

NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588



MEETING MINUTES

Meeting Date: January 6, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Present: Chairman W. Robert Knapik, Vice Chairman George Murray, William Ferguson, Richard Deluca, Tom Pilibosian, Ronald White. Others also in attendance Susan Brouwer, Clerk and Town Manager Theodore D. Kozak

Call to Order: The meeting was called to order at 7:00 p.m.

Approval of Minutes

There are no meeting minutes to approve. Mr. Knapik asked the clerk to have these minutes up-to-date by the next committee meeting of January 20, 2011.

NHS FIELDS REMEDIATION PROJECT

Mr. Knapik advised the committee that Mr. Murray has been in contact with John Wagner of Weston and Sampson and Paul Halacy of Northbridge School Department concerning the status of the project. Mr. Halacy informed the Committee and Mr. Wagner that a portion of the field does not drain properly and should be fixed. Messrs. Wagner, Halacy, Murray and DPW Director Richard Sasseville met at the fields to discuss the problem which consists of an improperly grade swale near the third base line of the baseball field. The contractor, Mountain View, was unable to fix the problem in the fall of 2010. Mr. Wagner asked that the Committee release the retainage to Mountain View with the understanding that Mountain View will fix the problem in the spring of 2011. Mr. Murray advised against releasing the retainage until the project is complete. The Committee agreed.

Mr. Knapik informed the Committee that the present balance of the high school construction account is \$62,158.88 according to the Town Accountant. The Committee discussed a request from Mr. Halacy to purchase certain equipment for use in connection with the Northbridge High School Athletic Fields from the balance of the construction account as previously approved by the Committee. Northbridge High School Athletic Director Alan Richards has provided the

Committee a quotation for the requested items from Martin Sales of Goffstown, New Hampshire. Because the total expenditure exceed the sum of \$5,000.00, three quotations are required. Mr. Knapik will contact the School Department to request that the School Department obtain two additional quotations. Mr. Knapik distributed a memorandum from Northbridge School Superintendent Susan Gorky requesting that the Committee approve the expenditure of funds necessary for the purchase of so-called "Smart Boards" to be installed in classrooms at Northbridge High School. Mr. Knapik will contact the School Department to request that the School Department obtain the necessary quotations.

Mr. Murray informed the Committee of a complaint by a resident concerning the adequacy of certain handrails located on the second level of the auditorium at Northbridge High School. Mr. Halacy has contacted Northbridge Building Inspector James Sheehan concerning the matter. In the event that reconstruction or modification of the handrails is necessary, the Committee may consider funding the necessary reconstruction or modification from the balance of the high school account.

NEW FIRE STATION PROJECT

No report.

DPW FACILITY

A) Existing Facility

Mr. Knapik was informed that Mr. Sasseville is in the process of soliciting the quotations necessary to begin making repairs to the existing facility

B) Proposed Facility

At its immediately prior meeting, the Committee agreed to solicit proposals and firm quotations from engineering firms to complete the final engineering design and permitting of a proposed DPW Facility on land owned by the Town and located at the Wastewater Treatment Plant on Route 122. If the cost to complete the engineering work is less than the sum appropriate for the purpose at the Fall, 2010 Town Meeting, then the Committee On the other hand, if the cost to complete the Engineering Work is less than the Article 10 Appropriation, then the Committee would consider retaining the successful respondent engineer to complete the engineering work if the Committee received some assurance that upon completing the engineering work there would be support of the funding necessary to construct the project from the Board of Selectmen and the Finance Committee. Mr. Knapik

informed the Committee that the present contract between the Town and its engineer for this project, AECOM, has not been terminated. Accordingly, if the Committee can renegotiate the terms of its contract with AECOM to complete the engineering work for less than \$45,000.00, then the Committee will save the time and expense of soliciting new proposals as required by the “designer selection law”, M.G.L. c. 7 §§38A½-O. Mr. Knapik will contact AECOM in an effort to renegotiate the contract with AECOM and will report back to the Committee.

Mr. Mello expressed concern that Mr. Sasseville had not approved the present design of the DPW project as illustrated in plans prepared by the Committee and others in preparation for the Fall, 2010 Town Meeting. The remaining members of the Committee are of the view that Mr. Sasseville considers the present design to meet the current and reasonably foreseeable needs of the Northbridge DPW and are therefore adequate.

Vice Chairman Murray, asked Mr. Mello to report at a future meeting on his volunteer task of researching and finding interest Design and Building firms willing to compete in a “front end” design risk at no cost to the Town. Mr. Mello said he was able to find only two firms willing to do this whereas three firms would be required to meet the open bidding laws. Mr. Mello stated he had an additional private discussion, which indicated the Design and Building firms might have minimal project dollar limits, far above the project’s proposed dollar value.

POLICE STATION HVAC PROJECT

Seaman Engineering

Mr. Murray informed the Committee as to status of the project and the retainage.

LIBRARY ROOF PROJECT

The Committee will meet with the Whitinsville Social Library Trustees on February 9, 2011 to discuss the condition of the roof, the proper procedure for making necessary repairs, and the source of funding for such repairs.

The Committee is in receipt of a proposal from Gale Associates to undertake initial architectural and engineering work to assess the scope of necessary repairs. The Committee is without a budget to retain the services of Gale Associates for the initial work. The Committee may ask that the Library Trustees consider funding the work to be performed by Gale Associates. Mr. White received from the Town Accountant the balance of several accounts for various work under the auspices of the Committee and inquired as to whether the aggregate balance of such accounts could be used by the Committee to fund the work to be performed by Gale

Associates. Mr. Murray advised that in his experience only after such balances were transferred by Town Meeting could they be used by the Committee to fund the work to be performed by Gale Associates.

REVIEW OF CORRESPONDENCE

Each member of the Committee signed the Sexual Harassment Policy distributed to them and returned them to Ms. Brower to be submitted to the Town Manager.

Mr. Kozak and the Committee discussed the recently prepared and submitted Capital Plan. Mr. Kozak asked the Committee if there appears on the Capital Plan any particular item that the Committee would like the Town to undertake. The Committee asked that Mr. Kozak confer with the appropriate departments of the Town to determine the specific needs of each such department and the likely source of funds available to satisfy such needs.

A memorandum was distributed from Kopelman and Paige concerning the proper procedures for entering into a lease for certain space at the Northbridge Middle School. According to Mr. Kozak, the School Department is considering leasing such space to Quinsigamond Community College for use as a satellite college campus. The Town, or Quinsigamond Community College, may undertake certain renovation or repair of the Northbridge Middle School in preparation for use by Quinsigamond Community College.

ADJOURNMENT

George Murray made a motion to adjourn at 8:35 p.m. seconded by Ron White. The motion carried unanimously.

*Respectfully submitted:
Susan M. Brouwer, Clerk*



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Meeting Date: January 20, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Present: Chairman W. Robert Knapik, Vice Chairman George Murray,
Richard Deluca, Ronald White, Susan Brouwer (Clerk)

Call to Order: The meeting was called to order at 7:02 p.m.

Approval of Minutes

The Committee deferred approval of minutes to the next meeting.

NHS FIELDS REMEDIATION PROJECT

Mr. Knapik noted that at the last meeting the Committee denied the request made by John Wagner, Engineer from Weston and Sampson to release the retainage to Mountain View until water problems at the fields are fixed.

The Committee was advised that Melissa Walker, Northbridge Public Schools Business Manager, will solicit the necessary quotations for athletic equipment as required by the applicable procurement laws. Upon review of the quotations and the selection of a vendor the Committee will approve the purchase of the athletic equipment.

The Committee agreed to defer action on other requests to expend funds from the high school account pending final payments to existing contractors and the award of a contract to supply athletic equipment. Mr. Murray raised the possibility that some portion of the high school account funds may be expended to remedy a purported problem with a stairway located in the high school auditorium that the Committee was recently made aware of, if such a problem exists. The Committee was informed that the purported problem arises from the lack of a handrail adjacent to the stairway. The Committee discussed the role it should play if there is such a problem, including whether or not the Committee should periodically inspect town buildings to determine code compliance. Mr. Murray advised that during construction of the high school numerous inspections occurred and as a result the then Committee was confident that the building complied with applicable codes at the time it was constructed, and that the high school was inspected annually in connection with the issuance of its occupancy permit. The Committee agreed that the building inspector is the appropriate town official to determine whether or not town buildings comply with applicable codes.

NEW FIRE STATION PROJECT

Approved at the 2/17/2011 meeting as amended

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.

B) Proposed Facility Mr. Knapik informed the Committee that he discussed the proposed project to construct a DPW Facility at the Wastewater Treatment Plant with Andrew Ogilvy of AECOM to determine whether or not the Committee can renegotiate the terms of the current contract with AECOM to complete the engineering work for less than \$45,000.00, the sum appropriated at the Fall 2010 Town Meeting. Mr. Knapik forwarded certain plans and documents depicting the project to AECOM and awaits a response.

POLICE STATION HVAC PROJECT

Seaman Engineering

The Committee authorized Mr. Knapik to draft a letter to Seaman Engineering requesting that Seaman Engineering deliver "as-built" drawings and OEM Manuals as required by the contract.

WHITINSVILLE SOCIAL LIBRARY ROOF PROJECT

The Committee will meet with the Whitinsville Social Library Trustees on February 9, 2011 to discuss the condition of the roof, the proper procedure for making necessary repairs, and the source of funding for such repairs.

ADJOURNMENT

A motion was made by Mr. Murray, seconded by Mr. White to adjourn the meeting at 8:45 p.m.

Respectfully submitted,
Susan M. Brouwer, Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Meeting Date: February 3, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Present: Chairman W. Robert Knapik, Vice Chairman George Murray,
Tom Pilibosian, William Mello, Susan Brouwer (Clerk)

Call to Order: The meeting was called to order at 7:00 p.m.

Approval of Meeting Minutes

The Committee reviewed minutes of its October 21, 2010 meeting. Motion made by Mr. Mello, seconded by Mr. Murray, to accept the minutes as drafted. The motion carried unanimously.

The Committee reviewed and discussed minutes of its October 26, 2010 meeting. Motion made by Mr. Murray, seconded by Mr. Mello, to accept the minutes as revised. The motion carried unanimously.

The Committee reviewed and discussed minutes of its January 6, 2011 meeting. Motion made by Mr. Murray, seconded by Mr. Mello, to accept the minutes as revised. The motion carried unanimously.

NHS Fields Remediation Project

Mr. Knapik distributed correspondence between himself and Melissa Walker, Northbridge Public Schools Business Manager, summarizing the status of a request of the School Department that the Committee authorize expenditure from the high school account to procure certain athletic equipment for use at the high school and to procure so-called "Smart Boards" to be installed and used at the high school. The Committee discussed whether or not such requests for equipment and furnishings are consistent with the town meeting article that appropriated \$28,000,000 to construct, equip and furnish a new high school and an opinion of Town Counsel concerning the expenditure of funds from the remaining balance of the high school account. The Committee previously approved the purchase of certain athletic equipment pending receipt and review of the necessary quotations as required by the applicable procurement laws. The Committee previously agreed to defer action on requests to expend funds from the high school account pending final payments to existing contractors and the award of the contract to supply athletic equipment. The Committee received correspondence from the School Department,

including documentation that the preferred Smart Board vendor has been approved by the Commonwealth.

New Fire Station Project

Mr. Knapik was advised by the Town Manager that there has been no meaningful communication between the Town and the owner of land upon which the Town wished to construct a new fire station. Based on the lack of a proposed location and funding for a new fire station, the Committee agreed to remove this item from its agenda.

