving a 2-inch thick puddle.

The group headed to the last building used for sand and salt storage. Mr. Sasseville told the group that in the Fall 18 inches of water came up in the paved area in front of the building. He noted that it is difficult to get salt and that the stored salt hardens. There was a large hardened hill of salt backed up to the rear wall of the building. Selectman Tom Melia suggested that a salt shed with access to both ends would be preferable.

Mr. Sasseville noted that there are 1000 catch basins that need to be cleaned but the Catch Basin Truck needs replacing.

The NBPCC Chairman asked what emergency repairs would need to be done. Mr. Sasseville responded that first priority should be remediation of deplorable employee work conditions such as the bathroom flooding. He noted his disappointment that an opportunity was missed to purchase the Linwood property as a new site and that he wished that the Selectmen had viewed the existing DPW site before the Town Meeting.

Mr. Sasseville said that there is soil contamination and land use restriction at the existing site, which would make it difficult to sell.

Mr. Marzec suggested that the site might be made into a park. Mr. Sasseville said that the area wasn't in a National Historic Park district. The Town Manager informed the group that Whitinsville was being considered as a possible National Historic area.

Tom Pilibosian, safety professional and NBPCC member, advised that the Town provide a decent work environment for DPW staff. He particularly cautioned about a safety violation in the welding area where there is no fume exhaust system.

The NBPCC Chairman asked the Selectmen, "What do you want us to do?"

The Town Manager said he expected that the DPW facility would be located at the site for another couple of years, indicating that repairs would have to be performed.

The Chairman advised the Selectmen that we have to do something with the roof and doors.

Mr. Sasseville noted that the office building isn't connected with the Town Sewer System and that the existing system would not pass Title 5.

Tom Pilibosian said that the Town would have to put some money into repair work, otherwise the State could come in and impose heavy fines for multiple safety violations, adding to the growing expenses.

The Town Manager informed the group that some money might be available for repairs.

Tom Pilibosian advised that the Town at least install exhaust hoses to afford some ventilation.

Mr. Sasseville emphasized the DPW resourcefulness in purchasing all second hand sanders and other equipment and combination trucks with multiple uses to cut down on inside storage.

Tom Melia suggested roof exhaust work and purchasing another storage tent.

The Town Manager advised that a study on the wood turtle, an endangered species located at the Providence Road site, needs to be performed. Mr. Sasseville further explained that problems at the Providence Road site include wetlands, setback requirements, limited access to the site, and exorbitant railroad costs of \$250,000 to \$350,000. He noted that an easement at the Hartford Railroad allows us to cross for sewer purposes but that we've had trucks get stuck on the railroad tracks.

Mr. Sasseville told the group that the flashing needs repair, estimating that replacement of the membrane roof would cost \$15,000 to \$25,000. Jim Marzec emphasized that the roof needs to be corrected. Mr. Sasseville added that the first step is to get a roofer to provide an assessment.

Dan Nolan suggested that the Fire Station might be used as a stop gap for vehicle storage and office location.

Jim asked the cost to replace the Fire Station to which the Chairman responded \$7- 9 million.

The BPCC members and the Board of Selectman concluded that the consensus was to get professional estimates for the roof, doors, and tracks.

**Motion was made, seconded, and passed to adjourn the meeting at 7:15 P.M.**

Respectfully submitted by Pamela Ferrara, Clerk

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***MEETING MINUTES***

**MEETING DATE:** July 1, 2010

**TIME:** 7:00 p.m.

**PLACE:** Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** George Murray, Robert Knapik, William Ferguson, William Mello, Tom Pilibosian and Ronald White. Also present: Susan Brouwer, Clerk, Thomas Mattson, Blackstone Valley Tribune.

**Reorganization of the board:** Sue Brouwer, Clerk called the meeting to order at 7:00 P.M. and asked for nominations for Chairman.

*George Murray nominated Rob Knapik as Chairman, seconded by Bill Ferguson. Hearing no other nominations, nominations were closed. The Committee voted unanimously in support of Mr. Knapik for Chair.*

Chairman Knapik called for nominations for Vice Chairman.

*Rob Knapik nominated George Murray as Vice Chairman, seconded by Tom Pilibosian. Hearing no other nominations, nominations were closed. The Committee voted unanimously in support of George Murray as Vice Chairman.*

## **DISCUSSION:**

The Chairman thanked the former Chairman, Mr. Murray, for his dedication and knowledge and welcomed Susan Brouwer as the new Clerk to the committee.

The Committee reviewed and discussed the minutes from the June 17, 2010 meeting. The Committee made amendments to the minutes. *George Murray made a motion to approve the amended minutes, seconded by Bill Ferguson. The motion carried 5-0-1 abstention from Rob Knapik.*

## **HIGH SCHOOL FIELD**

The Chairman indicated that he has still not heard from School Committee or Mr. Halacy, Director of Building and Grounds regarding bids for the pathway. George Murray said they are

accepted at 8/5/2010 meeting

holding back \$2,800 to \$3,000 on Mountain View's contract for area drainage and resetting of home plate and the pitcher's mound. George recommends contacting Paul Halacy for an update on the fields and pathway.

### **NEW FIRE STATION PROJECT**

Chairman, Rob Knapik recused himself from discussion concerning the potential purchase of land on Main Street owned by WRT Management Corporation. George Murray, Vice Chairman took over the discussion and said he spoke with Mark Anderson from Heritage Design this past Tuesday regarding the property but he has not heard back yet. Bill Mello asked if there was any other town-owned property where a new Fire Station could be built. George Murray indicated no other town-owned property is being considered due to location, but there has been talk of other possible sites should the land owned by Mr. Jolles not work out.

### **DPW FACILITY STUDY**

On June 24, 2010, a joint meeting of the BPCC and BOS was held at the existing DPW facility. Members of the BPCC in attendance were former Chairman George Murray, former Vice Chairman Rob Knapik, Tom Pilibosian, and Ronald White. Board of Selectmen members in attendance were Chairman Jim Marzec, Tom Melia and Dan Nolan. Also present were DPW Director Richard Sasseville, Town Manager Ted Kozak, and Clerk Pamela Ferrara.

BPCC members discussed the unacceptable and unsafe conditions at the present DPW facility. The BPCC acknowledged that in light of the failure of the Town at the Spring 2010 Annual Town Meeting to approve the purchase of the Linwood Avenue property, and the apparent constraints and cost to construct a DPW Facility at the Wastewater Treatment Plant on Route 122, the BPCC must now turn its immediate attention to making remedial repairs to the existing buildings at the present DPW Facility.

Chairman Knapik said he would contact the Facility Director Mr. Sasseville and ask him to prioritize a list of repairs in order to begin the process of fixing the existing DPW buildings. Members discussed their concerns of the existing facility as they are today. Member Pilibosian said safety should be the number one priority. He feels there is a real possibility of someone being injured or even killed and a timeframe of three to four years to build a new building is unacceptable. Chairman Knapik responded saying the necessary repairs would reveal themselves when the Chairman speaks with Mr. Sasseville, he will ask him to categorize the repairs by necessity (safety being the first concern) and then by cost. Member Mello said that although he did not attend the meeting on June 24, he has visited the site many times and expressed concerns of whether or not an electrical ground fault exists in the present garage; stating a wet floor and no ground fault can mean disaster. Mr. Mello's other concerns relate to OSHA regulations which including having an emergency eyewash station and shower for the employees. He also would like to have the building, electrical and plumbing inspectors visit the site and make a list of code violations. He feels we should see whether or not the building inspector would issue an occupancy permit, as the buildings exist today and if not the buildings should be condemned.

Member Ron White also shared concerns regarding occupancy of the building. The Chairman asked Bill Ferguson if he would contact the Building Inspector Jim Sheehan to discuss whether or not the Building Inspector would visit the site and issue a report regarding occupancy. George Murray commented the committee consensus appears to be getting prices for replacing the roof (the present roof is 10 years old and was only suppose to be in place for a maximum of 5 years) and new garage doors with an exhaust system outlet. The garage doors do not have exhaust outlets and are opened during the winter to eliminate exhaust fumes, causing the floors to freeze and become an ice hazard. George also said these are only stopgap measures and that people occupying the building should have a safe and satisfactory roof. George expressed the Town Manager concern of spending money on the current structure stating the Town does not have a funding source for repair of buildings. Bill Ferguson's concern is the leaking roof. He believes this is a personnel safety issue. He inquired about using money in the gravel account. Rob explained the Town Meeting vote gave very limited use of the money. Bill responded stating we should determine what the emergency repairs are prior to the Fall Town Meeting and look at the possibility of using gravel money, DPW funds and also check with the Town Manager to see what funding sources he recommends. Bill also mentioned he would contact Richard Sasseville, DPW Director to set up a time to visit the facility, as he was not able to make meeting.

***George Murray made a motion to request that the DPW Director obtain estimates for a roof on the main building and complete replacement of the overhead doors including an exhaust system, motion seconded by Ron White. The motion carried 5-0-1 Bill Mello abstaining.***

Members then discussed the proposed DPW facility site at the Wastewater Treatment site. Chairman Knapik said George sent a letter to the National Heritage & Endangered Species requesting a look at the site and see whether or not they should proceed. Bill Mello asked how much of this site is needed for future expansion of the Wastewater Treatment Facility. The Chairman will discuss this with Mr. Sasseville. Tom Pilibosian asked about acquiring the adjacent land from Mr. Dyer's estate as Mr. Dyer recently passed. He also inquired about whether this is zoned industrial land.

