

Approved January 28, 2020

Mendon Police Station Building Committee Meeting
Former Taft Public Library
Mendon, MA 01756
Tuesday, January 14, 2020
6:30 p.m.

I. Call to Order

The meeting was called to order at 6:33 pm by Joe Cronin.

Building Committee Members Present:

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

Others Present:

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

II. Approval of Meeting Minutes – December 12, 2019

MOTION: A motion was made by Mike Ammendolia, seconded by JP Parnas to accept the meeting minutes from December 12, 2019.

DISCUSSION: None

VOTED: Approved 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 and she was unable to procure a fabricator to make the sign. He asked the Committee how it wished to proceed. Don stated that he would reach out to BVT to ask if they could fabricate the sign. Mary stated that she has a contact that she can reach out to as well.

ACTION: Contact BVT to ask if they can make the sign for the new police station. – Don

ACTION: Contact a local sign maker to see if they can quote the sign for the new police station. – Mary

- Reach out to Dan Byer to see if he can start up the generator weekly. – Don stated that he reached out to Dan and that Dan agreed to start up the generator periodically. Dan has done so on a few occasions already and also informed Don that the fuel level on the generator is full. This item is now closed.

- Update on meeting with Mike McKeon to discuss the Committee's concern with owning the cost of the change to the door swing. – Don and Mary met with Mike before the holidays and Don explained that Mike offered to offset the cost of the swing change to door #104 by \$1000 as that's how much it would have cost to swap the door from opening out to opening in. Mike felt that the door did not need to open out per code so KBA should not bear the added cost to make that happen. All that needed to happen was to prevent the door from swinging out to hit somebody who might be near the dispatcher window. Mike added that no design is perfect, which is why all projects allot for a 5% contingency in the budget. Mary added that Mike explained that he was the one who recommended angling the dispatcher window, however, when that happened the change to the door swing was missed. The Committee was not happy with this answer and suggested that we push back and ask for full reimbursement for the change from KBA. Don stated that he did not want to go back to meet with Mike again to ask for additional funding. Mike Ammendolia offered to talk with Mike McKeon to share his disappointment with this offer but then suggested that someone else to do it as he might not do so in such a pleasant manner. Chief Kurczy offered to meet with Mike McKeon (along with Mary) to express the Committee's disappointment with KBA's offer to only offset the cost of the door swing by \$1000.

ACTION: Set up a meeting with Mike McKeon to discuss the Committee's disappointment with KBA's offer to offset the cost of the door swing by only \$1000. – Chief Kurczy and Mary

- Review and approve dedication plaque (6-8 week lead time) – The Committee reviewed the dedication plaque and agreed to the following updates: Add rosettes/stars in the corners of the plaque; change Board of Selectmen to Select Board; add an 's' to architect, change Michael Ammendolia to Mike Ammendolia; add middle initial A. to Donald A. Morin, add "In memory of Police Chief Mathew M. Mantoni" to the center of the plaque. The Committee will consider adding the month to go along with the year 2020 in the center of the plaque once it becomes clearer when the dedication will take place.
- Yearly Conflict of Interest Summary Acknowledgement – Joe reminded all Committee members to acknowledge the email that was sent from the Town Clerk containing the summary of the conflict of interest law for municipal employees by letting the Town Clerk know that it was received.
- Dedication of new station to former Police Chief Mathew Mantoni – Chief Kurczy stated that he would return the headstone currently in storage to the front of the new police station when the landscaping is complete. He will also hang a picture of the former Police Chief in the main foyer of the new building. Mike Ammendolia suggested asking the Select Board if they might want to dedicate the new station to the former Police Chief during the Memorial Day parade. The Committee felt that this was an excellent idea.

ACTION: Contact the Select Board to ask if they want to perform a formal dedication of the new police station to former Police Chief Mathew M. Mantoni on Memorial Day as part of the annual parade. – Committee

- Salvage LED lighting from existing police station prior to demo – The Committee will remember to do this prior to the existing station being demo'd.
- Furniture Options – Given that there is no money in the budget for new furniture, the Committee suggested putting this on the agenda for an upcoming meeting to investigate inexpensive options to obtain some new furniture for the new building. Mike felt it was important to put some nice looking furniture in the new building, and Don added that Kim was able to obtain some nice looking furniture for the upper level of the Town Hall for a reasonable price. Mary stated that Sterling Movers offers nice, gently used furniture for a good price.

