

DECISIONS AND ACTIONS LOG

Project Name: Mendon Police Station Building Committee

Rev 54
11/04/20

Item	Item Description	Date Assigned	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments, Links, etc.
1	Ensure that the Board of Selectmen appoints two additional members to the building committee: one from the Historical Commission and the other Chief Kurczyk.	5/24/2017	Rich Schofield	6/7/2017	Closed	6/14/2017: Chief Kurczyk was appointed by the BOS at the May 24th meeting. The Historical Commission selected Kathy Schofield to represent them on the Building Committee. While Kathy was at the June 14th meeting, the BOS did not have a quorum so they could not appoint her during the meeting. Selectman Burke was in attendance and stated that he would assure this would be put on the agenda for the next BOS meeting. 7/12/2017: The Mendon Board of Selectmen appointed Kathy Schofield to the Mendon Police Station Building Committee at their regularly posted meeting.	7/12/2017	
2	Work with the abutter to the Town Hall campus to get the town and the neighbor's lawyers together to document an agreement whereby the neighbor will provide up to twenty-five feet along the south side of the town hall campus for a length as far back as needed for a second egress for the new police station.	5/24/2017	Dave Kurczyk	6/7/2017	Closed	6/14/2017: Chief Kurczyk stated that he has met with the neighbor to the Town Hall campus on a couple of occasions since our last meeting and that the neighbor's lawyer is drawing up an agreement to provide an easement of up to twenty-five feet to allow for a secondary egress for the new Police Station. When the agreement is ready Chief Kurczyk will share it with Kim Newman and the BOS to determine the next steps in the process. 8/16/17: Chief Kurczyk stated that he has recently been in contact with the abutter to the Town Hall campus and he is ready to meet with the Town and Town Counsel to document an agreement whereby the Town will be able to gain access to a twenty-five foot strip of land adjacent to the Town Hall campus to be used for a secondary egress from the new police station. Chief Kurczyk will try to set up a meeting to discuss this with all parties present in the next couple of weeks. 9/7/2017: Chief Kurczyk stated that the attorney for the abutter has been put in touch with Mendon's Town Counsel and the two parties will begin to work out the details of this agreement. Chief Kurczyk will keep the committee updated as progress is made. 10/25/2017: Chief Kurczyk explained that Town Counsel representation has changed once again. Kerry Jenness had replaced Brandon Moss a few months ago but she has now moved on and the new representative is Cynthia Amara. Chief Kurczyk will work to get her together with the abutter's lawyer to finalize the agreement for the easement. 11/16/2017: Chief Kurczyk informed the Committee that Town Counsel has been in contact with the lawyer for the abutter and they are having discussions to document an agreement to provide the necessary land to support a second means of egress for the new police station. 11/29/2017: Hope to finish this by the first of the new year. 12/7/2017: Still work in progress. 2/13/2018: Constructive meeting held between lawyers. No issues foreseen. 3/1/2018: Chief Kurczyk reported that Town Counsel is still working with the lawyer for the abutter to finalize an agreement. No issues are expected. 3/15/2018, 3/27/2018, 4/3/2018: The lawyers continue to work on an agreement. 5/2/2018: Chief Kurczyk reached out to Kim Newman to help get this completed 5/9/2018: Town Counsel has reached out to Mary for information to help move this forward. Hopefully this will be resolved soon. 5/23/2018: Chief Kurczyk spoke with the abutter recently and saw the latest proposal from Town Counsel that added some questions. Chief Kurczyk will contact the Town Administrator and Town Counsel to try to get the agreement completed. 6/9/2018: Mary and Chief Kurczyk stated that the town assessor had a concern with the town being granted an easement for a secondary egress on M.G.L. Chapter 61A property (agricultural). The abutter has therefore decided to give the needed land to the town instead. The lawyer for the abutter will now work with Town counsel on this. 9/6/2018: Mary will follow up with Kim Newman on the land transfer. 9/20/2018: Mary stated that she met with Kim Newman and Kim is going to put a placeholder on the November Special Town Meeting warrant to accept the land from the abutter, assuming an agreement can be reached between the abutter and the Town before that time. Chief Kurczyk agreed to reach out to the abutter to see if he can pull a meeting together with all the interested parties to close this item once and for all. 10/4/2018: Mary stated that a document created by the lawyer for the abutter to allow for an easement on the adjoining property has been reviewed by Town Counsel. The final document should be ready for signature soon. Acceptance of this easement will need to take place at a Town Meeting. Mary agreed to draft language for this acceptance and provide it to Don in time for the Tuesday, October 9th Board of Selectmen's meeting where the November Special Town Meeting warrant will be finalized and signed. 1/25/2019: Agreement has been signed by the abutter and is awaiting the BOS signatures. Once that is done this item will be closed. 3/5/2019: One member of the BOS has signed, and the second member is expected to sign on March 6th. 4/9/2019: Document has been recorded with the Worcester Registry of Deeds.	4/9/2019	
3	Create a draft of an RFS for an OPM for the Police Station project and distribute it to the committee members for review.	5/24/2017	Joe Cronin	6/7/2017	Closed	6/14/2017: Joe Cronin did this soon after the May 24th meeting.	6/14/2017	
4	Reach out to the MURSD and Mendon BOH to determine if the existing variance that the Regional School District has for the use of the sewer line will need to be updated due to the change in building configuration on town hall campus.	5/24/2017	Don Morin	6/7/2017	Closed	6/14/2017: Don met with the Mendon BOH immediately after the May 24th meeting as they were still in session next door at the former library. They were appreciative of the Building Committee keeping them in the loop and encouraged Don to meet with the MURSD to have them approach the DEP regarding the change to the sewer usage amounts per building on the Town Hall campus. Don met with the MURSD and they thought it would be best to wait to contact DEP until the Building Committee has more information to share with the state. Since there is no updated information regarding the change in usage per building, the feeling was that it would be best to wait till this information was available and then share it at that time. Joe Cronin thought that even though we didn't have any data to share, he felt that it would be best to just reach out to the DEP now to ask what type of information they might need in order to avoid potential issues down the road. Don stated that he just recently received the same feedback from a member of the BOH. Don agreed to reach back out to the MURSD and the BOH to request that the DEP be contacted sooner rather than later. 8/16/2017: Don reached out to Tom Fichtner from the Mendon BOH once again to request that they contact the MA DEP to alert them of the change in use of the sewer line servicing the Town Hall campus. Tom assured Don that the BOH would do so in the near future. The MURSD was okay with this action. 9/7/2017: Don reached out to the Mendon Board of Health who agreed to contact the Mass DEP regarding the sewer line. Don received an email update from Tom Fichtner of the Mendon Board of Health stating that as long as the town stays within the approved capacity we will not need to take any action.	9/7/2017	
5	Update RFS for OPM and send to Kim Newman by 6/16/2017 for review by Town Counsel.	6/14/2017	Don Morin	6/16/2017	Closed	6/16/2017: RFS for OPM was updated and sent to Kim Newman for review with Town Counsel.	6/16/2017	
6	Contact Assessor's office and ask if the new Police Station can retain the same address as the old one, even though it's occupying a different building that currently has a different address.	6/14/2017	Dave Kurczyk	7/12/2017	Closed	8/16/2017: Chief Kurczyk has been in contact with the Assessor's office and the new police station can retain the same address as the current one, which is 22 Main Street.	8/16/2017	
7	Determine who maintains the town email distribution lists and add the names of Chief Kurczyk and Kathy Schofield to the Police Station Building Committee distribution list.	6/14/2017	Don Morin	7/12/2017	Closed	8/16/2017: Don submitted a work order to workorders@worldband.com to request that the two new members be added to the Police Station Building Committee list. That request was completed.	8/16/2017	
8	Create a first draft of an RFQ for Designer Services for the Mendon Police Station using the Taft Library document as a template.	8/16/2017	Joe Cronin	9/13/2017	Closed	9/13/2017: Joe Cronin has created a first draft and shared it with Don Morin for initial review. It will be shared with the full Committee for a full review in the next couple of weeks. 10/25/2017: The RFQ for Designer Services was reviewed by Town Counsel and approved by the Board of Selectmen and ready for posting on 10/25/2017.	10/25/2017	
9	Locate the interview questions used for the library project to follow up on references. These will be used as a first draft to be reviewed, modified and approved by the Police Station Building Committee.	8/16/2017	Don Morin	8/31/2017	Closed	9/7/2017: Don shared the interview questions with the Committee at the meeting on 9/7/2017.	9/7/2017	
10	Check into posting to the Central Register the awarding of the OPM contract to Daedalus Projects, Inc. for the Mendon Police Station Renovation/Construction project.	10/25/2017	Mary Bulso	11/16/2017	Closed	11/16/2017: Mary needs to follow up with her office on this. She isn't sure if this was done or not. 11/29/2017: Mary confirmed that this was done.	11/29/2017	