### **ALDRICH SCHOOL**

Bill Mello asked about a timeline for occupancy and about getting a lift to the second floor. The Chairman distributed to the Committee copies of a list of costs through 6/11/2010 for Aldrich School repairs from the Town Manager. The Chairman noted that there was an Article for \$93,000 for Aldrich renovations, very little of which had been spent. He added that the project appears to have been undertaken under the jurisdiction of the Board of Selectmen.

The Chairman said the Town Manager was waiting for fiber cable for telephones and internet connection, so people can begin moving into the building.

### **POLICE STATION H.V.A.C.**

The Chairman asked the status for the invoice and retainage for the contractor Ambient Air and

Kevin Seamen. George Murray said far from completed. George said we are still waiting on as-builds and OEM Manual on installed thermostats. Rob asked George to keep him up-to-date.

### **OTHER BUSINESS**

**The Chairman presented the following FY 10 Encumbrances, which the Committee unanimously approved:**

- 1) Capital Projects Fund (30) encumber from FY2010 to FY2011.**
- 2) General Fund from FY 2010 to FY 2011.**

Bill Mello inquired about a GIS build out of the Town. Rob Knapik noted that Uxbridge has a build out analysis done by Massachusetts Blackstone Valley Heritage Corridor Commission.

George Murray asked Sue to check with Dick Sasseville about using the moving contractor to move the BPCC files from the High School to the Northbridge Town Hall Annex or for Dick to ask Paul Halacy about using the school gate truck to move the files. There are (2) lateral files, (5) stackable files, (3) plan racks and 3-5 cardboard boxes at Pam's house.

Bill Ferguson inquired about the meeting schedule. It was agreed to keep the meetings the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month.

Bill Mello commented on the report on the walk through should reflect many things. He would like to have a walk through done with the Board of Selectmen at the Fire Station.

The Committee agreed to have the next meeting July 15.

***Motion was made, seconded, and unanimously approved to adjourn the meeting at 7:45 P.M.***

Respectfully submitted by Susan Brouwer, Clerk



## **THE BUILDING, PLANNING and ON COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

**MEETING DATE:** July 15, 2010

7:00 PM Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman Robert Knapik, Vice Chairman George Murray, William Mello, Tom Pilibosian and Ronald White. Also present: Susan Brouwer, Clerk, Richard Sasseville, DPW Director and Thomas Mattson, Blackstone Valley Tribune.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes from the June 24, 2010 meeting. The Committee made amendments to the minutes. **George Murray made a motion to approve the amended minutes, seconded by Ron White. The motion carried 5-0, Bill Mello abstaining.**

### **HIGH SCHOOL FIELD**

The Chairman stated Paul Halacy, Director of Building and Grounds is on vacation this week and does not have an answer regarding an update on the fields or pathway.

### **NEW FIRE STATION PROJECT**

Chairman Knapik recused himself from discussing purchasing land owned by Mr. Leonard Jolles, as he is a client. George Murray, Vice Chairman took over the discussion regarding this project and stated Mr. Kozak still has not heard back from Mr. Jolles regarding purchasing the land.

### **DPW FACILITY STUDY**

Chairman Knapik recommended amending future agendas on this topic to subtopics of *a) Existing DPW facility b) Proposed DPW facility*. Members agreed to this format.

#### **Existing DPW facility**

Mr. Sasseville, DPW Director was present and participated in the discussion. Chairman Knapik

BPCC accepted at 8/19/2010 meeting

stated at the last meeting the committee voted to have Mr. Sasseville obtain estimates for a roof on the main building and complete replacement of the overhead doors including an exhaust system. The committee asked Mr. Sasseville to come up with priority list of necessary renovations needed to improve the existing facility. Mr. Sasseville began by saying he obtained a quote to replace the existing garage doors. The quote was obtained from Overhead Door Co. for \$19,750. Bill Ferguson suggested getting additional quotes. Bill Mello commented the quote is not a complete quote because there is no electrical included. Mr. Mello asked Mr. Sasseville if the electrical distribution was sufficient for the additional load for the door openers. Mr. Sasseville responded there is enough within the main panel, but additional branch circuits may need to be added to operate the new motors.

Discussion then focused on the roof on the main DPW building. Mr. Mello indicated the whole roof is in disrepair. Mr. Sasseville stated he wants a roofer to determine the scope of work necessary to fix the roof membrane.

Tom Pilibosian stated the other ten priority items listed are too broad in scope and requested the list be broken down with actual cost estimates for each item. The scope of work as presented is estimated to cost between 75-100K.

Consensus of the Committee was to direct Mr. Sasseville to prioritize a list of ten most urgent safety items with detail cost estimate for each item so the committee can place an article on the Fall Town Meeting warrant. Mr. Sasseville stated a concern with getting cost estimates is they become the number. Mr. Knapik explained that the committee would like to get justifiable figures to place on the Fall Annual Town Meeting.

#### *Proposed DPW facility*

Bill Mello shared his concern with the Board of Selectmen taking it upon themselves to construct a pre-engineered building at the WWTF. He expressed a provision in Town Charter and Bylaws that buildings fall under the purview of the BPCC. Chairman Knapik responded by saying that until the BPCC is asked to get involved in the process there is little the committee can do and the number one priority is to build a new DPW facility. Other members shared concerns lack of site work, space program needs and building timeline. The Chairman said he believes it is the Board of Selectmen's intention to place a warrant article on the Fall Town Meeting and stated the BPCC will be responsible for overseeing the project.

#### **ALDRICH SCHOOL**

The topic of discussion revolved around the timeline for occupancy. After a brief discussion, the committee stated for the time being the project is under the jurisdiction of the Board of Selectmen. The Chairman stated the Town Manager is still waiting for fiber cable for telephones and internet connection, so people can begin moving into the building.

#### **POLICE STATION H.V.A.C.**

The Chairman asked the status for the invoice and retainage for the contractor Ambient Air and Kevin Seamen. George Murray said things have not progressed as we are still waiting on as-



builds and OEM Manual on installed thermostats. Rob asked George to keep him up-to-date.

### **OTHER BUSINESS**

Mr. Sasseville presented the committee with a proposal from Superior Roofing for \$98k (*not including extras*) to replacing the entire slate roof on the Whitinsville Social Library. Mr. Mello and Mr. Pilibosian asked Mr. Sasseville how this came about. Mr. Sasseville stated that Acting Library Director, Marcia called Mr. Magowan, Highway Superintendent regarding a leak in the roof. Mr. Magowan went to the library to assess the damage and noticed water stains along the ceiling and walls where chimney passes through. He then discussed the situation with Mr. Sasseville who advised to get a cost estimate to replace the roof. After some discussion on the process, George Murray stated for this to move forward, the committee needs to hire an architect so the architect can produce specs, drawings and a cost estimate to replace the roof. He also mentioned the need for a designer selection process mentioning Gale Associates and Dixon Salo as architectural firms that were hired in the past. Rob Knapik said he will talk with the librarian Marcia to see what the needs are. He also recommended getting a letter from the Library Trustees.

The Chairman presented the following invoice No.19289 for \$1,880.00 from Ambient Air for HVAC project at the Police Department for payment. The remaining balance due is \$3,895.20  
**A motion was present by George Murray, seconded by Bill Mello to approve the payment. The motion passed 5-0.**

The Committee agreed to have the next meeting August 5, 2010.

***Motion was made by George Murray, seconded by Bill Mello, and unanimously approved to adjourn the meeting at 8:20 P.M..***

**Respectfully submitted,  
Susan M. Brouwer  
BPCC Clerk**



## **THE BUILDING, PLANNING and CONSERVATION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

**MEETING DATE:** August 5, 2010

7:00 PM Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman Robert Knapik, William Mello, Tom Pilibosian, Ronald White and Rich Deluca – School Committee Rep. arrived at 7:20 pm. Also, present, Susan Brouwer, Clerk, Town Manager Ted Kozak, Selectman Thomas Melia, Richard Sasseville, DPW Director, and Thomas Mattson, Blackstone Valley Tribune.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes of the July 1, 2010 meeting. **Motion to approve the minutes made by Mr. Mello, seconded by Mr. White, and carried.**

### **HIGH SCHOOL FIELDS**

Mr. Halacy of Northbridge School Department presented bids from three contractors to improve and construct a walkway from the base of the access roadway to the High School athletic fields in the approximate location of a footpath in present use. After discussion ***Mr. Pilibosian moved to appropriate the funds necessary to complete the work by the lowest responsible bidder, D.J. Salmon Lawn & Landscape Inc. Mr. White seconded the motion. The motion carried with Messrs. Knapik, Pilibosian and White voting in favor. Mr. Mello abstained***

### **NEW FIRE STATION PROJECT**

Chairman Knapik recommended tabling this topic until the next meeting. All members present agreed.