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:

Total Funding Available		\$6,452,298	
Construction Costs			
Base Bid Contract Amount		\$4,972,000	
Construction Change Orders to date			
Change Order 1	(Generator)	\$20,124	
Change Order 2	(2nd Flr Demo)	\$3,386	
Change Order 3	(Modulus Credit)	-\$4,507	
Change Order 4	(Alternate #4)	\$345,439	
Change Order 5	(Ledge Removal)	\$113,750	
Change Order 6	(Wood Siding)	\$9,355	
Change Order 7	(Lift Credit)	-\$5,116	
Change Order 8	(Slab Moisture, Ballistic Panels)	\$38,046	
Total Construction Changes to date		\$520,477	
Current Construction Contract Amount		\$5,492,477	
Soft Costs			
Budgeted Soft Costs		\$639,306	
Soft Cost Changes to date			
Architect/Engineering Fees	Budget	\$380,000	Overage -\$785
Project Manager Fee		\$186,000	\$0

Abatement, Geo/Survey, Testing	\$45,000	\$18,179
Bidding Expense	\$5,000	\$526
National Grid Expenses	\$20,000	\$17,974
Builder's Risk Insurance	\$0	\$15,765
Miscellaneous Fees	\$3,306	\$0
Security	\$0	\$122,446

Total Soft Cost Changes to date \$174,105

Current Total Project Amount \$6,305,888

Current Funds Remaining \$146,411

Contingency Summary

Original Alternates Amount	\$520,000
Original Contingency Amount	\$320,993
Total Contingency used to date	\$346,451
Percent Contingency used to date	108%
Project Completion percentage	50%

Pete added that with tonight's requisition the project completion percentage is at 56%. Don stated that the update presented reflects the project through 12/31/2019.

V. OPM Update

Mary handed out her OPM progress report.

- NGRID has delivered the transformer and set it on the pad. Permanent power should be up and running within two weeks.
- The petition to move pole #2 has been signed by Verizon and sent to the Select Board. A pole hearing is scheduled for 2/4/2020 at 6:45pm.
- A meeting was held on 1/9/2020 to discuss technology and Andy Hall from E911 is ready to commence work once the pole is relocated.
- Fire Chief Kessler is working on a grant for new radios for the Town. Don stated that in his last conversation with the Fire Chief he stated that we shouldn't count on having the new radios in time for the new police station but instead to plan to use the existing equipment. If they are able to use the grant for new radio equipment prior to the new station being completed, that will be an added bonus.
- The generator pad, interior detention benches and sally port pads have been poured.
- The roof requires some trim boards. Once they are completed the manufacturer will inspect the work.
- Windows are all installed and testing is being scheduled.
- The Committee asked about the siding and Mary stated that Tower's subcontractor had subcontracted the work out but that she and Lee had concerns with the quality of their work so they were asked to leave the job.

Tower anticipates that original subcontractor will be back on site to complete the work in the coming weeks.

- The current schedule has a substantial completion date of April 30, 2020. Pete added that all affidavits will come to the Building Inspector prior to the certificate of occupancy being requested. All reports and equipment startups will also take place prior to substantial completion being achieved.
- Mary stated that she and Lee couldn't estimate how much additional funding will be needed for Yankee Engineering field work, but that it should not be that much. Work in the back of the property needs to be tested, as well as any sidewalks that will be put in, but not much more than that.

VI. Architect Update

Pete and Jackie explained that the two gable vents in the former fire station are tied into the HVAC system, one for exhaust and one for intake. They added that no insulation exists in the walls on the second level of the former fire station and recommended that batt insulation be put in the walls to prevent the fire suppression pipes from freezing. Mike suggested that the Town purchase the insulation and install it with volunteers. Mary said that she had the name of the owner of the company that installed the insulation for the remainder of the building and would reach out to obtain a quote for him to install the batt insulation if the Town were to purchase it first. Mike asked how many square feet of insulation was needed and Jackie said she would estimate this for the Committee.

ACTION: Estimate the amount of batt insulation needed in the upper level of the former fire station. – Jackie

ACTION: Obtain a quote to install the batt insulation in the upper level of the former fire station. – Mary

Pete shared Change Order #8, which the Committee had previously reviewed and approved as a preliminary change in December for a net budget increase of \$38,046.32 for slab moisture mitigation, replacing unforeseen rotted rafter tails, a change to the swing on door #104, and the addition of level 4 ballistic resistant boards to the front of the building.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve Change Order #8 in the amount of \$38,046.32.

DISCUSSION: No additional discussion

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

Next Pete handed out copies of preliminary change order #9. It contained three options for a credit for the wheel chair lift: \$5811.25, \$4511.05 or \$2656.08. They didn't have all the details with them so the Committee felt that Chief Kurczy should look further into the three options along with KBA and make a recommendation regarding which one to choose.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve whichever of the three credit for the wheel chair lift that Chief Kurczy recommends to Kaestle Boos on behalf of the rest of the Committee.

DISCUSSION: No additional discussion

VOTED: Approved on a unanimous vote

Change order #9 also contained a credit to delete the DCU from the electrical room as it is not needed. The credit is for \$2782.42 currently, but it will increase as it doesn't yet contain the credit for the work that the electrical contractor does not have to perform.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the credit for the removal of the DCU from the electrical room for \$2782.42 plus the labor saving for the electrician's time.

DISCUSSION: No additional discussion

VOTED: Approved on a unanimous vote

Change order #9 also contained a credit to delete requirement to have the millwork vendor to have an AWI certification. This credit would amount to \$1097.78.

MOTION: A motion was made by Don Morin, seconded by Tim Aicardi to approve the credit of \$1097.78 for the removal of the AWI certification as a requirement from the millwork vendor.

DISCUSSION: Pete suggested going back to ask for a larger credit as it wasn't clear if this was a good value. Joe Cronin did a search on his phone and suggested that this amount was reasonable, so the Committee proceeded to accept it.

VOTED: Approved on a unanimous vote

Pete added that there's a chance of saving \$100 per light fixture in the detention area (14 fixtures) by going to a lesser grade fixture. Chief Kurczy asked if the lesser grade item was detention grade and Pete said no. The Committee was not comfortable pursuing this credit without approval from the MA DPH that the lesser grade lighting is acceptable. Pete agreed to reach out to DPH to ask about the lesser grade lighting.

ACTION: Reach out to DPH to get their opinion on the lesser grade lighting in the detention area. – Pete

Pete handed out copies of the Request for Payment #11 from Tower Construction in the amount of \$330,561.35 for the Committee to review.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve Request for Payment #11 from Tower Construction in the amount of \$330,561.35 with \$215,125.13 coming from the capital project account and \$115,436.22 from the CPA account.

DISCUSSION: JP asked if it made sense to hold back some of the payment for the siding as it hasn't been completed in a timely manner. Since the request is in line

with the amount of work that has been completed, the Committee didn't feel that this was the right thing to do.

VOTED: Approved on a majority vote with Mike voting Nay

Pete explained that Tower has four open items to address from the structural engineer's report, and that one is expected to be completed this week, leaving three open items to monitor.

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

Linda informed the Committee that two invoices were received from Yankee Engineering for laboratory testing and field monitoring services, one for the month of November and one for the month of December. The invoice for the month of November dated 11/27/19 was for \$3214 with half coming from the capital expenditure account and half from the CPA account.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Yankee Engineering dated 11/27/19 for laboratory testing and field monitoring services for the month of November in the amount of \$3214 with 50% coming from the capital expenditure account and 50% from the CPA account.

DISCUSSION: Joe Cronin asked Mary why the Town was being charged overtime for a Saturday and for Veteran's Day work and Mary stated that the subcontractor for Tower worked those days to catch up with the schedule. Joe also asked for further details on the sieve analysis charges and suggested that the Committee pass over these two invoices to allow Mary time to further look into these charges. Mary added that a \$90 charge for a cancellation after arrival on December 30th was the responsibility of Tower.

VOTED: Passed over

Linda informed the Committee that an invoice was received from Kaestle Boos Associates dated 12/27/2019 for construction administration services for the month of December in the amount of \$4142.86, which included the \$1000 credit for the door swing work.

MOTION: A motion was made by Don Morin to approve the invoice from Kaestle Boos Associates dated 12/27/19 for construction administration services for the month of December in the amount of \$4142.86 with 50% coming from the capital expenditure account and 50% from CPA funds. There was no second.

DISCUSSION: Don expressed his frustration with the Committee for not wanting to pay KBA for work that was performed because they weren't happy with the small credit for the door swing. He felt it wasn't right to deny payment for work that was already performed. Joe Cronin agreed and seconded the motion.

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

Linda next informed the Committee that an invoice was received from Central Mass Projects dated 1/13/2020 for OPM/Site Rep services for the month of December in the amount of \$9380.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Central Mass Projects dated 1/13/2020 for OPM/Site Rep services for the month of December in the amount of \$9380 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 Signet Electronic Systems for \$20,000 dated 1/13/2020 for security systems submittals and hardware.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Signet Electronic Systems dated 1/13/2020 for security systems submittals and hardware in the amount of \$20,000 with 50% coming from the capital expenditure account and 50% from CPA funds. Don added that the hardware was due to arrive on Thursday and that he would hold onto the invoice pending notification from Mary that the hardware did in fact arrive on site.

DISCUSSION: Mike asked what the hardware was and Don stated that he wasn't sure. Mike expressed a concern with hardware being stored on the Town's property without knowing how it was being secured. He was concerned about the Town being liable for it after purchasing it. Joe suggested passing over this item until the Committee was made aware how the hardware was being secured.

VOTED: Passed over

ACTION: Find out how Signet is planning to secure its hardware on Town owned property. - Mary

VIII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Don stated that he and Joe drafted the 2019 annual report that was due to the Town Administrative Assistant on January 15th. Copies were distributed to all Committee members via email prior to the meeting. Nobody had anything to change with the report so Don agreed to submit it to the Town on the 15th.

IX. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Tuesday, January 28th at 6:30pm to review the items that were not covered during this meeting.

X. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 8:42 p.m.

Minutes by Don Morin