

Approved October 4, 2018

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, September 20, 2018
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:00 pm by Joe Cronin.

Building Committee Members Present:

Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas, and Linda Thompson.

Others Present:

Mary Bulso, OPM, Daedalus Projects, Inc.

Kevin Witzell, Kaestle Boos Associates, Inc.

II. Approval of Meeting Minutes – September 6, 2018

MOTION: A motion was made by Linda Thompson, seconded by Dave Kurczy to accept the meeting minutes from September 6, 2018.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

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. 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 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 Kurczy 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.
- Update on AAB waiver for elevator. – Tim was not present at the meeting so this item was passed over.
- Set up meeting with Historical District Commission to review plans, sample windows, siding, etc. Also 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. – JP Parnas will work with Kevin

Witzell to schedule a meeting between Kaestle Boos and the three members who have been assigned to the Historic District Commission to date. JP will also copy Kathy Schofield (recording secretary) and Mike Goddard (chair) of the Historical Commission. JP also reached out to the Board of Selectmen via email asking for guidance on how to remain compliant with the Mendon Historic District by-law given that there is not a full quorum of members appointed to the Mendon Historic District Commission to date. He has not received any response to date.

- Set up a meeting with the Planning Board to review design documentation. – 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.
- Look into adding insulation to the current fire station as part of the construction documentation, and inquire about the potential cost for the work. – 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.

ACTION: 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. – Don will work with Bill McHenry on this.

- 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 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.
- Update on AIA G802, A101, A202 and A310 documents – Don noted that updated versions of the AIA G802 addenda were received on Wednesday and Mary forwarded them to the BOS executive assistant for BOS signature. With regards to the A101, A202 and A310 documents, Don stated that Town Counsel has not yet formally approved them. Town Counsel did

share with Mary and Don verbally back in August that the documents looked okay to her, but she wanted to know if the Town wanted to add any specific conditions to them. Don suggested that she reach out to the Board of Selectmen to answer this question.

- Determine what the Town may want for signage (police station vs. town campus) in front of new building. – Chief Kurczy 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 Kurczy on a design for the Mendon police station.

IV. OPM Update

- Fire Station Abatement Bid Update – Mary informed the Committee that five bids were received and the lowest bidder (Abide) was accepted. She sent the abatement contract and low bidder form to the Board of Selectmen for signature. Work will begin once the contract is signed.
- Review schedule of meetings with Town Boards and Committees – Mary has been in contact with the Board of Health and will get on the agenda for their next meeting to discuss the septic system. She has coordinated a joint meeting with the Water Commissioners for October 4th to review requirements for the well. She has been in contact with the MA DEP regarding the well and septic and doesn’t anticipate any issues with either.
- Update on ZBA application approval by Town – Mary sent the application to the Board of Selectmen for signature. Once the application is signed she will work with Kaestle Boos to get on the agenda for the ZBA to review it.

V. Architect Update

- Update on Fire Alarm & Security Review with Fire Inspector. – Kevin reported that a meeting was held on September 7th with the Fire Inspector (Charlie Phipps) and Police Chief Kurczy and everyone is happy with the current safety system designs, including the alarms and fire protection systems.
- Update on antenna reuse/replace and E911 communication equipment move. – The E911 equipment move was also discussed at the September 7th meeting and everyone is on board with the plans for the communication equipment move. The existing antenna will be reused. If it needs to be replaced in the future, Chief Kurczy stated he would handle this from within his operational budget. Mary agreed to send the minutes from the September 7th meeting to Don for the Committee’s files.
- Construction documentation/bid docs and 60% CD cost estimate schedule. – Kevin stated that construction documentation is proceeding per plan and asked the Committee if a cost estimate was needed at this time. Don stated that it was Kaestle Boos who proposed doing a cost estimate at the 60% - 75% construction documentation phase of the project. Joe added that it was

good to have an estimate to compare with any bids that are received, while JP stated that it was also good to have the estimate to determine if anything has changed drastically from the Design Development cost estimate. Joe suggested to Kevin that perhaps a line by line update of the previous design development estimate would be easier where only things that changed would be modified in the estimate. This approach could save both time and money. Kevin said he would start the cost estimating process now and will suggest following Joe's suggestion. Kevin added that bid documents should be ready for print by October 12th. Mary will review the documents with anyone who wants to do so. She will bring a set of the documents and set up a time for anyone to come and review them with her.

ACTION: Set up a time to review bid documents when they are available (after 10/12/2018). – Mary

Finally, Kevin shared that the cost for the binder coat versus gravel behind the addition on the future police station will add about \$7K to the budget. The Committee agreed that this was the right thing to do.

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

- Revisit \$5532.16 June Invoice from KBA for Land Surveying – Don stated that this invoice was presented at the July 11th meeting but that it was rejected as the final survey had not yet been received. Once the survey was received, Don forgot to add this item back to the agenda, so he did so for tonight's meeting.

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to approve the invoice from Kaestle Boos for land surveying services dated June 29, 2018 in the amount of \$5532.16.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

- Revisit \$4725 August Invoice from KBA for Cost Estimating – Don explained to Kevin Witzell that the invoice for cost estimating services from Kaestle Boos listed two different estimates (one for scheme C&D and one for scheme G). The Committee did not understand why it was being charged for two Design Development cost estimates when one is supposed to be included as part of Kaestle Boos proposal. Don explained that the Committee does acknowledge that one additional cost estimate was performed, but it wasn't clear why it was being charged for two. Kevin agreed to look into this.
- Review New Invoices – Linda stated that an invoice was received from Daedalus Projects, Inc. for OPM services for the month of July. It turns out

that Daedalus never sent this invoice to the Committee back in August when it should have.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Daedalus Projects, Inc. for OPM services dated July 31, 2018 in the amount of \$5000.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Mary mentioned that she received an email from Dan Byer suggesting that electrical outlets and hose bibs be available on the outside of the new police station for future site use. Kevin stated that hose bibs already exist on the design, and he'll ensure that electrical outlets are available on all sides of the new building.

VIII. Next Meeting Date, Time and Agenda

The next meeting date will be on Thursday, October 4th at 7:00pm. Mary will arrange for the Water Commissioners to attend the meeting to review requirements for the well. She will also provide an update on the abatement work, a review of her meeting schedule, and an update on the budget. 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 Don Morin, seconded by JP Parnas to adjourn the meeting.

DISCUSSION: None.

VOTED: Approved on a unanimous vote.

The meeting adjourned at 8:23 p.m.

Minutes by Don Morin