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11	Check to see if the Fire Department or Historic Commission wants the old fire horn from the former fire station building. Clean out the entire building by the end of the calendar year.	10/25/2017	Dave Kurczy	11/16/2017	Closed	11/16/2017: Chief Kurczy still needs to follow up on this. Mike Ammendolia suggested that the Town consider raffling off the fire horn as a fund raiser / PR if nobody claims it. 11/29/2017: Chief Kurczy walked through the former fire station with Historic Commission and Fire Department members. The Historic Commission took a few items but most of the stuff in there is of little to no value. There are some library books and shelving that belongs to the library. Chief Kurczy will talk with Kim Newman about potentially selling items on eBay or giving them away. Anything left over will be scrapped. 12/7/2017: Chief Kurczy stated that there are items that belong to the library and the highway department and that the responsible parties have been notified that they need to remove the items by the end of the year. Mary mentioned that she knows a local person who will come to take away any metal items that get left behind. She will provide the name to Chief Kurczy in case the town wants to take advantage of this opportunity. 2/13/2018: The former Fire Station is being cleaned out and it should be completely empty by the end of February, 2018. 3/1/2018: Chief Kurczy reported that the fire station is nearly cleaned out. The only remaining items that are left will likely require a dumpster as nobody wants them. Contractors can now enter the building and perform inspections and testing as there is plenty of room to move around now.	3/1/2018	
12	Draft a letter to the BOS, cc'ing the Historic Commission asking that the charging stations be relocated and that the former fire station be cleaned out. Both activities need to be completed before the end of the calendar year.	10/25/2017	Joe Cronin Don Morin	11/16/2017	Closed	11/16/2017: Don sent an email to the BOS and JP forwarded it to the Historic Commission. Kim Newman has been asked by the BOS to develop plans for each of these two items. Mike Ammendolia suggested that perhaps items in the Fire Station could be raffled or sold off as a fund raiser to help raise some funds for Public Safety.	11/16/2017	
13	Contact Kevin Rudden to inquire about the ADA accessibility question received from a potential responder to get his thoughts on things.	11/16/2017	Don Morin	11/29/2017	Closed	11/29/2017: Don contacted Kevin who subsequently reached out to Harold Rhodes from the Architectural Advisory Board. The recommendation was to have the Building Inspector send a letter to the Building Committee stating his reasons why he believes the second floor is not subject to CMR 521. The Building Committee can then forward that letter to the Executive Director of the AAB to ask for a written determination that an elevator is not needed. The Committee felt that since we only have preliminary plans at this time we should wait until the architect is on board and plans are drawn up before pursuing this. JP stated that the architect will have to put his/her stamp of approval on the plans anyway so we should not pursue this at this time. We will revisit this with the hired architect at the appropriate time.	11/29/2017	
14	Send the name of the scrap metal company to Chief Kurczy so he can share it with the Town Administrator in case the town wants to use him to take away any metal items left in the former fire station.	12/7/2017	Mary Bulso	12/13/2017	Closed	2/13/2018: Chief Kurczy is working with the Town to clean out the Fire Station by the end of February.	2/13/2018	
15	Ask to be placed on the BOS agenda for the December 18th meeting.	12/7/2017	Don Morin	12/13/2017	Closed	2/13/2018: Joe and Don attended the BOS meeting to present the finalized contract with Kaestle Boos for signature.	12/13/2017	
16	Check with the Town Administrator about the status of moving the electric car charging stations.	12/7/2017	Dave Kurczy	12/18/2017	Closed	2/13/2018: No update. 3/1/2018: Chief Kurczy reported that Bill McHenry stated that they will simply use an extension cord off the former Taft Library to charge the electric car while the former fire station is being renovated. The charging stations will not be returning to the side of the new police station but will likely be relocated to the back of the former library.	3/1/2018	
17	Kaestle Boos Associates will set up a one on one meeting with the Chief to review final adjustments to the program.	2/13/2018	Dave Kurczy	3/1/2018	Closed	3/1/2018: Chief Kurczy reported that he has a meeting scheduled with Kevin Witzell from Kaestle Boos on Friday, March 2nd to review the drawings and make some minor tweaks. The updated drawings will be brought to the next Building Committee meeting for review. 3/15/2018: Chief Kurczy met with Kaestle Boos and updated the building drawings.	3/15/2018	
18	Contact the abutter to inquire about what to do with the stones from the stone wall and with any loam that may be scraped away on the abutter's property.	3/1/2018	Dave Kurczy	3/15/2018	Closed	3/15/2018: Chief Kurczy met with the abutter and he said that he did not want the stone or the loam. The Town will stack up the stones and keep the loam on site for potential future use on the Town Hall campus.	3/15/2018	
19	Check to see if the Town can dig the four test pits required for the geotechnical services.	3/1/2018	Dave Kurczy	3/15/2018	Closed	3/15/2018: Mary spoke with Alan Tetreault and he reported that he won't be able to dig the test pits but would try to be available when they are being dug to help identify the areas to dig.	3/15/2018	
20	Look into getting a generator large enough to support the entire Town Hall campus when appropriate.	3/1/2018	Joe Cronin	8/1/2018	Closed	4/3/2018: Mike McKeon spoke with his electrical engineer and he felt that while increasing the size of the generator wouldn't be all that expensive, the cost of trenching (about 460 linear feet) and adding switch gears to the other two buildings could bring the cost to around \$50K. It would probably be cheaper (~\$15K) to add individual generators to each of the other buildings or one generator for both of the other buildings. The Committee thought this information should be shared with the Board of Selectmen now and will add it to the agenda for the meeting being planned to discuss the need for an elevator. 4/10/2018: Mike McKeon explained that upsizing a generator for the new police station to support the entire Town Hall campus would only cost about \$10-15K, but that the cost of trenching (about 460 linear feet) between the three buildings along with additional switch gears would run close to \$50K. He added that it would be more cost effective to install separate pad mounted generators for the other two buildings or a single generator for the other two buildings. Mike agreed to have his electrical engineer look into the existing voltage requirements for the Town Hall and former Taft Library to generate a cost estimate to add generators to those buildings. 4/10/2018: The Committee decided to compile letters from the Building Inspector, ADA Coordinator and Police Chief to document that an elevator won't be needed. 4/25/2018: Kevin Witzell shared a cost estimate with the Committee. The estimate states that upgrading the generator at the new police station to support the entire campus would cost ~\$85K, with the large expense being the trenching to the other two buildings, while installing separate generators for each of the other two buildings would cost ~\$36K. Mike Ammendolia felt that the costs were a little high and asked if he could show the estimate to some of his contractors before we report back to the Selectmen. The Committee agreed to give Mike a couple of weeks to do this. 5/9/2018: Mike Ammendolia needs more information about the voltage loads for each building to do this properly. Mary agreed to reach out to Kim Newman to ask if the Town can provide this information. Don mentioned that Mark Reil showed him an outlet that is already connected to a switch in the Town Hall. It is not known if the switch is manual or automatic nor if it works or not. 5/23/2018: Mike Ammendolia will look into this if we get the voltage requirements from the Town Administrator. Mary will also have Daedalus look at this as well, assuming we get the prior action item completed. 6/23/2018: The Town has not provided the necessary information, so this item is being dropped.	6/23/2018	Item dropped.
21	Check if there is a coordination fee specified in the contract with Daedalus Projects, Inc. for OPM services when they coordinate work via subcontractors.	3/15/2018	Don Morin	3/27/2018	Closed	3/27/2018: Don reported that the contract does not specify any fee. Coordination work is included as part of the awarded OPM contract with no added fee.	3/27/2018	
22	Send bid documents and RFP for construction testing to the Committee for review at the next meeting.	3/15/2018	Mary Bulso	3/27/2018	Closed	3/27/2018: Mary sent these documents to the Committee and they were reviewed at this time. o There were three options for online bid documents: BidDocs Online Inc., Andrew T. Johnson, Inc. and Nashoba Blue. Andrew T. Johnson was the lowest cost and both Mary and JP stated that they have used them before and were happy with their service. The Committee was pleased to know this and decided to select them for future online bid documents. MOTION: A motion was made by JP Parnas, seconded by Eric Peterson to use Andrew T. Johnson, Inc. for future online bid documents. DISCUSSION: None. VOTED: Unanimous. o Mary shared hard copies of the RFP for construction testing. Don suggested using spell checker as there were multiple spelling errors in the document. Mike suggested adding verbiage about submitting timely invoices for payment. JP asked if wood inspection might need to be added but Tim and Mike stated that it wouldn't be necessary. Mary will update the document and share it with the Committee at a future meeting.	3/27/2018	

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23	Begin to pursue a waiver from the AAB for an elevator for the new police station.	3/15/2018	Tim Aicardi	3/27/2018	Closed	4/3/2018: Mike McKeon stated that if they moved the communications/IT room down to the first floor then an elevator wouldn't be needed as the "public" would not need to access the second floor. He added that the Town just needed to document that there were no plans to allow public access to the second floor and therefore a waiver wouldn't be needed. Don stated that he got a different perception of this after talking with Mendon's ADA Coordinator, and both he and Mike A. expressed concerns that this was short sighted as the building will be used for 30-50 years and its defined use could change in the future, when an elevator might be needed. When asked to estimate the cost of an elevator Mike McKeon said the elevator itself would probably cost about \$165K with other support costs bringing the total to about \$300K. Don suggested getting the Board of Selectmen and the Mendon ADA Coordinator involved to ensure that they supported the approach to exclude an elevator before it's too late. The Committee agreed with this proposal and a meeting will be coordinated as soon as possible. 5/2/2018: Tim Aicardi has the letters from Kevin Rudden and Chief Kurczy. He has been in contact with Tom Hopkins, Executive Director of the Architectural Access Board and is finalizing his own letter as Building Inspector to submit to the AAB for a ruling. Tim hopes that the Executive Director can provide a ruling that no elevator is needed without having to go before the entire AAB. Tim asked for a larger set of floor plans to include with the letters and Mary agreed to print some out and drop them off on Friday for Tim. Tim will update the Committee of his progress at the next meeting. 5/9/2018: Tim has reached out to the Executive Director of the AAB and is working on getting a ruling on the elevator. 5/23/2018: Need for a waiver is on hold pending the final design. 7/11/2018: Jackie Rudd of Kaestle Boos has reached out to the AAB regarding a waiver for the elevator. 9/6/2018: Mary will reach out to Tim Aicardi to ensure he is driving this item with the AAB. 9/20/2018: No update. 10/4/2018: No update. 10/18/2018: No update. 11/7/2018: Don informed the Committee that Tim called him and informed him that he has been in contact with the AAB and has submitted the plans along with letters from Kevin Rudden and Chief Kurczy explaining the use of the second level. 12/27/2018: Tim Aicardi submitted all required documentation to request an advisory opinion from the MA AAB on January 7, 2019, their next posted meeting. 1/8/2019: MA AAB ran out of time and wasn't able to review the request at their meeting on 1/7/19. It will be reviewed at their meeting on 1/28/19. 1/29/2019: MA AAB meeting on 1/28/19 was rescheduled to 2/4/2019. 2/5/2019: Tim explained that the MA AAB made their advisory opinion that an elevator was not needed at the new police station, and that the Town will be receiving this decision in writing later in the week. The AAB also recommended that Tim follow up to ensure that the second level is in compliance with the National ADA requirements regarding occupancy and square footage. Tim agreed to follow up on this. 4/9/2019: The Massachusetts AAB have sent the documented advisory opinion to Tim Aicardi stating that the elevator is not required.	4/9/2019	
24	Request a quote for scoping out drains in former fire station from ADC Septic	3/27/2018	Mary Bulso	4/3/2018	Closed	4/25/2018: Mary stated that the drains are pretty well plugged up and will not be used in the new design so this item will be closed.	4/25/2018	
25	Contact Alan Tetreault about getting the oil tank removed from the former fire station	3/27/2018	Mary Bulso	4/3/2018	Closed	4/3/2018: Mary contacted Alan and he said he would take care of the oil tank removal.	4/3/2018	
26	Contact Kim re: National Grid looking into all the wires going to the former fire station	3/27/2018	Mary Bulso	4/3/2018	Closed	4/3/2018: Mary spoke with National Grid and they will need to understand the loads for the new building before determining what to do with the existing wires. Eric suggested considering burying the wires under the secondary access road adjacent to the property. Mary and Chief Kurczy felt that there might be enough room between the building and the access road to do this on town owned property. The Committee will keep this in mind as the project moves forward.	4/3/2018	
27	Contact former Fire Chief Jack DeLuca to ask if he knows where the drains at the former fire station go	3/27/2018	Eric Peterson	4/3/2018	Closed	4/3/2018: Eric spoke with Jack DeLuca and Jack thought that the drains were there to simply allow for a place for melting snow and water to go. The former Chief asked about the fire horn as he was the one who arranged for its purchase. Eric said it was still on the building and that the Committee doesn't know what will become of it yet, but that Eric will keep him informed.	4/3/2018	
28	Send 'as-built' drawings of septic system on Town Hall campus back out to the Committee	3/27/2018	Don Morin	4/3/2018	Closed	4/3/2018: Don did this after the 3/27/2018 meeting.	4/3/2018	
29	Contact Jeff Jeffers to understand the costs that the state will cover with regards to moving E911 dispatch equipment.	4/3/2018	Mary Bulso / Mike McKeon	4/10/2018	Closed	4/25/2018: Mary has been in contact with Jeff and will update the Committee on what the state will cover at a future meeting.	4/25/2018	
30	Send information regarding correspondence between the Building Committee and the Board of Health regarding the septic system and water usage to Kevin Rudden	4/10/2018	Don Morin	4/25/2018	Closed	4/25/2018: Don sent all the required information to Kevin Rudden.	4/25/2018	
31	Contact the other Historic District Commission members to determine if a meeting can be arranged with the Building Committee and Architect.	4/10/2018	JP Parnas	4/25/2018	Closed	4/25/2018: JP Parnas informed the Committee that there are only four members identified of the seven required for this committee. The Historic District Commission has never met so there is no way to get that group to approve designs for the new police station. JP and Janice Muldoon-Moors were present at the meeting and are two of the commission members. They will participate in design reviews and when other members are appointed they will ensure that the commission does what is required to approve the plans.	4/25/2018	
32	Ask the Board of Selectmen for their input on how the parking lot outside the scope of the Police Station project will be striped to understand the parking lot arrangement for the entire Town Hall campus.	4/25/2018	Don Morin	5/9/2018	Closed	5/9/2018: Don, Mary and Chief Kurczy met with Kim Newman and she provided input whereby the BOS would like to get cost information to pave the entire parking lot, including a potential exit on the north side of the former Taft library. The Town can then determine if it has the funds to support this when the time comes. Mike Ammendolia stated that the entire lot was within the scope of the project, but several members reminded Mike that our scope only included the right half of the Town Hall campus and that funding didn't exist for the entire parking lot. Mike disagreed so Don asked him to put his concerns aside and offered to work with him after the meeting to try to resolve the disagreement.	5/9/2018	
33	Set up a meeting with Kaestle Boos, Town Counsel, Chief Kurczy and the abutter to share information about the electrical feed and the stone retaining wall so it can all be comprehended in the agreement between the Town and the abutter.	4/25/2018	Mary Bulso	5/9/2018	Closed	9/6/2018: This item is being combined with item #2 above.	9/6/2018	
34	Send Mendon Historic District Bylaw verbiage to the Committee members for review at the next meeting.	4/25/2018	Don Morin	5/2/2018	Closed	5/2/2018: Don sent this information the the Committee and the bylaw was reviewed at the May 2nd meeting.	5/2/2018	
35	Print out floor plans and drop them off with Tim Aicardi to include with his letter to the AAB.	5/2/2018	Mary Bulso	5/4/2018	Closed	5/9/2018: Mary B. provided Tim with the floor plans.	5/9/2018	
36	Get plans for the windows to share with the Historical District Commission.	5/2/2018	Mary Bulso	5/9/2018	Closed	5/9/2018: Kevin Witzell explained that the existing windows will be replaced with energy efficient ones that will replicate the current grid pattern. They typically use Marvin fiberglass windows. JP Parnas suggested that a meeting be set up in the future between the architect and the Historic District Committee to review the building plans, sample windows, and sample siding. 9/6/2018: JP Parnas will try to coordinate a meeting with the Historic District Commission and the architect to go over drawings, cut sheets, sample window/roof/siding specifications, etc. 1/22/2019: Meeting with the three members of the Historic District Commission was held. They are comfortable with the plans moving forward.	1/22/2019	

