

Approved March 15, 2018

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, March 1, 2018
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:03 pm by Joe Cronin.

Building Committee Members Present:

Tim Aicardi, Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, Don Morin, and Linda Thompson

Others Present:

Mary Bulso, OPM, Daedalus Projects, Inc.

II. Approval of Meeting Minutes – February 13, 2018

MOTION: A motion was made by Mike Ammendolia, seconded by Tim Aicardi to accept the meeting minutes from February 13, 2018.

DISCUSSION: None.

VOTED: Unanimous, with Don Morin abstaining as he was not present at the meeting.

III. Review Open Action Items on Decision Action Log

- Status on negotiations between Town Counsel and abutter to create an agreement to 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 – Chief Kurczy reported that Town Counsel is still working with the lawyer for the abutter to finalize an agreement. No issues are expected.
- Status on cleaning out of former fire station. – 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.
- Check with the Town Administrator about the status of moving the electric car charging stations. – 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.

- Kaestle Boos Associates will set up a one on one meeting with Chief Kurczy to review final adjustments to the program. – 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.

IV. Invoice Approval Process; Chair/OPM Spending Approval Process; Budget / CPA Fund Tracking

Don informed the Committee that the former Taft Library Building Committee allowed the Chair and OPM to approve invoices without the full Committee review if they were less than \$2000 and the Chair and OPM wanted to move them along quickly and not need to schedule a full Committee meeting.

MOTION: A motion was made by Mike Ammendolia, seconded by Don Morin to allow the Chair and OPM to approve invoices for less than \$2K without full Committee approval.

DISCUSSION: Mike asked when the Committee would be made aware of these approvals. Don stated that a standing agenda topic will exist and any such invoices would be brought to the next Committee meeting for full review.

VOTED: Unanimous.

Don then informed the Committee that the Town Accountant has created a new account to track CPA eligible invoices against. This account will have \$1.5 million while the primary account will have \$3.5 million. Mary will work with Linda and Joe to create spending vouchers that will delineate between CPA eligible and non-CPA eligible spending items for submission to the Town Accountant for payment. Once we get the updated cost estimate from Kaestle Boos, the Committee will have a better understanding of the percentage of the overall project cost that will be CPA eligible. Mary has already spoken with Kaestle Boos about this requirement.

V. Invoice Approval – None received since the last meeting.

VI. Project Update

Mary reported that she had three consultant proposals that needed review and approval at tonight's meeting. The first was from Guerriere & Halnon, Inc. for Land Surveying Services. Mary solicited three quotes but only received two in return, and they were a little more expensive than she liked. She asked the firms to sharpen their pencils and Guerriere & Halnon reduced their proposal by \$1500 to \$7250.

MOTION: A motion was made by Mike Ammendolia, seconded by Don Morin to accept the proposal from Guerriere & Halnon for \$7250 for Land Surveying Services.

DISCUSSION: Joe asked if flags were going to be put on the abutter's property and Mary said yes. Mary said she would ensure that any work that gets scheduled go through the Police Chief so he can alert the abutter. She will also look into

minimizing the number and size of stakes that would need to be placed on the abutter's property. Mary also asked the Chief if he would check with the abutter to ask what he wanted the contractor to do with the stones from the stone wall and with any loam that may be scraped away from his property. Chief Kurczy said he would ask the abutter. Mary will ensure that the specifications state how to handle these two items once she hears back from Chief Kurczy.

VOTED: Unanimous.

ACTION: Chief Kurczy will 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.

Next Mary shared a proposal from Lahlaf Geotechnical Consulting (LGCI) for geotechnical services. The proposal calls for the town to dig four test pits.

MOTION: A motion was made by Don Morin, seconded by Chief Dave Kurczy to accept the proposal from Lahlaf Geotechnical Consulting for \$20,085 for geotechnical services.

DISCUSSION: There was some concern regarding whether the town could dig the test pits. Chief Kurczy stated that he would contact Highway Surveyor Alan Tetreault about this. Mike Ammendolia suggested that Mary ask how much it would cost for LGCI to do dig the pits in case the town is unable to do so. She stated that she would get this information. Don asked who needed to sign these proposals and Mary stated that Kaestle Boos would do this and would add their 5% coordination fee on top of the proposal. Mary pointed out that \$7370 of the quote was for construction phase services later down the road should they be required.

VOTED: Unanimous

The final proposal was from Universal Environmental Consultants (UEC) for hazardous materials inspection services for the former fire station and existing police station in the amount of \$3100.

MOTION: A motion was made by Mike Ammendolia, seconded by Don Morin to accept the proposal from Universal Environmental Consultants for \$3100 for hazardous materials inspection services.

DISCUSSION: Mary emphasized that this was only for inspection services at this time. If remediation is needed, that would have to go out to bid separately at a later time.

VOTED: Unanimous

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Chief Kurczy stated that the Board of Selectmen (BOS) have asked him to request that the Committee consider getting information on the cost to obtain a larger generator that could support the entire Town Hall campus and not just the new police station. Their hope is to have the town pay for the added expense to support the

entire campus. Joe stated that it is a lot more involved than just getting a larger generator as engineering work would need to be done for the loads of the two additional buildings to properly size the generator; and trenching, conduit, and switchgear would need to be provided so that emergency power could be provided to the other buildings. The Committee will inquire about this as the project progresses and will provide the information to the BOS.

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to meet on Tuesday, March 13th at 7:00pm to approve these minutes, review open action items, review any invoices that may be received, get an update on the project from the OPM and review updated plans from the architect.

IX. Adjournment

MOTION: A motion was made by Tim Aicardi, seconded by Don Morin to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:03 p.m.

Minutes by Don Morin