

Approved February 5, 2020

Mendon Police Station Building Committee Meeting  
Former Taft Public Library  
Mendon, MA 01756  
Tuesday, January 28, 2020  
6:30 p.m.

I. Call to Order

The meeting was called to order at 6:30 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, Kaestle Boos Associates

II. Approval of Meeting Minutes – January 14, 2020

MOTION: A motion was made by Linda Thompson, seconded by JP Parnas to accept the meeting minutes from January 14, 2020.

DISCUSSION: Don mentioned that he mistakenly captured that the Committee declined pursuing the option for less expensive lighting in the detention area as part of change order #9 when in fact the Committee asked for an opinion from the MA DPH before considering this option. He agreed to update this in the minutes.

VOTED: Approved as amended on a unanimous vote

III. Review Open Action Items on Decisions and Actions Log

- Update on new sign options: BVT / other vendors – Don informed the Committee that he reached out to BVT and they are not able to make the sign. He added that he was reading the Historic District Commission By-Law and it is his understanding that signs in the district cannot be illuminated indirectly, or, as he reads it, by anything other than natural light. Don read the following from the bylaws:

9. EXCLUSIONS

9.1 The COMMISSION shall exclude from its purview the following:

9.1.6 Signs of not more than one (1) square foot in DISPLAY AREA in connection with use of a residence for a customary home occupation or for professional purposes, provided only one (1) such sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one (1) sign in connection with the nonresidential use of

each BUILDING or STRUCTURE which is not more than twelve (12) square feet in DISPLAY AREA, consists of letters painted on wood without symbol or trademark and if illuminated is illuminated indirectly.

He asked JP if he could reach out to his counterparts on the Historic District Commission to inform them of the Committee's intent to install the illuminated sign. JP stated that the Commission's next meeting isn't until February 24<sup>th</sup> but that he would reach out to inform them of the sign.

ACTION: Reach out to the Historic District Commission members to inform them of the plan to install an illuminated sign at the new police station. – JP

- Update on meeting with Mike McKeon to discuss the Committee's concern with KBA not offering to cover the full cost of the change to the door swing. – Chief Kurczy stated that he has not yet reached out to Mike McKeon to discuss this and that he would like to hold off on this for now.
- Update on installation of batt insulation on second level of former fire station. – Jackie Rudd supplied the Committee with an estimate on the amount of insulation needed (1275-1400 square feet). Chief Kurczy stated that he could arrange to purchase the insulation from Koopman Lumber and that he had reached out to the company that installed the rest of the insulation in the new building and he was informed that the work can probably be done in one visit and cost about \$300-\$400. Chief Kurczy asked what type of batt insulation to purchase and Joe Cronin suggested that he reach out to Tim Aicardi for his opinion on what insulation to purchase. Don asked when the soffit installation would be complete and Pete stated that Tower would be working on this later in the week, hopefully finishing by Friday, January 31.

ACTION: Reach out to Tim Aicardi to ask what type of batt insulation to order for the second level of the former fire station, then order the insulation and schedule the installation. – Chief Kurczy

- Review and approve dedication plaque (6-8 week lead time) – The Committee reviewed two versions of the dedication plaque and selected one to be placed in the main foyer of the new building.
- 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 Manton – The Committee will pursue this once the confidence in the completion date of the project is known.

- Salvage LED lighting from existing police station prior to demo – The Committee will pursue this when the current station is scheduled to be demolished.
- Furniture Options – Mary mentioned that she reached out to Sterling Movers and they stated that they did not have much furniture available at this time. Linda added that she was made aware of the availability of a conference room table and leather chairs at a nearby Habitat for Humanity ReStore location. She will reach out to find out more information on this furniture.

ACTION: Obtain additional information about the conference room furniture available at a nearby Habitat for Humanity ReStore facility. – Linda

#### IV. OPM Update

Mary handed out her OPM progress report.