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37	Ask Kathy Schofield which windows she thought came from the original blacksmith shop.	5/2/2018	Janice Muldoon-Moors	5/9/2018	Closed	5/9/2018: Janice wasn't present so no update was provided. 5/23/2018: Janice wasn't present so no update was provided. Don will reach out to Janice outside the meeting. 7/11/2018: Don reached out to Kathy and is trying to close this item with her. 9/6/2018: Don and Chief Kurczyk walked through the former fire station with Kathy Schofield and Jane Lowell and they realize there are no windows from the former blacksmith shop. They would still like the windows to be preserved for potential re-use, either inside the new police station or elsewhere.	9/6/2018	
38	Check with Kaestle Boos regarding how much southwest facing roofing will be available for potential future solar use.	5/2/2018	Mary Bulso	5/9/2018	Closed	5/9/2018: Kevin Witzell stated that the square footage information will be included with the plans.	5/9/2018	
39	Check into the voltage requirements for the Town Hall, former Taft Library and future Police Station to help with estimating the cost of future generators.	5/2/2018	Mary Bulso	5/9/2018	Closed	5/23/2018: Mary sent an email to Kim but received no reply. If we don't hear anything by the next meeting, Joe Cronin suggested that we drop this from our agenda. 6/23/2018: The Town never responded to Mary's request, so Joe decided to drop this item from our tracking list.	6/23/2018	
40	Set up meeting with the Historic District Commission and the architect to review the plans, sample windows, and sample siding	5/9/2018	Mary Bulso	6/30/2018	Closed	9/6/2018: JP Parnas will work with Mary and Kaestle Boos to set up a meeting. 1/31/2019: Meeting was held on January 22, 2019 with three members of the Historic District Commission.	1/22/2019	
41	Revisit the HVAC cost analysis and provide feedback to Kaestle Boos who will share it with Mary, who will then share it with the Committee.	5/9/2018	Dominic Puniello	5/23/2018	Closed	5/25/2018: Dominic provided updated information to Kaestle Boos, who shared it with Mary Bulso who sent it on to the Committee. The cost analysis assumptions were correct so no changes to the recommendation for a variant refrigerant flow (VRF) system with dedicated outside air-handling system (DOAS) were made.	5/25/2018	
42	Look into changing the main lobby entrance to match the 0'0" elevation of the front section of the building.	5/9/2018	Mike McKeon (Kaestle Boos)	5/23/2018	Closed	6/6/2018: Kaestle Boos revised the original design to allow for the main section of the new addition to match the elevation of the existing fire station.	6/6/2018	
43	Contact Alan Tetreault about locating the removed fill behind the Highway Barn.	5/9/2018	Mary Bulso	5/23/2018	Closed	5/23/2018: Chief Kurczyk stated that Alan will take the fill but that the contractor will need to move it. Kevin Witzell stated that he will insure that moving the fill is part of the subcontractor's scope of work.	5/23/2018	
44	Determine if the Town should look into the cost of running natural gas to the Town Hall campus	5/23/2018	BOS	tdb	Closed	The Committee decided not to pursue this. The Town is free to do so at any time in the future.	6/13/2018	
45	Contact the Town Treasurer to ask if a new account number was generated for the \$50K earmark received by the Town from the State	5/23/2018	Don Morin	6/6/2018	Closed	6/23/2018: Don received the new account number from the Town Accountant and sent it on to Linda Thompson and Joe Cronin to be sure it gets used on the next invoice for design services from Kaestle Boos.	6/6/2018	
46	Kaestle Boos, Mary and Chief Kurczyk will meet on Friday, May 25th at 9:30am to develop new plans for a new police station with a reduced footprint.	5/23/2018	Mary, Chief Kurczyk, Kaestle Boos	5/25/2018	Closed	6/6/2018: Mary, Chief Kurczyk and Kaestle Boos developed a new proposed design with a reduced footprint.	5/25/2018	
47	Follow up with Kim Newman regarding the design of the entire Town Hall campus (parking lot, open space, etc.) and how it would be funded.	5/23/2018	Mary Bulso	6/6/2018	Closed	6/13/2018: Mary sent Kim a fee proposal for the Mendon Municipal Campus Plan, but has not yet received any response. 6/23/2018: The Town has the information it needs to pursue a design for the entire campus. This item is now closed.	6/23/2018	
48	Send site survey to Mary who will share it with the full Committee	5/23/2018	Dave McKinley	6/6/2018	Closed	6/13/2018: Mary said she has the survey and would send it to Don so he can share it with the full Committee. 7/11/2018: Mary sent the site plans to Don on 6/13/2018 and Don distributed to the rest of the Committee.	6/13/2018	
49	Look into whether a domestic water source can be used to refill a holding tank for a fire suppression system.	6/6/2018	Mary Bulso	6/13/2018	Closed	6/13/2018: Mary is still working on this item along with the next one. She has been in contact with the Mendon Water Commission who stated that the DEP needs to be contacted to make them aware of the change in use of the existing water supply. She stated that she or Kaestle Boos could reach out to the DEP, but the Committee suggested that she let the Water Commission be the liaison with the DEP as they represent the Town for the existing water supply. Joe added that Kevin Rudden was very clear about involving the Water Commission when he attended a meeting back in May. 8/9/2018: Mary stated that the initial filling of the cistern will need to be performed by truck, but the well can then be used for make-up water there-after.	8/9/2018	
50	Look into the current capability for the existing well on the Town Hall campus.	6/6/2018	Mary Bulso	6/13/2018	Closed	6/13/2018: Mary is working with the Water Commission on this. See action item 49 above. 8/9/2018: Mary has been in contact with the Water Commission and MA DEP and the existing well will support the new building.	8/9/2018	
51	Check if a "not to exceed" number could be placed on a ballot vote for additional funding.	6/6/2018	Chris Burke	6/13/2018	Closed	6/13/2018: Chris Burke will work on this with the Board of Selectmen should they decide to ask the voters for additional funding. 8/20/2018: The Board of Selectmen will be putting a placeholder on the Special Town Meeting warrant to allow them the ability to obtain additional funds should the bids come in above the available funding.	8/20/2018	
52	Ensure that E911 equipment is moved to the lower level on option C to alleviate any ADA accessibility concerns.	6/6/2018	Mike McKeon (Kaestle Boos)	6/13/2018	Closed	6/13/2018: The Committee opted to go with new option E so this item is no longer needed.	6/13/2018	
53	Copy Mike McKeon and Kevin Witzell on meeting minutes in the future.	6/13/2018	Don Morin	6/20/2018	Closed	7/11/2018: Don copies Kaestle Boos on his meeting minutes.	7/11/2018	
54	Send the fee proposal for the Mendon Municipal Campus Plan to the full Committee.	6/13/2018	Don Morin	6/20/2018	Closed	6/20/2018: Done shared the proposal with the full Committee after the June 13th meeting via email.	6/13/2018	
55	Develop a motion to name the new police station after former Mendon Police Chief Mathew Mantoni and supply it to the Board of Selectmen so that can take action at their next meeting	8/20/2018	Chief Kurczyk	9/18/2018	Closed	9/6/2018: Chairman Joe Cronin drafted a motion that was approved by the Building Committee at the September 6th meeting. It will be forwarded to the Board of Selectmen so they can take action at their September 18th meeting.	9/6/2018	
56	Set up meeting with Blackstone Valley Regional Vocational Technical High School leadership team to determine what Bid Alternates they can perform.	8/20/2018	Don Morin	9/6/2018	Closed	9/6/2018: Don reached out to Tom Belland via email and Tom committed to have BVT perform the second level fit-out at the new Police Station during the 2019-2020 school year.	9/6/2018	
57	Set up meeting with Planning Board to review design documentation.	8/20/2018	Don Morin	9/27/2018	Closed	9/6/2018: Don has emailed Bill Ambrosino several times to try to get on the Planning Board's agenda but has not received a response. 9/20/2018: Don set up a meeting with the Planning Board for Monday, September 24th at 7pm. Kevin stated that Dave McKinley from Kaestle Boos will attend and will bring site plans, renderings, and elevations for review.	9/20/2018	
58	Follow up with Mendon resident wishing to donate low power lighting to ask if it could be solar powered so as not to require any electrical contractor work.	9/6/2018	Don Morin	9/20/2018	Closed	9/20/2018: Don reached out to this donor and was informed that the low power lighting will require an external outlet with bubble cover. The application will require that a small transformer be mounted near the outlet.	9/20/2018	
59	Determine what the Town may want for signage (police station vs. town campus) in front of new building.	9/6/2018	Chief Kurczyk	9/20/2018	Closed	9/20/2018: Chief Kurczyk stated that Kaestle Boos suggested a "police post" in front of the building would work out fine. Kevin Witzell shared pictures of a couple of examples of posts that they have installed on a couple of projects they worked on in the past, and will work with Chief Kurczyk on a design for the Mendon police station.	9/20/2018	

