

Approved September 20, 2018

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, September 6, 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:

Mike Ammendolia, Joe Cronin, Don Morin, JP Parnas, and Linda Thompson.

Others Present:

Mary Bulso, OPM, Daedalus Projects, Inc.

Jackie Rudd, Kaestle Boos Associates, Inc.

II. Approval of Meeting Minutes – August 16, 2018 and August 20, 2018

MOTION: A motion was made by Mike Ammendolia, seconded by JP Parnas to accept the meeting minutes from August 16, 2018 and August 20, 2018.

DISCUSSION: None

VOTED: Approved on a unanimous vote, with JP Parnas abstaining on the August 20, 2018 minutes because he was not present at that meeting.

III. Review Open Action Items on Decisions and Actions Log

- Update on documentation to transfer a strip of land from abutter to the Town to support an electrical feed, stone wall, future second site egress, etc. – Mary stated that the abutter wants to gift the land to the Town. She will contact Kim Newman to try to get a Memorandum of Understanding drafted for this purpose. Once this is done the Town will need to accept the gift at a Special Town Meeting.

ACTION: Contact Kim Newman to get a Memorandum of Understanding written for the abutter to gift land to the Town so the land can be accepted at a future Special Town Meeting. – Mary B.

- Update on AAB waiver for elevator. – Tim Aicardi is responsible for this but he was not present at the meeting. Jackie Rudd agreed to assist Tim in any way. Letters that were originally written by ADA Coordinator Kevin Rudden and Police Chief Dave Kurczy will need to be updated now that the building incorporates a lift in the design.

ACTION: Contact Tim Aicardi to assist him with getting a waiver for an elevator from the AAB. – Mary B.

- Meet with Historical Commission to determine what they'd like retained in the existing Fire Station, including any windows thought to have come from the original blacksmith shop. – Don informed the Committee that he and Chief Kurczy met with Kathy Schofield and Jane Lowell from the Mendon Historical Commission to understand what items they'd like retained in the existing fire station. They would like the brick that is currently exposed in the interior of the building to remain exposed. Jackie stated that this is possible, and added that the exterior brick currently on the back of the fire station will also be exposed in the interior of the new addition. Don added that they also would like the two metal rings in cement outside the current entrance to remain. Jackie stated that this would also be possible, but that the rings may need to be moved, depending on grading. Finally, the Historical Commission asked if windows could be repurposed somewhere in the interior of the building. Jackie expressed concern that the windows might fall apart when they are removed, making this option very difficult. Don added that the Commission would like all the windows to be saved for potential use by another project if possible. Mike Ammendolia offered to remove the windows on a weekend, and Don said he would assist. The Committee will try to save the windows for the Historical Commission for potential reuse.
- Set up meeting with Historical District Commission to review plans, sample windows, siding, etc. – JP Parnas explained that the Historical District Commission has not been fully appointed by the Board of Selectmen so they do not officially exist. He agreed to ask the Board of Selectmen for guidance. He will also work with Jackie to get information on the siding, roof shingles, and windows to share with the three members of the Commission that have been appointed, along with drawings of the exterior views of the new station.

ACTION: Contact the Board of Selectmen to seek guidance regarding the requirement for the Historical District Commission to approve the plans for the new police station. Also set up a meeting for the existing Historical District Commission members to meet with Kaestle Boos to review the current designs and information on the siding, roof shingles and windows.

JP asked Jackie what type of work Kaestle Boos was planning to do with the exterior of the existing fire station. Jackie stated that nothing was planned. JP asked if insulation was needed to ensure that the building would meet building code. Jackie said that she didn't believe anything needed to be done to the building. Joe added that he felt insulation should be added or the building would be cold in the winter. Jackie agreed to look into adding this to the current construction documents, as well as how much it might cost.

ACTION: Look into adding insulation to the current fire station as part of the construction documentation, and inquire about the potential cost for the work. – Jackie.

- 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 they can take action at their next meeting. – Joe Cronin drafted a motion that read as follows:

“The Mendon Police Station Building Committee would like to take this opportunity to propose to the Mendon Board of Selectmen that the new Police Station be named in honor of Chief Mathew M. Mantoni. Chief Mantoni dedicated his career to the Mendon Police Department and the citizens of Mendon, and in doing so, made the ultimate sacrifice. The Committee feels it is the proper course of action to name the new building in Chief Mantoni’s honor.”

MOTION: A motion was made by Mike Ammendolia, seconded by Don Morin to send the motion to name the new police station after former Mendon Police Chief Mathew Mantoni to the Board of Selectmen for consideration.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

Jackie added that the dedication stone that sits in front of the existing police station will be installed in green area adjacent to the front entry of the new building.

- Set up a meeting with Blackstone Valley Regional Vocational Technical High School leadership team to determine what Bid Alternates they can perform. – Don stated that a meeting is not necessary, as he sent the list of Bid Alternates to Tom Belland of BVT and Tom met with the vocational directors at the school and they agreed that they could support the fit-out of the second level of the new station during the 2019-2020 school year.
- Set up a meeting with the Planning Board to review design documentation. – Don has reached out to Bill Ambrosino, Chair of the Planning Board on a few occasions but has not received a response. Mike Ammendolia stated that he has contact with a member or two of the current Planning Board and will try to connect with them to review the existing design documentation. Mary asked if the Planning Board has an administrator whom Don can reach out to. Don said he would check.