DPW Facility Study

a)-Existing DPW Facility

The Committee discussed the collapse of the red barn “shed” building that day under the weight of the snow load on the roof. Mr. Knapik distributed a photograph of the collapsed building. DPW Director Sasseville has prepared an article to appear on the Spring 2011 Town Meeting to appropriate the sum of \$535,000 to procure a plow truck, a catch basin truck, a municipal tractor with snow removal equipment, and a used cab and chassis and new sander body. Mr. Sasseville continues to obtain the necessary quotes for certain repairs to the existing facility. Efforts to obtain the necessary quotes have been delayed by the overwhelming demands placed upon the DPW to remove snow and to attend to other unexpected and pressing demands, such as catastrophic building failure. Mr. Knapik also distributed a recent photograph of the repair garage bays at the DPW that are inundated with considerable melt water because the building lacks proper drainage.

b)-Proposed DPW Facility

Mr. Knapik reported that he participated in a conference call with representatives of AECOM to respond to their questions concerning the scope of engineering work for the proposed DPW Facility and the likelihood that AECOM could complete the engineering work for less than \$45,000.00, the sum appropriated at the Fall 2010 Town Meeting. AECOM has agreed to prepare and submit a proposal to the Committee.

Mr. Knapik advised the Committee that the owner of certain land on Douglas Street in Northbridge may be interested in selling the property to the Town for use as a DPW Facility. The property is the present location of New England Office Supply and is improved with an industrial building, parking, and related improvements. The building is metal structure of approximately 20,000 square feet that contains office space and warehouse space. The Committee agreed to investigate the proposal and the suitability of the property for use as a DPW Facility. The owner may be willing to provide certain preliminary plans to demonstrate that the proposal is feasible.

The Town Manager has asked that Mr. Sasseville visit the property to form an initial assessment of the feasibility of the proposal prior to the Committee undertaking any work on the proposal.

The Committee agreed that it was the Committee's responsibility to fairly and objectively review and analyze the proposal to determine whether it is in the Town's best interest. Although specific concerns and questions were discussed, the Committee agreed that the Committee will need to thoroughly review any and all specific data relating to the property prior to forming a recommendation. The Committee lamented the lack of funding available to the Committee to pursue such matters and proposals as they arise.

Police Station H.V.A.C.

Seaman Engineering Payment Status – Mr. Knapik presented to the Committee a letter from the Committee to Seaman Engineering requesting that Seaman Engineering deliver "as-built" drawings and OEM Manuals as required by the contract.

Library Roof Project

The Committee will meet with the Whitinsville Social Library Trustees on February 9, 2011 at 6:00 p.m. to discuss the condition of the roof, the proper procedure for making necessary repairs, the source of funding for such repairs, and to view the effect of water infiltrating the building from the leaking roof. Mr. Murray informed the Committee that he had located plans of the latest alterations for the Senior Center, Town Hall and Library that may be helpful to the Committee.

Adjournment

The Committee will meet next on February 17, 2011 at 7:00 p.m. at Town Hall. Motion made by Mr. Murray, seconded by Mr. Pilibosian to adjourn at 8:15 p.m.. The motion carried unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Meeting Date: February 9, 2011

Location: Whitinsville Social Library

Present: Chairman W. Robert Knapik, Vice Chairman George Murray,
William Mello, Tom Pilibosian, Ronald White, Ted Kozak

Call to Order: The meeting was called to order by the Library Trustees

The Committee was invited by the Board of Trustees of the Whitinsville Social Library (the "Trustees") to attend a meeting to discuss needed repair or replacement of the roof of the Whitinsville Social Library. Chairman of the Board of Trustees, Jack Rauth, gave a brief history of the construction of the Whitinsville Social Library and subsequent donation to the Town in consideration of the Town agreeing to perpetually maintain the building. The Trustees maintain the collection. According to Mr. Rauth, if ever the Town should fail to maintain the building, ownership of the property reverts to the Trustees.

The Committee was grateful for Mr. Rauth's concise description of the rich history of the library. The Committee explained that upon learning of the need to repair or replace the roof it solicited a proposal for necessary preliminary engineering services, which includes an assessment of the extent of the damage and a recommendation as to how best to remedy any problems identified. The proposal, from Gale Associates, Inc. ("Gale"), would provide the necessary preliminary engineering services for a fee of \$6,550.00. The Committee advised the Trustees that Gale had worked for the Town in the recent replacement of the roof of the Northbridge Middle School, a project similar in nature to the library roof project insofar as both projects involve repair or replacement of slate roofing on a historically significant building. Overall, the Committee was pleased with the services provided by Gale in the Northbridge Middle School project.

The Committee is willing to sponsor an article to appear on the Spring 2011 Town Meeting warrant to appropriate funds to retain an engineer for preliminary engineering services. In that case, funding for the final design and construction of the roof repair or replacement would be acted on at the Fall 2011 Town Meeting and construction would commence in the spring of 2012. Alternatively, if the Trustees are willing to finance preliminary engineering immediately, it is possible that recommendations can be obtained in time for the Committee to sponsor an article to appear on the Spring 2011 Town Meeting to fund final design and construction of the roof repair or replacement, and construction could commence in 2011. The Trustees agreed to consider financing preliminary engineering immediately and to report their decision to the Committee for further action.

Respectfully submitted,
W. Robert Knapik, Chairman

Approved at the 2/17/2011 meeting



**NORTHBRIDGE BUILDING, PLANNING and
CONSTRUCTION COMMITTEE**

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: February 17, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7:00 p.m.

Present: Chairman W. Robert Knapik, Vice Chairman George Murray, William Ferguson, Richard Deluca arrived a 7:20 p.m., Tom Pilibosian, Ronald White, William Mello. Susan Brouwer, Clerk

Approval of Meeting Minutes:

Motion made by Mr. Murray, seconded by Mr. Mello, to approve minutes of the November 4, 2010 meeting. ***Motion carried 5 -0-1, abstention by Mr. Ferguson who was not present.***

Motion made by Mr. Murray, seconded by Mr. Mello, to approve amended minutes of the December 2, 2010 meeting. ***Motion carried 5 -0-1, abstention by Mr. Ferguson who was not present.***

Motion made by Mr. Murray, seconded by Mr. Ferguson, to approve amended minutes of the January 20, 2011 meeting. ***Motion carried 5 -0-1, abstention by Mr. Pilibosian who was not present.***

Motion made by Mr. Murray, seconded by Mr. Pilibosian, to approve amended minutes of the February 3, 2011 meeting. ***Motion carried 5 -0-2, abstentions by Mr. Ferguson and Mr. Mello who were not present.***

Motion made by Mr. Murray, seconded by Mr. Mello, to approve minutes of the February 9, 2011 joint meeting with the Library Trustees. ***Motion carried 5 -0-2, abstentions by Mr. White and Mr. Ferguson who were not present.***

NHS Fields Remediation Project

The Committee briefly discussed the athletic equipment purchase. The Committee awaits receipt of three quotations from Melissa Walker, Northbridge Public Schools Business Manager, for the purchase of certain athletic equipment. Upon review of the quotations and the selection of a vendor the Committee will approve the purchase of

the athletic equipment. The work to be completed at the athletic fields is expected to commence in the spring.

DPW Facility Study

A) Existing DPW Facility

Mr. Knapik agreed to speak with Mr. Sasseville to determine which of the quotes for certain repairs to the existing facility have been received.

B) Proposed DPW Facility

The Committee reviewed a proposal from AECOM proposal to provide engineering services to construct a DPW Facility at the Wastewater Treatment Plant. AECOM's proposal does not provide that all the necessary engineering work can be completed for less than \$45,000.00, the sum appropriated at the Fall 2010 Town Meeting. The Committee discussed several alternatives.

The first alternative was to seek proposals from other engineering firms to complete the engineering in accordance with their proposal. The Committee determined that option would not be in the Town's best interest because the Committee does not have the funds necessary to complete the engineering and obtain all necessary permits.

The second alternative was to seek proposals from other engineering firms to complete the engineering in accordance with the applicable provision of the "designer selection law", M.G.L. c. 7 §§38A½-O.

The third, and agreed upon, alternative, was for the Committee to solicit a second proposal from AECOM to provide an independent third party review and analysis of the initial engineering and building layout work that was undertaken by the Committee, and to provide an engineering and architectural review and analysis of the project as depicted on the plans previously sent to AECOM. Mr. Knapik agreed to solicit such a proposal from AECOM. Mr. Murray advised if this proposal moved forward, he would like to make sure the size of the building is not reduced and that circulation around the building is adequate. The Committee agreed that this alternative was the most fiscally conservative. Mr. Pilibosian questioned whether or not the Committee should again investigate the possibility that the Town purchase land adjoining the Wastewater Treatment Plant which is more suitable for development of a DPW Facility and future expansion.

Mr. Knapik distributed plans of land and a building located on Douglas Street in Northbridge which is the present site of "New England Office Supply". The owner of the land and building may be interested in selling the property to the Town for use as a DPW Facility. Mr. Knapik advised the Committee that Mr. Kozak and Mr. Sasseville had recently toured the property. Mr. Knapik invited the Committee members to review the plans give thought to the advantages and disadvantages of using the

building and property for a DPW Facility so that the Committee could more fully discuss the proposal at a future meeting.

Police Station H.V.A.C.

The Committee has sent a letter to Seaman Engineering requesting that Seaman Engineering deliver “as-built” drawings and OEM Manuals as required by the contract.

Library Roof Project

The Committee met with Board of Trustees of the Whitinsville Social Library on February 9, 2011 to discuss needed repair or replacement of the roof of the Whitinsville Social Library.

The Committee awaits the determination of the Trustees to finance preliminary engineering necessary to begin the project.

Mr. Pilibosian recommended that the Committee draft an article to appear on the Spring 2011 Town Meeting to fund final design and construction of the roof repair or replacement, in the event that the Trustees agree to finance preliminary engineering. Mr. Murray suggested using language similar to a recent article for roof repair at the Northbridge Middle School and the Northbridge Police Station. Mr. Knapik agreed to draft an article for the Committee to review.

Next meeting on the March 3, 2011.

Adjournment

Motion made by Mr. Murray, seconded by Mr. Pilibosian, to adjourn the meeting at 8:05 p.m. The motion carried unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: March 3, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7:00 p.m.

Present: Chairman W. Robert Knapik, Vice Chairman George Murray, William Ferguson, Richard Deluca, Tom Pilibosian, Ronald White, William Mello. Susan Brouwer, Clerk

Approval of Meeting Minutes:

Motion made by Mr. Murray, seconded by Mr. Deluca, to approve the amended minutes of the February 17, 2011 meeting. Motion carried 7-0.

NHS Fields Remediation Project

The Committee awaits receipt of three quotations from Melissa Walker, Northbridge Public Schools Business Manager, for the purchase of certain athletic equipment. Mr. Knapik will send an e-mail to follow up on status.

DPW Facility

A) Existing DPW Facility

Mr. Knapik said he briefly spoke with Mr. Sasseville regarding project quotes on the existing building. Mr. Sasseville told Mr. Knapik there is a vendor on the State Bid List who is a licensed contractor and may be able to replace the entryway doors on the brick building. Mr. Sasseville needs to call this contractor for a quote. Mr. Sasseville needed to repair the existing garage doors because they were not working and they could not wait for replacement.