### **DPW FACILITY STUDY**

*Existing DPW facility*

Chairman Knapik stated he would like to place a money article on the Fall Town Meeting

warrant to do emergency and necessary repairs to the existing DPW facility. Mr. Sasseville, DPW Director, Town Manager, Ted Kozak and Selectman Tom Melia were present for this discussion. Mr. Sasseville said a proposal to replace the existing five garage doors was received by Overhead Garage Door Co. for \$19,750.00. The quote includes placing one exhaust port and pass through door within (2) of the garage doors. The quote excludes electrical power, control wiring and alarm etcetera. The quote states electrical must be done by others.

A discussion ensued regarding this quote and other necessary repairs including replacing the chimney on the main building where the office is. Mr. Sasseville stated a mason went up and assessed the present chimney. The mason found the existing chimney in poor condition not suitable to for repairs. In order for the existing HVAC ventilation system to be updated, a new chimney needs to be installed. Mr. Sasseville commented depending on the cost, a possible option might be to tear down the existing chimney, and place a metal flue. He is not sure if this would meet code. Mr. Sasseville estimated costs to do emergency and necessary repairs to the existing facility to be around 75 to 100 K. Town Manager, Ted Kozak said he would like to keep the budget in the range of 50 to 60 K.

Discussion then focused on the roof on the main DPW building. Mr. Mello indicated the roof over the main building is in poor shape. Mr. Sasseville stated we may be able to "button it up" and get another 5 years as the last repair which was suppose to be for 5 years is going on 11 years. He is still waiting for an estimate to repair/replace the roof.

The discussion ended with Chairman Knapik stating he would draft an article for the next BPCC meeting to submit to the community for a vote at the Fall Town Meeting.

#### *Proposed DPW facility*

Mr. Sasseville, DPW Director, Town Manager, Ted Kozak and Selectman Tom Melia participated in this discussion. Chairman Knapik advised the committee the Chairman Marzec, Board of Selectman (BOS) published a notice in the paper and central register for quotes to construct a ten to twelve thousand square foot prefabricated metal building on town owned land.

Selectman Melia gave an update as to the process. Mr. Melia said just before this meeting there was a meeting with the Mr. Kozak Town Manager, BOS Chairman Marzec, himself and two members of the community, Mr. Mitchell and Mr. Davis to discuss the 5 RFP responses. Mr. Melia began by saying the proposal was for a 10 to 12 thousand square foot prefabricated metal building. Mr. Marzec received five responses that were very different, gave no specifics, and varied in scope. Mr. Melia advised more information is needed in order to move the new DPW facility forward. Chairman Marzec advised he has been in contact with the Attorney General's office and is working with Conservation Commission regarding a Notice of Intent. Mr. Melia stated in order to get this process moving, the Town Manager and BPCC be more involved in the process. He also stated nothing is going to get done until the boards work together. Chairman Marzec took the lead and Mr. Melia applauds Mr. Marzec efforts and cautiously supports the process if it is done correctly. Mr. Melia asked Mr. Marzec to get more information that is credible by getting the information in writing rather than verbally from various entities. Chairman Marzec assured participants at the prior meeting he is 100 percent positive the new DPW facility can be built for 1.9 million dollars.

Members shared concerns regarding costs of upgrading existing railroad crossing, wetlands, endangered species, OSHA compliance and lack of communication.

Chairman Knapik assured Mr. Melia, Mr. Kozak and Mr. Sasseville that members of the BPCC would be flexible and cooperative. He is cautious whether all the information is 100 percent fact and wants to see things in writing. He said BPCC is willing to “bite the bullet” to get things moving forward for a new DPW facility.

### **ALDRICH SCHOOL**

Topic of discussion was on building use based on getting a lift between the first and second floor. Rich Deluca asked to see a budget breakdown of what the renovations cost. The Town Manager was present and stated he is still cable for telephones and internet connection, so people can begin moving into the building.

### **POLICE STATION H.V.A.C.**

Nothing new to report.

### **OTHER BUSINESS**

Chairman Knapik said he met with Acting Director Marcia Nichols from the library to discuss replacing the library roof. Chairman Knapik viewed the U-shaped portion noticing the left front corner, which showed evidence of water damage. On the second floor, there is a flashing and casing issue around the chimney. Marcia said the Board of Trustees is concerned replacing the roof, may not look the same. Rob questioned getting the roof on the Fall Town Meeting given the scope of the project. Mr. Mello recommended the BPCC make recommendations and asked what the Town’s responsibility is. Mr. Sasseville stated, the Trustees are responsible for the interior furnishings and the Town is responsible for the exterior. Bill Mello countered asking if the Trustees were willing to have performance specifications prepared. Mr. Sasseville advised the committee there is a requirement the Town has a 5-year Capital Improvement Plan with an outline of recommendations and timeline with estimated amounts. Members questioned when this Plan was last updated. Chairman Knapik stated the committee should send a letter to all departments reminding them of the Capital Improvement Plan as stated in the Town Bylaw. Thereafter, the 5-year the Town Manager should submit Capital Improvement Plan to the board.

The Committee agreed to have the next meeting August 19, 2010.

***Motion was made by Bill Mello, seconded by Tom Pilibosian and unanimously approved to adjourn the meeting at 8:35 P.M.***

**Respectfully submitted,  
Susan M. Brouwer  
BPCC Clerk**



## **THE BUILDING, PLANNING and ZONING COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

**MEETING DATE:** August 19, 2010

7:00 PM Meadow Pond Conference Room, Northbridge Town Hall

**PRESENT:** Chairman Robert Knapik, Vice Chairman George Murray, William Mello, Tom Pilibosian, Ronald White and Rich Deluca – School Committee Rep. *left meeting at 7:45 pm.* Also, present, Susan Brouwer, Clerk, James Marzec, Chairman of Board of Selectmen, and Selectman Thomas Melia *arrived at 7:05pm*, Richard Sasseville, DPW Director, and Thomas Mattson Blackstone Valley Tribune *arrived at 7:15 pm.*

### **DISCUSSION:**

The Committee reviewed and discussed the minutes of the July 15, 2010 meeting. **Motion to approve the minutes as amended made by Mr. Murray, seconded by Mr. Pilibosian, Mr. Deluca abstaining. The motion carried 5-0, 1 abstention.**

The Committee reviewed the August 5, 2010 meeting minutes; by consensus, the Committee voted to consider these at the next meeting.

### **HIGH SCHOOL FIELDS**

Mr. Knapik reminded the Committee that Mr. Halacy of Northbridge School Department received three bids to construct a walkway from the base of the access roadway to the High School athletic fields in the approximate location of a footpath in present use. Rich Deluca stated he had a conversation with the School Committee Fees and Fields Subcommittee Chair and advised that the Subcommittee has a meeting scheduled on August 23, 2010 to discuss and finalize the scope of work. He inquired about the payment process. Mr. Murray advised Mr. Deluca the following: 1) State bidding laws do not allow deviation from the initial proposed scope of work unless all bidders are afforded an opportunity to reconsider their bids based on the revised scope of work; and 2) the contractor must pay prevailing wage rates and provide time sheets to the Committee for the Committee's approval for payment. The school should not pay the contractor directly. Mr. Deluca said he would advise the Fees and Fields Subcommittee of

Approved at BPCC 9/2/2010 meeting

these items. There was also a discussion about Mountain View final payment is pending finishing the fields.

### **NEW FIRE STATION PROJECT**

There is no new information on this topic. Mr. Murray advised that due to the lack of interest from the seller, the committee might wish to consider moving along to another location.

### **DPW FACILITY STUDY**

#### *Existing DPW facility*

Mr. Knapik distributed a draft article totaling 90K for consideration by the Committee for the warrant of the Annual Fall Town Meeting. The article would fund replacement of “big-ticket” items on the list of necessary repairs as provided by the Director Sasseville. Director Sasseville intends to finance the cost of the smaller items from the repair and maintenance line item within the existing highway budget. Discussion focused on the larger items, which include, replacing the existing garage doors, repairing the roof and replacing the existing chimney with a metal stack. Members had concerns regarding the wording of the article and after a brief discussion; the Committee tabled the article until the next meeting.

#### *Proposed DPW facility*

There was a lengthy discussion between the Committee, Mr. Marzec, Mr. Melia, and Director Sasseville. Mr. Knapik began the discussion saying Mr. Marzec contacted him as a private citizen to request that Mr. Knapik and Mr. Mello meet with Mr. Marzec and Neal Mitchell on Monday, August 16, 2010 to the results of a preliminary investigation conducted by Messrs. Marzec and Mitchell concerning the construction of a DPW Facility at the Northbridge Wastewater Treatment Plant (WWTP).

Mr. Marzec and Mr. Mitchell have conducted a thorough initial investigation and delivered schematic plans that Mr. Knapik distributed to the Committee. Mr. Knapik indicated that upon considering the information provided by Messrs. Marzec and Mitchell, it appears that it may be feasible to construct a building, a salt shed, and all necessary and related infrastructures at the WWTP generally in accordance with the preliminary schematics. Mr. Knapik recommended to the Committee that it solicit three quotations for an accurate and complete existing conditions survey of the area of proposed construction so that proper site planning and design can be undertaken. The Committee agreed.

