

Approved May 16, 2019

Mendon Police Station Building Committee Meeting  
Mendon Town Hall  
Mendon, MA 01756  
Tuesday, April 30, 2019  
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:35 pm by Joe Cronin. The meeting started late as the Committee was waiting to achieve a quorum.

Building Committee Members Present:

Joe Cronin, Don Morin, JP Parnas, Eric Peterson and Moritz Schmid

Others Present:

Mary Bulso, OPM, Central Mass Projects, Inc.

Jackie Rudd, Kevin Witzell, Kaestle Boos Associates, Inc.

II. Approval of Meeting Minutes – April 16, 2019

MOTION: A motion was made by Eric Peterson, seconded by JP Parnas to accept the meeting minutes from April 16, 2019.

DISCUSSION: None

VOTED: Approved on a unanimous vote

III. Review Open Action Items on Decisions and Actions Log

- Update on request for a variance for the lift height. – Jackie is still waiting for a date for the hearing to be scheduled. She expects it to take place in late May or early June.
- Update on construction photo posting process – Nick Erskine has finished the new Mendon Police website. The Building Committee website now points to the new Mendon Police website for updated construction pictures. Nick will post the pictures monthly as he receives them. Don mentioned that Nick took an aerial photo recently using the department's drone and it's posted to the new site. Mary stated that Lee Figgins will send pictures with captions to Nick monthly for posting to the site. Don asked about adding verbiage about upcoming work and Joe suggested just sharing the three week look-ahead that we get from Tower Construction.
- Update on removal of equipment from Comcast building – Chief Kurczy was not present but he informed Don that Comcast has still not visited the site so he'll pay a visit to them later in the week. Moritz will also follow up with his contact to see if they have been able to get any additional information about this work order from Comcast.

- Update on bid from Tower Construction for alternates 2, 3 and 4 – Mary stated that Tower is still in the process of submitting a bid. Kevin explained that it would be in the form of a change order so both KBA and CMP will have a chance to vet the information before it is finalized. It will probably take several more weeks to finalize the proposal for the Committee to review.
- Add Moritz to the email distribution for the daily logs from Lee. – Mary asked Lee to do this so Moritz will be including on future updates.
- Ask Lee if he can send his daily logs out daily instead of weekly. – Mary asked Lee about this but decided that he will continue to send them out weekly.
- Look into why we received an invoice from KBA for work done by LGCI to prepare aggregate pier specs. – Kevin stated that he has not been able to do this. Don explained that this is not showing up as past due on the KBA invoices so the matter may have already been closed.
- Obtain a copy of Tower's construction site waiver and discuss the process for Committee members to walk the construction site. – Mary explained that Tower does not have any waiver to share. Instead, anyone who wants to get a tour of the site needs to be escorted by someone from Tower Construction, KBA, or CMP. Committee members agreed to abide by this policy.
- Review updated dedication plaque with CPA verbiage. – Jackie handed out an updated version of the plaque to the committee with the CPA verbiage added. JP suggested simplifying the wording a little bit by removing a few words. Jackie agreed to do this and to then send the updated version to Don so he can share it with the BOS to obtain their input.

ACTION: Share mock-up of dedication plaque with the Board of Selectmen for their review and feedback. – Don

- Look into how to dedicate the new station to former Chief Mathew Manton – Chief Kurczy was unable to attend so this will be revisited at a future meeting.

Later in the Project:

- Update on new Mendon Police Station sign from Karen Mullen of Signs Plus. – Eric will update the Committee on this later in the project.
- Pursue Furniture Options – Chief Kurczy will pursue this later in the project.

#### IV. OPM Update

Mary distributed a report to the Committee. Footings are done. A cement truck got stuck in the mud and needed to be towed out. They will be back on site Wednesday to clean up the area. Kevin mentioned that this area within the easement will need to be properly graded in the future which will help reduce the chance of something like this to happen again.

V. Architect Update

Kevin had no new updates to add to what already had been discussed.

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

Don presented an invoice from National Grid for \$1272.46 to install a new anchor rod and remove services from pole 2-84.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve payment of \$1272.46 to National Grid to install a new anchor rod and remove services from pole 2-84, with 50% coming from CPA funds and 50% coming from the capital expenditure account.

DISCUSSION: None

VOTED: Approved on a unanimous vote

Don stated that another invoice was received from National Grid for \$13,921 to install new electrical service to the future police station.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve \$13,921 to install new electrical service to the future police station, with 50% coming from CPA funds and 50% coming from the capital expenditure account.

DISCUSSION: Don explained that the original cost estimate for this work was \$20K.

VOTED: Approved on a unanimous vote

Finally Don shared that an invoice was received from Kaestle Boos Associates for \$5142.86 for construction administration services for the month of April.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve \$5142.86 for construction administration services, with 50% coming from CPA funds and 50% coming from the capital expenditure account.

DISCUSSION: Don explained that this was the normal monthly charge from KBA for this phase of the project.

VOTED: Approved on a unanimous vote

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Thursday, May 16<sup>th</sup> at 7pm in the upper Town Hall to approve these minutes, review open action items, get updates from the OPM and architect and approve new invoices. The meeting will take place after the Annual Town Meeting on May 3<sup>rd</sup> and the ballot vote on May 14<sup>th</sup> so the results of those two items will also be reviewed.

IX. 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 8:04 p.m.

Minutes by Don Morin