B) Proposed DPW Facility

As agreed by the Committee at its last meeting, Mr. Knapik requested a second proposal from AECOM to provide an independent third party review and analysis of the initial engineering and building layout work that was undertaken by the Committee, and to provide an engineering and architectural review and analysis of the project as depicted on the plans previously sent to AECOM. AECOM has yet to forward a proposal in response to the Committee's request.

The Committee discussed the property located on Douglas Road known as "New England Office Supply." At the prior meeting of the Committee, Mr. Knapik

distributed plans of the land and building and requested that the Committee review them and provide their thoughts as to initial suitability of the site and building.

Mr. Murray suggested that the Committee obtain from the owner an approximate price for the property before the Committee expends significant effort.

Mr. Mello expressed “a major” concern that the property would require extensive renovation to meet the Town’s needs.

Mr. Ferguson suggested that the owner obtain an appraisal of the property and provide it to the Committee.

Police Station H.V.A.C.

The Committee awaits “as-built” drawings and OEM Manuals as required by the contract. Mr. Knapik asked Sue if the returned receipt requested card was received back from Seaman Engineering and Sue responded “yes”. If there is not response, the Committee may forward a stronger letter with wording stating that the Town may keep the retainage. Committee members felt that they do not want to hold them to the fire but at this point, the Committee may have no choice. Mr. Mello suggested to “calling” the related Bond to complete the unfinished work.

Library Roof Project

The Committee initially met with Board of Trustees of the Whitinsville Social Library on February 9, 2011 to discuss needed repair or replacement of the roof of the Whitinsville Social Library. The Committee met again with the Board of Trustees on March 2, 2011 to discuss the proposal done by Gale Associates. The Committee agreed to solicit quotations for extensive or “invasive” testing and recommendations for repair or replacement of the roof.

Mr. Mello presented a summary of recommended elements to be included in any Request for Quotations. Mr. Murray recommended getting a RFQ template from the Department of Public Works.

Other concerns raised regarding the timeline was not being able to do construction in 2011 and the damage that may occur because of the delay.

Mr. Pilibosian stated the committee needs money for this and the need to get this item on the 2011 Annual Spring Town Meeting warrant.

A motion was made by Mr. Murray, seconded by Mr. Mr. Pilibosian, to sponsor an article to appear on the Spring, 2011 Town Meeting warrant substantially in the following form:

To see if the Town will vote to raise and appropriate and/or transfer from the undesignated fund balance (free cash) and/or transfer from unexpended appropriated funds and/or transfer from the Reserve Fund and/or transfer from the Stabilization Fund a sum of money for the purpose of performing a forensic inspection, examination, evaluation and assessment including destructive test cuts, if necessary, of the slate roof and its associated components of the Whitinsville Social Library building, said sum to be expended under the direction of the Building, Planning and Construction Committee; or take any other action relative thereto.

Next meeting on March 17, 2011.

Adjournment

Motion made by Mr. Murray, seconded by Mr. Pilibosian, to adjourn the meeting at 8:10 p.m. The motion carried unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: March 17, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7:09 p.m.

Present: Chairman W. Robert Knapik, Vice Chairman George Murray, Richard Deluca arrived a 7:20 p.m., Tom Pilibosian, Ronald White, William Mello. Also present, Susan Brouwer, Clerk and Town Manager, Ted Kozak arrived at 7:15 p.m.

Approval of Meeting Minutes:

Motion made by Mr. Deluca, seconded by Mr. Pilibosian, to approve minutes of the March 3, 2011, meeting. ***Motion carried unanimously.***

NHS Fields Remediation Project

Mr. Knapik advised the Committee that he received a copy of an e-mail from Mr. Halacy to Mountain View asking when they will be fixing the fields so the school and town can use them. The Engineer, John Wagner wants Mountain View to come out when the field is flooded so they can put a swale in. Mr. Knapik asked Mr. Murray to maintain contact with Mr. Wagner to ensure the contractor fixes the fields properly. Mr. Murray advised the area behind third base of the baseball diamond had some grading redone to have water diverted to an existing catch basin, but there is still some ponding in this area. New swale will have to be installed. He also advised that a snow fence would be installed around the area while the grass seed germinates. The fields can be used for play and now would be the time to regrade and reseed the swale area.

The Committee discussed the purchase of athletic equipment for the fields. Mr. Knapik received quotes from Melissa Walker, Business Manager for the school department and distributed them to the Committee. A summary of the quotes prepared by Ms. Walker indicates the total cost of athletic equipment will be \$22,366.86, and \$4,900.00 for the purchase of two sheds to store the athletic equipment. The school department wishes to purchase the equipment as soon as possible. After discussion, Mr. Knapik agreed to request additional data from the school department on some of the items to be purchased. The Committee expressed a concern that the sheds be constructed and installed to deter vandalism.

Mr. Knapik distributed an approximate accounting of the high school construction account. The Committee agreed to defer action on the school department request to expend the unexpended balance of the high school account to purchase so-called “smart boards” to be installed at the high school.

DPW Facility Study

A) Existing DPW Facility

No report

B) Proposed DPW Facility

Mr. Knapik informed the Committee that he has not yet received a proposal from AECOM to conduct an independent peer review of the project, but expected to in the near future. In the event that AECOM does not respond, the Committee may elect to solicit proposal from other consultants.

Mr. Murray suggested that the Committee hold AECOM to a deadline and so advise them. Mr. Knapik agreed to do so.

Concerning the New England Office Supply property, Mr. Knapik spoke with the property owner to ascertain an approximate sale price for the property. The response was approximately two million dollars, though the amount is negotiable. The property owner has agreed to retain the services of an engineer to prepare a schematic design showing truck maneuverability, parking, and general layouts to determine whether the property is suitable for use by the Town as a DPW facility.

Police Station H.V.A.C.

On March 16, 2011, Mr. Murray received an e-mail response from Kevin Seaman that he has received the as-built drawings from the contractor. Mr. Seaman will review the drawings and forward them to the Committee. Mr. Murray stated for the record, the Town Manager assured the BPCC and Board of Selectmen at a joint meeting prior to the Fall Town meeting, he would find enough money to pay the retainage to the contractor and engineer, if there is not enough money left in this account to pay them. The Committee wondered whether an article on the Spring Annual Town Meeting warrant is needed to cover this. Mr. Kozak responded an article is not necessary.

Library Roof Project

The Committee met with the Library trustees on two occasions to discuss the roof project. Mr. Knapik prepared a Request for Quotation (RFQ), which was approved by the Committee. The RFQ will be distributed to seven selected architectural/engineering firms for architectural and engineering services for an investigation and analysis of the Whitinsville Social Library Roof. Mr. Knapik referred to a memorandum dated March 11, 2011, which sets forth a list of engineering firms and a schedule for this project.

Mr. Murray distributed a memorandum from Gale Associates concerning the applicability of the building code to roof replacement. Mr. Knapik asked for a motion to send the RFQ to the firms as presented.

Mr. Murray made a motion to forward the RFQ to the firms listed in the memorandum, seconded by Ron White. The motion passed unanimously.

The next meeting is April 7, 2011.

Adjournment

Motion made by Mr. Murray, seconded by Mr. White to adjourn the meeting at 8:35 p.m. The motion carried unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Meeting date: April 7, 2011

Time: 7:00 p.m.

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

Present: Robert Knapik, Chairman, George Murray, Vice Chairman, William Ferguson, Thomas Pilibosian, and Ronald White. Also present: Susan Brouwer, Clerk, School Committee Member Selena Livingston and School Committee Member Michael Lebrasseur who arrived at 7:30 p.m.

The chairman called the meeting to order at 7:04 p.m.

Approval of Meeting Minutes:

No minutes to approve.

NHS Fields Remediation Project

Mr. Knapik said at the last meeting the committee received quotes from Melissa Walker, Business Manager for the school department. A detailed summary prepared by Ms. Walker indicated the total cost of athletic equipment is \$22,366.86, and \$4,900.00 for the purchase of two sheds to store the athletic equipment. Mr. Knapik advised an e-mail was sent to committee members with a rather large attachment on product information for the athletic equipment and another for building on site concrete sheds. The contractor Salmon Contracting submitted quotes for a shed measuring 20 X 20 at \$30,500.00 and another measuring 10 X 20 at \$21,016.00. The committee agreed this option would be too expensive.

In a recent conversation between Melissa Walker and Mr. Knapik, Melissa told Rob she spoke with Paul Halacy, Director of Building and Grounds, who said when the shed was initially placed on the high school field nine years ago, there was some vandalism to the shed door; the door was reinforced and there has not been any vandalism since. School Committee member, Selena Livingston said she was at the meeting on behalf of Paul Halacy to answer any questions the committee has regarding the equipment and sheds, as Paul could not be at the meeting this evening.

Mr. Murray said he still has concerns regarding the specs for the wooden storage shed. School Committee Member, Selena Livingston said Paul Halacy said the new sheds would be placed on cinderblocks. Mr. Murray replied the shed that is up there is on a concrete foundation and the new sheds should be placed the same way to deter

Minutes approved 4/21/2011 meeting

vandalism. Mr. Murray's main concerns regarding the specs are the wooden door option, the type of handle and lock. He also wants to make sure the foundation is concrete and the building is secured with bolts to the foundation. George pointed out the Koopman Lumber spec sheet shows an option for a metal door, which is, an additional \$200.00, but would give more security. Mr. Murray has no problem purchasing equipment but feels it is the responsibility of the committee to make sure the equipment is reasonably safe and his concern for the type of door requested is higher potential for vandalism and ultimately theft of the newly purchased athletic equipment. The committee concurred that the sheds be constructed and installed to deter vandalism.

Motion was made by Mr. Murray, seconded by Mr. White, to approve expenditure as set for on the spec sheets for the athletic equipment and sheds as presented by the school department, however, prior to approving the sheds the Building, Planning and Construction Committee recommends procuring for metal doors and installing a concrete slab and bolts to secure the sheds.

Discussion on the motion, Selena Livingston wanted to confirm the cost for two sheds would increase from \$4,900.00 to \$5,300.00 plus the concrete slab and bolts. Mr. Murray advised that the school department could install the bolts and or slabs. Mr. Murray inquired about the need for electricity for the Timer and Scorer. Selena Livingston advised the Athletic Director, Al Richards said there is a four hour battery included with these purchases and Al feels very comfortable using battery for games.

The motion carried unanimously.

Mr. Knapik turned the discussion to the school departments request to purchase smart boards for the high school. Rob said that Melissa Walker sent documentation that shows these items do appear on the state bid list and the Building, Planning and Construction Committee has not acted on purchasing six smart boards for \$28,728.00. Rob asked the committee if there was any further discussion on topic of request to approve purchase of smart boards. George Murray stated he would like to hold off on these purchases. Mr. Knapik disagrees stating if this is a tool that would originally have been constituted within the original article; he does not see why we should not authorize this purchase. Smart boards are an effective teaching tool and Mr. Knapik would be in favor of the purchase. Mr. Murray disagrees stating the original scope was in favor of purchasing televisions for classrooms. Ron White would like to find out more about the cost of the add-ons are for the sheds. Tom Pilibosian asked if there are other grants out there to cover these. Consensus seems to be to hold off on approving the smart boards at this time.

Discussion then focused on the status of Mountain View completing work at the fields. George Murray said he had Paul Halacy both received an e-mail from John Wagner, stating that Mountain View should be out to fix the fields by April 24th.

DPW Facility

A) Existing DPW Facility

The DPW Director has yet to provide anything to the committee. The committee would like to get the repairs done for the safety of the employees.