Mr. Marzec indicated that preliminary discussion with relevant state, local and private entities have been favorable. Marzec has had preliminary discussions with representatives of: 1) the Natural Heritage and Endangered Species Program of the Massachusetts Division of Fisheries and Wildlife concerning the presence of the Wood Turtle, a species of special concern; 2) the Northbridge Conservation Commission, 3) the Attorney General’s Office; 3) Mass Highway; and 5) The Providence and Worcester Railroad. At this time, Mr. Marzec has delivered the results of the preliminary investigation to the Committee with the intention that the Committee continues the analysis and design process. Mr. Marzec urged the Committee’s support of an article to appear on the warrant of the fall town meeting to raise and appropriate a sum of money to

construct a DPW Facility at the WWTP.

Mr. Marzec said after placing an ad in the central register and local paper, he received five (5) “request for interest” from contractors to build a metal building.

Mr. Knapik thanked Mr. Marzec for the work he and others had undertaken and conveyed the Committee’s willingness to advance and potentially complete the design process with the expectation that the building size, location, and overall project cost be refined and finally determined as a result of the Committee’s efforts.

Mr. Pilibosian expressed the desire for the support Board of Selectmen to appropriate funds necessary to make urgently needed repairs to the current DPW Facility while the feasibility, planning and design of the proposed DPW Facility is ongoing. He conveyed the long-standing concern of the Committee for the safety and well-being of the DPW employees. Mr. Pilibosian urged that repairs to the current DPW Facility be undertaken immediately.

Mr. Melia confirmed his support of Mr. Marzec’s efforts to construct a new DPW Facility, and acknowledge the accuracy of the observations of Mr. Pilibosian but would prefer to avoid paying 90K for repairs to the existing DPW Facility if construction of a new DPW Facility appears likely in the near future. Mr. Melia would like the Committee to contact the Attorney General’s Office to resolve any concerns regarding compliance with the procurement laws.

The discussion concluded with an agreement by Mr. Marzec, Mr. Melia, Mr. Sasseville and the Committee to obtain the following:

- 1) Current, accurate existing conditions survey estimated to cost approximately \$10K;
- 2) Investigate compliance with the procurement laws;
- 3) Submit a letter to the Providence and Worcester Railroad seeking consent to relocate the existing railroad crossing; and
- 4) Determine the present and reasonably foreseeable space needs of the DPW.

In conclusion, it was consensus by all not to hold off on placing an article to build a DPW facility on the Fall Town Meeting warrant. Mr. Marzec agreed to look at holding a Special Town Meeting prior to the Annual Spring Town Meeting.

### **ALDRICH SCHOOL**

There was nothing new to report on this topic.

### **POLICE STATION H.V.A.C.**

There was nothing new to report on this topic.

- a) *Seaman Engineering Payment status – still on hold*
- b) *Ambient Air Retainage – still on hold*

### **OTHER BUSINESS**

Correspondence

Approved at BPCC 9/2/2010 meeting

*Northbridge Building, Planning and Construction Committee*

Meeting Date: August 5, 2010

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– Bylaw Review Committee Memo Mr. Knapik will electronically distribute to the Committee the provisions of the Code of the Town of Northbridge relevant to the Committee for review.

- Whitinsville Social Library Roof Project Mr. Knapik no new information. The Committee stands ready to assist the Library Trustees in replacement of the Library roof. Consensus of the Committee was once the Library Trustees are ready to move forward with the roof project the Committee will invite them to a meeting to discuss the design and scope of the project before moving ahead.

The Committee agreed to have the next meeting September 2, 2010.

***Motion was made by Bill Mello, seconded by Tom Pilibosian and unanimously approved to adjourn the meeting at 9:10 P.M.***

**Respectfully submitted,  
Susan M. Brouwer  
BPCC Clerk**

Approved at BPCC 9/2/2010 meeting





## **THE BUILDING, PLANNING and CONSERVATION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

MEETING DATE: August 26, 2010  
10:00 a.m. Waste Water Treatment Plant, Providence Road

PRESENT: Vice Chairman George Murray, William Mello, Tom Pilibosian arrived at 11:05 a.m., and Ronald White. Also, present, Susan Brouwer, Clerk, James Marzec, Chairman of Board of Selectmen, Resident Neal Mitchell, Richard Sasseville, DPW Director, and Arthur Magowan, Highway Superintendent

Vice Chairman, George Murray called the meeting to order at 10:00 am.

### **DISCUSSION:**

#### **Space Issues at the Proposed DPW facility**

The Vice Chairman opened the discussion by asking Mr. Sasseville to comment on the current capacity and future growth of the Waste Water Treatment Plant (WWTP) in relation to the proposed location of the new DPW facility. Mr. Sasseville said the current system has the capacity to process two million gallons of sewage a day. The last time the plant used the existing sewer beds were used was during the flood of 2005 when four to five million gallons of sewage was sent to the plant and the only way to get rid of it was to send it to the sewer beds. Mr. Sasseville commented this option is not ideal because these beds have accumulated one hundred years worth of phosphorus, and new regulations require phosphorus be removed prior to discharge.

The Vice Chairman recognized Mr. Mitchell who distributed proposed layouts of the new DPW facility and plans for a salt shed consisting of a metal building lined with wood, using a concrete base and pony walls.

#### **Proposed Building Shell Size**

Mr. Mitchell presented several drawings of the proposed DPW building layout. Mr. Mitchell recommends a pre-fabricated metal frame building with a clearance span of 60 feet, measuring approximately 80x162. The building drawings show heated garage space measuring 80x90 =

Accepted at October 7, 2010 meeting as amended

7,200 sq. ft. and unheated garage space measuring  $80 \times 18 = 1,440$  sq. ft., and office space measuring  $60 \times 36 + 2,160$  sq. ft.

### Office Space

Mr. Mitchell then passed out a proposed office layout sheet for discussion. The drawing contained the office space areas measuring : 12x14-vestibule area, 24x16 general office space, 12x18 DPW Director/ Town Engineer office, 12x8 CAD Room, 12x12 Highway Superintendent

Office, 6 foot corridor, 13x13 Plan Room, 12x18 Conference Room, 2 – 12x8 Toilet Room, 12x23 Multi

Function Room, 12x13 Male Changing Room, 13x8 Male Toilet (Shop), 13x13 Female Toilet (Shop).

Mr. Mello asked Mr. Sasseville in terms of growth, how many highway workers should the space be planned for. Mr. Sasseville said the team should plan for ten to eleven highway workers consisting of eight to nine men and two women. Mr. Mello said this would have an affect on space for planning locker rooms and will dictate room size. In the office area, Mr. Sasseville said there should be space for a 1- Highway Director 1-Highway Superintendent and one Secretary. Mr. Mitchell said the spaces should be large enough for the people that use it.

Mr. Mitchell took questions regarding the office layout. Mr. Sasseville asked about flexibility in space, specifically the need for adding showers, laundry space and kitchen area; he recommended deleting the CAD room as it probably is not needed, also can shrink vestibule and give more to the garage. Mr. Murray and Mr. Sasseville mentioned the functionality of the women's room in relation to multifunction room; the men have easier access to this area. In the multifunction room, Mr. Sasseville recommends placing a kitchenette similar to the one-piece unit in the WWTP conference room. This comes in handy in the winter when the highway workers are out plowing all night.

Mr. Mitchell noted the recommended changes to the plan and said he will draw up a new plan with the recommended layout changes for discussion at another meeting.

### Shop and Storage Areas

Included in this drawing are areas measuring 15x18 Welding/Repair Shop, 9x20 Small Equipment Storage, 9x20 Parts Storage, 6x12 Oil, 10x16 Tool Storage, 3 ft. Corridor, 12x18 Carpentry, 6x10 Hazardous Liquids, 6x8 Battery storage, 8x8 Paint room and 8x12 Sign room. Mr. Sasseville recommends adding a small office for the mechanic to hold books and a computer. Mr. Murray recommended the corridor be made wider.

### Garage Area

Mr. Mitchell presented two different options for this area.

Design #1-Configuration showed twelve 18ft. overhead garage doors, heated space 7,200 sq. ft. and unheated space of 1,440 sq. ft. The heated space showed room for 15 pieces of equipment

Accepted at October 7, 2010 meeting as amended

holding 2-3 pieces in each bay. The unheated space showed the Road Grader (which Mr. Sasseville said is no longer used and plans to dispose before moving), and the Street Sweeper. Mr. Sasseville and Mr. Magowan expressed concern with keeping the sweeper in an unheated space because this machine uses water and no matter how good it's drained before winter, water remains in the lines, which can cause pipes to freeze and break.

Design #2 Configuration (which was not passed out but viewed) showed a building with two large garage doors at either end of the building, having one common pass through and placing

vehicles at an angle. Mr. Sasseville and Mr. Magowan had concerns regarding this configuration. Both felt angle spaces were a good idea but having a common drive through design is an accident waiting to happen, especially during the winter when the drivers are exhausted and pulling large vehicles into the bays with plows on can be hazardous to both the vehicles and workers. Costs associated with constantly having to move vehicles or equipment in and out can be expensive in gas, wear and tear on equipment, and man-hours. Additional concerns are space issues for the mechanic needing to get at disabled vehicles in bays with equipment behind it and general maintenance on large vehicles especially when replacing large tires.

