

Approved November 15, 2018

Mendon Police Station Building Committee Meeting
Mendon Upper Town Hall
Mendon, MA 01756
Wednesday, November 7, 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 Eric Peterson

Others Present:

Mary Bulso, OPM, Daedalus Projects, Inc.

Jackie Rudd, Kaestle Boos Associates, Inc.

II. Approval of Meeting Minutes – October 18, 2018

MOTION: A motion was made by JP Parnas, seconded by Eric Peterson to accept the meeting minutes from October 18, 2018.

DISCUSSION: None

VOTED: Approved on a unanimous vote, with Don abstaining as he wasn't present at the meeting on the 18th.

III. Review Open Action Items on Decisions and Actions Log

- Update on documentation for easement from abutter to the Town to support an electrical feed, potential future second site egress, etc. – Mary reported that the easement agreement has still not been signed by the Town and the abutter's lawyer. Don explained that that agreement does not allow for anything put in the easement except for the underground electrical feed and is concerned because the current plans show a parking spot for the Chief as well as a pad for the liquid propane tank both extending into the easement. Mary suggested asking the BOS to accept the land instead of agreeing to an easement. Chief Kurczy agreed to reach out to the abutter to ask if he's willing to give the Town the land once again.

ACTION: Contact abutter to the Town Hall campus to inquire about him giving the land adjacent to the campus instead of documenting an easement agreement. – Chief Kurczy

- Update on AAB waiver for elevator. – Tim wasn't present but he informed Don that he has reached out to the chair of the AAB and is submitting the

application, site plans and letters from Chief Kurczy and the Town's ADA Coordinator Kevin Rudden.

- Set up a meeting with Historical District Commission to review plans, sample windows, siding, etc. – JP stated that he has not been able to coordinate this. Mary suggested inviting them to a future meeting. JP will determine when the best time to get the Commission together will be.
- Share storm water plan with Town Administrator when it is available. – Mary agreed to do this.
- Ensure that generator at new police station will support the existing well in the Town Hall. – Mary reported that there will be a temporary generator during the construction that will be replaced with a permanent one and both will support the well that serves the Town Hall campus as its public water supply.
- Contact Karen Mullen from Signs Plus to inquire about potentially assisting with the new Mendon Police Station sign. – Eric has been in touch with Karen and she is working on a design for the sign.

IV. OPM/ Architect Update

- Mary and Jackie shared the sub-contractor bids with the Committee. The total cost estimate for the bids was \$2.55 million and the total for the lowest bidders came in at \$2.47 million. Some of the bidders did not include all the non-statutory required items (a tax compliance certification (TCC), a foreign corporation certification (FCC), a certification by corporation to sign contract (CCSC), and a statement of non-collusion sub-bidder (SNCSU)). Mary checked with the AG's office and it is okay for the Committee to accept the bids without these items as long as they are supplied upon request. Mary agreed to reach out to the bidders to request the missing documents, and Jackie will work with Kevin Witzell to post an addendum to the original bid request that shares the sub-contractor bid file along with the request to submit the missing non-statutory required documents.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to accept the sub contract bids provided that those who did not submit the non-statutory required items do so electronically by Tuesday, November 13th.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

- Given the delay in getting the sub-contractor bids posted, Jackie will also work with Kevin to push the deadline for the general contractor bids out by 24 hours from 11/14 at 2pm to 11/15 at 2pm.

ACTION: Post the addendum to share the sub-contractor bids, request the missing non-statutory required items and push the general contractor bid receipt date to 11/15/2018. – Jackie

- Mary informed the Committee that she has left Daedalus Projects, Inc. and has started her own firm, Central Mass Projects, Inc. She will remain as the OPM for this project, but a document accepting the transfer needs to be signed by the BOS. She added that the Town could save some money by not hiring a full time clerk of the works. She provided several options for how to handle this. The Committee agreed to discuss this at a future meeting, once the general contractor is selected.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to accept the transfer of the OPM responsibility from Daedalus Projects, Inc. to Central Mass Projects, Inc.

DISCUSSION: Don asked Mary to send him all the appropriate documentation so he could forward it on to the Board of Selectmen for review and approval.

VOTED: Approved on a unanimous vote.

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

Joe explained that the final bill from Daedalus Projects, Inc. was received for \$5000 for OPM services for the month of October.

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 October in the amount of \$5000, with half coming from the CPA account and half from the police station building account.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

Joe explained that an invoice was received from Universal Environmental Consultants for hazardous material design services for the former fire station in the amount of \$1500.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Universal Environmental Consultants for hazardous material design services for the former fire station in the amount of \$1500 with the payment coming from the CPA account.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

Joe explained that an invoice from Kaestle Boos Associates for construction documentation services was received for the month of October in the amount of \$12,000.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Kaestle Boos Associates for construction documentation services for the month of October in the amount of \$12,000, with half coming from the CPA account and half from the police station building account.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

Joe explained that an invoice from Graves Engineering was received for \$2097 for site plan review services requested by the Mendon Planning Board

MOTION: A motion was made by Don Morin, seconded by Dave Kurczy to approve the invoice from Graves Engineering for site plan review services requested by the Mendon Planning Board in the amount of \$2097 with the payment coming from the CPA account.

DISCUSSION: Eric Peterson asked why we had to pay something that the Planning Board requested and Joe explained that this was the way it is normally handled by the Planning Board. JP also added that most towns handle things this way.

VOTED: Approved on a majority vote, with Eric Peterson voting against the motion

VI. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Eric Peterson asked if additional funds can come from the CPA account to support the Police Station project. Don explained that as long as the required criteria are met, this could be pursued. Joe asked if the bid from the GC could be broken down into renovation versus new construction, and Jackie said that wouldn't be easy. Don suggested using square footage to split up the costs. Joe asked Jackie to check with Kevin on this.

ACTION: Check with Kevin Witzell regarding how to determine what costs are CPA eligible and which are not once the general contractor bids are received. – Jackie

VII. Next Meeting Date, Time and Agenda

The next meeting date will be on Thursday, November 15th at 7:00pm. The OPM and Architect will give an update on the general contractor bids, Mary will provide an update on the OPM contract change, open action items from the decision action log will be reviewed, these minutes will be reviewed for approval and any new invoices will be reviewed for approval.

VIII. Adjournment

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

DISCUSSION: None.

VOTED: Approved on a unanimous vote.

The meeting adjourned at 8:18 p.m.

Minutes by Don Morin