

Approved December 12, 2019

Mendon Police Station Building Committee Meeting
Former Taft Public Library
Mendon, MA 01756
Tuesday, November 12, 2019
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:05 pm by Joe Cronin.

Building Committee Members Present:

Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas and Linda Thompson

Others Present:

Mary Bulso, Owner's Project Manager, Central Mass Projects
Peter Gaudreau, Jackie Rudd, Kevin Witzell, Kaestle Boos Associates

II. Approval of Meeting Minutes – October 17, 2019

MOTION: A motion was made by Mike Ammendolia, seconded by JP Parnas to accept the meeting minutes from October 17, 2019.

DISCUSSION: Don explained that he made an error in the minutes when he referred to an earlier meeting as taking place on November 8th instead of October 8th in two instances and that he corrected them both.

VOTED: Approved as amended on a unanimous vote

III. Review Open Action Items on Decisions and Actions Log

- Update on elevator lift – Any net cost impact to the project? – Jackie mentioned that the lift would cost less than originally budgeted now that it does not need to go to the second level (three stops). Pete shared that a credit for the lift would be brought forward in the amount of \$5966.11 later in the meeting as part of preliminary change order #7.
- Update on building security system plans – Kevin explained that only one bid was received that came back at around \$219K, which is double what was expected. Kevin worked with Chief Kurczy to pare down the specification to provide a functional police station that could be added to later. The updated proposal will be sent out for bids later in the week with responses expected within one week, hopefully coming in at about half the cost of the original bid. Chief Kurczy provided the name of another potential contractor for KBA to contact. The company (NORRAD) has done work for the Town in the past and they are on the state bid list. Mary will ensure that KBA sends the proposal to this company.

- Update on additional brick replacement/repair – Pete stated that the twenty bricks that were part of the original contract have been replaced and additional bricks are being identified for repair. Firestone mortar to match the brick color will be used. Pete added that a sample repair has already been done and Chief Kurczy was satisfied with the result.
- Update on quote for new sign from Karen Mullen of Signs Plus – Eric was not present at the meeting so this item was passed over.
- Update on need for flag pole in front of new station – Chief Kurczy informed the Committee that no flag pole is required in front of the new station.
- Update on MA DPH requirements for cell checks – Pete stated that he has been in contact with MA DPH to schedule a visit for an on-site inspection when the station is ready. The DPH representative will use a shoelace to look for areas where a person could potentially try to hang himself/herself. Kevin added that the station will have the capability to perform cell checks from Dispatch and that the Chief will need to ensure that the staff complies with the requirements.
- Alert Tower of the safety concern with the worker in the cistern trench with no hard hat and no shoring – Mary shared the concern with Tower and stated that the person in the picture was a surveyor and that they were exempt from the hard hat requirement. Mike took exception with this as nobody should be exempt from wearing proper personal protective equipment when working on site as it could create a potential liability for the Town. Pete added that Tower had a safety engineer on site regularly to check on the work.
- Update on the break results from the grout cubes from Yankee Engineering. – Mary included the break results in her OPM update. Mike reviewed the results and explained to the Committee that they looked good.
- Update on change of door swing for door #104 – Several options were discussed, including having the door swing in, and after an extensive discussion the Committee decided that the door swing needed to change so that it opens out and swings on the opposite side from the current design. KBA agreed to get pricing to be able to do this.
- Update on request that Tower move the remaining fill to Andy Fiske's property in Mendon. – Don explained that the fill had already been removed from the site by the time this request was made.

IV. OPM Update

Mary handed out her OPM progress report.

- A tour was provided to the Committee on Saturday, November 9th. Three Committee members attended.
- Tower took advantage of the long holiday weekend to trench across the parking lot.

- National Grid has provided a work order to replace pole #2 in a landscape island closer to the Town Hall. It is with the Board of Selectmen for signature. The cost is \$22,780.86.
- The correct size windows for the former fire station have arrived.
- A signage meeting will be scheduled in January to review language. Chief Kurczy will be the decision maker.
- The project is still expected to be completed by April 30, 2020.
- The new building will reuse existing dispatch consoles and tables. Tower is working with the electrician now to ensure that the equipment can be moved. Chief Kurczy stated that since two sets of equipment exist there won't be much downtime during the move. The Town can request assistance from a nearby town for whatever downtime is needed.

At 7:48pm Chief Kurczy had to leave the meeting to attend a discussion with the Board of Selectmen.

Mary mentioned that temporary heat might be needed due to the delay with National Grid getting the new electrical feed connected and up and running. Don stated that the delay with pole #2 shouldn't be delaying electricity as the main electric feed is coming from pole #3 and that work was approved months ago. Pole #2 is only for communications lines. Mary agreed with Don and said that they needed to check on the status of the electrical feed from pole #3 to see if it will be completed soon in order to avoid the need for temporary heat. Mike suggested that we check Tower's insurance in case temporary heat is needed due to liability concerns from alternative heat sources, including propane or other means.