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60	Share storm water plan with Town Administrator when it is available.	9/6/2018	Jackie Rudd	10/4/2018	Closed	9/20/2018: This information will be included in the plans to be reviewed by the Planning Board. 11/7/2018: Once the plans are updated, Mary will share them with the Town Administrator. 12/13/2018: Mary shared the plans with Kim Newman. She will also share "as built's" later in the project when they are available.	12/13/2018	
61	Look into adding insulation to the current fire station as part of the construction documentation, and inquire about the potential cost for the work.	9/6/2018	Jackie Rudd / Kevin Witzell	9/20/2018	Closed	9/20/2018: Kevin Witzell informed the committee that adding insulation to the roof of the existing fire station would cost approximately \$15,000, while adding it to the walls would cost about \$3-\$4 per square foot. The current plan is to install 7/8" furring with drywall on the existing walls, with no additional insulation. Don mentioned that he spoke with Bill McHenry earlier in the day and explained to Bill the lack of insulation in the existing fire station building and Bill stated that he could apply for a Green Communities grant to pay for the roof and wall insulation. Given that there is little room for adding insulation to the walls with the existing design plans, Joe suggested that a meeting be set up with the representative from Guardian Energy via Bill McHenry to inquire about what types of wall insulation might work for this application, as well as to discuss any other ideas for improvements he may have. Don will open up a new action item for this.	9/20/2018	
62	Set up a meeting with Guardian Energy representative to discuss options for Green Communities grant funding to support the insulation of the existing fire station and potentially any other items.	9/20/2018	Don Morin	10/4/2018	Closed	10/4/2018: Don informed the Committee that he spoke with Bill McHenry about this earlier in the day and Bill has been in contact with his representative at Guardian Energy and will try to set up a phone call to review options for a Green Communities grant. Kevin Witzell explained that roof insulation needs to be included in the base build for the project in order for the contractor to complete the HVAC installation and balancing work prior to turning the building over to the Town, so this will not be an item that Green Communities can support. 11/7/2018: Don has spoken with Bill McHenry and he stated that there is not likely going to be much opportunity for grant funding for the project, but that he will set up a meeting with the Guardian Energy representative some time in the future. 12/13/2018: Bill McHenry is not confident that funding will be available via this path. This item will be closed and other options will be pursued.	12/13/2018	
63	Set up a time to review bid documents when they are available (after 10/12/2018).	9/20/2018	Mary Bulso	10/12/2018	Closed	10/4/2018: Mary said she would likely set some time up during the week of October 15th. It the Committee meets that week, she can come early and have the documents available for review. 10/18/2018: Plans have been left at the Building Department and Police Station for anyone to review.	10/18/2018	
64	Ensure that electrical outlets are available on all sides of the new building, as well as a couple of hose bibs.	9/20/2018	Kevin Witzell	10/4/2018	Closed	10/4/2018: Jackie and Kevin confirmed that a couple of hose bids are included with the design, as well as an outlet near every door in the new construction portion of the building.	10/4/2018	
65	Ensure that generator at new police station will support the existing well (via Chris Garcia.)	10/4/2018	Jackie Rudd / Kevin Witzell	10/18/2018	Closed	11/7/2018: Kaestle Boos has developed plans for a temporary generator to support the well during construction, which will then be replaced by a permanent generator when the new station is completed.	11/7/2018	
66	Contact Kim Newman to understand insurance liability requirements of the general contractor as part of the bid process.	10/4/2018	Mary Bulso	10/18/2018	Closed	11/7/2018: Insurance requirements were obtained and added as an addendum to the bid documents.	11/7/2018	
67	Contact Karen Mullen from Signs Plus to inquire about potentially assisting with the new Mendon Police Station sign.	10/4/2018	Eric Peterson	10/18/2018	Closed	11/7/2018: Eric Peterson has been in contact with Karen Mullen and she is working on a proposal for the Committee. Eric will follow up on this item later on in the project. 8/13/2019: Eric stated that he received an email from Karen Mullen stating a price of \$8500 for the sign, but he has not received this in the form of a formal quote. He will request one and will bring it to a future meeting. 12/12/2019: Eric stated that he has been in contact with Karen Mullen but has still not yet received a written quote. He will attempt to get one for the January, 2020 meeting. 1/14/2020: Eric stated that Karen Mullen is not able to fabricate the sign. Mary said she would reach out to another supplier and Don will reach out to BVT. 1/28/2020: Don reported that BVT cannot make the sign. Mary is still working on trying to get a quote from another vendor. Don added that he had reached out to JP Parnas to inform the Historical District Commission about the lighted sign because he was reviewing the Historical District By-Laws and it is his understanding that signs within the district cannot be illuminated indirectly, or, as he reads it, by anything other than natural light. The Committee suggested that JP inform the Historical District Commission of this but that the sign is required for safety reasons. 2/5/2020: Mary stated that she reached out to Graffiti Works, a sign company in Northbridge and is awaiting a response. Don asked if Mary was able to connect with Viewpoint Sign and Awning in Northborough and she stated she didn't have contact information for them. Don provided Mary with their phone number. At this point Peter Gaudreau asked if we were talking about the sign out front near the street and we said yes. He stated that this was going to be provided by Cassandra Sign as part of the project. The Committee was not originally aware of this and asked that Pete confirm this with Tower and Mary. 3/5/2020: Pete Gaudreau informed the Committee that the illuminated sign out front is in fabrication and is expected to be completed the week of April 27, 2020.	3/5/2020	
68	Determine what costs are CPA eligible and which are not once the general contractor bids are received.	11/7/2018	Jackie Rudd / Kevin Witzell	11/15/2018	Closed	1/11/2019: At the pre-construction meeting Tower Construction agreed to break out the costs for the renovation versus that for the new construction to be able to invoice the correct account. As for forecasting the amount expected to hit each, this is still open. 3/5/2019: An initial Schedule of Values has been received by the general contractor, but Kaestle Boos is looking for it to be broken down further with more details. This will provide the breakdown between CPA eligible and non-eligible work. 4/5/2019: As of April, 2019 Don has agreed to make the breakdown for each month using the GC's supplied spreadsheet.	4/5/2019	
69	Put together justification for 40% of the project costs to come from CPA, and contact Anne Mazar to get her thoughts on this.	11/15/2018	Don Morin	11/26/2018	Closed	12/8/2018: Don put together a spreadsheet identifying what funds were CPA eligible to support the 40% number. It was shared with the BOS and Finance Committee.	11/26/2018	
70	Check if the GC can freeze their costs for alternates #2, #3 and #4 pending funding being approved by the Town of Mendon in May of 2019.	11/29/2018	Mary Bulso	12/6/2018	Closed	12/6/2018: Mary stated that this is not allowed but that the GC will work with the Town should funding for these alternates become available at a later date.	12/6/2018	
71	Send a letter of intent to Tower Construction awarding them the contract as general contractor for the police station project	12/6/2018	Mary Bulso	12/13/2018	Closed	12/13/2018: Mary sent the letter of intent to Tower Construction.	12/13/2018	
72	Contact Kim Newman about issuing a letter of award from the awarding authority (Town) once funds are available to pay for the general contractor.	12/6/2018	Don Morin	12/13/2018	Closed	12/13/2018: Don contacted Kim and she stated that the letter of intent from Mary is all that is needed. Once the contract is ratified by the general contractor, the Town Accountant will sign the contract validating that funds are available and the Board of Selectmen will then sign on behalf of the Town.	12/13/2018	
73	Follow up with Kim on the availability of a section of the upstairs at the former Taft Library.	12/6/2018	Don Morin	12/13/2018	Closed	12/13/2018: Don met with Kim Newman, Highway Surveyor Alan Tetreault and Dan Gardner, who does maintenance work for the town. Dan will be adding locks to the doors within the upper level of the former library to secure the area that will be available to the GC from the area used by the town employees, while Alan Tetreault will remove all the items from the area to clear space for the GC to work. Mary stated that the general contractor may not want to share a building with town employees, but that she will meet with them to be sure. Joe suggested that they consider using the second level of the existing fire station instead if they don't feel comfortable sharing a building with town employees. Mary will mention this to the GC as another option. 1/8/2019: Mary reported that the general contractor is happy with the upstairs of the former Taft Library to be used in lieu of a construction trailer. She added that the GC will bring bathroom facilities to use on site. She also reminded the Committee that the light switch is outside the room and asked if access to the switch be provided so that they can turn the lights on and off. Don agreed to follow up with Kim Newman to ask about access to the light switch and will also ask about the locks on the upstairs area.	1/8/2019	
74	Send the general contractor contract to Tower Construction for review and approval. Contact Kim Newman and ask about the light switch and locks in the upstairs of the former Taft Library.	12/6/2018	Kevin Witzell	12/16/2018	Closed	12/16/2018: Kevin finalized the contract and sent it to Tower Construction for review and approval.	12/16/2018	
75		1/8/2019	Don Morin	1/22/2019	Closed	2/5/2019: Don explained that the work has been completed and the General Contractor has been given keys to access the area.	2/5/2019	

