

Approved October 18, 2018

Mendon Police Station Building Committee Meeting
Former Taft Public Library
Mendon, MA 01756
Thursday, October 4, 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, Police Chief Dave Kurczy, Don Morin, Eric Peterson, Moritz Schmid and Linda Thompson

Others Present:

Allan Kent, Kevin Rudden, Mendon Water Commissioners
Dan Byer, Mendon Water Commission Clerk
Mary Bulso, OPM, Daedalus Projects, Inc.
Jackie Rudd, Kevin Witzell, Kaestle Boos Associates, Inc.
Chris Garcia, Civil Engineer, Garcia-Galuska-Desousa Consulting Engineers

II. Joint Meeting with Water Commission

Kevin Rudden informed the Building Committee that the MA DEP is aware of the renovation of the existing fire station into the new Mendon police station. Kevin has been in contact with Susan Connors at MA DEP and she is also aware that there will be one less building on the Town Hall campus when the project is completed. Kevin doesn't anticipate any issues with MA DEP approvals.

Chris Garcia provided handouts and a poster board showing the site plan for the changes to the public water supply currently supporting the Mendon Town Hall campus. A new feed from the existing well will provide water to the new police station. A 40,000 gallon fire protection cistern will be installed, and it will be initially filled via truck. Any water replenishment needed due to evaporation would be supplied by the existing well. The fire protection cistern could be used to support the other buildings on the Town Hall campus in the future if desired.

Dan Byer asked if the meter that will be installed can be compatible with what is already being used by the Town. Chris stated that the Town can recommend the type of meter it desires. Dan also requested that as-built drawings be supplied to the Town upon project completion. Kevin Witzell stated that this will definitely be done. Kevin Rudden added that the Board of Selectmen originally signed the MA DEP consent decree for the existing public water supply and they may need to sign another one once the construction work is completed. Dan asked if the generator

being installed at the new police station can be wired up to support the existing well, as the generator at the former fire station is doing that now. Chris stated that he will make sure this is part of the design.

Chris briefly stated that the anticipated water usage in the new building will fall within the 600 gallons/day allotted by the MA DEP for the current fire and police stations combined. He will summarize this information for the Committee and send it via email through Kaestle Boos. Chris will also send the Committee soft-copies of the site drawings he shared.

ACTION: Ensure that generator at new police station will support the existing well.
– Chris Garcia (via Kaestle Boos)

ACTION: Send soft copies of well water design documentation and the explanation of the <600 gallons per day of water usage to the Building Committee. – Chris Garcia (via Kaestle Boos)

III. Approval of Meeting Minutes – September 20, 2018

MOTION: A motion was made by Mike Ammendolia, seconded by Linda Thompson to accept the meeting minutes from September 20, 2018.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

IV. 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 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.

ACTION: Supply language to the Building Committee for the upcoming November Special Town Meeting where the Town will need to accept the easement from the abutter. – Mary

- Update on AAB waiver for elevator. – Tim was not present at the meeting so this item was passed over. Chief Kurczy will contact Tim to inquire about the status of this waiver.
- 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 was not present at the meeting but Don informed the Committee that JP will coordinate this item. Don added that the Mendon Board of Selectmen intends to appoint Rich Schofield as the fourth member of the Mendon Historic District Commission at their October 9th meeting so they will have a quorum.

- Set up a meeting with the Planning Board to review design documentation. – Don informed the Committee that he, Chief Kurczy and Mike Ammendolia, along with Jackie Rudd and Dave McKinley from Kaestle Boos, and Mary Bulso attended the Planning Board meeting on September 24th. The Planning Board requested that Kaestle Boos share their plans with Jeff Walsh of Graves Engineering to gain approval. Once Jeff approves the plans the Planning Board will approve them based on Jeff's recommendation. The Planning Board also scheduled an open hearing for the new police station site plan for Monday, October 22nd at 7:15pm.

Don also explained that he, Mike Ammendolia and Chief Kurczy attended the Board of Selectmen's meeting on September 25th. At that meeting the Board of Selectmen agreed to name the new police station after former Chief Mathew M. Mantoni. They also agreed to sign the abatement contract and stated that a member of their Board (Rich Schofield) would serve as the fourth member of the Mendon Historic District Commission.

- Update on AIA G802, A101, A202 and A310 documents – Don stated that Town Counsel has been in contact with him and promised to complete her review of the documents within the next few days. Kevin mentioned that the insurance liability requirements also need to be provided by the Town. Mary agreed to follow up with Kim Newman about this.

ACTION: Contact Kim Newman to understand insurance liability requirements of the general contractor as part of the bid process. – Mary

- Share storm water plan with Town Administrator when it is available. – Mary agreed to do this when it becomes available.
- 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 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.

- Set up a time to review bid documents when they are available (after 10/12/2018). – Mary said she would likely set some time up during the week of October 15th. If the Committee meets that week, she can come early and have the documents available for review.
- Ensure that electrical outlets are available on all sides of the new building, as well as a couple of hose bibs.- Jackie and Kevin confirmed that a couple of hose bibs are included with the design, as well as an outlet near every door in the new construction portion of the building.

