FINANCE COMMITTEE MEETING
February 12, 2013
City Council Chambers
7:00 PM

Present: Mayor Jean, Councilor Varney, Councilor Keans, Councilor Larochelle, Councilor Walker

Excused: Councilor Lauterborn, Councilor Torr

Others Present: City Manager Fitzpatrick, Deputy City Manager Cox, Deputy City Manager Pollard, Fire Chief Sanborn, Assistant Fire Chief Dupuis, Police Chief Allen, Police Detective Frechette, Ann Sanok, FJC Executive Director.

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M. Councilors Lauterborn and Torr were excused; all other Board members were present.

2] Public Input

Mary Jo Monusky from Art Stream addressed the Committee regarding the City Hall Annex project. She expressed her support of saving and renovating this old City building.

Gregg DeNobile, resident, addressed the Committee regarding the City Hall Annex. He stated that he found no information on this project in the meeting materials.

3] Meeting Minutes of December 11, 2012

Mayor Jean noted that Councilor Larochelle was "Excused" from the last meeting. Councilor Walker MOVED to approve the amended minutes. Councilor Keans provided a second to the motion. Mayor Jean conducted a voice vote and the motion was ADOPTED unanimously.

4] Old Business

4.1 City Hall Annex

Mr. Tom French, of French Engineering, addressed the Committee and provided an update on the City Hall Annex project. He also provided a handout (copy attached).

The Mayor requested that Mr. French return to the March Finance Committee meeting with another update.

4.2 Methodist Church Clock

The City Manager provided an update on trouble-shooting the issues (s) with the Methodist Church clock.

4.3 Host Fees Budgeting Follow-Up

Deputy City Manager Cox reviewed with the Committee his memorandum regarding the budgeting of dedicated revenues from Waste Management host fees. The consensus of the Committee was that the contemplated changes were acceptable.

4.4. Tax Deeding Update

Deputy City Manager Cox reviewed with the Committee his memorandum regarding the Tax Deeding process.

4.5 Elderly Exemption Report

Councilor Walker requested additional data regarding Elderly Exemptions and suggested that Assessor Mullin attend the next meeting of the Committee to answer questions on this issue.

5] New Business

5.1 Fire Gear Grant Update and Response Letter Release

Fire Chief Sanborn informed the Committee that the City had received a FEMA Assistance Grant. Due to a required acceptance response within 30 days, the Mayor requested that this item be placed on the February 19th Special Council Meeting Agenda.

5.2 Family Justice Center at the Community Center Discussion

Police Chief Allen and Family Justice Center Executive Director Ann Sanok provided the Committee with an update on the FJC's move from part-time to full-time operations.

Councilor Walker MOVED that the Committee recommend that the full City Council approve rental of the FJC's current space at the Community Center for another eighteen (18) months for a total rental fee of $1.00. Councilor Varney provided a second to the motion. Mayor Jean conducted a voice vote and the motion was ADOPTED unanimously.

5.3 Engineering RFP Follow-Up

Acting Public Works Director Peter Nourse provided the Committee with an update on Blizzard 2013 Public Works response efforts.

Mr. Nourse then explained the Quality Based Selection process for engineering services. He requested to be able to continue with this process.

The consensus of the Committee was that Mr. Nourse could continue soliciting engineering services as we have in the past. However, the Committee requested that he discuss with the State the acceptability of pre-qualifying engineering firms using the QBS process and then soliciting competitive pricing from this pre-qualified list.

5.4 Common Park Bench Donation

Becky Fecteau and Jennifer Laverdiere Perry requested permission to donate the funding for a park bench at the Common in honor and memory or their father (John Laverdiere).

Councilor Walker MOVED to recommend to the full City Council that the City accept the funding donation for a park bench at the Common. Councilor Varney provided a second to the motion. Mayor Jean conducted a voice vote and the motion was ADOPTED unanimously.

5.5 Budget Timeline

There was no discussion of this item.

6] Finance Director's Report

There were no questions or discussion on this item.

7] Monthly Financial Reports

There was no discussion on this item.

8] Other

No other items were raised.

9] Adjournment

Councilor Walker MOVED to adjourn the Finance Committee meeting. Councilor Varney provided a second to the motion. Mayor Jean conducted a voice vote and the motion was ADOPTED unanimously.

The meeting adjourned at 8:47 P.M.

Respectfully submitted,

Blaine M Cox

Blaine M. Cox
Deputy City Manager

CITY HALL ANNEX

Proposal for Renovations
For Office Space Use

Current Assessment

- Was evaluated in December 2011 by:
  - Construction Management Firm
    - JHD Construction Services, LLC
  - Structural Engineering Firm
    - Steffensen Engineering Associates, Inc.

