

Approved October 17, 2019

Mendon Police Station Building Committee Meeting  
Mendon Upper Town Hall  
Mendon, MA 01756  
Tuesday, October 8, 2019  
6:30 p.m.

I. Tour of Construction Site

Several committee members toured the construction site at 6:30pm with Mary Bulso.

II. Call to Order

After the tour the meeting was called to order indoors at 6:55 pm by Joe Cronin.

Building Committee Members Present:

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

Others Present:

Mary Bulso, OPM, Central Mass Projects, Inc.  
Kevin Witzell and Jackie Rudd, Kaestle Boos Associates, Inc.  
Michelle Sanford, Mendon/Upton Town Crier

III. Approval of Meeting Minutes – September 19, 2019

MOTION: A motion was made by Mike Ammendolia, seconded by JP Parnas to accept the meeting minutes from September 19, 2019.

DISCUSSION: None

VOTED: Approved on a unanimous vote

IV. Review Open Action Items on Decisions and Actions Log

- Update on elevator lift – Any net cost impact to the project? – Jackie stated that they have not gotten the final information on the lift yet from the general contractor. We'll continue to monitor this until the item is closed.
- Update on change order for alternates 2 and 3 – Mary stated that she has received a statement in writing from Tower Construction that they will not be bidding on alternates #2 and #3. The Town will have to handle the demo of the existing police station and the final paving top coat after the project is complete.
- Update on building security system plans – Kevin and Jackie stated that their consultants (GGD) are sending the project out to bid by contacting five companies on the state bid list. Kevin thinks that the bids will be back in about two weeks.

- Update on quote for new sign from Karen Mullen of Signs Plus – Eric has been in contact with Karen and he expects to have a quote from her in the near future.
- Update on need for flag pole in front of new station – Chief Kurczy has been looking into this but has not yet received the final word. He'll bring an update at an upcoming meeting.
- Update on MA DPH requirements for cell checks – Chief Kurczy has made a few contacts but needs some additional time to close this item.
- Update on CCD for Ledge Removal to Support Cistern Installation – Kevin said he would review this item as part of the architect update later in the meeting.

Later in the Project:

- Dedication of new station to former Police Chief Mathew Mantonni – All
- Review and approval of dedication plaque (6-8 week lead time) – All
- Salvage LED lighting from existing police station prior to demo – All
- Furniture Options – Chief Kurczy

## V. OPM Update

Mary handed out a progress report to the Committee with the following updates:

- Mary delivered certified payrolls & minimum wage schedules to the Town in response to a Public Records request. It was up to the Town to submit the information to the requester.
- She added that the cistern is installed and a screener will be brought onsite to screen the materials to ensure it meets specifications. Yankee Engineering will be onsite to test the material to ensure it meets specification prior to being used.
- A new telephone pole near the abutter's property will be installed soon. Mary is not sure if the old pole will be removed or if the new one will just be added adjacent to the existing one.
- A Grant of Easement from NGrid needs to be signed by the Board of Selectmen to install a new pole in place of the one in the center of the entrance to the Town Hall campus parking lot. This item is on the agenda for the BOS meeting on October 15. Don will attend the meeting.
- Mary handed out a PCO Log (proposed change orders) from Tower Construction. Joe stated that the log was hard to understand and Mike stated that the font was too small to read. Don went through the log and shared that the following items are still pending: CP# 4, 5, 10, 13, 16, 17, and 20. He asked that CMP and KBA work together to close out these items, some of which have been open since May or June of this year.
- Mary next explained that the Committee had never received a contract proposal from Yankee Engineering for field monitoring services. Her previous company Daedalus Projects did receive a proposal from Yankee but it was never presented to the Committee. Mary confirmed that the amounts the Town is being charged by Yankee match what is in their initial documented proposal.
- Next Mary explained that on 10/8/19 Tower discussed moving the paving of the Town Hall campus lot to the spring. Mary asked Tower if they might

coordinate with the Town to possibly allow demolition of the existing police station to take place prior to the paving. Tower would patch the areas that will be dug up this fall but would postpone the binder and top coat until the March timeframe. KBA and CMP both approved this work. Don asked why we wouldn't consider having the Town do all the paving, not just the top coat for the area where the current Police Station sits. He suggested asking Tower to provide the Town with a credit for the paving currently in their scope and to have them just patch the lot while working on the Town campus. Mike and Joe did not think this was a good idea as they weren't sure the credit would be worth it. Don thought it made sense to try to pursue this option as a cost saving opportunity but he did not get support from the remaining Committee members, so he dropped it.

- Don asked Mary for an update on the dewatering specs (with regards to water from the sump that was flowing onto a neighboring property). Mary and Jackie stated that the general contractor addressed the amount of water that was being pumped onto the abutter's property after the complaint was brought to their attention. Joe mentioned that there was a lot of rain coming in the next few days and suggested that Mary have Lee limit the erosion that takes place on the Town Hall campus due to the construction work. Mary will ask Lee to check the perimeter of the lot campus to ensure proper protections are in place.
- Don mentioned that we have not spoken about E911 equipment in quite some time. Mary said that the coordination with the state continues. Joe suggested that Don add this item back to the open action items list. Don agreed to do this.