B) Proposed DPW Facility

Mr. Knapik reviewed the status of what has transpired thus far with soliciting a quote from the Town's Engineer AECOM doing a preliminary engineering and design of the new facility at the Waste Water Treatment Plant. The committee concluded that \$45,000.00 is not enough to complete this process.

The committee then decided to see how much AECOM would charge to do a peer review. Mr. Knapik received a price of \$29,800.00, which he initially thought appeared to be a little rich, but after reviewing the price proposal further with the committee, it appears this would include an engineering and architectural review along with a review analysis of the design as put forth last fall. The proposal would also include the engineer making suggestions for construction, cost premiums and recommended alternatives. George Murray said this would allow us finally to have a third set of eyes to say whether the preferred drawing will fit on this site and if the building has to change because of handicapped accessibility, does the building grow and not diminish in size. Members of the committee agree the building cannot get any smaller.

A motion was made by George Murray, seconded by Bill Ferguson to accept the proposal as presented by AECOM dated March 31, 2011. The motion carried unanimously.

Mr. Knapik advised the committee the Board of Selectmen has requested that he or a member of the Building Planning Construction Committee attend their meeting on Monday evening. Rob said he has a prior commitment and is unable to attend. No other member volunteered to attend. The committee agreed they would send a written updated response to BOS regarding the status of this location. The committee also agreed they would communicate with the BOS chair about the site located on Douglas Road stating the owner, Randy Bloem agreed to undertake some preliminary engineering of this site.

Police Station H.V.A.C.

At the last meeting, the committee was advised that Mr. Seaman has received the “as-built” drawings and these are under review. The committee still awaits these drawings and OEM Manuals as required by contract.

Library Roof Project

Mr. Knapik stated he mailed a “Request for Quotation” to seven architectural and engineering firms to provide investigation and a course of action for the library roof. The request sent to Dixon Salo came back. Rob will fax this over to them tomorrow. There was a site meeting visit scheduled the past Thursday and only one firm Gale Associates sent an employee who viewed and took quite a few pictures. The RFQ are due by April 15, 2011 to the Town Manager’s office by Noon. The proposal’s are to be stamped in with the date and time received. George Murray agreed to attend. Sue will let him know the location and time.

Next meeting on April 21, 2011.

Adjournment

Motion made by Mr. Murray, seconded by Mr. Ferguson to adjourn the meeting at 8:10 p.m. The motion carried unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: April 21, 2011
Location: Board of Selectmen's Room – Northbridge Town Hall
Call to Order: Meeting called to order at 7:00 p.m.
Present: Chairman W. Robert Knapik, Vice Chairman George Murray,
Richard Deluca, Tom Pilibosian, Ronald White, William
Mello. Susan Brouwer, Clerk
Also in attendance, Superintendent of Schools Susan Gorky
and School Committee Member Selena Livingston.

Approval of Meeting Minutes:

Mr. Murray requested the minutes of March 17, 2011 be held. The committee agreed to hold the minutes of March 17, 2011 pending edits.

A motion was made by Mr. Murray, seconded by Mr. White, to approve minutes of the April 7, 2011. Motion carried 6 -0.

Mr. Knapik asked the Committee to take the agenda items out of order in deference to Superintendent Gorky. There was no objection.

NHS Fields Remediation Project

Mr. Knapik reviewed an e-mail received from Melissa Walker concerning the additional cost of \$95.00 of each shed to be purchased with steel doors, not \$200 as previously understood because the school receives a discount from the shed supplier, Koopman Lumber. Ms. Walker advised that the total cost of each shed including the steel doors is \$5,090.00. The school department will pour concrete pads and install the bolts for the sheds.

Mr. Knapik distributed an opinion of Town Counsel previously rendered concerning the authorization of expenses to be paid from the High School Construction Account. Because the funds are to be expended under direction of the Committee, it is the Committee's role to determine whether a given expense is within the language of the Town Meeting article appropriation. Mr. Deluca asked if the Committee should seek an opinion of Town Counsel as to whether the purchases of smart boards are within the original scope of the Town Meeting article. Mr. Knapik thought that Town Counsel's opinion was sufficient for the Committee to make any future determinations, but was not opposed to seeking specific opinion of Town Counsel. Mr. Murray is of the view that because the high school construction is

complete, with the exception of the athletic fields, any further expenditure should be related to the athletic fields or athletic equipment. Mr. Murray recently met with the School Department technology team and business manager concerning the School Department request to purchase smart boards.

Mr. Murray met with Mountain View at the athletic fields and it was determined that recently discovered ponding at the fields is not within the original scope of work. The estimate to resolve the ponding is \$2,560.40. Mr. Murray advocated withholding decision on requests for any further expenditure until the field repairs are complete and the athletic equipment is purchased, whereupon an accurate accounting of the unexpended balance of the High School Construction Account. After discussion, the Committee agreed to withhold decision on requests for any further expenditure.

Superintendent Gorky informed the Committee that at its last meeting, the School Committee vote to request that the Committee approve the purchase of six smart boards. Superintendent Gorky presented an accounting that suggests that after payment is made for the athletic field repair and athletic equipment, the remaining balance appears sufficient to purchase five smart boards, and asked the Committee to approve the purchase of five smart boards. Ms. Livingston asked if the Committee had another contractor view the ponding at the athletic fields to confirm Mountain View's assessment. Mr. Knapik advised that Mountain View had constructed the fields in accordance with the approved plans but the problem was related to unseen conditions, including improperly installed irrigation equipment. Mountain View has provided a quotation to remedy the minor ponding problem, which the Committee will review.

Superintendent Gorky informed the Committee that if the purchase of smart boards is to be approved, it would be ideal for the School Department to receive approval in time to purchase, install, and train staff in the use of the equipment during the summer, so that the equipment would be ready for use at the beginning of the next school year. Mr. Murray expressed concern that unforeseen expenses may still arise. Mr. Murray advised that Mountain View expects to complete the repairs and eliminate the ponding problem by the beginning of June.

Motion made by Mr. Murray, seconded by Mr. Pilibosian, to withhold action on the purchase smart boards until the Committee receives a full and accurate accounting of the unexpended balance of the High School Account after the field repairs are complete and the athletic equipment is purchased. The motion passed 5 in favor, 1 opposed (Mr. Knapik).

Mr. Murray distributed an estimate from Mountain View dated April 20, 2011 for irrigation and grading behind the third baseline of the baseball field. Mr. Mello shared his concern regarding construction of the fields and placement of the sheds because the company might locate something. Mr. Knapik is of the view that it appears highly unlikely that the sheds would interfere with construction or use of the fields because they will be placed at the perimeter of the field.

Motion made by Mr. Murray, seconded by Mr. White, to approve a change order dated April 20, 2011 for irrigation and grading behind the third baseline for \$2,526.40. The motion passed unanimously.

DPW Facility Study

A) Existing DPW Facility

To date nothing has been received from the DPW.

B) Proposed DPW Facility

AECOM will undertake an engineering review of the work completed last fall at the Waste Water Treatment Plant under its existing contract with the Town. AECOM will prepare an amendment to its current contract with the Town.

The Committee met at 6:00 p.m. on April 21, 2011 at the site of New England Office Supply on Douglas Road to tour the interior and the exterior of the facility. Present at the meeting were Mr. Knapik, Mr. White, Mr. Mello and Mr. Pilibosian. The owner of the site, Randy Bloem, provided the Committee with a plan illustrating the existing layout of the site and a proposed 40 X 80 salt shed. After touring the facility, the Committee determined that there is apparent reason that the facility could not be adaptively reused by the Town for a DPW Facility. Available land surrounding the building appears sufficient to construct the site improvements necessary to operate a DPW Facility, including a salt shed. The interior of the building appears to be of sufficient size to accommodate the needs of the DPW, though reconfiguration of the interior of the building would be necessary. At some locations, it would be necessary to install additional large doors to accommodate truck entry, but the installation would in no way compromise the structure. Mr. Mello is of the view that site constraints and building constraints would substantially limit use of the property for a DPW Facility, including the inability to renovate the building to allow for a "drive-thru" configuration. Mr. Bloem agreed to provide the Committee with plans of the interior of the building for use by the Committee in its assessment of the property. Mr. Murray questioned in what

zoning district the property is located. Mr. Knapik believes that the property is within the industrial zone, which allows for use of the property as a DPW Facility.

Police Station H.V.A.C.

The Committee awaits “as-built” drawings and OEM Manuals as required by the contract with Seaman Engineering.

Library Roof Project

Mr. Knapik sent requests to seven engineering and architectural firms. Dixon Salo’s RFQ was returned undeliverable. Mr. Murray attended the bid opening. Three bids were received. Mr. Murray provided the bids to the committee along with a sheet outlining the bid prices. Mr. Mello said he would like to examine the bids more closely before making a decision. Mr. Mello commented there appears to be a gap in what the project involves. Mr. Pilibosian had the following questions: If the situation changes, does the engineer need to commit to the price? How long will they hold the price? Mr. Pilibosian’s concern is the money approved at Town Meeting might not be readily available. After further review, members agreed that the lowest bidder, Kaestle Boos Associates, met the RFQ criteria and noted their bid stated if roof cuts were needed there would be an additional charge, with the total not to exceed the sum of \$4,800.00.

Motion made by Mr. Pilibosian, seconded by Mr. White, to award the contract to Kaestle Boos Associates pending funding. The motion passed 5-0 with 1 abstention (Mr. Mello).

Mr. Knapik will send a letter to the Finance Committee and Board of Selectmen advising them of the cost to be inserted in the Town Meeting article.

Other Business

The Board of Selectman has requested the presence of a representative of the Committee at the next Board of Selectmen meeting to discuss the DPW Project and the Fire Station Project. Mr. Mello agreed to attend. The Committee briefly discussed the status of each project.

Fire Station

Mr. Knapik is of the view that to make meaningful progress in the search for a suitable site for a new Fire Station will require the support of the Board of Selectmen and the Finance Committee, including financial support. After

discussion, Mr. Pilibosian observed that three stations would provide excellent coverage. Mr. Mello suggested that the Town Planner might be able to provide meaning information concerning available sites. Mr. Murray noted that site suitability is largely a function of response times and the resulting affect on insurance rates. If the site is not located within a certain coverage range, the insurance premium is affected thus placing the Town at more financial risk. Mr. Mello does not believe this should be the only factor and agreed to speak with the Town Planner regarding his thoughts as to where the Fire Station should be placed and report back to the Committee.

The Committee will meet next at 7:00 p.m. on May 5, 2011.

Adjournment

Motion made by Mr. Murray, seconded by Mr. Pilibosian, to adjourn at 8:45 p.m. The motion passed unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: May 12, 2011
Location: Board of Selectmen's Room – Northbridge Town Hall
Call to Order: Meeting called to order at 7 p.m.
Present: Chairman W. Robert Knapik, Tom Pilibosian, Ronald White,
William Mello, Bill Ferguson, Susan Brouwer, Clerk

Approval of Meeting Minutes:

Motion made by Mr. Mello, seconded by Mr. White to approve the meeting minutes of March 17, 2011. Motion passed 4-0 with 1 abstention (Mr. Ferguson).

NHS Fields Remediation Project

Mr. Knapik advised the Committee that Mr. Murray is away and is the primary contact for the fields. The Committee will therefore await a report from Mr. Murray upon his. The School Department is in the process of procuring the athletic equipment approved by the Committee. To date, no invoices for payment have been received by the Committee.

DPW Facility Study

A) Existing DPW Facility

No report.

