

Approved September 30, 2020

Mendon Police Station Building Committee Meeting
Mendon, MA 01756
Wednesday, September 16, 2020
6:30 p.m.

Join via Microsoft Teams Meeting or
Phone: 347-467-1434 Conference ID: 750 559 746#

I. Call to Order

The meeting was called to order at 6:34 pm by Joe Cronin.

Joe and Don explained the ground rules for the meeting as it was being conducted remotely, consistent with Governor Baker's Executive Order of March 12, 2020 due to the current State of Emergency in the Commonwealth as a result of the outbreak of the "COVID-19 Virus."

Joe took roll call to identify the members present.

Building Committee Members Present:

Tim Aicardi, Joe Cronin, Police Chief Dave Kurczyk, Don Morin, JP Parnas, Eric Peterson and Linda Thompson

Others Present:

Mary Bulso, Owner's Project Manager, Central Mass Projects
Peter Gaudreau, Construction Administrator, Kaestle Boos Associates (KBA)

II. Approval of Meeting Minutes – September 9, 2020

MOTION: A motion was made by Don Morin, seconded by JP Parnas to accept the meeting minutes from September 9, 2020.

DISCUSSION: JP asked about clarifying the item in section VII regarding the HVAC humidity issues, stating that the verbiage made it sound like the issue was resolved when in fact KBA was waiting for GGD to review and approve the HVAC Testing and Balancing Report. Don agreed to amend the minutes to reflect this.

VOTED: Amended minutes approved on a unanimous vote via roll call

III. Review Open Action Items on Decisions and Actions Log

- Town Well Pressure Switch and Pump Replacement – Don stated that there was no new information to share.
- COVID-19 Expense Reimbursement – Don stated that there was no new information to share. He has reached out to the Town Administrator and Town Counsel for an update but they have not yet responded.

- Signet Card Reader to Door Exiting into Main Lobby – Chief Kurczy stated that he believes that Signet installed the card reader when they were on site last Friday but he needs to confirm this.
- Dimming of Blue Lights – Pete informed the Committee that the electrical contractor (MV Electric) is working with its supplier to add dimming capability to reduce the brightness down to 5% of its current level.
- Placement of Mantoni Memorial – Chief Kurczy stated that he is not sure when the placement will take place but that he would reach out to the Select Board to determine when to possibly do some sort of dedication of the new station to former Police Chief Mathew Mantoni. Don informed the Committee that the local resident who has donated the low voltage lighting for the memorial has moved out of town but that he will return to finish up the work when the memorial is placed. The resident has moved to the Cape.

IV. OPM Update

- Mary worked with Tower to verify all the attic stock items that are currently on site. KBA has reviewed the list and identified four missing items as well as all electrical attic stock. Tower is addressing the missing items.
- Mary stated that the permanent core key records are part of the closeout documents which have been coming in from Tower and being reviewed by GGD.
- Mary added that there are no more onsite weekly construction meetings with Tower.

V. Architect Update

- Pete informed the Committee that Tower technically had until September 15, 2020 (60 days after substantial completion) to finish the punch list items. About \$40K worth of items remain on the list, and Pete recommends that the Committee allow Tower two more weeks to complete the remaining items. He added that the glass and furniture needed in the detention area are due to arrive soon and many of the closeout documents are with GGD for review. Yellow highlighted items on the punch list are those that Tower believes are complete but have not yet been verified by KBA. Pete will be onsite September 17th to review these items to confirm that they are indeed complete. Items highlighted in orange are disputed by Tower but KBA hasn't received any support documentation to justify the dispute so he believes the Town may be justified in withholding the monetized value of those items from the final payment.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to allow Tower Construction two more weeks (through September 29th) to complete punch list items.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

- KBA has received the HVAC Testing and Balancing report from Tower and it is currently being reviewed by GGD. GGD promised to complete the review by the end of the week.
- Signet visited the site on September 11 to add the audio to the lobby and booking areas at no additional cost to the Town. Chief Kurczy stated that Nick Erskine needs to validate that it is working properly.

ACTION: Have Nick Erskine confirm that the audio in the lobby and booking areas is working properly. – Chief Kurczy

- MV Electric confirmed that the septic ejector pump system control panel had no issues. Araujo Plumbing identified a problem with pump 1. They will be back onsite Thursday to repair the pump after which the system will need to be checked to be sure that both pumps in the chamber are working properly.
- Pete reminded the Committee that via COP # 056 rev. 2 Tower is asking for \$3022.56 for additional COVID-19 reimbursement expenses for labor and materials for the site contractor over a six week period in April and early May, and that KBA pushed back asking for backup information. KBA has not yet received a written response from Tower.
- Pete reminded the Committee that PR 028 rev. 1 was sent to Tower asking for reimbursement for electricity charges from mid-March through mid-July but Tower has not issued a credit yet. JP asked Pete if Tower provided any feedback and Pete said that Patrick verbally disagreed with the request, stating that he felt that Tower was only responsible for the charges from mid-March through mid-May. KBA will wait for a documented response.
- Pete informed the Committee that Tower has sent KBA a list of the training sessions that have taken place along with who was in attendance, but that nobody signed any of the attendance sheets. KBA has not yet received any training videos either. Joe asked that an update on the training checklists and videos be brought to the next meeting. Don agreed to include it on the next agenda.

VI. Invoice Approvals, Chair/OPM Spending Approvals

- Nothing new to review.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

- Don asked if anything further is needed to extend the existing Temporary Certificate of Occupancy (TCO) that runs through the end of September and Building Inspector Tim Aicardi stated that nothing further is needed. The Building Department will handle the time extension for the TCO moving forward.

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Wednesday, September 30th at 6:30pm to review open action items; review any new invoices; get an update on the permanent

core key records, attic stock and closeout documents from Mary; and obtain an update from Pete on sign-in sheets and training videos, punch list, HVAC system testing and balancing report review from GGD, the septic system alarms, COP #056 Rev. 2 and PR #028 rev. 1.

IX. Adjournment

MOTION: A motion was made by Eric Peterson, seconded by JP Parnas to adjourn the meeting.

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 7:00 p.m.

Minutes by Don Morin