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76	Work with the appropriate parties to remove the remaining items in the fire station and on the Town Hall campus.	1/8/2019	Chief Kurczy	1/22/2019	Closed	2/5/2019: Chief Kurczy stated that most of the items have been removed from the Town Hall campus with the exception of a truck, which will be moved later in the week. A determination of what to do with the safe in the former fire station still needs to be made. Chief Kurczy also stated that the dog kennel needs to be moved, and Eric Peterson offered to assist the Chief with both the dog kennel and the safe sometime over the next couple of weeks. 3/5/2019: Chief Kurczy stated that the dog kennel has been moved and the safe has been moved to a consigner in Worcester who is trying to sell it. Any profit will be split between the consigner and the Town.	3/5/2019	
77	Contact Kim Newman to request support from her and/or the BOS to get the National Grid easement application filled out and signed.	1/8/2019	Don Morin	1/22/2019	Closed	1/22/2019: Don reached out to Kim and she signed the application and provided it to Mary Bulso.	1/22/2019	
78	Request a variance for the height of the lift which exceeds the building code. The height of lift in the current design is 14' 8" high, which exceeds the maximum height in the building code of 14'.	2/5/2019	Kevin Witzell / Jackie Rudd	3/5/2019	Closed	2/5/2019: Now that the AAB has issued their advisory opinion on the elevator, KBA will contact the elevator board to allow for the lift to go all the way up to the second floor. A variance is needed as the maximum height allowed per building code is fourteen feet but the new building design requires the lift to go up to fourteen feet eight inches. Tim will approve the building permit for the lift to only go up from the detention area to the first floor for now, and it can be amended later if/when the variance for the lift height is approved. 3/5/2019: Jackie Rudd is actively working on this with the Elevator Board. 4/16/2019: Jackie is still waiting for a date for the hearing to be scheduled. She expects it to take place in late April or early May. 4/30/2019: Still waiting for a date for the hearing. 5/16/2019: Hearing is scheduled for May 21, 2019. 5/30/2019: Kevin explained that the Variance Hearing by the Board of Elevator Regulations took place on Tuesday, May 21st. The Board denied the request to exceed the 14 feet height limit. The Board explained that the state just recently increased its limit from 12 feet to 14 feet to align with the national standards and wasn't inclined to approve a lift for more than 14 feet for the purpose of moving materials. They felt that a dumb waiter would be a better option for this purpose. Mary mentioned that Tim Aicardi suggested putting in a lift that met the 14 foot guidelines. Kevin explained that in order for this to happen the weapons cleaning room would have to move and a step would be needed. He felt that this would go against the elevator board's decision. Chief Kurczy asked if the lift could be installed as currently designed but with some sort of lockout to prevent it from going to the second floor, allowing for the potential to extend it to the required 14 feet 8 inches in the future should something change with the regulations. Mary and Kevin agreed to take actions to look into this. This action was revised to "check what options may exist to install the lift as currently designed with the potential future capability of going to 14 feet 8 inches but with some means of locking out the use currently. Can an electrical lockout be used? Any other options?" 6/13/2019: Jackie explained that she has tried to contact Mary Lynch, the mobility contact person at the lift supplier (Savaria). She has not heard back from her but will keep trying. JP asked if Jackie could find out if there would be any cost savings if we chose a lift that only went up the 2'8" required. Jackie agreed to look into this. Kevin stated that he spoke with Mike McKeon and KBA does not want to have anything to do with installing a lift that exceeds the 14 feet limit nor do they want to install one that reaches 14 feet if a step down is needed. Don explained that the Committee agreed with this at the last meeting, but wanted to understand if a lift could be put in that might allow for a future expansion to the 14 feet 8 inch height should something change with the current regulations. 7/11/2019: Kevin and Jackie reported that the lift will only be used to go from the lower two levels, or a total of two feet, eight inches. They suggested that the second level be converted to a closet or just closed off. There was a question about sprinkler coverage for the added space and Chief Kurczy asked if the extra space could be added to some existing adjacent space, such as the weapons cleaning area. KBA will look into this and will work with Chief Kurczy to determine how to best use this space. 8/13/2019: Jackie reported that sketches for the second level have been provided to Tower Construction expanding the weapons cleaning area so they can determine the cost for the work. There is an anticipated decrease in the cost of the lift so hopefully everything should even out in the end with no net increase to the project. 9/11/2019: Jackie stated that they do not yet have a cost for the lift yet, but there is no anticipated net cost impact on the project due to the change in plans. She'll try to get information for a future meeting. 11/12/2019: Jackie mentioned that the lift would cost less than originally budgeted now that it does not need to go to the second level (three stops). Pete G. shared that a credit for the lift would be brought forward in the amount of \$5966.11 as part of preliminary change order #7. 12/12/2019: Change order #7 was approved by the Building Committee with a credit for the lift.	12/12/2019	
79	Determine where to leave the police cruisers during the construction phase of the project.	1/22/2019	Chief Kurczy	2/5/2019	Closed	2/5/2019: Chief Kurczy stated that the cruisers will be parked at the fire station during the construction phase of the project due to the lack of parking on the Town Hall campus during construction.	2/5/2019	
80	Ask the BOS if/when they want to hold a ground breaking ceremony and align on when and whom to invite.	2/5/2019	Don Morin	3/5/2019	Closed	3/5/2019: The Board of Selectmen want to hold the ceremony on Friday, March 29th. Exact time is to be determined. 4/9/2019: The ground breaking ceremony was held at 9am on March 29th.	3/29/2019	
81	Contact Town Administrator to ask about sharing the cost of the work done at the former Taft Library between the police station project and another town account.	2/5/2019	Don Morin	3/5/2019	Closed	2/6/2019: Don reached out to the Town Administrator on 2/6/19 and she stated that the two invoices from Precision Electric and the one from Dan Gardner Carpentry should not be paid from the project funds but instead will come from the Town Hall Campus Improvement account. Therefore, none of these three invoices will be paid from the police station building project accounts.	2/6/2019	
82	Confirm that the work described in the LGCI proposal lines up with the expected timeline the subcontractor will take to perform the site work. Also confirm that no additional work is expected to be performed from their prior proposal.	2/5/2019	Mary Bulso / Kevin Witzell	3/5/2019	Closed	3/5/2019: Mary shared the updated LGCI proposal with the Committee. LGCI will provide geotechnical field services by reviewing drawings and submittals, answering questions, observing the installation of aggregate piers and the subgrade of footings and slabs, and issuing field reports on their work. The work is expected to not exceed \$15,000. This work will be authorized by Kaestle Boos Associates who will bill the Town for the work performed by LGCI with their 5% coordination fee added. Don explained that there is \$20,000 budgeted for additional architectural services which this line item will hit since the budgeted line item for geotechnical work has been completely exhausted. The Committee approved KBA to proceed.	3/5/2019	
83	Send contact information for Robert Lord and Sterling Movers to Chief Kurczy so he can scope what furniture might be available for future use.	2/5/2019	Mary Bulso	3/5/2019	Closed	3/5/2019: Mary shared the contact information with Chief Kurczy.	3/5/2019	
84	Look into availability of furniture for use at the future Police Station.	2/5/2019	Chief Kurczy	Later	Closed	1/28/2020: Mary mentioned that she reached out to Sterling Movers and they stated that they did not have much furniture available at this time. Linda added that she was made aware of the availability of a conference room table and leather chairs at a nearby Habitat for Humanity ReStore location. She will reach out to find out more information on this furniture. 2/5/2020: Mary asked if the Committee wanted to pursue furniture on the state bid list. Chief Kurczy mentioned that there may be refurbished furniture available at a Worcester location. The Committee will revisit this later in the project when budget funding numbers are better known. 6/24/2020: Chief Kurczy stated that he is looking into using existing funds that are in his budget to support new furniture for Dispatch. He might use these funds to purchase furniture for the conference room in the new building. He is meeting with WB Mason next week to discuss. 7/15/2020: Chief Kurczy and Tim Aicardi are planning to look at some furniture options the week of 7/20/2020. 7/29/2020: Chief Kurczy informed the Committee that he has ordered some furniture for the training/conference room using funds from his existing budget. He suggested we close this item as other furniture will be moved over from the existing station.	7/29/2020	
85	Develop a process for posting pictures of construction progress to the Building Committee, Town and/or Public Safety websites.	3/5/2019	Don Morin / Chief Kurczy	4/5/2019	Closed	4/30/2019: Nick Erskine has finished the new Mendon Police website. The Building Committee website now points to the new Mendon Police website for updated construction pictures. Nick will post the pictures monthly as he receives them. Don mentioned that Nick took an aerial photo recently using the department's drone and it's posted to the new site. Mary stated that Lee Figgins will send pictures with captions to Nick monthly for posting to the site. Don asked about adding verbiage about upcoming work and Joe suggested just sharing the three week look-ahead that we get from Tower Construction.	4/30/2019	