ACTION: Reach out to existing members of the Planning Board to try to get a meeting arranged with them. – Mike

ACTION: Determine if the Planning Board has an administrative assistant and reach out to him/her to try to arrange for a meeting with that board. – Don

IV. OPM/Architect Update

Mary informed the Committee that potential bidders for the abatement work at the current fire station have been walking through the building. She expects to have all bids in by Friday, September 14th. She also has requested to get on the Board of Health agenda for their next meeting on September 19th, and will try to get the Water Commissioners to attend to discuss the well and septic for the new police station. Mary also shared a bid schedule with the Committee and is working closely with Kaestle Boos to receive general contractor bids ahead of the Mendon Special Town Meeting on November 27th.

Jackie shared an architect update. She stated that a meeting was scheduled for Friday, September 7th to review the fire alarms and security plans with the Police Chief and Fire Inspector. Joe asked that an update be sent to the committee after the meeting. Jackie agreed to do this. She then asked if the building would be getting a new antenna or if the existing one would be relocated, and if Jeff Jeffers from the state's E911 support agency would be involved with this. Joe suggested that she work with Chief Kurczy on this.

Jackie then suggested that the area behind the new police station be minimum binder course instead of gravel, which Kaestle Boos originally proposed. The Committee agreed that this made sense, but was concerned how much this would add to the cost. Jackie would find out. Joe asked what the thickness of the binder would be, and Jackie agreed to look into this and report back. Jackie then asked about the size of the dog kennel, as it will have to be relocated. Linda stated that the base was 12'x12', but that the kennel itself was a little bit smaller. It is also easy to disassemble and relocate. Its future location needs to be determined.

Jackie next asked what the Town might want in the front of the station, since the main entrance will be on the side of the building and there really isn't anything out front to indicate this is a police station. Joe suggested that she work with Chief Kurczy and Kim Newman on this. One option would be to replicate the existing lettering stating that it is the Mendon Fire Station. Don stated that he was recently contacted by a Mendon resident who was interested in donating low power lighting that could be used on a flag pole or memorial in the front of the station. Joe asked if it would be solar powered. Don agreed to check.

ACTION: 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. – Don

Jackie next stepped through the project schedule. Don asked if the different milestones of construction documents could be added to the schedule as well as

when a cost estimate will be available, as the Committee was told that another cost estimate would be done at the 60% construction document milestone. Jackie agreed to do this. Jackie added that an application for the Zoning Board of Appeals due to site setbacks not being met needs to be signed by the Town. Kaestle Boos has supplied this application to Mary Bulso. Mary will submit this for Town signature. Finally, Jackie stated that she would like to share the storm water piping plans with the Town so that they won't impact any potential future Town Hall Campus master plans that the Town may have. When she has more complete plans ready, they can be shared with Kim Newman.

V. Discuss Prioritization of Bid Alternates

Don stated that he spoke with Chief Kurczy earlier in the day and that he proposed the following Bid Alternate prioritization:

1. Sally Port
2. Police Station Abatement and Demolition
3. Parking Lot Paving
4. Second Level Fit-out (as this can be done by BVT)

Jackie added that the equipment/security items are owner's costs so they are not to be included as bid alternates. Also, the completion of the administrator offices is too small in scope to make it worthwhile to include as a bid alternate. She also explained that if the sally port is built but the police station is not demolished, the sally port will not be accessible and site grading cannot be finalized. The Town will have to have a plan for the abatement and demo of the police station should this scenario play itself out that the Town can only afford the sally port from the bid alternate list. Joe stated that the residents will not be happy if a sally port is built but is not accessible for use.

VI. Invoice Approvals; Chair/OPM Spending Approvals; Budget Update

Linda explained that an invoice was received from Daedalus Projects, Inc. dated 8/31/2018 for OPM Services in the amount of \$5000, with all of it coming from CPA funding to balance out the charges to date between the CPA account and the debt exclusion.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve payment of \$5000 for OPM services to Daedalus Projects, Inc., with the funding coming from CPA funds.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

Linda next explained that an invoice was received from Kaestle Boos dated 8/31/2018 in the amount of \$18K for Design Development, taking it to 100% spending of this phase of the project, and \$12.6K for Construction Documentation, taking it to 10% spending for this phase of the project. An additional request for cost estimates for

scheme C&D and scheme G were not understood so the Committee did not approve this request at this time. Jackie agreed to get a clarification on these two funding items for the Committee and they can be reviewed at the next meeting.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve payment of \$18,000 for design development services and \$12.6K for construction documentation to Kaestle Boos Associates with half the funding to come from CPA eligible funds and half from the state grant.

DISCUSSION: None

VOTED: Approved on a majority vote, with Mike Ammendolia opposed.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Don informed the Committee that he exchanged emails with Mike McKeon of Kaestle Boos earlier in the day with regards to two AIA G802 documents that were submitted to the Town for signature back in April that Mike originally stated did not need to be signed but that he now says needs the Town's signature. Don said he would work with Mike to get these signed.

VIII. Next Meeting Date, Time and Agenda

The next meeting date is Thursday, September 20th at 7:00pm. Mary will provide an update on a meeting with the Board of Health and Water Commission and will also provide a review of her meeting schedule, while Kaestle Boos will provide an update on the status of the construction documentation, bid documents and the overall project schedule, along with clarification on the invoice for cost estimates. Open action items from the decision action log will be reviewed, and any new invoices will be reviewed for approval.

IX. Adjournment

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

DISCUSSION: None.

VOTED: Approved on a unanimous vote.

The meeting adjourned at 8:35 p.m.

Minutes by Don Morin