

**SPECIAL COMMITTEE ON THE
MANCHESTER MUNICIPAL COMPLEX**

March 15, 2011

6:00 PM

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, O'Neil, Long, Shea, Ouellette

Messrs.: T. Clougherty, A. Martino

Chairman Lopez addressed item 3 of the agenda:

3. Project summary update submitted by the Public Works Director.

On motion of Alderman Shea, duly seconded by Alderman Long, it was voted to discuss this item.

Mr. Timothy Clougherty, Deputy Public Works Director, stated as most of the Committee is probably aware, we are underway with the Municipal Complex construction. Things are going very well. With me tonight is Andrew Martino who is the project manager from Harvey Construction. As I was saying, things are going well with the project thus far. We are just beginning demolition. We should start to see some buildings come down in the next couple of weeks, but Andrew can give you more of an update on the schedule. You will see that we have provided another copy of the budget. I understand that there were some questions within the past couple of weeks on some of the costs associated with the temporary office location and also the costs that were associated with the permanent setup. I have provided a spreadsheet that outlines our budget line by line as well as a memo that tries to clarify some of the questions that were raised previously. In addition, there is another spreadsheet that talks about the temporary office alternative plans and the financial considerations given to each of the plans contained in those. I can either take any questions on that now or we can proceed with the project update from Mr. Martino.

Alderman Long stated Tim, I have the March 7th explanation to the Chairman and it says that the change order to Harvey's contract will be executed, reducing the contract value by \$55,000. Can you explain that?

Mr. Clougherty replied if you look at the first spreadsheet, at the top it talks about total project soft costs that total \$4.8 million. Below that is a breakdown of Harvey Construction's contract totaling \$38.692 million. Within that \$38.692 million is \$55,000 that was contemplated to temporarily fit up the office surplus building into space to accommodate all of the Highway Department administrative employees. We are not going to be doing that. We are going to only be moving a portion of our employees over there. What we are proposing is that we take that \$55,000 and put it toward the soft cost above and we would use those monies to not only pay for the lease at 228 Maple Street and we would use any balances to permanently fit up that office space. You will see included in the project soft costs above that initially there was \$150,000 that was contemplated for the fit up of that office building for a permanent shop space. Our proposal would be to amend that to \$205,000. That would take care of the lease as well as a permanent fit up of that space out of that line item.

Alderman Long asked so the \$55,000 will go towards item 13, the fit up of the office building for shops and lease?

Mr. Clougherty replied that's correct.

Alderman Long asked we'll be taking out of that for the rent or lease and whatever we need from there?

Mr. Clougherty replied right. There are some telecom updates that need to be made, but they are relatively minor.

Alderman Long asked with reference to Attachment C in the contract, those three numbers - \$37,000, \$8,000, and \$10,000 - will those be removed from there?

Mr. Clougherty replied that is exactly where they come from.

Alderman O'Neil stated Tim, one more time on that explanation. If we are working off the sheet titled 3-1, walk me through where the \$55,000 comes from to begin with.

Mr. Clougherty stated the \$55,000 is within Harvey's number of \$38,692,625. It isn't broken out in any of the line items that you see numbered there, but it is contained within the estimate.

Alderman O'Neil asked so you reduce that by \$55,000 and that money then increases item 13 in project soft costs to \$205,000?

Mr. Clougherty replied that's correct.

Alderman O'Neil asked what is that \$205,000 used for?

Mr. Clougherty replied that \$205,000 is used for the fit up of the office surplus building into our shops building as well as to accommodate the lease and any fit up costs that we have associated with 228 Maple Street.

Alderman O'Neil asked is there a general breakdown? Do you know how much of the \$205,000 goes to what?

Mr. Clougherty replied no, not yet. We are moving our things over there. Over the course of the next year or so we are going to be planning for that space in more detail.

Alderman O'Neil asked you said it was 228 Maple Street?

Mr. Clougherty replied that's correct.

Chairman Lopez addressed item 4 of the agenda:

4. Communication from Timothy Clougherty, Deputy Public Works Director, regarding Temporary Highway Administrative Offices.

Chairman Lopez asked as you have been moving, is everything all set?

Mr. Clougherty replied I guess you could say it is all set, as all set can be when you are moving over 200 employees who have been entrenched there for a number of decades. We are doing our best to coordinate with Information Systems, Water Works and the Fire Department. All of those departments have been extremely helpful in accommodating the needs that we have from changing around the City's infrastructure from a fire reporting perspective to Information Systems. Water Works has been great and they are going to be enveloped within this site. There are going to be some disruptions to them such as the discontinuance of Lincoln Street and some of their customer service because we have a lot of utilities going into Lincoln Street. All departments have been working very cooperatively. We are very happy to see that and are very appreciative of their efforts.