Discussion continued regarding the overall design features. Mr. Sasseville commented the vehicles listed in the plan are not complete because there are vehicles stored underneath the Fire Station and other equipment that is left outside should be brought inside or in a secure area because of vandalism. These vehicles include 4 pick up trucks, and DPW director's vehicle. If room cannot be made inside, at a minimum there should be a secure fenced in area for vehicles that can be left out. Jim Marzec agreed with a secure fence area. Mr. Mitchell said a possible solution would be to get a light-gauge building that is closed off. Mr. Sasseville and Mr. Magowan said other equipment to consider are five landscape trailers that contain supplies, a leaf machine, a roller as well as a 1927 Buffalo Springfield steamroller, the Town wants preserved. Mr. Mello commented site cost increase in relation to how the garage doors are designed. Mr. Mitchell advised all present to pick out one design and he will do it.

Mr. Sasseville and Mr. Magowan will review the plans more thoroughly and send their recommendations to the Chairman of the BPCC.

#### Fueling station

Mr. Sasseville briefly mentioned the fueling station, recommending either relocating the existing fueling system from current Highway garage to the new site or provide new fueling system with 5,000-gallon diesel and gasoline tanks with computerized dispensing system.

There was a brief discussion regarding the proposed site location. Mr. Mitchell said he met with Mr. Knapik at the site. Mr. Mitchell said Mr. Knapik agrees there may be enough room to house the proposed building at this location even if the building needs to be rotated because of wetland findings or endangered species. Mr. Mitchell said there should be thirty feet around the entire building for getting vehicles in and out. In addition, he said all questions should be answered with the site survey. Mr. Mitchell mentioned Mr. Knapik received three bids on August 31, 2010 with Guerriere and Halnon being low bidder at \$7,250.00.

There was a short discussion on what the facility design, site work, build, and services would be. Estimates mentioned were 1-1.2 up to 1.9 million dollars to erect a complete building.

Mr. Mitchell and Mr. Marzec said that even though these are estimates they believe this facility can be built for this price. Mr. Murray felt the number is short by 20%, because the building will need fixtures and driveway. Other items that will drive the cost are a salt shed, fueling station, securing the facility, and access road.

Next meeting is September 9, 2010 at 7 p.m. in the Selectmen's Room.

A motion was made by Tom Pilibosian, seconded by Mr. Mello and unanimously approved to adjourn the meeting at 12:45 p.m.

Respectfully submitted,  
Susan M. Brouwer  
BPCC Clerk

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***MEETING MINUTES***

MEETING DATE: September 2, 2010

PLACE: Board of Selectmen's Room, Northbridge Town Hall

**PRESENT:** Chairman Robert Knapik, Vice Chairman George Murray, William Mello, Tom Pilibosian, Bill Ferguson and Ronald White. Also present: Richard Sasseville, DPW Director, and Arthur Magowan, Highway Superintendent, Al Richards, Northbridge Public Schools Athletic Director, Susan Brouwer, Clerk.

CALL TO ORDER: Chairman Knapik called meeting to order at 7:02 p.m.

### DISCUSSION:

The Committee reviewed and discussed the minutes of the August 5, 2010 meeting. **Motion to approve the minutes made by George Murray seconded by Tom Pilibosian, Mr. Ferguson abstaining. The motion carried 6-0.**

The Committee reviewed and discussed the minutes of the August 19, 2010 meeting. **Motion to approve the minutes made by George Murray seconded by Tom Pilibosian, Mr. Ferguson abstaining. The motion carried 6-0.**

The Committee reviewed and discussed the minutes of the August 26, 2010 meeting. The committee held off on approving these minutes.

### *Space Issues at the Proposed DPW facility*

The Vice Chairman opened the discussion by asking Mr. Sasseville to comment on the current capacity and future growth of the Waste Water Treatment Plant (WWTP) in relation to the proposed location of the new DPW facility. Dick said the current system has capacity to process two million gallons of sewerage a day. The last time the plant used the existing sewer beds were used was during the flood of 2005 when four to five million gallons sewerage was sent to the plant and the only way to get rid of it was to send it to the sewer beds. Dick commented this option is not ideal because these beds have accumulated one hundred years worth of phosphorus, and new regulations require phosphorus be removed prior to discharge.

The Vice Chairman recognized Mr. Mitchell who distributed proposed layouts of the new DPW facility and plans for a salt shed consisting metal building lined with wood, using a concrete base and pony walls.

*Proposed Building Shell Size*

Mr. Mitchell presented several drawings of the proposed DPW building layout. Neal recommends a pre-fabricated metal frame building with a clearance span of 60 feet, measuring approximately 80x162. The building drawings show heated garage space measuring 80x90 = 7,200 sq. ft. and unheated garage space measuring 80x18 = 1,440 sq. ft., and office space measuring 60x36 + 2,160 sq. ft.

*Office Space*

Mr. Mitchell then passed out a proposed office layout sheet for discussion. The drawing contained the office space areas measuring : 12x14-vestibule area, 24x16 general office space, 12x18 DPW Director/ Town Engineer office, 12x8 CAD Room, 12x12 Highway Superintendent Office, 6 foot corridor, 13x13 Plan Room, 12x18 Conference Room, 2 – 12x8 Toilet Room, 12x23 Multi Function Room, 12x13 Male Changing Room, 13x8 Male Toilet (Shop), 13x13 Female Toilet (Shop).

Mr. Mello asked Mr. Sasseville in terms of growth, how many highway workers the space should be planned? Mr. Sasseville replied the team should plan for ten to eleven highway workers consisting of eight to nine men and two women. Mr. Mello said this would have an affect on space for planning locker rooms and will dictate room size. In the office area, Dick said there should be space for a 1- Highway Director 1-Highway Superintendent and one Secretary. Neal said the spaces should be large enough for the people that use it.

Mr. Mitchell took questions regarding the office layout. Mr. Sasseville asked about flexibility in space, specifically the need for adding showers, laundry space and kitchen area; he recommended deleting the CAD room as it probably is not needed, also can shrink vestibule and give more to garage space. Mr. Murray and Mr. Sasseville mentioned the functionality of the women's room in relation to multifunction room; the men have easier access to this area. In the multifunction room, Mr. Sasseville recommends placing a kitchenette similar to the one-piece unit in the WWTP conference room. This comes in handy in the winter when the highway workers are out plowing all night. Other recommendation Mr. Sasseville made were for added security purposes, access to all areas from outside should be controlled by a "pass card" system and a window should be installed in the wall between the admin office and the vestibule. The vestibule door should be controlled by a "buzzer system" similar to the one at the Police Station that allows the admin person to identify visitors prior to granting access to the building also to place a paging system/intercom within the building that allows employees to be called to the office. Dick said he went to visit the Sherborn facility with the Town Manager noting the DPW

has security cameras throughout the facility, which allows authorized personnel to view all of the cameras from any location with internet access. In addition, Dick recommends intrusion alarms for 24-hour monitoring of the facility

Mr. Mitchell noted the recommended changes to the plan and said he will draw up a new plan with the recommended layout changes for discussion at another meeting.

### Shop and Storage Areas

Included in this drawing are areas measuring 15x18 Welding/Repair Shop, 9x20 Small Equipment Storage, 9x20 Parts Storage, 6x12 Oil, 10x16 Tool Storage, 3 ft. Corridor, 12x18 Carpentry, 6x10 Hazardous Liquids, 6x8 Battery storage, 8x8 Paint room and 8x12 Sign room. Mr. Sasseville recommends adding a small office for the mechanic to hold books and a computer. Mr. Murray recommended the corridor be made wider.

### Garage Area

Neal presented two different options for this area.

Design #1-Configuration showed twelve 18ft. overhead garage doors, heated space 7,200 sq. ft. and unheated space of 1,440 sq. ft. The heated space showed room for 15 pieces of equipment holding 2-3 pieces in each bay. The unheated space showed the Road Grader (which Dick said is no longer used and plans to dispose before moving), and the Street Sweeper. Mr. Sasseville and Mr. Magowan expressed concern with keeping the sweeper in an unheated space because this machine uses water and no matter how good it's drained before winter, water remains in the lines, which can cause pipes to freeze and break. Mr. Sasseville said equipment plans for this area should include having a carbon monoxide monitor and ventilation system to exhaust this space when CO reaches a predetermined level, provide portable welding fume exhauster and welding shields and place water, electric power and compressed air at various locations throughout the garage space. Plans should also provide for workbenches with benches and vises at various workstations.

Design #2 Configuration (which was not passed out but viewed) showed a building with two large garage doors at either end of the building, having one common pass through and placing vehicles at an angle. Dick and Arthur had concerns regarding this configuration. Both felt angle spaces were a good idea but having a common drive through design is an accident waiting to happen, especially during the winter when the drivers are exhausted and pulling large vehicles into the bays with plows on can be hazardous to both the vehicles and workers. Costs associated with constantly having to move vehicles or equipment in and out can be expensive in gas, wear and tear on equipment, and man-hours. Additional concerns are space issues for the mechanic needing to get at disabled vehicles in bays with equipment behind it and general maintenance on large vehicles especially when replacing large tires.