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86	Request a plan for the work and a sketch of the location for the temporary generator, and negotiate a cost sharing with the general contractor.	3/5/2019	Kevin Witzell	3/19/2019	Closed	3/19/2019: Kevin shared Change Proposal No. 2 Rev 1 from Tower Construction to install a temporary generator to support the well, septic system sewer pump and current police station. The proposal contends that Tower Construction was not aware that the existing generator at the former fire station supported the existing police station, well and septic system sewer pump. The proposal is for \$20,445.39. Kevin believes that Tower is responsible for this work because Tower was informed that power needed to be maintained throughout the course of the project. The current generator, however, was not indicated on the drawings so he admitted that his argument was weak at best. He also added that KBA's consultant (GGD) started preliminary drawings for this work and believed that the estimate from Tower was reasonable. The Committee can accept this proposal or request KBA to use its own consultant to provide an estimate for the work. The Committee members didn't want this issue to linger much longer and expressed an interest to move forward with this proposal but to try to minimize the time needed to rent a generator by procuring the permanent generator as soon as possible to possibly replace the rented one.	3/19/2019	
87	Determine if equipment can be removed from the Comcast building so the building can be removed.	3/5/2019	Chief Kurczy	5/7/2019	Closed	6/13/2019: Mary explained that Comcast has been out to the site and discovered that there is a piece of E911 equipment in the building along with the equipment used to tape the live BOS meetings. Comcast should be out in the upcoming weeks to move the equipment to the Town Hall. Once that is complete, the building will be removed and possibly moved to the town park for Parks Department use. Chief Kurczy will continue to work with Joe Chirico from Tower to try to get this work completed by Comcast. 7/11/2019: Still waiting for Comcast to relocate the equipment. 8/13/2019: Comcast has removed all equipment from the shed. National Grid needs to disconnect power from the building. Mary stated that she hopes they will do this by Friday (August 16) of this week. Once power is disconnected, the Parks Department will try to relocate the shed to Memorial Park. Tom Belland and Dan Byer are coordinating the move. Mary will contact Tom and Dan when the power is removed so they can schedule the move. 9/11/2019: Mary stated that the building has been removed from the site. Mike A. asked if it was able to be salvaged for re-use and Chief Kurczy explained that when they tried to remove the air conditioner the wall fell down. Don added that the Parks Department was made aware that the building would likely not survive a move so they did not attempt to do so.	9/11/2019	
88	Obtain updated bid for Alternates 2, 3, and 4 from Tower Construction	3/5/2019	Mary Bulso	4/29/2019	Closed	6/13/2019: Tower provided an initial proposal to KBA. Kevin stated that Kaestle Boos is still vetting the information received for alternate number 4 (fit-out of second floor in new addition). The estimate came in almost \$100K more than what was provided in November, 2018 (\$348,131.41 vs. \$250K). Apparently the sub-contractors have all raised their prices. KBA hopes to reduce this estimate. No written estimates have been received for alternates #2 and #3 yet, but verbally they were provided as \$248,750K (vs. \$190K) for alternate #2 and \$36,500 (vs. \$27,000) for alternate #3. We'll revisit this topic again at our next meeting. 7/11/2019: Kaestle Boos is still waiting for a response from Tower on alternate #4 as they pushed back and asked for additional clarity on some of the numbers. No formal proposal from Tower has been received for alternates #2 and 3. Eric asked if we would consider taking alternate #3 off the table (demo of existing police station) as Tower provided an estimate of ~\$350K when we have someone in town who offered to do it for nothing, as long as the Town paid for the dumpsters. Kevin stated that he wasn't sure what Tower was including in that estimate and suggested that we receive formal proposals from Tower before deciding to take a vote on which alternates to consider or to not consider. He said he would ask Tower for a formal proposal for alternates #2 and #3 so we can review them at a future meeting. KBA will also ask for a formal proposal for alternates #2 and #3. 8/13/2019: The updated cost for alternate #4 (2nd level fit-out) is \$348,149.05, up almost \$100K from the proposal of \$250K in Tower's original submission last November. Kaestle Boos and Central Mass Projects have reviewed the detailed information behind the proposal and are comfortable with the numbers. KBA has received a ballpark number for alternate #2 (demo of existing station) of \$248,750 and #3 (final parking lot paving) of \$36,000. Tower stated that \$27K of the building demo was for abatement work which is not needed, so that number will go down. Even with that removal the number seems very high. KBA has requested detailed information behind alternates #2 and #3 from Tower so the Committee can make an informed decision. The information will hopefully be available for the September meeting. Don mentioned that the proposal for alternate #4 mentions an additional 30 day schedule impact, and Jackie said that KBA is looking into this to see if Tower could complete the work within the current timeline if the decision to proceed is given now. If so, that should reduce the cost of this alternate by eliminating the need for the site superintendent, PM, etc. Mike asked if we could wait until Joe Cronin reviewed the proposal to get his thoughts. Don suggested proceeding with a motion to approve conditionally pending Joe's inputs and Mike agreed. A motion was made and unanimously approved to accept the proposal pending a review by Joe Cronin and an attempt by KBA to remove the charge for general conditions and the 30 day schedule impact. 9/11/2019: While Alternate #4 has been accepted, Mary stated that Tower Construction has not yet provided the detailed information required for those additional alternates. 10/8/2019: Mary stated that she has received a statement in writing from Tower Construction that they will not be bidding on alternates #2 and #3. The Town will have to handle the demo of the existing police station and the final paving top coat after the project is complete.	10/8/2019	
89	Ask Tower if they can move the concrete blocks closer to the telephone pole due to concern of someone hitting them.	4/9/2019	Mary Bulso	4/16/2019	Closed	4/16/2019: Mary said that she, Lee and Joe Chirico from Tower Construction looked at the possibility of moving the blocks closer to the pole but felt it would make them more dangerous so they decided to leave them as is.	4/16/2019	
90	Ask GGD if there are any concerns with the lack of rigid galvanized sweeps in the existing fire station.	4/9/2019	Kevin Witzell	4/16/2019	Closed	4/16/2019: Kevin stated that GGD has no concerns with the lack of rigid galvanized sweeps in the existing fire station as they are for communications lines.	4/16/2019	
91	Ensure that the new police station's insulation specifications meet the MA stretch code requirements.	4/9/2019	Kevin Witzell	4/16/2019	Closed	4/16/2019: Kevin and Jackie verified that the specifications for the new police station do meet the MA stretch code requirements.	4/16/2019	
92	Obtain a copy of Tower's construction site waiver.	4/9/2019	Mary Bulso	4/16/2019	Closed	4/16/2019: Mary will follow up on this when Patrick Fitzgerald returns from vacation. She added that Tower has concerns with anyone walking the site without the GC, OPM or architect present for insurance reasons and to ensure proper PPE is worn. Mary offered to take Committee members on site walks and said that Lee would be willing to do the same. No Committee member should walk the site without a proper escort from Tower, KBA or CMP, (with the exception of Building Inspector Tim Aicardi) until we get this waiver issue resolved. Chief Kurczy mentioned that a key to the lock on the construction site fence is with the Mendon Police Dispatchers if needed. 4/30/2019: Mary explained that Tower does not have any waiver to share. Instead, anyone who wants to get a tour of the site needs to be escorted by someone from Tower Construction, KBA, or CMP. Committee members agreed to abide by this policy.	4/30/2019	
93	Obtain a copy of Mendon's construction site waiver.	4/9/2019	Chief Kurczy	4/16/2019	Closed	4/16/2019: Chief Kurczy checked with Town Administrator Kim Newman and the Town does not have a form for this.	4/16/2019	
94	Draft CPA verbiage for dedication plaque for review.	4/9/2019	Jackie Rudd	6/30/2019	Closed	4/16/2019: Don suggested adding "This project was made possible by partial funding through the Community Preservation Act". The Committee asked Don to send it out to everyone for additional review and the topic will be discussed again at the next meeting. Don also mentioned that we should consider how the Town will dedicate the new station to former Chief Mathew Mantoni. Chief Kurczy said he would think about this, perhaps using a separate plaque for this purpose. 4/30/2019: Jackie handed out an updated version of the plaque to the committee with the CPA verbiage added. JP suggested simplifying the wording a little bit by removing a few words. Jackie agreed to do this and to then send the updated version to Don so he can share it with the BOS to obtain their input. 5/16/2019: Don stated that he has been in contact with the BOS and that one of them expressed a desire to list the Selectmen in office at the time of the building dedication and to then add former Selectmen Rich Schofield as a separate contributor. Eric did not agree with this approach and felt that the Building Committee should be the ones making this decision and that the members of the BOS who did most of the work to get the project off the ground should be mentioned. Joe agreed. The Committee still has time to work through this but Kevin mentioned that we don't want to wait till the end of the project as it takes time to have these plaques made. 6/13/2019: Jackie shared a mockup of two versions of a dedication plaque. One listed the three Selectmen who were in office when the project started, while the other listed the current Selectmen but acknowledged a prior Selectman (Rich Schofield) due to his contributions toward the project. The Committee preferred the latter one where former Selectmen Schofield was added. The mockup also included recognition of the CPC under the special recognition section but Joe Cronin suggested removing them as the CPA was mentioned elsewhere on the plaque already. JP asked if the Historical Commission was instrumental in obtaining the initial CPA funds but Chief Kurczy stated that they weren't, adding that the Town Administrator Kim Newman was very instrumental in securing those funds. He suggested that her name be added along with former Selectman Schofield. The Committee agreed. Don asked if the Committee felt it was our purview to approve this or if the BOS should be the deciding body. The rest of the Committee unanimously felt that the Building Committee should be the deciding body and not the BOS. Jackie agreed to make the recommended changes and share the final version of the mockup with the Committee. Don asked how long it would take to have the plaque ordered and Jackie said six weeks. Therefore the Committee has time to revisit this again toward the latter stages of the project.	6/13/2019	
95	Look into signs for supporting the debt exclusion ballot vote.	4/9/2019	Chief Kurczy	4/16/2019	Closed	4/16/2019: Chief Kurczy suggested making a promotional video similar to what the Town of Upton is doing for its upcoming annual meeting. He thought it would be good to post information on Facebook and other social media sites, and said he would look into this to see if it's something we can pursue.	4/16/2019	

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96	Look into how to dedicate the new station to former Chief Mathew Mantoni	4/30/2019	Chief Kurczy	Later	Closed	5/16/2019: Chief Kurczy stated that he has a painting of the former Chief that can be displayed inside the main entrance to the new building with a new plaque added. He said he would give the wording on the plaque some thought and we can discuss it further at a future meeting. 5/30/2019: Chief Kurczy will check into getting the existing Mantoni monument removed, refurbished and stored for future installation in front of the new station. He also has a painting that can be hung in the main foyer of the new building. 6/13/2019: Chief Kurczy will have the current dedication stone removed in the next week or two so it can be restored and put in storage until ready to be placed back in front of the new station. Don mentioned that a personal friend and local Mendon resident (Bill Alexander) offered to donate and install low voltage lighting on the memorial. He will need an outside electrical outlet to support a small transformer. 7/11/2019: Chief Kurczy had the headstone removed and placed into storage for safe keeping until such time as the new Police Station will be ready for it to be re-installed. It will be restored while it is in storage. The total cost will be ~\$600 and Chief Kurczy is covering it within his budget. A credit from Tower should be provided for this work in the future. 1/14/2020: Chief Kurczy stated that he would return the headstone currently in storage to the front of the new police station when the landscaping is complete. He will also hang a picture of the former Police Chief in the main foyer of the new building. Mike Ammendolia suggested asking the Select Board if they might want to dedicate the new station to the former Police Chief during the Memorial Day parade. The Committee felt that this was an excellent idea. 2/5/2020: The Committee will pursue reaching out to the Select Board about doing the dedication on Memorial Day once the confidence in the completion date of the project is known. 3/25/2020: Don and Chief Kurczy attended the Select Board meeting on March 24, 2020 to inform them of the Building Committee's desire to dedicate the new station to former Police Chief Mathew Mantoni on Memorial Day. 4/8/2020: Given the decision to delay work on the building until after the COVID-19 guidelines are lifted, the building grand opening will have to be delayed past Memorial Day. 5/27/2020: Work has resumed on the interior of the building, with a target completion of July 1. Dedication will be revisited some time after that. 6/24/2020: Chief Kurczy stated that the memorial will not be put into its new location until after the project is complete, probably in August sometime. 7/15/2020: Chief Kurczy has been in contact with the company storing the memorial and will schedule the relocation when a dedication of the new station is possible. 9/30/2020: Chief Kurczy stated that he is not sure when the placement will take place. He asked when the landscaper was coming back to seed the area and Pete stated that the hydro seeding is planned for October 14th. Chief Kurczy will reach out to Ackerman to try to get the memorial installed prior to the hydro seeding. Joe asked if the stone needed a concrete base and the Chief believes that Ackerman will install a concrete slab prior to placing the monument. Mary added that a granite plate is another good option. Chief Kurczy will ask Ackerman for their recommendation and will comply with what they suggest. 10/14/2020: Chief Kurczy is going to wait until spring of 2021 to reinstall the monument and plan a dedication. This item will no longer be tracked by the Building Committee.	10/14/2020	Item dropped.
97	Check if moisture barrier was part of the proposal for the existing former fire station.	6/13/2019	Mary Bulso / Kevin Witzell	7/11/2019	Closed	7/11/2019: Kevin reported that a moisture barrier was not part of the original proposal for the existing fire station. He added that they have another solution for the carpeting to be installed at the former fire station where the moisture content in the slab is high. Kevin will work with Tower to ensure that they get all the appropriate warranties on all installed flooring from the subcontractors.	7/11/2019	
98	Look into building security options.	6/13/2019	Chief Kurczy	9/30/2019	Closed	7/11/2019: Chief Kurczy reminded the Committee that funding for the building security system was removed to save money. Kevin stated that all the rough-in work will be done, but the Town will need to have someone install the security system, including cameras, electronic keypads, etc. Kevin suggested that the Town look for a preferred vendor that is on the state bid list to perform the work. He asked if the Town has any vendors it has used for other buildings, or if we can find out who did the work at the local schools. Based on information from KBA's consultant, Kevin thought the cost might run between \$150K and \$170K. Chief Kurczy will check into potential vendors the Town may have used and Don will reach out to the regional school district to see who they have used. 8/13/2019: Jackie explained that GGD has completed drawing and is currently working on the specifications for the security system. Once they are complete she will review them with Chief Kurczy and then send them out to bid. Mary explained that they will solicit three bids from contractors on the state bid list. No additional action from the Committee is needed at this time. 9/11/2019: Jackie informed the Committee that the plans and specifications are complete and their consultant (GGD) will send them out to a few contractors on the state bid list sometime next week (expect to send out on 9/18/19). 10/8/2019: Kevin and Jackie stated that their consultants (GGD) have yet to send the project out to bid. They will be contacting five companies on the state bid list this week. Kevin thinks that the bids will be back in about two weeks. 11/12/2019: Kevin explained that only one bid was received that came back at around \$219K, which is double what was expected. Kevin worked with Chief Kurczy to pare down the specification to provide a functional police station that could be added to later. The updated proposal will be sent out for bids later in the week with responses expected within one week, hopefully coming in at about half the cost of the original bid. Chief Kurczy provided the name of another potential contractor for KBA to contact. The company (NORRAD) has done work for the Town in the past and they are on the state bid list. Mary will ensure that KBA sends the proposal to this company. 12/12/2019: The Building Committee accepted the security proposal from Signet for \$122,446.	12/12/2019	
99	Obtain credit from Tower for the relocation of the headstone honoring former Police Chief Mathew Mantoni.	7/11/2019	Kevin Witzell	8/13/2019	Closed	8/13/2019: Mary explained that KBA is working with Tower on a list of small changes to the project and, instead of filing a lot of paperwork, to save time and effort they are trading extra charges for credits. She will work with KBA to bring a full accounting of the small charges and credits to review with the Committee at the next meeting. 11/12/2019: Pete G. said that he expects to have the headstone move credit ready for the Committee to review at a future meeting. 4/29/2020: The relocation of the headstone is not going to result in any credit. It will be added to Change Order # 013.	4/29/2020	
100	Obtain additional one year warranty in writing for concrete area affected by a concrete truck placed at an approximate nine inch slump.	7/11/2019	Kevin Witzell	8/13/2019	Closed	8/13/2019: KBA has received the additional one year warranty from Tower Construction in writing.	8/13/2019	
101	Talk with the abutter to get a copy of the property's deed and inform him that he needs to sign an easement to allow National Grid access to the easement to perform the necessary electrical work.	7/11/2019	Chief Kurczy	8/13/2019	Closed	8/13/2019: Chief Kurczy just received the easement document from National Grid on Monday, August 12th. He will get it to the abutter this week for signature. 9/11/2019: Chief Kurczy was able to get the abutter to sign the easement and it has been provided to National Grid. Mary added that she has not heard anything from National Grid but she believes that they have everything they need to proceed with the project.	9/11/2019	
102	Salvage LED lighting from existing Police Station prior to it being demold.	7/11/2019	Committee	Later	Closed	The Committee will pursue this when the current station is scheduled to be demolished. 2/5/2020: Tim Aicardi stated that the lighting could possibly be used in the lower level of the former library where we were holding our meeting. 11/4/2020: The Committee will be disbanded when the old station is demolished, so this item will be pass onto the Town to manage.	11/4/2020	
103	Check if a flag pole is needed in front of the new station.	8/13/2019	Chief Kurczy	9/11/2019	Closed	9/11/2019: Chief Kurczy is still looking into whether one is needed in front of the station. Mike stated that he would be in favor of putting a new pole in front of the new station and removing the one in front of Town Hall. Joe asked if a flag pole was included with the project and Don answered that while there is a place for one allocated on the drawings there is nothing in the budget to support one. 11/12/2019: Chief Kurczy informed the Committee that no flag pole is required in front of the new station.	11/12/2019	
104	Look into the DPH requirements for cell checks.	9/11/2019	Chief Kurczy	10/8/2019	Closed	11/12/2019: Pete stated that he has been in contact with MA DPH to schedule a visit for an on-site inspection when the station is ready. The DPH representative will use a shoelace to look for areas where a person could potentially try to hang himself/herself. Kevin added that the station will have the capability to perform cell checks from Dispatch and that the Chief will need to ensure that the staff complies with the requirements.	11/12/2019	
105	Summarize the amount of money spent on field monitoring services to Yankee Engineering compared to the contracted amount.	9/11/2019	Mary Bulso	10/8/2019	Closed	10/8/2019: Mary explained that the Committee had never received a contract proposal from Yankee Engineering for field monitoring services. Her previous company Daedalus Projects did receive a proposal from Yankee but it was never presented to the Committee. Mary confirmed that the amounts the Town is being charged by Yankee match what is in their initial documented proposal.	10/8/2019	
106	Check the specifications regarding the dewatering plan to determine where water is to be diverted.	9/11/2019	Mary Bulso / Kevin Witzell	10/8/2019	Closed	10/8/2019: Mary and Jackie stated that the general contractor addressed the amount of water that was being pumped onto the abutter's property after the complaint was brought to their attention. Joe mentioned that there was a lot of rain coming in the next few days and suggested that Mary have Lee limit the erosion that takes place on the Town Hall campus due to the construction work. Mary will ask Lee to check the perimeter of the lot campus to ensure proper protections are in place.	10/8/2019	
107	Alert Tower of the safety concern with the worker in the cistern trench with no hard hat and no shoring.	10/8/2019	Mary Bulso	11/12/2019	Closed	11/12/2019: Mary shared the concern with Tower and stated that the person in the picture was a surveyor and that they were exempt from the hard hat requirement. Mike took exception with this as nobody should be exempt from wearing proper personal protective equipment when working on site as it could create a potential liability for the Town. Pete added that Tower had a safety engineer on site regularly to check on the work.	11/12/2019	