Current Assessment

- Existing Conditions
  - Roof is leaking - creating damage
  - Unknown hazardous building materials / mold
  - Was used for PD training – superficial damage to interior walls
  - Steffensen Engineering
    - Overall building is considered to be in "good to excellent structural condition"
    - Exterior Walls "appear plumb and straight"
    - Floor systems more than adequate for office space use.

Phases

1. Materials Survey & Repair Roof
2. Renovate Ground Floor
3. Renovate Top Floor
4. Renovate Basement

Initial Hazardous Material Survey Results

- Asbestos Containing Materials
  - 2,500 ft^2 of Asbestos Floor Tiles 1st & 2nd Floors
  - Only Attic Half Round window has Asbestos Glazing
  - 2nd Floor Substrate (Approx 1,200 ft^2)
  - Small amount of Pipe Insulation in Basement
  - 40 ft^2 of Asbestos Roof Flashing Cement
- No Paint exceeded HUD guidelines for Lead
- No PCBs were found

Initial Hazardous Material Survey Results

- Significant Findings of Airborne Fungal Spore Concentrations
  - Exterior (control) 17,067 spore count/m^3
    - Mold spores associated with mushrooms
  - 2nd Floor Lobby 20,853 spore count/m^3
  - 1st Floor Rear Cell 12,587 spore count/m^3
  - 1st Floor Lobby 27,947 spore count/m^3
  - Basement 57,867 spore count/m^3
    - Mold from wet building materials

Hazardous Material Recommendations

- All Asbestos Containing Materials must be abated before being impacted by renovations.
- Additional Air Quality testing is being conducted on the City Hall side of the "Bridge"
- Seal door openings and penetrations into City Hall
- Remove or Clean and treat surfaces with visible fungal growth
- Repair Water Penetrations (roof and basement)
- After cleanup reassess Air Quality for residual fungal spores.

Renovate for Office Space Phase I

- Hazard Materials Survey
- Seal off City Hall
- Roof Repairs / Basement Water Mitigation
- Remove / Clean and Treat surfaces containing fungal growth
- Reassess Air Quality
- Relocate Fire Alarm Systems
- Relocate Electrical Panels
- Asbestos Abatement
- Interior Building Demolition

Renovate for Office Space Phase I

- Building Deterioration Arrested
- Eliminates Personnel Health Issues
- Building still not useable
- Investment in City asset
- Separates electrical supplies and fire alarms
- Uncover structural components to allow building design

$150,000

Renovate for Office Space Phase II-a

<u>Reconstruct Ground Floor</u>

- Site work for drainage & new water line
- Re-Pointing of exterior brick
- New Stairs and Railings to all floors
- Repair/Replace damaged timbers
- Replace doors and windows (all levels)
- Construction of New Elevator
- Replace Boiler, electrical system, sprinklers
- Construct Office Space on ground floor only
  - offices, conference rooms & storage space

Renovate for Office Space Phase II-a

- Create a useable building space
- Return on investment of City asset
- Central location of City staff
- Additional conference and storage space
- Protection of Historic City Building

$1,000,000 - $1,500,000

Renovate for Office Space Phase II-b

Reconstruct Top Floor

- Complete electrical & mechanical installation
- Construct additional office space

$350,000

Renovate for Office Space Phase II-c

Reconstruct Basement Level

- Complete electrical & mechanical installation
- Construct Storage Space

$300,000

Summary

Phase I	**$ 150,000**
Phase II-a	$1,500,000
Phase II-b	$ 350,000
Phase II-c	$ 300,000

CITY HALL ANNEX

	Task Name	Duration	Start	Finish
1	**PHASE I**			
2	Hazardous Material Survey	25 days	Mon 10/1/12	Fri 11/2/12
3	Additional Haz Mat Survey	5 days	Mon 3/4/13	Fri 3/8/13
4	Roof Repairs	15 days	Mon 4/1/13	Fri 4/19/13
5	Basement Repairs	15 days	Mon 4/1/13	Fri 4/19/13
6	Mold Abatement	20 days	Mon 4/1/13	Fri 4/26/13
7	Relocate Fire Alarm Systems	4 days	Mon 4/29/13	Thu 5/2/13
8	Relocate Electrical Panels	4 days	Mon 4/29/13	Thu 5/2/13
9	Interior Demolition	25 days	Mon 5/6/13	Fri 6/7/13
10				
11	**PHASE II**			
12	Design	35 days	Mon 6/17/13	Fri 8/2/13
13	Bids	15 days	Mon 8/5/13	Fri 8/23/13
14	Construction Phase II-a	60 days	Mon 8/26/13	Fri 11/15/13
15	Construction Phase II-b	25 days	Mon 11/18/13	Fri 12/20/13
16	Construction Phase II-c	30 days	Mon 12/23/13	Fri 1/31/14