

Approved November 7, 2018

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, October 18, 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:

Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, Eric Peterson, and JP Parnas

Others Present:

Mary Bulso, OPM, Daedalus Projects, Inc.
Jackie Rudd, Kevin Witzell, Kaestle Boos Associates, Inc.

II. Approval of Meeting Minutes – October 4, 2018

MOTION: A motion was made by Mike Ammendolia, seconded by Dave Kurczy to accept the meeting minutes from October 4, 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. – 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.

Per conversation with the Town Administrator, Town Counsel will supply the language for the warrant. The committee has not received the warrant language.

- Update on AAB waiver for elevator. – Tim is writing a letter for the Board of Selectman to approve. Mary submitted the Disability Commission letter to Tim for the BOS package. Dave Kurczy will write a letter explaining the limited use of the upper level.
- 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.
- The Graves Engineering site plan review was distributed to the Committee. The comments will be reviewed with Graves and KBA at the Planning Board Public Hearing Monday October 22.
- Update on AIA G802, A101, A202 and A310 documents –the documents have been received. Town Counsel requested edits. KBA requested Town Counsel make the edits. KBA will issue the documents by addenda.
- Contact Kim Newman to understand insurance liability requirements of the general contractor as part of the bid process. – Mary
The insurance requirements were received and will be added to the project requirements by addenda.
- Share storm water plan with Town Administrator when it is available. – Mary agreed to do this when it becomes available. The plan will be issued after approval by Graves Engineering and the Planning Board.
- 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). –Three sets of plans and specs were distributed for review. One set will be at the building department and another set at the police

station for viewing. The plans and specs can also be viewed electronically at <http://www.andrewtjohnson.com/>

- Contact Karen Mullen from Signs Plus to inquire about potentially assisting with the new Mendon Police Station sign. – Moritz / Mary. Moritz did not attend the meeting. Mary will work with Moritz to contact Karen Mullen.

IV. OPM Update

- Abatement is complete. The visual inspections Passed. The air testing results are due Friday. Once the air tests pass the upper level can be accessed.
- The project is officially out to bid. There is a fair amount of interest in the project. Kevin and Mary will lead the walk thru Oct 24th.
- Mary also handed out a bid schedule. Upon review with the Committee and Kaestle Boos, it was updated to reflect the following dates:

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

V. Architect Update

- Construction documentations are out to bid. KBA will attend the walk thru and be answering RFIs.
- Joe Cronin mentioned a local resident offered to demolish the existing Police Station. KBA and the Committee had a lengthy discussion regarding the generous offer. It was decided to leave the demolition in the bid as an alternate due to sequencing. If the alternate is not favorable on bid day the Committee will revisit the offer.
- 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 inquired if the local sign company had the ability to manufacture the commercial sign. It was discussed the sign could be purchased later by owner to save money.

VI. Mary questioned generator requirements for the Town Buildings during construction. The current generator powers the police station and campus well inside the Town Hall when power is lost. A temp generator will be specified in the documents for a temp generator until the new generator is operational.

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

- No new invoices

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, November 1st at 7:00pm. Mary will provide an update on the 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 Dave Kurczy to adjourn the meeting.

DISCUSSION: None.

VOTED: Approved on a unanimous vote.

The meeting adjourned at 8:12 p.m.

Minutes by Mary Bulso