B) Proposed DPW Facility

Mr. Knapik received the proposed scope of work and contract amendment from AECOM, which he distributed to the Committee members for their review. AECOM and the Town are preparing an appropriate contract amendment.

Mr. Knapik advised the Committee that Mr. Bloem, owner of the New England Office Supply site on Douglas Road, commissioned a drawing depicting the proposed layout and salt shed in an alternative configuration which would allow access to the salt shed from two ends, which the DPW Director has advised is the desired configuration. Mr. Bloem also provided the Committee with plans of the interior of the building for use by the Committee in its assessment of the property. Mr. White agreed to assess whether the building is of a suitable size and configuration to meet the current space needs of the DPW as developed by the Committee in its previous work with the DPW.

Approved at the BPCC 5/26/2011 meeting

Mr. Bloem seeks a response to the question of whether or not the Town is interested in purchasing the property on or before June 1, 2011. Mr. Mello reiterated his concern that site constraints and building constraints would substantially limit use of the property for a DPW Facility, including the inability to renovate the building to allow for a "drive-thru" configuration.

Mr. Pilbosian expressed concern that the cost to renovate the building for use as a DPW Facility could be excessive, noting particular concern with door width and height, floor strength, floor drains and the installation of an oil/water separator. Mr. White agreed to make a preliminary list of the main items of construction necessary to renovate and adaptively reuse the property as a DPW Facility.

Police Station H.V.A.C.

The Committee received "as-built" drawings and OEM Manuals from Seaman Engineering. The Committee will request that Mr. Murray review the material to ensure consistency with the terms of the contract. Upon confirmation, the Committee will attend to the final invoice received from Seaman Engineering.

Library Roof Project

At the last meeting, the Committee awarded the Architectural and Engineering Design services to Kaestle Boos Associates. Mr. Knapik has since spoken with the Town Manager and determined that the money for these services will not be available until FY 2012, which begins July 1, 2011. The Committee agrees that to avoid delay it will finalize the contract with Kaestle Boos Associates with understanding that payment cannot be made until July 1, 2011.

Other Business:

Mr. Mello said he spoke with Gary Bechtholdt, Town Planner regarding the new fire station location. Mr. Mello said he plans to meet with the Fire Chief and the Town Planner in an effort to identify appropriate site for a new fire station taking into account a Town build out within the next ten years.

Dave Ducey of the Playground and Recreation Committee has asked for the Committee's assistance in identifying town-owned for use as a soccer field. Mr. Knapik advised Mr. Ducey that Mr. White had prepared a list of town-owned properties. Mr. White agreed to forward the list to Mr. Ducey. Mr. White noted that some of these sites are not suitable for soccer fields and will attempt to advise Mr. Ducey which sites appear unsuitable based on size or topography.

The Committee will meet next at 7:00 p.m. on May 26, 2011.

Adjournment

Motion made by Mr. White, seconded by Mr. Pilibosian, to adjourn at 8:05 p.m. The motion passed unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: May 26, 2011
Location: Board of Selectmen's Room – Northbridge Town Hall
Call to Order: Meeting called to order at 7 p.m.
Present: Chairman W. Robert Knapik, Vice Chairman George Murray,
Richard Deluca, Ronald White, William Mello, Susan
Brouwer, Clerk and DPW Director Richard Sasseville

Approval of Meeting Minutes:

Motion made by Mr. White seconded by Mr. Murray to approve the meeting minutes of April 21, 2011. Motion passed 5-0.

Motion made by Mr. White seconded by Mr. Deluca to approve the meeting minutes of May 12, 2011. Motion passed 4-0-1, with an abstention by George Murray.

NHS Fields Remediation Project

Mr. Murray advised the committee that Mr. Wagner from Weston and Sampson should be forwarding a request for retainer release on the fields. Once the engineer requests the release, final payment will be made to the contractor.

Mr. Knapik advised the school department received the following list of items and requesting the board approve the following items for payment.

- BSN Sports – Backstop \$1,497.59
- BSN Sports – Rebounder Goal, Lacrosse Net, Multisport Scoreboard, Portable Bench, Combo Goal Football/Soccer \$7,695.86
- M.E. O'Brien – Bleachers \$11,160.00
- Morley Athletic Supply – Field Hockey Goal \$1,723.48

Mr. Murray questioned the backup for each of the above listed bills and advised the actual quotes should be attached to each payment to ensure proper procedure was followed. George said the school should provide these when the bills are submitted for payment. Mr. Knapik said he would request the original quotes from Melissa. No action taken on the above bill schedules.

DPW Facility Study

A) Existing DPW Facility

No report.

B) Proposed DPW Facility

Proposed DPW Facility

Mr. Knapik advised that AECOM and Town Manager, Ted Kozak amended the existing contract from 2009 in accordance with the compensation schedule set forth on page two.

New England Office Supply site – Douglas Road

Chairman Knapik acknowledged the presence of DPW Director Richard Sasseville and thanked him for being present at the meeting. Mr. Knapik also thanked Mr. White for doing an initial analysis to answer the question of whether the NEOS site located on Douglas Road would be a suitable site, as the owner Randy Bloem would like some sort of an indication whether this site is a viable solution. If the answer is no, he will move on. If the answer were yes, then obviously the committee would take closer look.

Mr. Murray began discussion by saying the Mr. Sasseville, DPW Director stated at several meetings, in discussions and correspondence that shuffling vehicles and equipment back and forth is not ideal. Dick has said on many occasions that the ideal configuration would be to have one vehicle per bay. This configuration is preferred for the following reasons; moving vehicles in and out of bays especially in winter when the employees are working long tedious hours, there is a higher risk of accidents, fuel and work force expense in negotiating vehicles and equipment around garage bays increase fuel and takes employee's off other more important tasks. Mr. Murray stated he also does not believe the vehicles fit in perpendicular to each other in terms of radius.

Mr. White mentioned his concerns are the cost of the building and site may increase significantly in terms of installing an oil separator and floor strength along with the cost in jockeying to get trucks in and out.

Mr. Sasseville said the ideal space would be to have each vehicle with its own bay. In terms of the interior arrangement, a better option would be to have direct access to the maintenance and truck repair area and not trying to jockey things around with vehicles that are broken down. This area should be separated from the other area because stuff being worked on is sitting days at a time and may be running at times. Mr. Knapik said there might be opportunity to separate the maintenance area by putting it in the right front area where H-6 is shown on the diagram. Mr. Mello suggests placing it where the loader is but Mr. Knapik said the roofline is a concern in that area. Mr. Deluca said the diagram shows plow placement in front of each vehicle. He recommended moving the plows to another location, which would be better for turning radius and recommend putting a door on the back of the building. Chairman Knapik advised this is not always doable. Mr. Sasseville said he has recommended the Town work on their own vehicles and equipment rather than having to send it out all the time.

After evaluating the space and land area more closely, the committee members felt this location would not be a good fit for a DPW because of the need for an addition to the North side of the building. Based on the topography of the land on this side and possible zoning issues, an addition could be quite costly. The committee also feels movement within the building is not very efficient. Although office space is adequate if not generous, the owner has suggested a cost estimate of two

million dollars this does not include necessary building upgrades, which makes this location, fall short.

Mr. Deluca questioned Mr. Sasseville about the plans for the current DPW site. Mr. Sasseville responded, the current DPW is located in the river protection zone and because of this; it severely restricts what the land can be used for. In addition, the soil at this site is contaminated. Dick said at some future date, the site could possibly be used as a park with tie-in to the Mumford River walk; however, there are no formal plans on file for the current DPW site. Mr. Deluca responded that maybe the current location could be used as a DPW satellite site, if the money worked. Mr. Sasseville said the current building still has quite a few shortcomings and is located in the flood plain is not on sewer and environmentally this can open up a can of worms in the foreseeable future.

A motion was made by Mr. Mello seconded by Mr. Murray, that based on the information available and the research conducted it appears the cost to acquire and renovate the Douglas Road site would pose too many operational constraints and is not in the best interest of the Town, to pursue this location. The motion carried unanimously.

Chairman Knapik advised with the committee's approval that he would prepare a memorandum to Mr. Bloem stating the committee's findings.

Waste Water Treatment Facility Site

Mr. Knapik received the proposed scope of work and contract amendment from AECOM, which he distributed to the Committee members for their review. AECOM and the Town are preparing an appropriate contract amendment.

Mr. Knapik advised the Committee that Mr. Bloem, owner of the New England Office Supply site on Douglas Road, commissioned a drawing depicting the proposed layout and salt shed in an alternative configuration which would allow access to the salt shed from two ends, which the DPW Director has advised is the desired configuration. Mr. Bloem also provided the Committee with plans of the interior of the building for use by the Committee in its assessment of the property. Mr. White agreed to assess whether the building is of a suitable size and configuration to meet the current space needs of the DPW as developed by the Committee in its previous work with the DPW. Mr. Bloem seeks a response to the question of whether or not the Town is interested in purchasing the property on or before June 1, 2011. Mr. Mello reiterated his concern that site constraints and building constraints would substantially limit use of the property for a DPW Facility, including the inability to renovate the building to allow for a "drive-thru" configuration.

Police Station H.V.A.C.

Mr. Murray reviewed the "as-built" drawings and OEM Manuals from Seaman Engineering and said they were in order and recommends payment to both Seaman Engineering and Ambient. Mr. Murray noted the following items were received; *two*

sets of the Operational Manuals, one manual to remain with BPCC files and one manual and the set of plans for the HVAC will be given to the Police Department.

A motion made by Mr. Murray seconded by Mr. Mello to approve final payment to the contractor Ambient for \$3,895.20. The motion carried unanimously.

The committee requested Sue get a hold of Seaman Engineering to get an invoice for his retainage.

Library Roof Project

Kaestle Boos is the low bidder on the project. The issue at this time is they are authorized to proceed but if they choose to do it before July 1, 2011, the money will not be available until after July 1, 2011. Mr. Knapik said he called and left a message regarding this. Mr. Knapik told the committee the only way the money would not be available is if the Town called a special Town Meeting and chose to do something else with these funds. Sue advised the committee that there is not a signed contract or written notice to proceed. The committee will wait to hear back from the engineering firm. Mr. Knapik agreed to speak with the Town Manager regarding getting a signed Contract and Notice to Proceed.

Other Business:

None

Adjournment

Motion made by Mr. Murray, seconded by Mr. Mello, to adjourn at 8:30 p.m. The motion passed unanimously.

Next meeting is scheduled for June 2, 2011.

Respectfully submitted,
Susan M. Brouwer, Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: June 16, 2011
Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7 p.m.

Present: Chairman Robert Knapik, Vice Chairman George Murray, Ronald White, Thomas Pilibosian, William Ferguson Susan Brouwer, Clerk. Also present, Melissa Walker, School Department Business Manager.

Approval of Meeting Minutes:

There are no minutes to approve.

NHS Fields Remediation Project

The committee chair opened the discussion noting the presence of School Business Manager, Melissa Walker. Mr. Knapik thanked her for coming and asked if the committee would object to taken up the discussion of smart board first. There was no objection by the committee members.