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108	Update Committee on the break results from the grout cubes from Yankee Engineering.	10/8/2018	Mary Bulso	11/12/2019	Closed	11/12/2019: Mary included the break results in her OPM update. Mike reviewed the results and explained to the Committee that they looked good.	11/12/2019	
109	Investigate what's needed to change the swing on door #104, near the dispatch window at the main entrance.	10/8/2019	Kaestle Boos	11/12/2019	Closed	11/12/2019: Several options were presented by KBA, including having the door swing in, and after an extensive discussion the Committee decided that the door swing needed to change so that it opens out and swings on the opposite side from the current design. KBA agreed to get pricing to be able to do this. 12/12/2019: The Building Committee approved change proposal #27 in the amount of \$4306.09 to change the swing of door #104. The Committee felt this was a design error by KBA. Mary suggested a meeting be held with Michael McKeon to discuss the Committee's disappointment. Mary agreed to set up the meeting. 1/14/2020: Don and Mary met with Mike before the holidays and Don explained that Mike offered to offset the cost of the swing change to door #104 by \$1000 as that's how much it would have cost to swap the door from opening out to opening in. Mike felt that the door did not need to open out per code so KBA should not bear the added cost to make that happen. All that needed to happen was to prevent the door from swinging out to hit somebody who might be near the dispatcher window. Mike added that no design is perfect, which is why all projects allot for a 5% contingency in the budget. Mary added that Mike explained that he was the one who recommended angling the dispatcher window, however, when that happened the change to the door swing was missed. The Committee was not happy with this answer and suggested that we push back and ask for full reimbursement for the change from KBA. Don stated that he did not want to go back to meet with Mike again to ask for additional funding. Mike Amendolia offered to talk with Mike McKeon to share his disappointment with this offer but then suggested that someone else do it as he might not do so in such a pleasant manner. Chief Kurczy offered to meet with Mike McKeon (along with Mary) to express the Committee's disappointment with KBA's offer to only offset the cost of the door swing by \$1000.	1/14/2020	
110	Request that Tower move the remaining fill to Andy Fiske's property in Mendon.	10/8/2019	Don Morin	11/12/2019	Closed	11/12/2019: Don explained that the fill had already been removed from the site by the time this request was made.	11/12/2019	
111	Check Tower's insurance in case temporary heat is needed.	11/12/2019	Mary Bulso	12/12/2019	Closed	12/12/2019: Mary informed the Committee that Tower has the appropriate insurance to allow for temporary heat. A temporary heat method is now in place, as CMP has worked with Chief Kessler and Tower to implement a system that is approved by the Mendon Fire Chief.	12/12/2019	
112	Obtain signature from Board of Selectmen on Amendment #3 for Additional Geotechnical Services and clarify amount remaining to be spent.	11/12/2019	Don Morin	12/12/2019	Closed	12/12/2019: Don explained that the BOS signed the amendment and the signed copy was given to Jackie of KBA last Friday. The amount remaining to be spent has been clarified. This item is now closed.	12/12/2019	
113	Ensure Stretch Code requirements for insulation are being met.	11/12/2019	Tim Aicardi / Jackie Rudd	12/12/2019	Closed	12/12/2019: Tim explained that the methodology used by Kaestle Boos to calculate the R-value for the new building is to group all the numbers together and estimate the overall building efficiency that way. Using this methodology, the COMcheck software estimates that the building design is 16% better than code. Tim specifically had questions about the roof, which shows a continuous R-Value of 26.2, which Jackie pointed out is increased to ~27.79 with the other added layers not included in this methodology, such as the plywood. Tim thought that an R-value of 30 would be preferred, and asked if an additional inch of spray insulation could be added to the roof. Pete explained that the spray insulation work was completed on Wednesday, December 11th, but that he did look into the cost of this and stated that it would cost about \$27,690 for just the spray insulation. A walkway would need to be added, along with the general contractor's mark-up, further increasing the cost. Given the status of the budget with the shortage of available funds, coupled with the fact that the new building design exceeds the code requirements, the Committee decided not to pursue adding insulation to the roof at this time. Tim stated that additional spray insulation could be pursued at a later time.	12/12/2019	
114	Check into the design of the gable vents in the existing structure, and also pursue adding insulation to the second level of the former fire station	12/12/2019	Jackie Rudd	1/14/2020	Closed	12/12/2019: Tim asked about insulation in the existing building, the former fire station. He was informed that while the roof will be insulated, no additional insulation is being added to the unfinished second floor walls of the existing structure. Tim asked if the existing gable vents would be open to the elements, allowing cold air to infiltrate into the unfinished second floor of the existing structure. Jackie thought that they would be tied into the HVAC system but said she would check. 1/14/2020: Pete and Jackie explained that the two gable vents in the former fire station are tied into the HVAC system, one for exhaust and one for intake. They added that no insulation exists in the walls on the second level of the former fire station and recommended that batt insulation be put in the walls to prevent the fire suppression pipes from freezing. Mike suggested that the Town purchase the insulation and install it with volunteers. Mary said that she had the name of the owner of the company that installed the insulation for the remainder of the building and would reach out to obtain a quote for him to install the batt insulation if the Town were to purchase it first. Mike asked how many square feet of insulation was needed and Jackie said she would estimate this for the Committee. 1/28/2020: Jackie Rudd supplied the Committee with an estimate on the amount of insulation needed (1275-1400 square feet). Chief Kurczy stated that he could arrange to purchase the insulation from Koopman Lumber and that he had reached out to the company that installed the rest of the insulation in the new building and he was informed that the work can probably be done in one visit and cost about \$300-\$400. Chief Kurczy asked what type of batt insulation to purchase and Joe Cronin suggested that he reach out to Tim Aicardi for his opinion on what insulation to purchase. Don asked when the soffit installation would be complete and Pete stated that Tower would be working on this later in the week, hopefully finishing by Friday, January 31. 2/5/2020: Chief Kurczy stated that the insulation would be delivered on Friday, February 7th and installed on Saturday, February 8th. Don informed the Chief that he would be around on Friday if he should need assistance with moving the insulation up to the second floor of the existing building. 3/11/2020: Chief Kurczy informed the Committee that the insulation was installed and that there are several bags of insulation left. Rather than returning them for credit, they will be saved for potential use in the future. The cost of the materials was \$810.85, and the installation cost was \$400. Chief Kurczy brought the invoice for the materials to the meeting for review, but he did not have an invoice for the installation. The Committee approved payment of the materials and the Chief would obtain an invoice for the installation.	3/11/2020	
115	Estimate the amount of additional funding that will be needed to support Yankee Engineering field work.	12/12/2019	Mary Bulso	1/14/2020	Closed	1/14/2020: Mary stated that she and Lee couldn't estimate how much additional funding will be needed for Yankee Engineering field work, but that it should not be that much. Work in the back of the property needs to be tested, as well as any sidewalks that will be put in, but not much more than that.	1/14/2020	
116	Reach out to Dan Byer to see if he can start up the generator on a weekly basis.	12/12/2019	Don Morin	1/14/2020	Closed	1/14/2020: Don stated that he reached out to Dan and that Dan agreed to start up the generator periodically. Dan has done so on a few occasions already and also informed Don that the fuel level on the generator is full.	1/14/2020	
117	Find out how Signet is planning to secure its hardware on Town owned property.	1/14/2020	Mary Bulso	1/28/2020	Closed	1/28/2020: Mary informed the Committee that most of the material brought on site to date was cabling and that the more expensive equipment would not be brought on site until such time as it can be locked up in the cell block.	1/28/2020	
118	Show Chief Kurczy the cell check box change incorporated in Change Order #12.	4/8/2020	Mary Bulso	4/15/2020	Closed	4/22/2020: Mary and Pete provided drawings to Chief Kurczy explaining the change. Since this change is being mandated by the MA DPH, the Chief is okay with it.	4/22/2020	
119	Check into the specifications to see if any of the field monitoring and lab testing work performed by Yankee over the course of the project should be the responsibility of the general contractor and not the Town.	4/8/2020	Mary Bulso Pete Gaudreau	4/15/2020	Closed	4/15/2020: Dave McKinley checked the spec and it says that the Owner owns compaction testing, but does not mention sieve or moisture testing. KBA and CMP will look further into this and will provide an update at the next meeting. 4/22/2020: Mary is going to have Lee Figgins look into his daily logs to try to summarize the testing that was performed by Yankee. 4/29/2020: Dave McKinley and Lee Figgins have not gotten together yet to complete the summary of the testing charges. Hopefully they'll do so for the next meeting. 5/6/2020: Lee Figgins has reviewed the work performed by Yankee based on his daily logs and supplied it to Mary. Mary will compare this against the invoices to determine what costs belong to the Town and what costs may belong to the contractor. 5/27/2020: As part of Change Order #013, the GC took responsibility for \$940 of the soil testing costs paid by the Town. A credit has been issued.	5/27/2020	
120	Ask Tower to send their COVID-19 reports to the OPM on a daily basis.	4/8/2020	Mary Bulso Pete Gaudreau	4/15/2020	Closed	4/15/2020: Pete Gaudreau asked Tower to provide their daily COVID-19 reports and Tower has contacted their legal counsel to determine how to best provide these to the Town. 4/22/2020: Mary received the COVID-19 reports from Tower on 4/22/20 for all the previous weeks of work.	4/22/2020	