- She stated that Tower has brought in a new superintendent (Michael Saccoccio) to replace the existing one (Joe Chirico) who has decided to pursue another opportunity. Pete shared copies of the resume of the new superintendent with the Committee. Chief Kurczy stated that Town Administrator Kim Newman knows the new superintendent and speaks highly of him.
- NGRID has delivered the transformer to the site and it was set on its pad. NGRID is planning to have permanent power to the site within a week.
- Mary added that a pole hearing has been scheduled by the Mendon Select Board for February 4<sup>th</sup> at 6:45pm. She added that per the Mendon assessor there are only two direct abutters: Tim Aicardi and Shelley Vincent. Mary will reach out to Tim to ensure he is aware of the hearing and Chief Kurczy will alert Shelley Vincent.
- Andy Hall is ready to commence work on the E911 equipment but is waiting for the new pole (mentioned above) to be installed. Fire Chief Kessler is working on a grant for new radios for all personnel. The consultant he is using has confirmed that the number of conduits going to the communications room is sufficient to support the required work.
- When installing the duct bank behind the existing police station, ledge was encountered. As a result, KBA's consultant GGD reduced the depth needed to avoid the ledge.
- Siding has not progressed. Tower will be finishing the work with its own carpenters. They are presently working on trim boards at the dormers and will move to the siding next.
- Windows are all installed. Testing needs to be scheduled.
- A tile and painting precon meeting was held on 1/28/20 and the resilient floor precon is scheduled for 2/11/20.
- The current project schedule still has a completion date of 4/30/2020.
- Mary added that a septic line that was left behind from the former fire station was disconnected from the septic system and water leaked from the septic as a result.

The septic was pumped and checked to be sure that the system was working properly. Pete explained that the new structure will have a tight tank but the Committee stated that this was not for the septic for likely for another purpose. Pete agreed to clarify the purpose of the tight tank and how the new building would be tied into the existing septic tank.

NOTE: Later in the meeting Mary brought up drawings of the site and verified that the tight tank is for the sally port overflow and that the new police station will indeed be connected to the existing septic system.

#### V. Architect Update

Pete stated that power to an evidence storage locker was missed and that it needed to be installed prior to completion of the sheet rock work in the second level of the new addition. This item was added to Change Order #9, which was originally presented in draft form to the Committee at its meeting on January 14.

Next Pete handed out copies of preliminary change order #9. It contained a credit for the wheel chair lift at \$5811.25, a credit for the deletion of a DCU in the electrical room for \$3823.56, a credit to delete AWI certification for \$1526.18, a charge to add power to evidence storage for \$323.49 and a credit for a different type of detention light fixture for \$1423.10. The total credit for change order #9 amounts to \$12,260.60.

MOTION: A motion was made by Don Morin, seconded by Mike Ammendolia to approve preliminary Change Order #9 in the amount of a credit of \$12,260.60.

DISCUSSION: No additional discussion.

VOTED: Approved on a unanimous vote

Joe added that the \$323.49 was approved by him and Mary over the weekend using their Chair/OPM Spending Approval authority due to the timing as the power needed to be installed prior to the sheetrock installation being completed.

#### VI. 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 in the amount of \$3214 and one for the month of December in the amount of \$787.50.

MOTION: A motion was made by Don Morin, seconded by Mike Ammendolia 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 100% coming from the capital expenditure account.

DISCUSSION: This item was reviewed at the January 14<sup>th</sup> meeting and needed Mary and Lee to review and approve the charges which they did.

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

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Yankee Engineering dated 12/31/19 for laboratory testing and field monitoring services for the month of December in the amount of \$787.50 with 100% coming from the capital expenditure account.

DISCUSSION: This item was reviewed at the January 14<sup>th</sup> meeting and needed Mary and Lee to review and approve the charges which they did. Mary stated that the \$90 cancellation charge was due to Yankee arriving on site and Tower not being ready on 12/30/19. Mary said she would ask Tower for the \$90 to be credited back to the project.

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

ACTION: Ask Tower for a \$90 credit for the cancellation charge from Yankee Engineering in the month of December, 2019. – Mary

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.

DISCUSSION: Don handed out a list of the equipment that was being billed for at this time. Mary added that most of it was cabling and that the more expensive equipment would not be brought on site until such time as it can be locked up in the cell block.

VOTED: Approved on a unanimous vote

## VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Don stated that Eric Peterson had asked about the propane tank looking like it was not going to be completely covered and possibly preventing a secondary exit from ever being added to the site egress adjacent to the property in the future. Pete stated that most of the tank would be covered once the grading is completed adjacent to the current structure, and Joe added that a manhole cover could be placed above the tank should a secondary egress ever be pursued.

## VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Wednesday, February 5, 2020 to review and approve these minutes, review open action items, obtain updates from the OPM and Architect, approve new invoices and requests for payment, and to get a budget and schedule update.

IX. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 7:50 p.m.

Minutes by Don Morin