Discussion continued regarding the overall design features. Mr. Sasseville commented the vehicles listed in the plan are not complete because there are vehicles stored underneath the Fire Station and other equipment that is left outside should be brought inside or in a secure area because of vandalism. These vehicles include 4 pick up trucks, and DPW director's vehicle. If room cannot be made inside, at a minimum there should be a secure fenced in area for vehicles that can be left out. Jim Marzec agreed with a secure fence area. Mr. Mitchell said a possible solution would be to get a light-gauge building that is closed off. Dick and Arthur said other equipment to consider are 5 landscape trailers that contain supplies, a leaf machine, a roller as well as a 1927 Buffalo roller, the Town wants preserved. Bill Mello commented site cost increase in relation to how the garage doors are designed. Mr. Mitchell advised all present to pick out one design and he will do it.

Dick and Arthur spoke what they believe to be the best overall functional design of a new DPW facility. This includes a building design with individual doors for each parking stall rather than a drive thru configuration with a door at each end and angled parking. This eliminates the need for maneuvering large vehicles with plows between parked vehicles and eliminates backing inside a congested building. They also recommend parking two vehicles per bay rather than three, eliminating the need to shuffle vehicles in order to retrieve the vehicle in the middle of the bay. It also allows the plow to be stored inside the building in the bay with its assigned vehicle. Provide interlock switches on the doors, which will turn off the nearby unit heaters when the doors are opened. Provide portable, battery powered vehicle lifts for maneuverability and emergency generator with auto-start capability to power the entire complex. Isolate the "vehicle wash bay" from the rest of the garage to keep moisture/steam from saturating the rest of the building. Provide a steam cleaner/high pressure hot water cleaner in this bay for degreasing engines/chassis, etc. Provide secure storage for vehicle parts and supplies. These items are pilferable and therefore should not be stored on shelves within the maintenance bay. A big cost time saver would be to provide overhead reels for grease, oil, water, compressed air and power/light within the maintenance bays.

#### Fueling station

Mr. Sasseville briefly mentioned the fueling station, recommending either relocating the existing fueling system from current Highway garage to the new site or provide new fueling system with 5,000-gallon diesel or gasoline tanks with computerized dispensing system.

There was a brief discussion regarding the proposed site location. Mr. Mitchell said he met with Mr. Knapik at the site. Neal said Rob agrees there may be enough room to house the proposed building at this location even if the building needs to be rotated because of wetland findings or endangered species. Neal said there should be thirty feet around the entire building for getting vehicles in and out. In addition, he said all questions should be answered with the site survey. Neal mentioned Rob received three bids on August 31, 2010 with Guerriere and Halnon being low bidder at \$7,250.00.



There was a short discussion on what the facility design, site work, build, and services would be. Estimates mentioned were 1-1.2 up to 1.9 million dollars to erect a complete building. .

Mr. Mitchell and Mr. Marzec even though these are estimates they believe this facility can be built for this price. Mr. Murray felt the number is short by 20%, because the building will need fixtures and driveway. Other items that will drive the cost are a salt shed, fueling station, securing the facility, and access road.

Next meeting is September 9, 2010 at 7 p.m. in the Selectmen's Room.

A motion was made by Tom Pilibosian, seconded by Bill Mello and unanimously approved to adjourn the meeting at 12:45 p.m.

Respectfully submitted,  
Susan M. Brouwer  
BPCC Clerk



## **THE BUILDING, PLANNING and ON COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

MEETING DATE: September 16, 2010  
Town Hall- Board of Selectmen's Room  
Time: 7 p.m.  
*Open Meeting*

Meeting called to Order by Chairman Knapik at 7:05 p.m.

**PRESENT:** Chairman Robert Knapik, William Mello, Tom Pilibosian, Ronald White and Rich Deluca – School Committee Rep. Also, present, Susan Brouwer, Clerk, Richard Sasseville, DPW Director. Paul Halacy, Director of Buildings and Grounds arrived at 7:30 pm.

### **DISCUSSION:**

Approval of Minutes: None

### **NHS Fields**

**Walkway Project-** Rob Knapik reminded the committee they approved having a walkway placed on a path the students created for easier walking to the upper H.S. fields. He asked the committee if they have not had the opportunity to view the walkway they should. Rob commented his overall impression very nice solution. Comments from members that did view it were positive.

Rich Deluca comments at the top of the walkway there is a series of steps of three and then five steps. Rich recommends placing a handrail with signage at the top to direct the public. Bill Mello passed out a memorandum to the committee outlining future maintenance of the pathway; a copy is included for the public record. Mr. Mello's final comment states as a "pathway", he finds it well conceived. Mr. Pilibosian has not had the opportunity to view this project, but will make an effort to get there soon.

### **New Fire Station Project**

Accepted at the October 21st meeting

**DPW Facility**

A) **Existing Facility** – Mr. Knapik said at the last meeting, the BPCC committee voted to place two articles on the Town Meeting warrant. Rob explained that there will be a three DPW articles on the Town Meeting Warrant 1) Design new DPW supported by B.O.S. 2) Construction of new DPW 3) Repairs of existing DPW. Rob said he recently spoke to the Town Manager regarding placement and funding of these articles. Ted said historically the B.O.S articles appear first. Ted also told Rob he would like the BPCC to refine the dollar amount for each article. There is a total pot of money for the to BPCC articles totaling. Rob suggested the order be changed to 1) design of DPW 2) Raise and appropriate 1.9 million as a BOS debt exclusion article and 3) repairs to existing DPW. Refining numbers. Ted wants to remind the committee, there is approximately \$90,000.00 in the gravel account and he would like the BPCC to come up with a dollar amount for each article without going over \$90,000.00.

After discussion, the committee came to consensus appropriating \$90,000.00 to design for now, and if for some reason it appears the site survey comes back and there is no way to place the building at the proposed site at the WWTP, the committee may recommend to move some money to repairs at town meeting.

**Action:** Chairman Knapik will discuss the town meeting article positions with the Town Manager. Tom Pilibosian feels that no matter what, we should recommend repairs to the existing building.

B) **Proposed DPW Facility**- Rob said the working group met just prior to this meeting for the first time in two weeks. DPW Director, Richard Sasseville wrote a memo to the working group prior to the meeting with a list of recommendations to be included in the proposed building. Rob said his impression was the working group felt the recommendations listed in the memo were reasonable.

Guerriere and Halnon are the process of doing the site survey. The only potential problem that has come up so far was the strip of land between the railroad and Route 122. It appears the strip of land is owned by the state but the rest of the land is owned by the Town of Northbridge. Guerriere and Halnon is working to deliver a draft survey. Once the survey is done, the working group will reconvene to see how the proposed building fits on the site.

Mr. Knapik and Mr. Murray appeared before the BOS to give an update of the project.

Mr. Mello handed out a rough draft timeline for the proposed DPW building. Once more concrete information is provided he will keep updating it. Mr. Knapik endorses having this flow chart to keep the committee up-to-date.

The committee had a discussion regarding a full project estimate. After a brief discussion of designer selection, Mr. Sasseville told the committee that AECOM's contract was never terminated by the committee and therefore the designer selection process should be completed. Right now, the committee only has schematic drawings. Mr. Sasseville explained you may know Accepted at the October 21st meeting

what the building costs to place on the site but other considerations are site preparation and construction costs for the interior of the structure. Mr. Knapik replied we need to get reliable budget numbers for the total project.

**Aldrich School Renovations**

Nothing to report.

**Police Station H.V.A.C.**

Mr. Knapik said George Murray met with Seaman Engineering and they agreed to adjust and fix the problems.

**High School Fund Request**

Paul Halacy appeared before the committee saying he received a wish list from Al Richards, Athletic Director for equipment for the upper fields and for storage sheds. Mr. Halacy presented a letter to the committee requesting funds to improve sidewalks, assorted equipment for the H.S. fields and storage sheds. Mr. Halacy told the committee he has provided estimates for each of the requested items.

The committee began to discuss funding these requests with no decision until they receive answers to the following questions:

- 1) What can the H.S. construction account money be used for? Mr. Murray has stated money can only be used for construction purposes. Mr. Knapik advised the SBAB in Boston debated line items with success. Is this money subject to audit under the law?
- 2) What can the field litigation money be used for? Must this money go back to the General Fund. Mr. Deluca said the window is fast closing on using this money to do things. What can we do with it? Mr. Knapik responded the improving the walkway was well within the realm of what this money can be used for, however, repairing sidewalks may not be. Rob recommended fact finding to determine what this money can be used for, until that time; Mr. Knapik recommends no action on these requests.

***Warrant # 31-14 High School Walkway Project completed by D.J. Salmon for \$21,493.75. A motion was made by Rich Deluca, seconded by Tom Pilibosian to approve Warrant # 31-14 for \$21,493.75. The motion carried unanimously.***

***At 8:35 p.m., a motion was made by Bill Mello, seconded by Tom Pilibosian to adjourn the meeting. The motion carried unanimously.***

Respectfully submitted

Susan M. Brouwer  
Clerk

Accepted at the October 21st meeting



## GE BUILDING, PLANNING and STRUCTION COMMITTEE

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

### DRAFT MINUTES

MEETING DATE: October 7, 2010

Town Hall – Board of Selectmen's Room

Time: 7:00 pm

*Open Meeting*

**PRESENT:** Chairman Robert Knapik, Vice Chairman George Murray, William Mello, Tom Pilibosian, Ronald White and Rich Deluca – School Committee Rep. Also, present, Susan Brouwer, Clerk arrived at 7:30 pm.

### **DISCUSSION:**

The Committee reviewed and discussed the minutes of the August 26, 2010 meeting. **Motion to approve the minutes as amended made by Mr. White, seconded by Mr. Mello. The motion carried unanimously.**

The Committee reviewed and discussed the minutes of the September 2, 2010 meeting. **Motion to approve the minutes as amended made by Mr. Deluca, seconded by Mr. Pilibosian. The motion carried unanimously.**

### **HIGH SCHOOL FIELD**

The Committee discussed a letter from Paul Halacy of Northbridge School Department requesting that the Committee authorize expenditure of certain funds to be used by the School Department for certain repairs to the High School and for acquisition of sporting equipment (including soccer goals and storage sheds). The Town Accountant, present in the building at the time, was asked the remaining balance and for what purpose(s) the remaining balance can be spent., The Town Accountant advised that the answer will require some investigation into how funds have been spent and an investigation into the specific language of one or more town meeting articles relating to the expenditure of the funds. The Town Accountant further advised that he expects to undertake such investigations after the town meeting.

### **NEW FIRE STATION PROJECT**

Accepted at October 21, 2010 meeting as amended

Nothing to report.

## **DPW FACILITY**

A) Existing Facility The Committee agreed that it would request that Director Sasseville prepare a detailed accounting of the proposed repairs to be made to the Existing Facility and the cost of each for submission to the Finance Committee at its meeting immediately prior to Town Meeting on October 26, 2010.

B) Proposed Facility Chairman Knapik said the working group (Rob Knapik, Jim Marzec, Neal Mitchell and Ted Kozak), met just prior to this meeting to discuss several schematic layouts of the new DPW facility at the Waste Water Treatment Facility (WWTF). The working group decided schematic designs # 2 and #4 make the most sense, which Mr. Knapik presented to the members of the BPCC. Mr. Knapik reviewed both design configurations with the committee.

A short discussion followed regarding the two configurations presented. Members asked various questions regarding building design such as the need to fit all equipment inside, which building layout is best suited for expansion and which design layout DPW Director, Dick Sasseville favors. Mr. Knapik responded housing equipment indoors maximizes use. In addition, the ability to maintain equipment indoors is preferred especially in inclement weather. Mr. Knapik said Mr. Sasseville prefers layout #2 noting it is easier to negotiate equipment and the ability to work on equipment and disabled vehicles without having other equipment in the way. Mr. Knapik advised members the next step is to see how well the two proposed designs fit on the property. This will determine whether the WWTF is a viable site. Mr. Knapik said he was asked to attend a meeting with Neal Mitchell, local resident and Bernard Cartier, Engineer for the Providence and Worcester Railroad (P&W RR) to get a firsthand summary of the new proposed railroad crossing. Mr. Knapik commented the P&W RR are supportive of a new crossing. The RR would design and construct the RR crossing. The railroad cost estimate is \$250,000.00 for designing and constructing the RR track portion. The price also includes crossing arms and lights at the tracks. The railroad requires the town to enter into a "Private Grade Crossing Use and Maintenance Agreement" which covers P&W's requirements for installing, insurance and maintenance of the grade crossing and warning devices. The annual charge for this agreement is estimated to be \$2,000.00. The Town will also be required to construct the highway up to the full depth timber-crossing surface. Once P&W approves the highway design construction of the crossing can begin as early as next spring or summer. The railroad will not allow the Town to keep the former crossing.

Mr. Murray mentioned outstanding items that need to be addressed concerning the proposed DPW building

1. Complete survey with property lines, underground piping and utilities.
2. Complete with the approval of the DPW a footprint of the administration building and garage with circulation to get into and out of the garage with outside storage, employee and public parking circulation.
3. Complete with the approval of the DPW a footprint of the salt storage shed with parking and circulation.
4. Overlay the completed footprints onto the completed survey.
5. Who will determine if the footprint is outside of the wetlands, railroad and National Heritage boundaries and not over existing underground services?

Accepted at October 21, 2010 meeting as amended

6. What services and what cost estimate will we need for the fall town meeting? At last weeks finance committee meeting, the question that was asked the most was what services and at what cost.
7. We will need to contact AECOM to discuss the cost of designing and permitting the project.
8. We can make contact with the railroad to get a firm cost and timetable for relocation and installing a new crossing.
9. When do we make contact with Mass. Highway in regards to a new curb cut for the relocated entrance to this project?
10. We should follow up on the submittals that were sent to National Heritage: not sure how they will know if the building footprint will fit outside of their boundaries. A building and circulation footprint has not been approved by the DPW and BPCC.

The committee discussed the need to provide final cost estimates for design and permits for the proposed site, so the Finance Committee has a dollar amount for Article 10 on the Town Meeting warrant.

### **ALDRICH SCHOOL RENOVATION**

The committee had a brief discussion about the need to continue this topic on the agenda. *George Murray made a motion to remove this item from future agendas, seconded by Tom Pilibosian. The motion carried unanimously.*

### **POLICE STATION H.V.A.C.**

George Murray said the HVAC system is experiencing problems and that the engineer and contractor are working with the manufacturer to fix them.

#### **Outstanding items:**

- As-builds and OEM Manual on installed thermostats.

### **OTHER BUSINESS**

Mr. Knapik mentioned the library trustees are still interested in moving forward with a new slate roof. Mr. Knapik has been in touch with Chris Musorofiti from Gale Associates who prepared a proposal to perform an evaluation of the existing steep sloped slate shingle roof at this property. The fee to perform this is \$6,550.00. Mr. Knapik passed out a copy of this proposal to members of the committee.

Tom Pilibosian asked Mr. Knapik to contact the Library Trustees and ask them to come to a meeting to see if, they would be willing to come up with all or a portion of the money to fund this proposal. George Murray recommended sending the proposal over to the trustees and then work in conjunction with the Town Manager for funding.

Next meeting is October 21, 2010 at 7 p.m. in Board of Selectmen Town Hall.

*George Murray made a motion at 8:35 p.m. to adjourn the meeting, seconded by Tom Pilibosian. The motion carried unanimously.*

Accepted at October 21, 2010 meeting as amended

Respectfully submitted,  
Susan M. Brouwer, Clerk



# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



## ***MEETING MINUTES***

Meeting Date: October 26, 2010, 5:45 p.m.

Location: Room 135 – Northbridge Middle School

Present: Chairman W. Robert Knapik, Vice Chairman George Murray, Tom Pilibosian, Ronald White, William Mello. Also in attendance James Marzec, Chairman, Northbridge Board of Selectman, Thomas Melia, Charles Ampagoomian, Daniel Nolan, Jay Athanas, Shelley Buma, and Susan Brouwer, Clerk

Call to Order: The meeting was called to order at 5:46 p.m.

The Committee met prior to the Fall Annual Town Meeting to discuss the following articles:

### **ARTICLE 10: (Building, Planning & Construction Committee)**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from the Capital Construction & Equipment Account (Receipts Reserved for Gravel/Capital Account) a sum of money not to exceed \$90,000 for the preliminary design and plans for the construction of a Department of Public Works facility, and all associated project costs, said sum to be expended under the direction of the Building, Planning and Construction Committee; and to authorize the Board of Selectmen to apply for grants and/or loans under any applicable state or federal program to be used in support of said project, and to authorize the Building, Planning and Construction Committee to expend, upon approval of the Board of Selectmen, any such grant and/or loan funds received, without the necessity of further appropriation; or take any other action relative thereto.

***Motion made by Mr. Murray to support passage of Article 10, seconded by Mr. Pilibosian. The motion carried unanimously.***

### **ARTICLE 11: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, transfer from the undesignated fund balance in the Treasury (free cash), borrow and/or transfer from the Stabilization Fund a sum of money for the design and construction of a Department of Public Works facility, including architectural, engineering and

project management services and all associated project costs, said sum to be expended under the direction of the Building, Planning and Construction Committee; and, if by borrowing, to authorize the Board of Selectmen to borrow said sum under M.G.L. Chapter 44 or any other enabling authority and to issue bonds or notes of the Town therefore; and to authorize the Board of Selectmen to apply for grants and/or loans under any applicable state or federal program to be used in support of said project, and to authorize the Building, Planning and Construction Committee to expend, upon approval of the Board of Selectmen, any such grant and/or loan funds received, without the necessity of further appropriation provided, however, that no funds shall be borrowed until and unless the town votes to exempt from the provisions of Proposition 2½, so called, the sums required to pay the principal and interest on such debt; or take any other action relative thereto.

