

Municipal Building Committee – City Hall Redevelopment
Via Zoom
Tuesday, November 10, 2020 @ 4 PM

| Committee Members in Attendance | | | Others in attendance | | |
|---------------------------------|-------------------------|------------------------------|----------------------|---------------|--------------------|
| √ | Gary Christenson, Chair | Mayor | ABSENT | Nelson Miller | Bldg. Commissioner |
| √ | Eric Rubin | Pub. Facilities Dir. | | | |
| √ | Barbara Murphy | 2016 Council Pres. | | | |
| ABSENT | Craig Spadafora | Council Pres. Appt. | | | |
| √ | Ryan O’Malley | Ward 4 Councillor | | | |
| √ | Debbie Burke | MRA Director | | | |
| √ | Ron Hogan | Mayor’s Appt. | | | |
| √ | Kathleen Manning Hall | Clerk <i>Non-voting mem.</i> | | | |

MINUTES

1. **Roll Call of Committee members.** Meeting was called to order at 4 PM. Clerk called the roll and there was a sufficient quorum.
2. **Review and approval of July 14, 2020 Minutes.** *Motion by Ron Hogan to approve the Minutes of July 14, 2020, seconded by Debbie Burke and approved by all except Barbara Murphy who abstained because she was not at the meeting.*
3. **Punch List Items.** We are down to the last handful of items as well as a few items that need to be addressed:
 - a. Some damaged ceiling tiles are being replaced.
 - b. HVAC system issues are being resolved.
 - c. COVID glass partitions have been installed at all cubicles – this was paid for by Cares Act funds.
 - d. Some furniture work needs to be completed, but the bulk of the furniture has been set up. General Contractor M. O’Connor and Creative Office Solutions are still working on a few unfinished items. A few requests have come in from employees for additional furniture, Ron is going to walk through the building to see what the needs are on each floor.
 - e. Eric is working to wrap up the electrical portion of the project.
 - f. Ron is working to finalize the project with JAG including execution of the Certificate of Completion which must be completed before City employees can park in their garage – there is no guarantee that we can use it indefinitely – but some of the employees who are parking at CBD and Dartmouth Street garages will

begin parking there soon. There will be bike rack access at this garage as well and access cards will be utilized for this.

- g. City Hall Sign - Sign Art has committed to correcting the sign. As all letters have to be removed, it's a time-consuming endeavor.
- h. A glass panel broke above the entryway – it may have been caused by the excessive wind that day. The new glass has been ordered and it should arrive in the next couple of weeks.

The Mayor visited every department in the building last week and employees are very pleased with the end result. The Mayor commended Ron and the team's work on getting this project done so smoothly with so few punch list items. The project is currently several hundred thousand dollars under budget. Whatever is left over will be allocated to create the archives' storage. There has been \$10,000 earmarked for language access.

4. Approval of Payment of Invoices. The following invoices have been submitted for payment for the month of July:

- a. Invoice for Hill International for Project Management Services in the amount of \$13,700;
- b. Invoice for General Contractor M. O'Connor in the amount of \$8,582.75 for the first set of changes for glass;
- c. Invoice for General Contractor M. O'Connor in the amount of \$655,732;
- d. Invoice for Flansburgh for construction management services in the amount of \$1,530.00;
- e. Invoice for Phoenix Communications in the amount of \$15,631.47 - Anthony Rodrigues is working on modifications to the technology – this is being paid for with Cares Act money;
- f. Invoice for Commissioning Agent Consulting Engineering Services (CES) in the amount of \$,5462.60; and
- g. Invoice for Signet Electronic Systems in the amount of \$9,197.89.

Motion to approve payment of all aforementioned invoices made by Eric Rubin and seconded by Barbara Murphy. All in favor, Motion passes unanimously.

The following invoices have been submitted for payment for the month of August:

- a. Invoice to Sterling Movers for the cost of moving in the amount of \$49,656.74;
- b. Invoice for Flansburgh for construction management services in the amount of \$2,295;
- c. Invoice for Hill International for Project Management Services in the amount of \$5,875;
- d. Invoice for Phoenix Communications for additional fiber optics in the amount of \$5,626.03;
- e. Invoice for Lowes for additional furniture in the amount of \$1,698.02;
- f. Invoice for CES consulting services in the amount of \$722.30.

Motion to approve payment of all aforementioned invoices made by Eric Rubin and seconded by Barbara Murphy. All in favor, Motion passes unanimously.

The following invoices have been submitted for payment for the month of September:

- a. Invoice for Hill International for Project Management Services in the amount of \$7,273;
- b. Invoice for Valley for phones in the amount of \$116;
- c. Invoice for Signet Electronic Systems in the amount of \$1,300.

Motion to approve payment of all aforementioned invoices made by Debbie Burke and seconded by Eric Rubin. All in favor, Motion passes unanimously.

- 5. Project Closeout.** Ron recommends one more meeting, to recap and distribute the final budget and to approve any other outstanding invoices. Barbara would like to continue meetings for the purposes of artwork. Barbara wants to make sure there's enough money in the budget to keep windows clean – she has noticed dirty windows. Ron said that there is \$200,000 per year budget for upkeep of the City Hall building.

- 6. Next Meeting:** t/b/d

Motion to adjourn at 4:30 PM by Eric Rubin and seconded by Barbara Murphy. All in favor, meeting adjourned.