Mr. Knapik reminded the committee that Superintendent Gorky asked the committee to use money to purchase 6 smart boards for use at the high school using left over money from the high school construction account. At the time of the request, the BPCC committee was working to fix a water problem that occurred on the 3rd baseline of the baseball field. In addition, the board was working to approve athletic equipment that was not originally purchased because the fields were still under construction. Rob stated the committee stated that until all of those items were known, the committee did not feel comfortable in moving forward with the smart board. Mr. Knapik stated at this time the engineering bills and landscape bills are in and approved, leaving only the bill for sheds outstanding, which we know already totals \$5,090.00. Mr. Knapik said now that the committee knows the bills are paid, he would like the board to consider the purchase of smart boards, stating each smart board costs \$4,788.00 each

Mr. Murray stated that all of the unexpended balance of the high school construction account should be placed into General Fund. Mr. Knapik responded that he understands being prudent but personally; he is in favor of leaving this account open for some amount that is consistent with Town Meeting and is opposed to closing this account out.

A motion was made by Mr. Knapik to purchase 5 smart boards in the amount of \$4,788.00; leaving enough money in the High School Construction account should other items come up. The motion was not seconded; the motion failed.

A motion was then made by Mr. Murray seconded by Mr. Ferguson to put the high school construction money back into the General Fund as there is nothing left to do on the fields and that it is time for the school to take ownership.

Discussion on the motion – Mr. Ferguson said he agrees that this should be taken off the committee.

Mr. Knapik stated that he is opposed to closing the High School Construction account for a period of time.

Motion carried 3-2 Mr. Murray, Mr. Ferguson, and Mr. Pilibosian voted in favor. Mr. Knapik and Mr. White opposed.

Melissa Walker wanted the committee to know the school department is maintaining the fields and is feeding and cutting the fields. She also noted that former BPCC member Don Lange appeared before the school committee and advised that this money was available to purchase items for the school. Mr. Ferguson again reiterated the committee has fulfilled their responsibility for this project and filled in missing items on field. Mr. White asked if the committee heard from Town Counsel regarding this issue. Mr. Knapik said the committee never sought an opinion; however, he feels where there is a split maybe the committee could seek an opinion of Town Counsel regarding this. The committee made no formal decision regarding seeking opinion of Town Counsel.

DPW Facility Study

A) Existing DPW Facility

No report.

B) Proposed DPW Facility

Douglas Road Site

Mr. Knapik provided a draft of the memorandum to be incorporated into BPCC file and said he sent the original to Mr. Randy Bloem owner of New England Office. Mr. Bloem thanked the committee for their time. Mr. Bloem mentioned to Mr. Knapik that he might want to get a response from an engineer regarding the site. Mr. Pilibosian commented the Linwood site was closer to what the Town needed and the committee could not sell that site; this site would be even tougher to sell given the needed upgrades and overall cost to the Town.

Waste Water Treatment Site

Mr. Knapik asked where the original signed copy of the AECOM agreement was. The BPCC clerk advised she was only give 3 copies / no originals. Mr. Knapik responded that Mr. Kozak is the CFO and as long as he signed, the agreement should be all set. Mr. Knapik will send the copy off to AECOM.

Police Station H.V.A.C.

Mr. Knapik asked the status of this project. Mr. Murray stated at the last meeting the committee approved payment for the retainage and final bills to Seaman Engineering and Ambient Air and the project should be closed out.

Library Roof Project

Mr. Knapik said he has had a discussion with the engineer at Kaestle Boos and that the engineer has already started. The BPCC clerk advised that she does not have a contract or Notice to Proceed in the records. Mr. Knapik said he would work with Ted to get a contract to Kaestle Boos. Mr. Pilibosian questioned, "It is fine they want to get started, but could someone question this before they have a contract". Mr. Knapik will contact the Town Manager regarding the contract.

Other Business:

Mr. Knapik said he was asked to appear at the BOS meeting on June 27, 2011 and welcomed members to attend to discuss AECOM and the proposed DPW. Mr. Knapik requested the BPCC clerk post the meeting.

Adjournment

Motion was made by Mr. Murray seconded by Mr. Ferguson, to adjourn at 7:45p.m. The motion passed unanimously.

Next meeting is scheduled for June 27, 2011 committee to attend Board of Selectmen meeting.

Respectfully submitted,
Susan M. Brouwer, Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Date: June 30, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7:00 p.m.

Present: Chairman W. Robert Knapik, Vice Chairman George Murray, Richard Deluca, William Ferguson, William Mello, Tom Pilibosian, Ronald White.
Also in attendance, Superintendent of Schools Susan Gorky and School Committee Member Frederick Beauregard.

NHS Fields Remediation Project

Motion by Mr. Knapik, second by Deluca, to rescind the June 16, 2011 vote of the Committee to “unencumber”, or transfer the unexpended balance of the high school account to the general fund.

In Mr. Murray's recollection, the high school account was appropriated for the purpose of financing legal services incurred by the Town in legal action against the designers and contractors of the high school with the understanding that any unexpended balance would be returned to the general fund. On that basis he opposed rescinding the vote to appropriate funds for the purchase of smart boards as requested by the School Department, though he would support town meeting action to raise and appropriate and/or transfer funds from the general account for that purpose. Mr. Pilibosian concurred.

Mr. Deluca stated that because his initial concerns regarding the utility of smart boards have been addressed, he is in favor of rescinding the vote to appropriate funds for the purchase of smart boards.

Because Mr. Knapik remains confident that the purchase of smart boards is within the language of the Town Meeting article appropriation, and because it is the Committee's role to determine whether a given expense is within the language of the Town Meeting article appropriation, he is in favor of rescinding the vote to appropriate funds for the purchase of smart boards.

Superintendent Gorky made an impassioned plea, reiterated by Mr. Beauregard, for the Committee to rescind the vote and, if not appropriate funds for the purchase of

smart boards then in the alternative to consider other expenditures that the Committee at large may feel are more squarely within the language of the Town Meeting article appropriation.

The motion failed to pass, 3 in favor (Messieurs Deluca, Knapik and White), 4 opposed (Messieurs Ferguson, Mello, Murray and Pilibosian)

Adjournment

Motion made and seconded to adjourn. The motion passed unanimously.

Respectfully submitted,
Robert Knapik, BPCC Chairman

NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588



July 14, 2011
Town Hall – Board of Selectmen’s Room
Time: 7:00 pm
Open Meeting

PRESENT: Thomas Pilibosian, William Mello, Richard Deluca. Also present, Susan Brouwer BPCC Clerk and residents Shelley Buma and Norman Armstrong.

The meeting was called to order by Susan Brouwer at 7:00 p.m.

Reorganization of the Committee

Mr. Mello made comment that M.G.L. allows for interim chairs of committees.

A motion was made by Mr. Mello and seconded by Mr. Pilibosian to nominate an interim chair and vice chair to serve until the five current committee members are present for a re-vote. The motion carried unanimously.

The Clerk called for nominations for interim chair.

A motion was made by Mr. Pilibosian and seconded by Mr. Deluca to appoint Bill Mello as interim chair. The motion carried unanimously.

The Clerk called for nominations for interim vice- chair.

A motion was made by Mr. Mello and seconded by Mr. Deluca to appoint Tom Pilibosian as interim vice chair. The motion carried unanimously.

Approval of Meeting Minutes

May 26, 2011

June 2, 2011

June 16, 2011

June 27, 2011 -BPCC Clerk advised committee members that she was not present for this meeting. Mr. Pilibosian said he would review the minutes of the Selectmen’s meeting and extract information to recreate minutes for the record.

June 30, 2011- BPCC Clerk advised committee members that she was not present for this meeting. Mr. Mello agreed to get in touch with Mr. Knapik for these minutes.

Interim Chairman Mello asked the above minutes be held until the full board is present to approve the above meeting minutes. All members present agreed.

NHS Fields Remediation Project

Koopman Lumber Invoice

Delivery of (2) Dutch barn sheds in the amount of \$5,090.00 to the High School Fields.
Warrant #31-54.

A motion was made by Tom Pilibosian seconded by Rich Deluca to approve the above invoice for \$5,090.00. The motion carried unanimously.

Mr. Mello said he would like to speak with former member George Murray regarding the final inspection of the athletic fields to ensure completion before removing this item from the agenda. Rich Deluca agreed to speak with the Town Accountant for final closeout and payment of this project. Mr. Pilibosian asked Mr. Deluca to also check on the installation of the above sheds at the High School fields making sure they were installed according to the committee's request.

DPW Facility Study

Mr. Pilibosian said he would like ask Mr. Sasseville to attend the next BPCC meeting to discuss the progress of the work at the existing facility. Chairman Mello asked Susan Brouwer, DPW Clerk to ask Mr. Sasseville to attend the next BPCC meeting.

Mr. Deluca inquired about a letter that was received from Phil Simmons about a US Steel building. He asked Mr. Mello to discuss this with the Town Manager to see if this type of building is possible. Mr. Mello agreed to check further into it.

Chairman Mello recognized resident Shelley Buma, who questioned whether AECOM has done anything on the study and whether or not the town has received any invoices on the study. Mr. Mello said he would look further into it.

Police Station H.V.A.C.

Mr. Mello said he is going to call Mr. Murray to make sure everything has been completed on this project. Mr. Pilibosian would like to go on record that he is going to be on vacation next meeting and advised that if everything is complete, he supports removing the Field Remediation Project and Police Station H.V.A.C. Project from future agendas.

Library Roof Project

Sue Brouwer advised the board that she has does not have record for a "Notice to Proceed" on this project nor has she been given a copy of any contract between the Town of Northbridge and Kaestle Boos.

Chairman Mello said he would speak with the Ted Kozak, Town Manager to find out about the contract. Ms. Buma advised the Town Meeting Warrant closes September 9, 2011 and time is of the essence. She asked the committee to take action and authorize the Town Manager to enter

into a contract pending successful negotiations and to authorize the Town Manager to issue a written "Notice to Proceed".

Motion was made by Mr. Deluca and seconded by Mr. Pilibosian to authorize the Chairman to speak with the Town Manager and to provide the committee with a fully executed contract and written Notice to Proceed. The motion carried unanimously.

Review of Correspondence

- E-mail from Phil Simmons regarding US Steel DPW garage at the WWTP
- Committee needs to discuss Encumbrances of Funds for FY 2011 – email from Town Accountant regarding process. Clerk has not received any information regarding accounting as of this meeting date.
- Roster of BPCC Committee as of July 1, 2011
- Email from Bill Mello regarding Reorganization of Board
- Discuss agenda items for July 21, 2011 meeting

Motion was made by Mr. Deluca and seconded by Mr. Pilibosian to authorize Mr. Mello to sign the Encumbrance Listing for FY 201. The motion carried unanimously.

Adjournment

Motion was made by Mr. Pilibosian and seconded by Mr. Deluca to adjourn the meeting at 8:45 p.m. The motion carried unanimously.

The next meeting of the Committee is scheduled for July 21, 2011 at Northbridge Town Hall.

Respectfully submitted,
Susan Brouwer, BPCC Clerk



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Minutes

Date: August 4, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7:00 p.m.

Present: Acting Chairman William Mello, Acting Vice Chairman Thomas Pilibosian, William Ferguson, Richard Deluca arrived at 7:10 p.m., Ronald White and Susan Brouwer, Clerk.

Mr. Mello noted there was a full quorum of the board and asked the board if they would reorganize because he has no interest in continuing as Chair. Having a full quorum of the board, members decided to move forward and reorganize the board.

Mr. Mello made a motion to appoint Mr. Pilibosian as Chairman, Mr. White seconded. The motion carried 5-0.

Mr. Ferguson made a motion to appoint Mr. White as Vice Chairman, Mr. Mello seconded. The motion carried 5-0.

Approval of Minutes

The minutes of May 26, 2011 were reviewed. Mr. Pilibosian requested an edit to the minutes. Mr. Ferguson made a motion to approve the meeting minutes of May 26, 2011 as amended. Mr. White seconded the motion. The motion carried 4-0-1. Mr. Pilibosian abstained.