Chairman Lopez I have a question in reference to 228 Maple Street. There was some conversation and I called Kevin about it. The roof was leaking. How bad is that? What is the situation on that?

Mr. Clougherty replied the roof was leaking in a few different locations. I got in touch with the landlord on Friday afternoon. He returned my call immediately and I had a call from the roofing company very shortly thereafter. We made an appointment to meet at 10:00 Monday morning. The roofing company showed up and it is my understanding that they have addressed the leaks. I'm going to give them some leeway here because we have the same problems with roofs. You think you have fixed the problem. We don't consider them major or any detriment to our occupancy of the space, but I am confident that the landlord will hold up his end of the bargain and make the roof right.

Alderman Shea stated I'm going to divert for just a minute, Tim. I'm concerned about the guys, not necessarily in the office, but the guys who go out and collect the trash and so forth. Where are all these trucks and these guys going to be located?

Mr. Clougherty replied that is going to be in a combination of locations. As I mentioned, we are working cooperatively with the Water Works Department to park as many vehicles as we can within the confines of their current space. If you are familiar with it, it is around the gas pumps and over in the back of the gravel site. We are going to be parking a lot of equipment there. We are also going to be utilizing the triangle site that is on the southeast corner of Lincoln and Hayward Streets. Another department that we should reach out to is the Airport. They have been very cooperative with us to utilize some surplus land that they have for securing equipment securely. We are also advising our landfill people and we are looking at Parks and Recreation on Bridge Street Extension. Over the next 52 weeks or so we are going to be hopping around to maintain our current operations.

Alderman Shea asked are the employees still going to report in the vicinity of the building?

Mr. Clougherty replied yes. The plan is that the majority of our administrative staff is going to be at 228 Maple Street on the fourth floor. That is going to include our engineers, technicians, accounts, business service officers, Kevin and myself, as well as our chief of street operations. Over at the office surplus building is going to be our field superintendents. It is also going to be the location where we have our signal shop, our sign shop, carpenter shop, as well as our inventory. We will work all of our inventory out of there. All the Highway inventory and eventually all inventory for the department, including Parks as well as Facilities, will be done there. We have made accommodations to have a time

clock installed over there and that is where the guys will muster in the morning, meet up with their supervisors and receive their work assignments for the day and proceed out from there.

Alderman O'Neil asked Tim, could you put something together about who is going where?

Mr. Clougherty replied sure, to the best of my ability.

Alderman O'Neil stated it is probably going to be a work in progress because you may have something come up and there is a better spot for them.

Mr. Clougherty stated the people who have desks, you just had that explanation and I'm happy to provide that in writing. The rest of the equipment is really what is going to be a juggling act. It is not going to be anything that I can put a realistic schedule to. We have just been talking with Harvey today about how we move material on sight.

Alderman O'Neil asked can you walk me through the thought on putting dispatch in the fuel house?

Mr. Clougherty replied dispatch is going to be located in the gas shack. It is a 12 by 14 foot shed right next to our fuel pumps. That is really where our hub of operations is going to be. We are going to be maintaining our garage space and our dispatch will work out of there.

Alderman O'Neil asked there was no room for them in the building as it was going to stay on the south end or up at the surplus office?

Mr. Clougherty replied they really can't see our garage or fueling operations, anything that is going on in the yard proper, from either of those locations so we thought the best place for them to be would be on the site. With the location of our garage offices being on the southwest corner, they have no view of the yard and we felt that was an important aspect.

Alderman O'Neil asked are you going to put more windows in?

Mr. Clougherty replied we already did.

Chairman Lopez asked for people coming to the Highway Department, where are they going to park?

Mr. Clougherty replied there is parking available at 228 Maple Street. It is actually a pretty generous parking layout that they have. They can enter through three entrances: the southeast corner, the northwest corner and on the southwest corner.

Chairman Lopez stated a question has come up from a few people and I've had conversations about the fence that is going to go up where LeMay Oil is I presume. Is that fence going to go all the way down by the railroad tracks? Can we see a diagram of where the fence is going to go? Is it going to go on the property line or is it going to be a buffer?

Mr. Clougherty replied I'll get you a diagram for the next meeting. I know that there is a fence on the north and west side of that proposed parking area, but I don't think there is one on the east side.

