

Approved December 9, 2020

Mendon Police Station Building Committee Meeting
Mendon, MA 01756
Wednesday, November 4, 2020
6:30 p.m.

Join via Microsoft Teams Meeting or
Phone: 347-467-1434 Conference ID: 810 599 24#

I. Call to Order

The meeting was called to order at 6:30 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:

Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, 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 – October 14, 2020

MOTION: A motion was made by Don Morin, seconded by JP Parnas to accept the meeting minutes from October 14, 2020.

DISCUSSION: None

VOTED: 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 informed the Committee that he received an email from Dan Byer about the well. McClure Engineering has the site as built plans and will be working with MA DEP to determine the best location for a new well. Mary mentioned that when the new library was built she had a hydrologist on site due to the large amount of water encountered. She suggested that the Town look into potentially putting in a public water supply across the street from the new library. She said that she shared this information with Dan Byer in the past.

- Signet Key Card on Door to Main Lobby and Door to Second Floor – Chief Kurczy stated Signet had not yet completed the work but that he would reach out to them for an update.

IV. OPM Update

- Mary informed the Committee that she was on site earlier in the day. All attic stock materials are reportedly in but she had an issue with locating a couple of items. She will come back to the site when Tower is present to confirm that all items have been received.
- Mary explained that the lead time for new key blanks is ten to twelve weeks. Chief Kurczy stated that he has plenty of keys currently so this information on the reorder time is good to know. He added that the master key is not working for the armory door. Mary stated that she would contact Tower about this and Pete would add this item to the punch list.

ACTION: Reach out to Tower to ask for support in getting the master key to work on the armory door. – Mary.

ACTION: Add this to the punch list as a warranty item. – Pete.

- Mary stated that the lawns have been mowed and Tower has been supportive about warranty items that have arisen. A foul smell has recently been discovered in the women's locker room. It was suspected that it might be from a trap as the area hasn't been used very often. Water was run into the shower and floor drains to try to alleviate the smell but it's not certain if this is the real issue. Joe asked Pete to add this to the punch list.

ACTION: Add foul smell in women's locker room to the punch list as a warranty item. – Pete

V. Architect Update

- Punch List: Pete reviewed the punch list which is now down to \$7000. He informed the Committee that the table for the interrogation room was shipped on 10/30/2020 and is due in any day now. The glass for the holding area is shipping soon and is expected to arrive by the end of the month. The lawns have improved. He is trying to coordinate a visit from the landscaping company to meet with David McKinley on site to align on any open issues that will need to be addressed.
- External Light Dimmer: The dimmer on the blue lights on the front of the building has been installed. Chief Kurczy stated that the neighbor was pleased with this but asked if they could be dimmed more. Chief Kurczy will investigate.
- Septic System Alarms: Pete informed the Committee that the plumbing subcontractor is scheduled to be onsite Thursday, November 5th to replace the

faulty pump in the ejector system. Pete and Nathan from GGD will both be onsite that day to witness the repairs.

- COP #056 Rev 2: Pete stated that Tower never responded to KBA's request for backup information to support the request for COVID-19 expense reimbursement for the site contractor. Since Tower has not responded, Don asked if KBA should reject the request outright and Pete said he would. JP added that this is the appropriate approach given the amount of time that has passed since the request for backup was made.
- Training Videos: Pete has the training videos on a thumb drive and will drop them off on Thursday in the conference room of the new police station. Pete has asked Tower for a table of contents for the thumb drive. Joe asked Pete if he could check the thumb drive to confirm that the expected contents have been provided and Pete said he would try to do that when he is in the office as he can't do this on his tablet.
- Tower Application for Payment # 020: Pete explained that an application for payment has been received from Tower for \$134,017.52

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the application for payment from Tower Construction for \$134,017.52 with \$87,111.39 coming from the capital expenditure account and \$46,906.13 from the CPA account.

DISCUSSION: JP asked if there was supporting documentation to justify this payment amount. Don explained that this was the second of two payments to Tower from the original 5% retainage. After this payment the full 5% will be paid out minus the value of the items on the punch list.

VOTED: Approved on a unanimous vote via roll call

VI. Invoice Approvals, Chair/OPM Spending Approvals

- Joe explained that an invoice was received from KBA for their final payment for closeout services in the amount of \$2000.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the request for payment from KBA for \$2000 for closeout services with \$1000 coming from the capital expenditure account and \$1000 coming from the CPA account.

DISCUSSION: This is the last payment to satisfy the full contracted amount owed to KBA for the project.

VOTED: Approved on a unanimous vote via roll call

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

- Don mentioned that he had sent out a budget update in the meeting material packet to all Committee members but forgot to list the item on the agenda. As of November 4th, \$121,605 remains in the project account to go toward the two alternates that were not awarded (abatement/demo of existing station and final paving of the parking lot.) Joe asked if Andy Fiske was still interested in assisting

with the demo of the existing police station and Don stated that it is his understanding that Andy still intends to assist with this.

- Joe asked Chief Kurczy how the new building was working out and he stated that all the officers are now using the new building. The conference room was furnished using money from his existing operating budget. Lawney Tinio assisted with the installation of a new TV in the conference room. The locker rooms are being used and new evidence will be stored in the new station. Old evidence will remain in the former police station until such time as that building will be demolished. A few minor issues have been discovered as the building is being used but Tower has addressed them as they arise. The Chief will remain in the old station until sometime in 2021 when dispatch is moved. Currently booking is taking place in the old building as well. The Chief believes that the staff likes the new building.

VIII. Next Meeting Date, Time and Agenda

- The Committee agreed to post a meeting for Wednesday, December 9th at 6:30pm to review open action items, punch list items and any new invoices, including potentially the last payments to Tower and Signet, assuming all their actions have been completed. If all goes well this will be the last posted meeting needed for the project.
- Pete added that the landscaping carries a one year warranty so a walk through will be scheduled for July of 2021 to verify that the landscaping is satisfactory. If any additional meetings are needed in 2021 they will be posted.

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 7:05 p.m.

Minutes by Don Morin