The minutes of June 2, 2011 were reviewed. Mr. Pilibosian made a motion to approve the meeting minutes of June 2, 2011. Mr. Ferguson seconded the motion. The motion carried 5-0.

The minutes of June 16, 2011 were reviewed. Mr. Ferguson made a motion to approve the meeting minutes of June 16, 2011. Mr. Pilibosian seconded the motion. The motion carried 4-1-0, Mr. Deluca voting in the negative.

The board discussed the BPCC joint meeting with the Board of Selectmen on June 27, 2011. After discussion, members determined there was not a quorum of the Building, Planning and Construction Committee members and therefore no minutes are required. This meeting was posted just in case a quorum attended. Members present were Mr. Knapik, Mr. Pilibosian and Mr. Mello. The board agreed to refer to the approved minutes of the Board of Selectmen for this date.

The board discussed the minutes of June 30, 2011. Mr. Mello said there was a full quorum of the board present. The clerk stated she was not present and therefore is uncomfortable creating minutes for this meeting. Members stated the former Chairman Mr. Knapik took notes and should be able to create minutes for this meeting. Mr. Mello will contact Mr. Knapik and request he prepare minutes for approval for this meeting.

DPW Facility Study

Existing DPW Facility – Mr. Mello advised money was approved but to-date no quotes or correspondence have been received by the Department of Public Works. The board requested the clerk ask the new DPW Director, James Shuris to attend the August 18th meeting. Mr. Mello agreed to be the project manager of both the existing and proposed DPW facilities. All members were in agreement.

Proposed DPW Facility – Mr. Mello spoke with Ted Kozak, Town Manager regarding the Supplemental Agreement between the Town and AECOM. At the most recent Board of Selectmen meeting, a resident stated concerns with the general conditions and timeline of the Agreement being expired. Mr. Kozak told members of the board that he would put a hold on the project and until he reviews the contract with Town Counsel. Mr. Kozak said Town Counsel recommends obtaining a letter from AECOM waiving the general conditions and timeline. Once the signed letter is received by the Town Manager, he will notify the committee and the Site Architectural and Engineering Evaluation for the proposed Waste Water Treatment site can move forward. Mr. Mello will keep in touch with Mr. Kozak regarding this.

Library Roof

Mr. Mello said the Town Manager signed the contract for this project. The BPCC Clerk advised there was a verbal Notice to Proceed given but a written Notice to Proceed was not done for this project. Mr. White agreed to be the Project Manager for the library roof project. Mr. Pilibosian said if we can get the report from Kaestle Boos soon, the committee would be able to write up a report of the findings and get it on the October Town Meeting, the next steps would be to send out Request for Proposals, get bids, do the selection process and have an amount ready for the Spring Annual Town warrant. Bill Mello questioned about getting money for construction documents. Mr. White will speak with Mr. Kozak regarding this.

New Business

Tom Pilibosian mentioned the Town Hall is looking at replacing the windows. Bill Mello advised he is working with the Council on Aging in getting a shelter designed and set up down at the Senior Center.

Review Correspondence

None

Adjournment

Motion made by Bill Ferguson, seconded by Bill Mello to adjourn the meeting at 9:00 p.m. The motion passed unanimously.

Respectfully submitted,
Susan M. Brouwer, BPCC Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Minutes

Date: August 18, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Call to Order: Meeting called to order at 7:00 p.m.

Present: Chairman Tom Pilibosian, Vice Chairman Ron White, William Mello, Richard Deluca arrived at 7:05 p.m. and Susan Brouwer. Also present, Theodore Kozak, Town Manager and James Shuris, DPW Director

Approval of Minutes

There are no meeting minutes to approve. Rob Knapik sent an electronic copy of the June 30, 2011 meeting minutes which will be ready for approval at the next meeting.

DPW Facility Study

At the October 2011 Town Meeting the Town approved \$54,334.57 to make repairs; to date nothing has been done. Tom Pilibosian read a letter from R. Sasseville dated July 8, 2010 DPW existing facility. R. Deluca said the BPCCC received some quotes from the R. Sasseville DPW director. T. Pilibosian – went to Town Meeting in October 2010 was given money and this has not gone anywhere. If tomorrow morning there is an accident down there, and OSHA comes in he has great concerns of where the Town will be then.

New Business

Tom Pilibosian mentioned the Town Hall is looking at replacing the windows. Bill Mello advised he is working with the Council on Aging in getting a shelter designed and set up down at the Senior Center.

Review Correspondence

None

Adjournment

Motion made by Bill Ferguson, seconded by Bill Mello to adjourn the meeting at 9:00 p.m. The motion passed unanimously.

Respectfully submitted,
Susan M. Brouwer, BPCCC Assistant

**NORTHBRIDGE BUILDING, PLANNING
and
CONSTRUCTION COMMITTEE**

Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588



MEETING MINUTES

MEETING DATE: September 1, 2011

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

PRESENT: Chairman Tom Pilibosian, Vice Chairman Ronald White and William Mello. Richard Deluca arrived as 7:30 p.m. and departed 8:00 p.m. Also present: Clerk Susan Brouwer.

CALL TO ORDER: The Chairman called the meeting to order at 7:03 P.M.

DISCUSSION:

The Committee reviewed and discussed the minutes from the June 30, 2011 meeting. **Motion to approve the minutes was made by Bill Mello, seconded by Ron White, and carried unanimously.**

The Committee reviewed and discussed the minutes from the August 4, 2011. **Motion to approve the minutes was made by Bill Mello, seconded by Ron White, and carried unanimously.**

DPW FACILITY STUDY

Existing DPW Facility

-Nothing to report.

Proposed DPW Facility

-Nothing to report

LIBRARY ROOF PROJECT

Mr. Pilibosian said he asked the Town Manager to come to the meeting to discuss this project but he was not available. Ted Kozak provided a draft town meeting article for the committee to

discuss. Mr. Pilibosian said Mr. Kozak feels that to do the project as a whole would be a mistake for the October Town Meeting. Mr. Pilibosian advised that both he and Vice Chairman, Ron White will be meeting with Ted on Tuesday to discuss the project in further detail. Mr. White spoke with Principal in Charge, Mike McKeon from Kaestle Boos about the scope of the project. Mr. White presented the board with a "Probable Cost Estimate" of the project. The roof repairs are 66% of the project cost and wall repairs, which the company found during the forensic study, 33% of the project cost. Approximately 10% should be added to the bottom line to cover Clerk of the Works, mailings and other items. Mr. McKeon advised the project could be bid out separately but this would add approximately twenty-one thousand dollars more to the cost. Mr. White said Mr. McKeon also mentioned a couple of cost-saving options such as heater cables in gutters and placing aluminum gutters on the back of the building where the addition is. Mr. White is not sure what the price difference would be. Mr. Mello commented the sheet does not present a clear picture to the public. It is more of a broad picture and a sketch.

Consensus of the board is that the committee would like to move forward with the proposal as presented by Kaestle Boos. The committee is awaiting second set of figures which will separate the project into two projects.

Mr. Pilibosian asked the Clerk to post a meeting for next Thursday September 8th at 6 p.m. and requested the Clerk to invite the Town Manager Ted Kozak, DPW Director Jim Shuris and Historical Commission Chair, Ken Warchol.

A motion was made by Mr. Mello, seconded by Ron White made a motion that the draft warrant article be amended by deleting "the library roof system exterior walls" be replaced to read "library roofing". Discussion followed by Mr. White stating the committee is still waiting for all the information to be received from Kaestle Boos. Mr. Mello responded the walls are expanding the project. The motion carried unanimously.

OTHER BUSINESS

None

The Committee agreed to have the next meeting September 8th.

Motion was made by Ron White seconded by Bill Mello and unanimously approved to adjourn the meeting at 8:35 P.M.

Respectfully submitted by Susan Brouwer, Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

MINUTES

Date: September 15, 2011

Board of Selectmen's Room – Northbridge Town Hall

The meeting was called to order at 7:00 PM by Chairman Tom Pilibosian.

Present at the meeting were: Chairman Tom Pilibosian, Vice Chairman Ron White, Member Bill Mello, and DPW Director Jim Shuris.

The minutes for the September 1st meeting were reviewed. One error was noted that will need to be corrected by the Clerk. A motion to approve the corrected minutes was made by Bill Mello and seconded by Ron White. The motion carried unanimously.

DPW Existing Facility: Jim Shuris reported that none of the needed repairs that were on a previous report had been done. This began a lengthy discussion of what might be done with the present facility. Jim feels that it may be possible to renovate the current site. With the possibility of renovations, the consensus was to not spend the money appropriated for renovations until an assessment of the site is completed. Jim did say that he has spoken with AECOM about assessing the site.

Tom Pilibosian asked Jim Shuris about both of them meeting with the Board of Selectmen at the next meeting on September 26 to discuss to discuss Jim's ideas on the present DPW site and the needed repairs for the library. Jim agreed to this; Tom will contact the Town Manager to have this put on the agenda.

Library Roof: The warrant for the upcoming Town Meeting was discussed. There will be an article from the BPC asking for money for repairs to the roof, gutters, and downspouts. This article will be passed over in favor of an article placed by petition to do all of the repairs. Bill Mello asked who placed the petition article on the warrant and questioned whether or not it is a legitimate article. Tom Pilibosian and Ron White agreed to meet with Ted Kozak to discuss the articles.

Ron White questioned the possibility of interior damage from the leaks and the need to do an inspection inside; Ron said that he is willing to do the inspection. After a brief discussion, Ron and Jim Shuris agreed to meet to get this done.

Invoices: Two invoices, both from Kaestle Boos, were discussed for payment. The first was a charge of \$950.00 for the rental of a lift used for the inspection of the library roof. A motion to pay this invoice was made by Ron White and seconded by Bill Mello. The motion carried unanimously.

Northbridge Building, Planning and Construction Committee

Meeting Date: September 15, 2011

Page 2 of 2

A discrepancy was found in the second invoice. The charges for services are \$1,240.00, however the invoice total is \$1426.00. Bill Mello made a motion to hold on this invoice. Ron White seconded the motion and it carried unanimously.

Ron White made a motion to adjourn; this was seconded by Bill Mello; the motion carried unanimously. Adjournment was at 9:06 PM.

Respectfully submitted

Thomas Pilibosian, Chairman



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE
Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588

October 6, 2011
Town Hall – Board of Selectmen’s Room
Time: 7:00 pm
Open Meeting

PRESENT: Chairman Thomas Pilibosian, Vice Chairman Ronald White, Richard Deluca, Patrick Moynihan. Also present, James Shuris, DPW Director and Neil Vaidya, Town Accountant, Susan Brouwer, BPCC Clerk.

The Chairman called the meeting to order 7:05 p.m. Tom Pilibosian welcomed Attorney Patrick Moynihan to the Board. Mr. Moynihan gave a brief overview of his connection to the Town and experience he can offer the board.

Approval of Minutes

Richard Deluca made motion to accept the meeting minutes of September 15, 2011, seconded by Ronald White. Motion passed 3-0-1 abstention by Patrick Moynihan.