Chairman Lopez stated I think it is a permanent fence that is going up. Is there going to be a fence where the tracks are?

Mr. Clougherty replied yes, but it is going to be on the triangle parcel side of those.

Chairman Lopez stated why don't you get us a diagram because there have been some questions that are coming up and whether we are going to be giving the abutters any room or whether we are going to put the fence on our property line.

Mr. Clougherty stated I can get you a diagram. I can tell you that temporarily, during our staging operations, we need as much real estate as possible and we're planning on putting a temporary fence on the property line.

Chairman Lopez stated we'll see that because some questions are starting to come up.

Mr. Clougherty stated I can get you both temporary as well as permanent.

Chairman Lopez addressed item 5 of the agenda:

5. Announcement regarding Ground Breaking Ceremony (March 23rd at 2:00 P.M.)

Mr. Clougherty stated the ground breaking is March 23rd at 2:00 P.M. The location is to be determined, but right now we are thinking that the best location is going to be right near the incinerator within our Highway Department yard. I

hope that everyone has received an invitation to our groundbreaking and we look forward to seeing everybody there.

Alderman Ouellette stated I was just wondering if Mr. Martino from Harvey would have an update for us on his end.

Mr. Clougherty stated I have two other things before you adjourn.

Chairman Lopez stated you can finish up first and then we will go to Harvey.

Mr. Clougherty stated I hope that everyone has received the public announcement that we are going to be moving our offices this coming Thursday and Friday. We are encouraging everyone to get as much business as they can get done at the Highway Department before that time. We sent this notice out and it is going to be in the Union Leader tomorrow as well. There is a potential for disruption of services. Obviously, when we are moving our accounting staff and our technicians our services may be somewhat limited. We are working with Information Systems to make the move as seamless as possible and we're hoping that we are going to be up and running again on Friday afternoon. If Jennie were here she would probably be cringing, but we should be up for normal business on Monday. Water Works will see some disruption at that time, mainly during the business day on Friday. I think the same thing would be encouraged for business to be done at Water Works on Lincoln Street as well. If you can, get it done before Friday or sometime after Sunday.

Mr. Andrew Martino, Harvey Construction, stated as far as a project update, we are in the two phase portion now. We have the construction documents on the street for bidding. We have had an early release package, and we have gone through about 20% of the bids. The architectural, mechanical and electrical plans are out on the street for bidding. We have mobilized on site as of last week. We had the contractor on site performing hazmat abatement, asbestos and whatnot. We have mobilized to begin the cut and caps for demolition. Demolition is scheduled to begin next week with taking down select buildings, including the carpenter's shop. There is a small shed and then we would move over to the auto body shop. Basically, in the beginning of April we would look at demolishing the administration building where it stands currently and then the incinerator stack.

Alderman O'Neil asked would it possible to put together a one page newsletter of what has happened and what will happen that week?

Mr. Martino replied sure.

Alderman O'Neil stated I know I get asked regularly about what is going on from different vendors in the City. You can get it to the Public Works people and they can forward it. It only has to be one page. For example, 'We have awarded steel to company X, we are going to be taking down the chimney this week and next week we are going to be bidding the electrical.' Just something weekly...I'm not trying to overburden you, but we get asked questions all the time about what is going on.

Mr. Martino stated that's no problem at all, Alderman O'Neil. Do you want something in a narrative format?

Alderman O'Neil replied just something in bullet points or a summary. If you did it on a Monday for the previous week about what has happened and what will happen, just general bullets, and if anyone has further questions they can always reach out to the Public Works staff. That would be helpful.

Mr. Clougherty stated as Mr. Martino mentioned, we are going to be beginning demolition in earnest at the beginning of April. Immediately following that demolition, along Lincoln Street, there is going to be the excavation for footings and foundations for the Highway Department administrative building. To that end, we would ask that the chair or someone from the Committee request that the Lincoln Street discontinuance be pulled off the table at the Board of Mayor and Aldermen meeting this evening and moved forward.

Chairman Lopez stated we can do that.

Mr. Clougherty stated thank you. We appreciate that.

Alderman Long stated I believe there are two streets. Do you want them both?

Mr. Clougherty replied we only want Lincoln Street at this time. We will be looking for Hayward Street in the beginning of June timeframe, but at this time Lincoln Street will suffice. It is the north side of Hayward to the south side of Valley.

There being no further business, on motion of Alderman Ouellette, duly seconded by Alderman O'Neil, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee