

Approved January 14, 2020

Mendon Police Station Building Committee Meeting
Mendon Fire Station
Mendon, MA 01756
Thursday, December 12, 2019
6:30 p.m.

I. Call to Order

The meeting was called to order at 6:35 pm by Tim Aicardi.

Building Committee Members Present:

Tim Aicardi, Police Chief Dave Kurczy, Don Morin, JP Parnas and Eric Peterson

Others Present:

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

II. Approval of Meeting Minutes – November 12, 2019 and November 20, 2019

MOTION: A motion was made by JP Parnas, seconded by Dave Kurczy to accept the meeting minutes from November 12, 2019 and November 20, 2019.

DISCUSSION: Don explained that he made an error in the November 12th minutes where he referred to the next scheduled meeting to be on Tuesday, December 12th instead of Thursday, December 12th. He corrected this error.

VOTED: Approved as amended on a unanimous vote

III. Review Open Action Items on Decisions and Actions Log

- Update on quote for new sign from Karen Mullen of Signs Plus – Eric stated that he has been in contact with Karen Mullen but has still not yet received a written quote. He will attempt to get one for the January, 2020 meeting.
- Update on signature from Board of Selectmen on Amendment #3 for Additional Geotechnical Services and amount remaining to be spent – Don explained that the BOS signed the amendment and the signed copy was given to Jackie of KBA last Friday. The amount remaining to be spent has been clarified. This item is now closed.
- Update on Stretch Code requirements being met – Tim explained that the methodology used by Kaestle Boos to calculate the R-value for the new building is to group all the numbers together and estimate the overall building efficiency that way. Using this methodology, the COMcheck software estimates that the building design is 16% better than code. Tim specifically had questions about the roof, which shows a continuous R-Value of 26.2, which

Jackie pointed out is increased to ~27.79 with the other added layers not included in this methodology, such as the plywood. Tim thought that an R-value of 30 would be preferred, and asked if an additional inch of spray insulation could be added to the roof. Pete explained that the spray insulation work was completed on Wednesday, December 11th, but that he did look into the cost of this and stated that it would cost about \$27,690 for just the spray insulation. A walkway would need to be added, along with the general contractor's mark-up, further increasing the cost. Given the status of the budget with the shortage of available funds, coupled with the fact that the new building design exceeds the code requirements, the Committee decided not to pursue adding insulation to the roof at this time. Tim stated that additional spray insulation could be pursued at a later time.

- Tim next asked about insulation in the existing building, the former fire station. He was informed that while the roof will be insulated, no additional insulation is being added to the unfinished second floor walls of the existing structure. Tim asked if the existing gable vents would be open to the elements, allowing cold air to infiltrate into the unfinished second floor of the existing structure. Jackie thought that they would be tied into the HVAC system but said she would check.

ACTION: Check into the design of the gable vents in the existing structure. Jackie

IV. Budget Review

Don passed out copies of the current budget. He explained that JP had come up with a simplified format to show the current status of the budget, shown here:

Current Funding Available	\$6,452,298
Total Soft Costs Scheduled	\$690,965
(Excludes Contingency and Remaining Alternates)	

Total Construction Funding Available	\$5,761,334
(Current Funding minus Soft Costs)	

Base Contract Amount	\$4,972,000
----------------------	-------------

Change Orders

1	\$20,124	
2	\$3,386	
3	-\$4,507	
4	\$345,439	
5	\$113,750	
6	\$9,355	
Total Changes to date		\$487,547
Current Contract Amount		\$5,459,547

Current Contingency Remaining	\$301,787
(Includes Funding for non-awarded Alternates)	

Don stated that there were numerous requests for additional funding on the rest of the night's agenda. Once we get through them all, we'll probably only have about half of the contingency funding left for future use. Don also stated that he was concerned about not knowing how much additional funding was needed for Yankee Engineering work. JP asked Mary if she could estimate this, and she said she would talk with Lee to come up with an estimate.

ACTION: Estimate the amount of additional funding that will be needed to support Yankee Engineering field work. – Mary

V. OPM Update

Mary handed out her OPM progress report.

- The transformer pad and conduits have been installed and inspected by National Grid. National Grid now needs to order the transformer for installation. Mary is working with NGRID to try to expedite this.
- In order to move/replace pole #2, Verizon needs to sign the petition so a pole hearing can be scheduled by the BOS.
- Mary informed the Committee that Tower has the appropriate insurance to allow for temporary heat. A temporary heat method is now in place, as CMP has worked with Chief Kessler and Tower to implement a system that is approved by the Mendon Fire Chief.
- Andy Hall from the state's E911 support group toured the site on 12/10/19 and a data/communications/dispatch room coordination meeting is scheduled to take place at 11am on 12/17/19 on the work site.
- The current leased generator was installed with the Town's existing switches and clocks. The clock has failed, so the generator is not getting automatically started up weekly per the recommendation from the generator supplier. It will need to be manually exercised weekly to ensure it will run through the winter. Mary asked if the highway department could help. Chief Kurczy suggested reaching out to Dan Byer, as he's on campus more often than the highway department employees. Don said he would reach out to Dan to see if he could start the generator each week. Mary said that Lee could show Dan how to do this, but that the Town will need to take ownership of the task with Lee's help.

ACTION: Reach out to Dan Byer to see if he can start up the generator on a weekly basis. – Don

- Mary has provided three separate tours to BVT students from each of the HVAC, Plumbing and Carpentry programs. The tours were well received, and the school would like to bring the students back for follow up tours as the building gets closer to being completed.

- A signage meeting will be scheduled in January to review language to be printed on all signs for the new building.
- The current project schedule still forecasts a completion date of April 30, 2019.

VI. Architect Update

Pete passed out a cash flow summary from Tower. The summary is as follows:

Total Contract thru 11/30/19 (Req#10)	\$5,456,361.80
---------------------------------------	----------------

Total Payments Rec'd thru 12/5/19	\$2,439,066.76
-----------------------------------	----------------

Balance Remaining	\$3,017,295.04
-------------------	----------------

Outstanding Reqs:

November Req #10 (Draft)	\$315,587.78
--------------------------	--------------

Future Req Projections:

December Req #11	\$353,889.17
------------------	--------------

January Req #12	\$475,000.00
-----------------	--------------

February Req #13	\$450,000.00
------------------	--------------

March Req #14	\$575,000.00
---------------	--------------

April Req #15	\$575,000.00
---------------	--------------

<u>May Retainage Release</u>	<u>\$272,818.09</u>
------------------------------	---------------------

Total Payments	\$3,017,295.04
----------------	----------------

Given the fact that the spending is very back end loaded, Pete expressed concern with Tower being able to complete the project by the April, 2020 timeline. He added that Tower had not yet provided an updated schedule as required to receive payment.

Pete handed out copies of the Request for Payment #10 from Tower Construction in the amount of \$310,405.44 for the Committee to review.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve Request for Payment #10 from Tower Construction in the amount of \$310,405.44 with \$205,212.81 coming from the capital project account and \$105,192.63 from the CPA account.

DISCUSSION: Don informed the Committee that the original request for payment had incomplete information included for Change Order #6 so he kicked it back to Pete who had Tower revise it. Don added that he noticed another error just prior to the meeting where Tower forgot to bill the Town for the generator for the month of November. Pete said they'll make this up next month. Also, since Tower has not yet submitted its monthly critical path schedule update, Don stated that he would not submit the voucher to the Town Collector/Treasurer for payment until the schedule was received.

VOTED: Approved on a unanimous vote

At this time (7:22pm) Tim Aicardi had to step out to attend another meeting in Town that required a quorum to vote on something. We agreed to continue to discuss items but not to vote on them until Tim returned and we had a quorum.

Next Pete shared the Integrated Electronic Security System Proposal from Signet Electronic Systems, Inc. in the amount of \$122,446. This quote was revised down after Chief Kurczy met with Kevin Witzell to remove some items from the project scope. It was recommended by Garcia, Galuska and DeSousa, KBA's Consulting Engineering firm to accept the proposal.

MOTION: A motion was made by Don Morin, seconded by Dave Kurczy to accept the Integrate Electronic Security System Proposal form Signet Electronic Systems, Inc. in the amount of \$122,446.

DISCUSSION: The security hardware is needed in order for the station to be completed and only one proposal was received from vendors on the state bid list so the Committee felt it had to accept this recommendation from KBA's consultants.

VOTED: The Committee waited for Tim Aicardi to return to the meeting, and then took a vote. After Tim returned, the item was approved on a unanimous vote (see below.)

Next Pete shared Change Proposal #13 Rev 2 with the Committee, outlining the costs associated from the masonry sub file bidder to plug holes in bricks with mortar per drawings created by KBA. Eric Peterson stated that the building is historic and having a few holes in the bricks just adds to the historic nature of the building. JP asked if any of the holes protruded through the brick, allowing water to get through. Pete said that any hole protruding through the brick was the responsibility of the general contractor and has already been filled.

MOTION: A motion was made by Eric Peterson, seconded by Dave Kurczy to reject Change Proposal #13 Rev 2 to plug holes in bricks with mortar per the drawings created by KBA.

DISCUSSION: The Committee felt that this could be done at a later time if funds were available or if someone were willing to donate his/her time to do this.

VOTED: At this time, Tim Aicardi returned to the meeting (~7:38pm) and this item was rejected on a unanimous vote. The Committee also went back to the security system proposal and approved it now that a quorum was present.

Next Pete shared Preliminary Change Order #8 with the Committee. The first item discussed was COP # 027, the change to the swing of Door #104. The change requires the door opening to be reframed, and a new door frame as well, and the cost is \$4306.09.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to accept COP # 027, the change to the swing of Door #104 in the amount of \$4306.09.

DISCUSSION: Chief Kurczy expressed his disappointment that the Town had to pay for a change that was an obvious error by the architect. He wondered if there's any way that KBA could be held accountable for this cost. JP stated that there's no easy way to charge the architect for this, but that he understood the concern. He added that one way for KBA to assist with the financial impact would be for them to forego some of their contractually owed payments so that the Town could use the saved money to pay the GC for this work. Mary added that she had been in contact with Mike McKeon recently to make him aware of this concern and that he was willing to have a conversation about it. Mary said she would set up a meeting with Mike to discuss it further.