***Mr. Knapik noted that the Committee is not the sponsor of Article 11, but asked the Committee would nonetheless wish to take a position concerning Article 11. After brief discussion, motion was by Mr. White, seconded by Mr. Pilibosian, to support passage Article 11. The motion carried unanimously.***

ARTICLE 12: (Building, Planning & Construction Committee)

To see if the Town will vote to raise and appropriate, borrow and/or transfer a sum of money, not to exceed \$90,000, from the Capital Construction & Equipment Account (Receipts Reserved for Gravel/Capital Account) and/or the unexpended balance of the funds appropriated for the purpose of replacing the heating, ventilating and air conditioning equipment at the Northbridge Police Station for the repair of the current Department of Public Works facility, and all associated project costs, said sum to be expended under the direction of the Building, Planning and Construction Committee; and to authorize the Board of Selectmen to apply for grants and/or loans under any applicable state or federal program to be used in support of said project, and to authorize the Building, Planning and Construction Committee to expend, upon approval of the Board of Selectmen, any such grant and/or loan funds received, without the necessity of further appropriation; or take any other action relative thereto

***The Committee discussed supporting passage of Article 12 in the event that Article 11 does not pass. The Town Manager said that after checking with the Town Accountant there was \$10,000 left in the police station HVAC account. Mr. Murray said that any money left in that account was to cover the retainage for the engineer and contractor. The Town Manager indicated that if there was not enough money in the HVAC account, he would take it from somewhere else.***

***The Committee voted to recommend passage of Article 12 and that the motion be made at Town Meeting include the figure \$49,303.27. Motion***

***made by Mr. Murray seconded by Mr. White. The motion carried unanimously.***

***Motion made by Mr. Pilibosian, seconded by Mr. White, to adjourn the meeting at 6:50 p.m. The motion carried unanimously.***

*Respectfully submitted,*

*Susan M. Brouwer, Clerk*



## **THE BUILDING, PLANNING and ON COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

MEETING DATE: November 4, 2010  
Town Hall – Board of Selectmen's Room  
Time: 7:00 pm  
*Open Meeting*

**PRESENT:** Chairman Robert Knapik, Vice Chairman George Murray, William Mello, Tom Pilibosian, Ronald White.

### **DISCUSSION:**

#### **HIGH SCHOOL FIELD**

The Committee is advised by Paul Halacy of Northbridge School Department that a problem of surface water near the third base line of the baseball field persists. Mr. Halacy asks the Committee to review and resolve the matter with the engineer and contractor responsible for reconstruction of the fields. Mr. Murray agreed, on behalf of the Committee, to view the area in question, contact the engineer, and investigate an appropriate solution and report to the Committee.

Mr. Murray agreed, on behalf of the Committee, to request that the Town Account produce a report of the balance of the funds remaining in the several accounts appropriated for construction of the high school and remediation of the high school fields.

#### **NEW FIRE STATION PROJECT**

No report.

#### **DPW FACILITY**

Approved at the 2/17/2011 meeting

A) Existing Facility Article 12 of the October 26, 2010 Special Town Meeting appropriated the sum of \$54,334.47 for the repair of the current Department of Public Works facility. Director Sasseville will obtain written quotations to i) remove the chimney and replace the flu at the DPW Office/Garage building; and ii) install new egress doors at the DPW Office/Garage building. Mr. Murray agreed to investigate whether or not the Committee might have in its possession a suitable specification for the work necessary to replace the roof at the DPW Office/Garage building.

Motion made by Mr. Murray, second by Mr. Pilibosian, to approve the expenditure of up to \$4,500 to remove the chimney and replace the flu at the DPW Office/Garage building. Messrs. Knapik, Murray, Pilibosian and White voted in favor. Mr. Mello abstained citing as his reason therefore his objection to the expenditure of funds for that purpose at this time. The motion carried.

B) Proposed Facility Article 10 of the October 26, 2010 Special Town Meeting appropriated the sum of \$45,000 for the design and plans for the construction of a Department of Public Works facility. Mr. Knapik reiterated that the purpose of the Article 10 appropriation was strictly for site design and permitting. According to Mr. Knapik, the Article 10 appropriation may be inadequate for the following reasons:

1. Mr. Mitchell's participation in the project and assistance to the Town may have concluded. Mr. Mitchell would have further revised and finalized the drawings necessary to prepare the final Request for Proposal (and the RFP itself) that are required to solicit proposals from Design/Build firms as part of the 44E process. In the absence of that assistance, the Town may be required to retain an architect and/or a civil (structural) engineer. The Article 10 appropriation may not include funds sufficient for that purpose.
2. The Town may at this point be statutorily required to retain an owner's project manager (OPM). Article 11 (construction funding) was expected to be sufficient to include the cost to retain an OPM. Since Article 11 did not pass Town Meeting, the Town may be required to pay for the services of an OPM from other funds. The Article 10 appropriation may not include funds sufficient for that purpose.

Mr. Knapik asked the Committee to consider no action on Article 10 at this time to allow sufficient time for the Committee to fully consider the wisdom of approving the expenditure of any portion of the Article 10 appropriation in light of the above and in light of the fact that for the second town meeting in a row the Town has rejected a viable and reasonably cost effective solution to the pressing DPW issue.

Mr. Mello presented an overview of an alternative to the traditional design/bid/build process in which design/build firms may be willing to pursue the full design and permitting of a proposed DPW facility at the Wastewater Treatment Plant site at no cost to the Town. Mr.

Mello agreed to investigate the matter further and to compile a list of qualified design/bid firms that may be interested in such a process so that the Committee could send a letter to such firms soliciting their interest.

**POLICE STATION H.V.A.C.**

Mr. Murray is awaiting for a response from the HVAC system engineer concerning problems with the proper operation of the newly installed system.

**WHITINSVILLE LIBRARY ROOF REPAIR/REPLACEMENT**

Mr. White agreed, on behalf of the Committee, to meet with Acting Director of the library to determine whether the library trustees may be willing to fund the initial architectural design fees as presented in a proposal from Gale Associates and report to the Committee.

**OTHER BUSINESS**

The Chairman presented the following invoice from Guerriere and Halnon, Inc. which the Committee unanimously approved for payment:

- 1) Job No. W-2236, Inv. No. W-2236 Dated: 10/15/2010, Providence Road Tape Survey – Proposed DPW Site. \$7,250.00.

The next meeting of the Committee is scheduled for November 18, 2010 at 7 p.m. at Northbridge Town Hall.

Motion made by Mr. Murray, second by Mr. White, to adjourn. The motion carried unanimously.

Respectfully submitted,  
W. Robert Knapik, Chairman

# **NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE**

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



MEETING DATE: December 2, 2010  
Town Hall – Board of Selectmen's Room  
Time: 7:00 pm  
*Open Meeting*

**PRESENT:** Chairman W. Robert Knapik, Vice Chairman George Murray, William Mello, Tom Pilibosian, Ronald White. Also, present, Susan Brouwer, Clerk.

## **DISCUSSION:**

The Committee discussed the meeting minutes of November 4, 2010 and deferred approval of the meeting minutes.

## **HIGH SCHOOL FIELD**

At the previous meeting, Paul Halacy of Northbridge School Department advised the Committee of problems with surface water near the third base line on the baseball field. On November 18, 2010, Mr. Murray met with Mr. Halacy, Mr. Sasseville, and John Wager, Engineer from Weston and Sampson to discuss water issues. The engineer agreed the contractor, Mountain View needs to come out and fix the problems with the swale including resetting the sprinkler heads in this area. This will be deferred until the spring.

## **NEW FIRE STATION PROJECT**

No report.

## **DPW FACILITY**

A) Existing Facility Mr. Sasseville is in the process of obtaining the necessary quotes for certain repairs to the existing facility. Mr. Murray is investigating whether the Committee might have in its possession a suitable specification for the work necessary to replace the roof at the DPW Office/Garage building.

B) Proposed Facility The Committee discussed how best to proceed in light of the outcome of the Fall 2010 Town Meeting. The Committee discussed a course of action which includes:

Approved as amended at the 2/17/2011 meeting

- 1) Soliciting firm quotations pursuant to a Request for Proposal (RFP) for engineering services to complete the engineering and design of the project, and then;
- 2) Meet with relevant Town boards and personnel, including the Board of Selectmen and the Finance Committee, to determine whether there is unanimous support among those boards to fund construction of the project.

***A motion was made by George Murray, seconded by Tom Pilibosian, for Mr. Knapik to draft an RFP for Engineering Services to construct a new DPW at the Wastewater Treatment Facility. Motion carried unanimously.***

#### **POLICE STATION H.V.A.C.**

Mr. Murray advised that the HVAC system is working well. The Committee awaits delivery from the engineer of “as-built” drawings OEM Manuals for the new system.

#### **WHITINSVILLE LIBRARY ROOF REPAIR/REPLACEMENT**

Mr. White met with Whitinsville Social Library Acting Director Marcia Nichols concerning the repair or replacement of the roof at the Whitinsville Social Library. The Library building is historical and has an assessed value of 1.4 million dollars. Mr. White toured the area of the leak and reported staining in the ceiling of the main area of the library. Mr. White asked Ms. Nichols if the Library Trustees would be willing to fund repair or replacement of the roof. Mr. White agreed to speak with the Town Manager regarding funding sources for this project.

#### **OTHER BUSINESS**

The Committee discussed the recently submitted 5-Year Capital Improvement Plan. The Committee agreed to have Mr. Knapik request that the Town Manager highlight priorities and possible funding sources for projects and when appropriate the Committee will work on whatever projects are put forth.

The Committee unanimously agreed to cancel the December 16, 2010 meeting and to meet next on January 6, 2011 at 7 p.m. at Northbridge Town Hall.

Motion made by Mr. White, seconded by Mr. Pilibosian, to adjourn the meeting at 8:15 p.m. The motion carried unanimously.

Respectfully submitted,  
Susan M. Brouwer, Clerk