DPW Facility Study

Existing DPW Facility

Chairman Pilibosian recognized Jim Shuris, DPW Director. Mr. Shuris told board members that he would like to keep the DPW at the current site. Jim believes the current site is a much better location than the Wastewater Treatment Plant site citing the current location is a central location in Town its proximity to other key departments in Town. He also mentioned that there is no order to vacate the current location. Mr. Shuris reported that he had our consultant (AECOM) do a brief site visit of the current site. AECOM said there is no issue with endangered species; the current site is approximately 3.3 acres. Jim feels that AECOM is familiar with both sites and feels they would be the best firm to move forward. He said he has discussed this with the site with the Conservation Commission and they are very interested in reviewing the project site. In discussing initial cost estimates, Jim said the Notice of Intent filing would cost approximately 15K and the site survey approximately 10K and the boundary and property survey is approximately 4-5 months out. In addition, Jim said as part of the requirement for the Brownfield’s money an alternative site must reviewed and analyzed. Jim plans to use the Providence Road site as a comparative alternative site. This cost for this will be between 68 and 86K. Jim discussed funding sources, which include applying for Brownfield’s money to redevelop the site and Rural Development funds. Because the site is located on a riverfront, a portion of the site must have a replication area. The site has leach field and private septic but plans are to connect to public sewer.

Mr. Pilibosian and Mr. Deluca both commented they like the idea of keeping the department of public works at the current site. Rich Deluca asked if the Town flood plain maps are up-to-date and whether Jim has cost estimate for keeping the facility at the current site. Jim replied the cost estimate is approximately 2 million

dollars, with no storm water or site work development. As for the flood plain maps, Jim is not sure whether they are up-to-date.

The board asked Mr. Shuris what the next steps are for moving forward, Jim replied 1) permit feasibility 2) design and 3) build.

Library Roof

Mr. Pilibosian said the board reviewed (2) invoices from Kaestle Boos at the last meeting totaling \$5,026.00 for the forensic study of the Library Roof. Town meeting approved \$4,800.00. Members asked where the other funds were coming from. The clerk explained the additional money is for the lift that used to investigate the roof. The contract states the Town will provide "suitable lift". The BPCC discussed Invoice #2 for \$1,426.00 at the meeting prior. The board had questions regarding the bill total and therefore did not approve it for payment. The clerk explained the contract has an upcharge of 1.15%, which is the difference in the bill amount. In addition, the clerk told the members, Town meeting approved \$4,800.00. Kaestle Boos bills total \$5,976.00. The Clerk had discussions regarding the additional funds with the Town Manager and Town Accountant. The Town Manager advised if the BPCC did not have funds available; the Town will have to pay the difference. The board asked Neil Vaidya, Town Accountant if the BPCC had funds to cover the overage. Neil did not believe there was an appropriate BPCC account that would cover the overage. He said he would speak to determine where the funds were coming from and will get back to the BPCC clerk.

The clerk presented the following invoices again for review and approval

- 1) Kaestle Boos Inv#1 \$3,600.00
- 2) Kaestle Boos Inv#2 \$1,426.00

A motion was made by Ronald White, seconded by Richard Deluca to approve Invoice #1 for \$3,600.00. The motion carried unanimously.

A motion was made by Ronald White, seconded by Richard Deluca to approve Invoice #2 for 1,426.00. The motion carried unanimously.

The committee had a brief discussion on the Town Meeting warrant articles 8 (by petition) BPCC article 9. The committee decided if warrant article 8 passes, they board will passover article 9.

A motion was made by Patrick Moynihan, seconded by Richard DeLuca to support Article 8. The motion passed unanimously.

A motion was made by Patrick Moynihan, seconded by Richard DeLuca to pass over Article 9 if Article 8 passes. The motion passed unanimously.

DISCUSSION:

The next meeting of the Committee is scheduled for October 20, 2011 at 7 p.m. at Northbridge Town Hall.

Review Correspondence

-None

New Business

-None

Adjournment

Motion was made by Ronald White, seconded by Richard DeLuca to adjourn the meeting at 9:05 p.m. The motion carried unanimously.

The next meeting of the Committee is scheduled for October 20, 2011 at 7 p.m. at Northbridge Town Hall.

Respectfully submitted,
Susan Brouwer, Clerk

BUILDING, PLANNING AND

CONSTRUCTION

COMMITTEE IS CANCELLED

FOR THIS EVENING

OCTOBER 20, 2011



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Meeting Minutes

Date: October 24, 2011

Board of Selectmen's Room – Northbridge Town Hall

Meeting called to order at 7:00 p.m.

Present: Chairman Thomas Pilibosian, Vice Chairman Ronald White, Members William Mello, William Ferguson, Richard Deluca and Patrick Moynihan. Also, DPW Director Jim Shuris P.E., Town Manager, Theodore Kozak, Shelley Buma, Thomas Melia, Board of Selectman Chairman, William Audette, William Cundiff P.E., and Salvatore D'Amato.

DPW Facility Project

FATM Article 3: The board discussed warrant Article 3, which will be voted at the FATM on Tuesday, October 25, 2011. Article 3: "To see if the Town will vote to transfer a sum of money from account number 16064200-596300 "Receipts Reserved-Insurance Proceeds Highway Department" for the purpose of the design and construction of a DPW facility, including preparation of plans and specifications and construction administration services, and all associated project costs; said funds to be expended under the direction of the Building, Planning & Construction Committee; or take any other action relative thereto."

The chairman opened discussion up stating the money in the article was from the demolition of the red shed at the DPW yard. After a brief discussion, members agreed approximately \$43,000 would be used for site investigation and the remaining balance placed towards repairs. Finance Committee Chair, Salvatore D'Amato, noted the Finance Committee will vote to support Article 3 if the Building, Planning and Construction Committee (BPCC) used proper procurement procedures.

Motion: *Mr. Ferguson made a motion, seconded by Mr. Moynihan to support Article 3 and to follow Massachusetts General Law Procurement Regulations and Procedures. The motion passed unanimously.*

William Cundiff an engineer and resident of the community distributed information on Massachusetts Rules on Procurement Procedures.

Library Roof Project

FATM Article 8: The board discussed warrant Article 8, which will be voted at the FATM on Tuesday, October 25, 2011

ARTICLE 8: (Petition)

To see if the Town will vote to raise and appropriate and/or transfer from the undesignated fund balance (free cash) and/or transfer from unexpended appropriated funds and/or transfer from the Reserve Fund, and/or transfer from the Stabilization Fund and/or borrow a sum of money for making various repairs to the Whitinsville Social Library building (to include repairing the slate roof, replacing the gutters and downspouts, installing a heating element for the gutters with a temperature control and doing exterior wall repair work consisting of repairing the spalling concrete where necessary, replacing the EIFS system and replacing the caulking at designated windows and expansion joints) and for necessary design services in connection therewith (to include preparing the plans and specifications, assisting the Town in the procurement of construction services and providing contract administration services); and, if by borrowing, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and to issue bonds or notes therefor under Chapter 44 of the General Laws or any other enabling authority; said sum to be expended under the direction of the Building, Planning, and Construction Committee; or take any other action relative thereto.

ARTICLE 9: (Building, Planning & Construction Committee)

To see if the Town will vote to raise and appropriate and/or transfer from the FY'12 Omnibus Budget, and/or the Stabilization Fund, and/or transfer from the undesignated fund balance (free cash), and/or any other funds that may become available, a sum of money for the repair and restoration of the Library roofing, including design, bidding, and construction services for the project; said funds to be expended under the direction of the Building, Planning and Construction Committee; or take any other action relative thereto. FATM Article 8: The board discussed warrant Article 8, which will be voted at the FATM on Tuesday, October 25, 2011

The Chairman opened these articles up for discussion. Mr. Mello advised he is still against Article 8 because this article includes the repair of the library walls. Mr. Mello shared his concerns stating the causes of the cracks are unknown and there is no exterior insulated finished system (EIFS) on the walls.

Motion: *A motion was made by Mr. White, seconded by Mr. Ferguson to support Article 8 and pass over Article 9. The motion passed 5-1 with Mr. Mello voting in the negative.*

Other Business

Mr. Pilibosian asked for a motion to cancel the meeting prior to Town Meeting as there was no need to meet ahead of time.

Motion: *A motion was made by Mr. Mello, seconded by Mr. Ferguson to cancel the meeting prior to Town Meeting. The motion passed unanimously.*

Adjournment

Mr. Mello made a motion to adjourn, seconded by Mr. Ferguson. The motion carried unanimously. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Ronald White, Vice Chairman



NORTHBRIDGE BUILDING, PLANNING and CONSTRUCTION COMMITTEE

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

Meeting Minutes

Date: November 17, 2011

Location: Board of Selectmen's Room – Northbridge Town Hall

Present: Thomas Pilibosian, Chairman, Ronald White, Vice Chairman, Members Patrick Moynihan, William Mello. Also present, Susan Brouwer, Clerk and DPW Director James Shuris, P.E.

Call to Order: Meeting was called to order at 7:05 p.m.

Approval of Minutes

The minutes of Oct. 24, 2011 were reviewed. A motion was made by Patrick Moynihan to approve the meeting minutes of October 24, 2011. Mr. White seconded the motion. The motion passed unanimously.

The minutes of November 3, 2011 were reviewed. A motion was made by Mr. Mello to approve the meeting minutes of October 24, 2011. Mr. White seconded the motion. The motion passed unanimously.

DPW Facility Study

The DPW Director and Town Manager went to meet with legal counsel Deborah Anderson and Bill O'Donnell at the Attorney General's office in Boston to discuss the RFQ process. They reviewed the proper RFQ procedure and requirements with the committee.

Library Project

Mr. White mentioned that Kaestle Boos never received payment for the report on the library roof project. The clerk advised the bill was submitted for processing and that she will follow-up with accounting to see what the holdup is.

Mr. Pilibosian gave a brief overview of this project to the new members on the committee, stating that back in April there were complaints of the roof leaking at the library. The scope of the project increased when Ted Kozak, Town Manager authorized the architectural firm Kaestle Boos to look at other items which the Library Director brought to his attention.

Mr. Pilibosian advised the next steps are 1) development of specs 2) Project Manager versus Clerk of the Works. If the project total is under one hundred thousand there is no need for project manager only a clerk of the works. Board is wondering if five thousand would be enough for the Clerk of the Works

Board determined the Design Consultants may have some management capability and that if they want the project shouldn't have any probably come in and talk committee.

Correspondence

- Letter from the Council on Aging– regarding providing shelter for COA buses at the proposed DPW site.

New Business

Mr. Mello asked why the BPCC committee is not being asked to participate in the Town Hall windows project. Mr. Moynihan questioned the basis for involvement of the BPCC Committee and what projects the committee get involved in and when is it that the committee is asked to be involved. Mr. Pilibosian responded the Town bylaws state projects the committee gets involved in. Mr. Moynihan asked for a copy of the bylaw and will contact Sue Brouwer on how to obtain.

Adjournment

Mr. Moynihan made a motion to adjourn the meeting at 8:51 p.m. Mr. White seconded the motion. The motion carried unanimously.

Respectfully submitted,
Susan M. Brouwer, Clerk



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

*Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588*

**AGENDA
CANCELLED NO QUORUM**

Date: December 2, 2011
Board of Selectmen's Room
Time: 7:00 P.M.

Call to Order

Approval of Minutes

DPW Facility Project

Library Roof

Review Correspondence

New Business

Adjournment



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

Northbridge Town Hall

7 Main Street

Whitinsville, MA 01588

MEETING WAS POSTED NO QUORUM NO MEETING

AGENDA

Date: December 28, 2011
Board of Selectmen's Room
Time: 10:00 A.M.

Call to Order

DPW Facility

-Pre-bid proposal meeting and site walk at 11 Fletcher Street

Adjournment