V. OPM Update

- Fire Station Abatement Bid Update – Mary handed out a hard copy of her project update. She informed the Committee that the ten day DEP notice for abatement work was issued by Abide on 10/4/18. The abatement will begin on October 15th and will take approximately one week.
- Review schedule of meetings with Town Boards and Committees – Mary handed out a hard copy of her schedule of approvals.
- Mary also handed out a bid schedule. Upon review with the Committee and Kaestle Boos, it was updated to reflect the following dates:

Oct 11 – DPI submit advertisement to Central Register

- Mary will work with Laura to submit it to COMMBUYS and Milford Daily News

Oct 12 – consultant's construction document drawings to KBA

Oct 15 – bid documents sent to printer (ATJ)

Oct 17 – bid documents available 2:00 pm electronically through ATJ.

- Mary will order a hard copy set for Tim Aicardi's office for future review.

Oct 24 – contractor walk through

Oct 31 – filed sub bids due at 2:00pm

Nov 14 – general contractor bids due at 2:00pm

Nov 14-20 – one week allowance for questions and possible addendum

Nov 20-22 – review bids with building committee

Nov 27 – Mendon Special Town Meeting

- Mary added that it would cost \$750 for the bid documents to be posted.

VI. Architect Update

- Construction documentation/bid docs and 60% CD cost estimate schedule. Jackie and Kevin distributed a cost estimate and summarized it for the Committee. It hasn't changed a lot since the one done in August. Jackie highlighted that a couple of line items are probably over estimated: fire station abatement at \$30K and design/estimating contingency at \$201,228. These two items should provide some cushion to the budget. The overall

estimate came in at \$6,118,000 versus the \$6,234,600 estimate provided in August.

- Update on antenna reuse/replace and E911 communication equipment move. Initial discussions with the state regarding plans for moving the existing E911 communications equipment have been held. Chief Kurczy will assist with being the liaison to the state to ensure the move goes smoothly.
- Kaestle Boos also shared copies of a sample design for a sign outside the new police station along with pictures of a sign that they have completed at another town's police station. The sign will sit at the end of and on top of a small stone wall in front of the new police station. They will work with Chief Kurczy on the design. The Chief favored white letters with the Mendon Police patch at the top. Mary added that a local Mendon resident assisted with signage for the Taft Library and suggested the Committee reach out to her to see if she'd like to help with the sign on the new police station. Moritz and Mary agreed to reach out to Karen Mullen from Signs Plus in Milford about this.

ACTION: Contact Karen Mullen from Signs Plus to inquire about potentially assisting with the new Mendon Police Station sign. – Moritz / Mary

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

- Revisit \$4725 August Invoice from KBA for Cost Estimating – Kevin stated that he wasn't prepared to discuss this invoice and suggested that the item be carried over to the next meeting.
- Review New Invoices – Linda stated that an invoice dated 9/28/2018 was received from Kaestle Boos Associates for construction documentation services in the amount of \$50,400 with \$25,200 coming from the CPA account, \$16,700 from the state grant account and \$8500 from the capital expenditure account.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Kaestle Boos Associates for construction documentation services in the amount of \$50,400 with \$25,200 coming from the CPA account, \$16,700 from the state grant account and \$8500 from the capital expenditure account.

DISCUSSION: Don explained that this would completely exhaust the state grant account so future invoices will be equally split between the CPA account and the capital expenditure account. Mary stated that the invoice didn't reflect the split as explained by Linda and Don and agreed to ask Kaestle Boos to submit an updated invoice that reflected the payment totals described in the motion. Mike asked how much this took this spending category to and Linda stated it took them to 50% of the construction documents phase, which they have actually exceeded by now.

VOTED: Approved on a unanimous vote.

- Mary brought a hard copy of an invoice from Daedalus Projects, Inc. for \$5000 for OPM services dated 9/30/2018 with all of it coming from the CPA account.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Daedalus Projects, Inc. for OPM services for the month of September in the amount of \$5000, with it all coming from the CPA account.

DISCUSSION: Don explained that the reason why this was coming from the CPA account was to balance out the amount between CPA and the capital expenditure account for the length of the contract as Daedalus' first few invoices went 100% against the capital expenditure account. Once the two accounts are evened out future invoices will be split 50/50 between the two accounts.

VOTED: Approved on a unanimous vote.

VIII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

IX. Next Meeting Date, Time and Agenda

The next meeting date will be on Thursday, October 18th at 7:00pm. Mary will provide an update on the abatement work and bid documents/schedule, a review of her meeting/approval schedule and an update on the budget. Kaestle Boos will also update the committee on the bid documents/schedule, status of the Planning Board consultant's site plan review and a clarification on the August invoice for cost estimates. Open action items from the decision action log will be reviewed, and any new invoices will be reviewed for approval.

X. Adjournment

MOTION: A motion was made by Eric Peterson, seconded by Moritz Schmid to adjourn the meeting.

DISCUSSION: None.

VOTED: Approved on a unanimous vote.

The meeting adjourned at 8:22 p.m.

Minutes by Don Morin