VOTED: Approved on a unanimous vote.

ACTION: Set up a meeting with Mike McKeon to discuss the Committee's concern with owning the cost of the change to the door swing. – Mary

Next Pete reviewed COP # 011 Rev 2, Slab Moisture Condition. Due to the moisture content in the slab of the existing structure, a moisture mitigation system needs to be applied in order to provide the finishes on the flooring. The contractor will apply the Ardex MC Rapid mitigation system over the slab prior to leveling. The cost is \$12,770.19.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to accept COP # 011 Rev 2, Slab Moisture Condition in the amount of \$12,770.19.

DISCUSSION: Despite concerns about the cost, the Committee realizes that this is needed in order to ensure the work is warranted and to avoid any moisture issues with the flooring in the future.

VOTED: Approved on a unanimous vote.

Next Pete reviewed COP # 027 to Replace Unforeseen Rotted Rafter Tails in the amount of \$931.25. The cost was to cover the lumber and labor to fix rotted and /or missing rafter tails that were not in the original scope.

MOTION: A motion was made by Don Morin, seconded by Dave Kurczy to accept COP # 027, Replace Unforeseen Rotted Rafter Tails in the amount of \$931.25.

DISCUSSION: Don asked if this work had already been completed and Pete said yes. Since the work was already done, Don asked Mary if she and Joe Cronin had pre-approved this work as part of the Chair/OPM Spending Authority for those items that are under time pressure and amount to less than \$5000. Mary said that she had reached out to Joe to approve this work before it was completed.

VOTED: Approved on a unanimous vote.

Next Pete reviewed COP # 029 Rev 1 to Add Level 3 Bullet Resistance Board @ rooms 120 and 126 (Police Chief's office and Training Room) at a cost of \$15,386. This would involve adding nine, 4'x8' fiberglass sheets to the storefront materials below the glass at the side of the building facing the street.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to accept COP # 029 Rev 1 to Add Level 3 Bullet Resistance Board @ rooms 120 and 126 at a cost of \$15,386.

DISCUSSION: Jackie shared a summary of the types of resistance each of the levels provided. Chief Kurczy and Eric Peterson reviewed the summary and Eric asked why steel wasn't being used instead of the fiberglass being proposed as steel would likely provide up to level 7 protection. JP and Jackie looked up the cost of 4' x 8' steel panels and 1/2" steel panels cost about \$2400 as compared to the \$795 for level 3 resistant fiberglass materials and \$1200 for level 4 resistant fiberglass materials. Jackie added that level 4 resistant materials is being used throughout the rest of the building and has been used in all other KBA designed buildings. Don asked Chief Kurczy if he was comfortable with level 3 resistant fiberglass materials instead of level 4, and the Chief agreed that level 4 would be preferred.

REVISED MOTION: Don decided to amend his motion to approve the installation of level 4 bullet resistance board @ rooms 120 and 126 at a cost of \$21,368.36.

VOTED: Approved on a unanimous vote

Pete shared Change Order #7, which the Committee had previously reviewed and approved as a preliminary change in November for a net 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.

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

DISCUSSION: No additional discussion

VOTED: Approved on a unanimous vote

Pete explained that Tower will have all the structural engineering findings addressed this week and that the structural engineer will come back out to the site on Tuesday, December 17th to check the work and issue a report. He hopes to have the report ready for the January meeting.

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

Don informed the Committee that an invoice was received from Central Mass Projects dated 12/2/2019 for OPM/Site Rep services for the month of November in the amount of \$10,695.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Central Mass Projects dated 12/2/19 for OPM/Site Rep services for the month of November in the amount of \$10,695 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: None

VOTED: Approved on a unanimous vote

Don informed the Committee that an invoice was received from Kaestle Boos Associates dated 11/29/2019 for construction administration services for the month of November in the amount of \$5142.85.

MOTION: A motion was made by Don Morin, seconded by Dave Kurczy to approve the invoice from Kaestle Boos Associates dated 11/29/19 for construction administration services for the month of November in the amount of \$5142.85 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: None

VOTED: Approved on a unanimous vote

Don informed the Committee that another invoice was received from Kaestle Boos Associates dated 11/29/2019 for geotechnical services from LGCI for the month of October in the amount of \$762.62

MOTION: A motion was made by Don Morin, seconded by Dave Kurczy to approve the invoice from Kaestle Boos Associates dated 11/29/19 for geotechnical services for the month of October in the amount of \$762.62 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: None

VOTED: Approved on a unanimous vote

VIII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Pete handed out copies of the dedication plaque and asked if the Committee wanted to review it. Don stated that he would hold onto the copies and will put this item on the agenda in January.

IX. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Tuesday, January 14th at 6:30pm to approve these minutes, to review open action items, to receive updates from the OPM and architect, to approve change order #8, to review preliminary change order #9, to review and approve invoices and requests for payment, and to approve the wording on the dedication plaque.

X. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 8:22 p.m.

Minutes by Don Morin