DECISIONS AND ACTIONS LOG

Project Name: Mendon Police Station Building Committee

Rev 54
11/04/20

Item	Item Description	Date Assigned	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments, Links, etc.
121	Water volume is low in the new building. Need to determine if it's due to the well or the building.	4/15/2020	Mary Bulso	4/22/2020	Closed	<p>4/22/2020: KBA's consultant GGD responded back to Tower that a pneumatic pressure tank should be installed downstream from the double check valve assembly. Tower has reached out to its plumbing subcontractor to confirm proper installation of the pressure tank. Joe asked Chief Kurczyk if there were any water pressure issues with the current police station. Chief Kurczyk stated that he knows of no water pressure issues in the current police station, the Town Hall or the former Taft Library. The water is sometimes discolored, but the pressure is fine.</p> <p>4/29/2020: There is no update on the low water pressure documented in RFI #105 regarding the validation that a pneumatic pressure tank was installed properly downstream from the double check valve assembly to maintain pressure. Tower has reached out to its plumbing subcontractor to confirm proper installation of the tank but due to the inability to send anyone into the building this has not yet taken place.</p> <p>5/27/2020: Plumbing contractor has verified at the pneumatic pressure tank was installed properly. Tower had their consultant, Chris Garcia inspect the well and piping in the Mendon Town Hall on Monday, June 1. A formal recommendation is expected from KBA based on their consultant's feedback. Mary will also share the water test results from the new building with the Water Commission when it is available.</p> <p>6/10/2020: Tower states that their installation is per the specification and that "an observation for the engineer to review is in the Town Hall building, the outlet of the tank is 1". From there it goes through a 1" meter and then reduces to 3/4" line. There is a 1/2" water line going to the library and a 3/4" water line that goes to the existing police station. This 3/4" line is what the new 2" line is connected to which is going to cause a pressure drop going from a smaller pipe to a much larger pipe." KBA had their consultant, GGD issue a recommendation to the Town to replace the existing pressure switch with a 60 psi switch with a 15 psi adjustable differential. This recommendation has been forwarded to the Town and Dan Byer is looking into this. He has obtained a quote of ~\$350-\$500 to do the work but there is some concern whether the existing well pump can support the higher pressure. Dan will work with the Select Board and Water Commission to determine next steps. JP asked what the major concern with the water pressure was and Joe stated that one cannot flush toilets continuously in the new building.</p> <p>6/24/2020: Don updated the Committee that Dan Byer has obtained a quote to replace the pressure switch on the well in the Town Hall for approximately \$500. Don provided an update to the Select Board at their meeting on June 22nd about the need to replace the pressure switch as well as several other items. He requested time on an upcoming Select Board meeting to discuss a smooth transition from the Building Committee to the Town once the project is completed to ensure no open items are missed. JP asked about money to repair the well and Don stated that there is an article on the upcoming June 29th annual town meeting warrant to repair and/or replace the pump in the existing well.</p> <p>7/15/2020: Don informed the Committee that Dan Byer is trying to coordinate the well pump and pressure switch replacement but that he needs to coordinate this work with the elevator company first as they need to remove the hydraulic pump for the elevator to allow for the well pump to be replaced. It is not clear when this work will happen. Don added that the general contractor has pulled the wiring from the new police station power panel to the outside of the Town Hall to support an anticipated 208V three phase well pump. Joe asked if excess wire was left to allow for another electrician to pull the 208V three phase feed into the basement. Pete will check this also.</p> <p>8/3/2020: McLure Engineering attempted to remove the existing well pump on July 31st but was not successful. They will issue a proposal to install a smaller pump into the existing well while leaving the current pump in place.</p> <p>8/19/2020: A smaller pump does not appear to be an option, so McLure Engineering is looking into drilling a new well. They believe that the MA DEP can "fast track" permitting for a failing well. The Town is awaiting an update from McLure.</p> <p>9/2/2020: No update. The Town is still waiting to hear from McLure Engineering.</p> <p>11/4/2020: The site as built plans have been provided to McClure Engineering who is working with the Town to drill a new well. The Town will manage this item moving forward. It will be closed on this tracker.</p>	11/4/2020	Item dropped.
122	Follow up with Tower Construction to inquire about obtaining access keys for the fire department to gain access to the building during off hours if necessary.	4/29/2020	Mary Bulso	5/6/2020	Closed	5/6/2020: The building is secure and the temporary fence has been removed. Keys are maintained by the GC and they have worked with the Fire Chief to ensure emergency access is available during non-working hours.	5/6/2020	
123	Provide a written recommendation on COP #058 to the Town.	4/29/2020	Peter Gaudreau	5/6/2020	Closed	5/6/2020: KBA does not believe that the GC is entitled to the costs for COVID-19 related items. No contractors on any of their other jobs are passing the charges onto the owner.	5/6/2020	
124	Meet on site Thursday, April 30th with Patrick from Tower to review the installation of the curbing to determine what was installed correctly and what was not, and to also determine if any of the granite has veining that is not allowed	4/29/2020	Mary, Pete, Eric	5/6/2020	Closed	5/6/2020: The subcontractor pulled up the granite early on the morning of April 30th so it could not be measured to determine what was installed properly and what was not. KBA will issue a response to Change Order Proposal No. 59 rejecting their claim for reimbursement as there was a clear conflict in the documents that should have been flagged to KBA's attention before the curbing was installed. This is a coordination issue that Tower failed to identify in a timely manner.	5/6/2020	
125	Work with Mendon Historical Commission to determine what to do with the rings that they wanted to be retained outside the entrance to the former fire station.	5/6/2020	Don Morin	5/13/2020	Closed	<p>5/13/2020: Don informed the Committee that he attended the Mendon Historical Commission meeting on May 7th to discuss the cement block with rings that was outside the threshold on the side entrance of the former fire station. The Commission requested that the cement block and rings be retained in that location but Don informed that that this isn't possible with the newly poured concrete walkway and the ADA requirements. As a result the Commission requested that we hold the cement block and rings in storage and they will work with the Committee to identify a location to place the block in the future, perhaps in a grassy area out front. They also would like to put together a story board to go along with the cement block. Eric Peterson picked up the cement block on Tuesday, May 12 and is storing it at his shop. Don also mentioned that the Historical Commission asked about a thermometer that was at the former fire station and restored by Mendon resident Dick Skinner. Don explained that Chief Kurczyk has the restored thermometer in his possession and will install it outside the new station once the project is done.</p> <p>6/24/2020: No update from the Historical Commission yet.</p> <p>7/15/2020: Don agreed to reach out to the Historical Commission to inquire about their plans for the rings in cement.</p> <p>7/29/2020: The Historical Commission is putting together plans for a story board and is not sure where to place the rings. They may wait until the Town Hall campus project takes place and place them near the Town Hall. The Building Committee will no longer track this item.</p>	7/29/2020	Item dropped.
126	Contact Bill Alexander and ask him to meet onsite Tuesday, June 2nd before the 12 noon construction meeting to discuss the low voltage lighting for the Mantoni memorial.	5/27/2020	Don Morin	6/10/2020	Closed	6/10/2020: Mendon resident Bill Alexander has installed the wiring and transformer for the low voltage lighting to be used to illuminate the Mantoni Memorial. He will return to install the lighting once the memorial is put in place. It should also be noted that six inches of gravel have been put in place where the monument will be located.	6/10/2020	
127	Provide update on whether Mendon will retain its own public safety dispatch service or if the Town will join another regional service. This will impact the need for the leased generator supporting the current police station.	5/27/2020	Chief Kurczyk	7/31/2020	Closed	<p>6/10/2020: Chief Kurczyk stated that he has no idea when a decision will be made regarding whether Mendon will join the Metacommet regional dispatch group or not. It will likely take some time for this decision to be made. Therefore, the dispatch center in the current police station will need to remain active for the foreseeable future. The current police station is on a leased generator. The Town will need to look into whether the current police station can be tied into the new generator.</p> <p>6/24/2020: Chief Kurczyk stated that he has no idea when a decision will be made regarding whether Mendon will join the Metacommet regional dispatch group or not. It will likely take some time for this decision to be made. Therefore, the dispatch center in the current police station will need to remain active for the foreseeable future. The current police station is supported by a leased generator. The Town will need to retain this generator for the foreseeable future at \$650/month as the contractor is only leasing it through the end of June, and it is not feasible to try to tie the existing station into the new generator. Mary suggested that the Town reach out to ask if it could purchase the generator given that it has been leasing it for over a year. Pete suggested that the Town ask if it could obtain a reduced rate starting on July 1, 2020. The Town will look into the purchase or less expensive lease option.</p> <p>7/15/2020: It appears that the Town will likely join a regional dispatch group. The generator lease for the existing station will be picked up by the Town.</p>	7/15/2020	