ACTION: Add E911 item to all future agendas – Don

## VI. Architect Update

Cost of additional brick replacement – Jackie stated that the 20 replacement bricks per the contract have been completed along with some electrical conduit related brick repairs. More bricks need to be either replaced or repaired. Jackie showed Chief Kurczy what repaired bricks would look like and they look good. KBA needs to work with Tower to price out the repair vs. replacement plans for the remaining bricks that need attention. Jackie hopes to have this cost for the next meeting. Mike suggested scheduling a walk of the site during daylight hours to see what the repaired bricks look like, and to get a good view of other work being done.

ACTION: Schedule a tour of the site during daylight hours. – Don

CCD for Ledge Removal – Kevin shared copies of Change Order #5 for the ledge removal to support the cistern installation. The change order also included a charge for \$6090.82 to remove a second layer of siding that was found on a few small sections of the former fire station. The Committee had questions about this charge as they had never heard of this work before and Kevin did not have all the backup information to explain the work. Some of the documents he did have were not legible. The Committee wanted to see a copy of the invoice for the boom lift rental

and the certified payrolls for the employees as the charges for both seemed high. Mike asked who took the picture of the subcontractor that removed the ledge as it showed someone in the trench without a hard hat and without any shoring. Joe asked Mary when Tower's safety engineer was last on site. Mary looked it up and stated that their safety engineer was last on site a couple of weeks ago on September 30, 2019. Joe was satisfied with that. Mary agreed to alert Tower about the concern in the picture that was included in the construction change directive packet.

**ACTION:** Alert Tower of the safety concern with the worker in the cistern trench with no hard hat and no shoring. – Mary

**MOTION:** A motion was made by Don Morin, seconded by JP Parnas to approve Change Order #5 for \$113,750 to cover the cost of the ledge removal, pending removal of the request for \$6090.82 to cover the cost of the removal of a second layer of siding that was found on a few small sections of the former fire station.

**DISCUSSION:** None

**VOTED:** Approved on a unanimous vote

Kevin then shared a Request for Payment from the General Contractor for \$647,674.60 for the month of September. Since this request included the \$6090.82 from Change Order #5, it was suggested that the Request be approved with that item removed. The Committee felt this was fair. Mary added that Tower had not shared a copy of the latest project schedule along with the request for payment so the Committee could request that the updated schedule also be received prior to approving payment.

**MOTION:** A motion was made by Don Morin, seconded by Eric Peterson to approve the Request for Payment for \$647,672.60 minus \$6090.82 to cover the cost of the removal of a second layer of siding that was found on a few small sections of the former fire station and pending receipt of an updated project schedule.

**DISCUSSION:** Joe asked Don what amount Tower forecasted the Town would be billed in their cash flow estimate provided earlier in the project for the month of September. Don stated \$600K. Joe then asked where Tower was at this point in the project and Don stated that they were quite a bit behind but didn't have the amount. Joe asked if Don could bring a cash flow analysis to the next meeting and Don agreed.

**VOTED:** Approved on a majority vote with Mike Ammendolia voting nay

**ACTION:** Provide a cash flow update for the general contractor to the next meeting. – Don

Don asked if the process for these change orders and requests for payment could be improved so that the Committee isn't surprised by items in them after KBA and CMP have already approved them with Tower. He added that the work to remove the siding took place on August 28 and 29 and was approved by KBA and CMP on 9/5 but the Committee was just hearing about it now on October 8<sup>th</sup>. Joe said that this

puts the Committee with its backs against the wall. Kevin agreed and said he has a proposal for a new process starting with Preliminary Change Order #6 tonight.

Kevin shared Preliminary Change Order #6 with the Committee which contained several items, some charges and some credits, with the total resulting in a credit of \$953.90. At this point in the meeting Chief Kurczy received a phone call and needed to leave immediately. Eric Peterson joined him, leaving the Committee without a quorum as of 8:15pm. Joe suggested that the remaining members review the information from KBA but not deliberate anything. An additional meeting will be posted in a week to complete the remaining agenda topics. The Committee members that remained asked questions and shared comments on the preliminary change order. Mike expressed a concern about the cost for an additional six inches of backfill between the bottom of the cistern and the bottom of the trench, but that's what the manufacturer of the cistern requires for a wet hole. KBA created the specifications assuming a dry hole. JP pointed out that there was an error on the cover page for the change order and that change proposal #19 should actually amount to \$0 and not a credit of \$1033. Kevin agreed, changing the total for this proposal from a credit of \$953.90 to a charge of \$79.10. Kevin will update the change order and will bring it to the next meeting for review and approval. He will bring preliminary change orders in the future so the Committee can review them prior to having to vote on them.

VII. Invoice Approvals; Chair/OPM Spending Approvals, Budget Review

This item was passed over due to the lack of a quorum.

VIII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

IX. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Thursday, October 17<sup>th</sup> at 7:00pm to cover the invoice approvals and budget review as they weren't able to do so at this meeting due to a lack of a quorum.

X. Adjournment

MOTION: A motion was made by Mike Ammendolia, seconded by Don Morin to adjourn the meeting.

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 8:47 p.m.

Minutes by Don Morin