ACTION: Check Tower's insurance in case temporary heat is needed. – Mary

V. Architect Update

Kevin explained that Amendment #3 for Additional Geotechnical Services needed to be signed by the Board of Selectmen as it was not done when the amendment was approved back in March. Don explained that he would take care of this, but that he was also working with Melinda Brainerd from KBA to clarify the amount remaining to be spent as the invoices from LGCI were confusing.

ACTION: Obtain signature from Board of Selectmen on Amendment #3 for Additional Geotechnical Services and clarify amount remaining to be spent. – Don

Kevin shared Change Order #6, which the Committee had previously reviewed and approved as a preliminary change in October. One additional item was added to the change order since the last meeting in the amount of \$3185 for field adjustments to rake and eave details. Mary and Joe approved this change via their OPM/Chair Spending Approval authority. With this addition, Change Order #6 now amounts to \$9354.92.

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to approve Change Order #6 in the amount of \$9354.92.

DISCUSSION: No additional discussion

VOTED: Approved on a majority vote, with Mike voting Nay

Kevin handed out copies of the Request for Payment #9 from Tower Construction in the amount of \$338,531.70 for the Committee to review.

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to approve Request for Payment #9 from Tower Construction in the amount of \$338,531.70 with \$238,695.27 coming from the capital project account and \$99,836.43 from the CPA account.

DISCUSSION: Don asked if Tower had submitted its monthly critical path schedule update and Pete said they had not. Don said he would not submit the voucher to the Town Collector/Treasurer for payment until the schedule was received.

VOTED: Approved on a unanimous vote

ACTION: Hold onto the approved voucher for payment until an updated schedule is received from Tower. – Don

Kevin distributed Preliminary Change Order #7 to the Committee, showing a credit of \$5116.11. The change order included a credit of \$5966.11 for the lift and weapons cleaning modifications and a charge of \$850 for an unforeseen boulder/rock at the cistern. Pete added that a few additional changes are being pursued, including a credit for the headstone move, a charge for door #104 change, and the addition of ballistics protection below the storefront windows in the front of the former fire station. Pete said he would inform the Committee if any additional changes will be ready to incorporate into Change Order #7 so another meeting could be posted to review them ahead of the next monthly meeting.

MOTION: A motion was made by Don Morin, seconded by Mike Ammendolia to approve Preliminary Change Order #7 in the amount of a credit of \$5116.11.

DISCUSSION: No additional discussion

VOTED: Approved on a unanimous vote

Joe asked about the structural engineering report. Pete explained that the engineer will come back out again to check the construction work sometime in the future.

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

Linda informed the Committee that an invoice was received from Yankee Engineering dated 10/30/2019 for field monitoring and lab testing services in the amount of \$1850.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Yankee Engineering dated 10/30/19 for field monitoring and lab testing services in the amount of \$1850 with 100% coming from the capital expenditure account.

DISCUSSION: None

VOTED: Approved on a unanimous vote.

Linda informed the Committee that an invoice was received from Kaestle Boos Associates dated 10/31/2019 for additional geotechnical services in the amount of \$1915.54

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Kaestle Boos Associates dated 10/31/19 for additional geotechnical services in the amount of \$1915.54 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: None

VOTED: Approved on a unanimous vote

Linda informed the Committee that an invoice was received from Kaestle Boos Associates dated 10/31/2019 for construction administration services in the amount of \$5142.86.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Kaestle Boos Associates dated 10/31/19 for construction administration services in the amount of \$5142.86 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: None

VOTED: Approved on a unanimous vote

Linda informed the Committee that an invoice was received from Central Mass Projects dated 11/6/2019 for OPM/Site Rep services in the amount of \$9835.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Central Mass Projects dated 11/6/19 for OPM/Site Rep services in the amount of \$9835 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don explained that 100% of this month's charges were for site rep services and nothing for OPM work, same as for October. He added that there was less than \$46K left in the OPM budget for the project, prior to paying this invoice. There won't be enough funds to support this level of service for the rest of the project. Mary said she is aware of this, and that the extension of the project to April will put additional pressure on the budget. She agreed to manage this closely as we approach the end of the project.

VOTED: Approved on a unanimous vote

Don handed out copies of a cash flow summary for Tower Construction's spending over the course of the project. The summary showed that Tower is behind where its original cash flow projection estimated it would be. Pete said he would ask for an updated cash flow projection from Tower for the balance of the project.

ACTION: Request an updated cash flow projection from Tower. – Pete

Don handed out a budget summary to the Committee. He highlighted that there is only about \$222K left in uncommitted funds with the need to pay for security system hardware, the National Grid cost to move pole #2, furniture, any other unforeseen items, and the remaining unassigned alternates: the demo of the existing police station and the completion of the paving of the parking lot. Pete stated that he will try to identify additional credits for the project where possible to keep the budget intact.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Nothing to report

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Thursday, December 12th at 6:30pm to approve these minutes, to review open action items, to receive updates from the OPM and architect, to approve changed order #7, to review preliminary change order #8, and to review and approve invoices and requests for payment.

IX. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 8:40 p.m.

Minutes by Don Morin