

Approved March 11, 2020

Mendon Police Station Building Committee Meeting
Former Taft Public Library
Mendon, MA 01756
Wednesday, February 5, 2020
6:00 p.m.

I. Call to Order

The meeting was called to order at 6:03 pm by Joe Cronin.

Building Committee Members Present:

Tim Aicardi, Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, Don Morin, Eric Peterson and Linda Thompson – JP Parnas arrived at 6:30pm.

Others Present:

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

II. Approval of Meeting Minutes – January 28, 2020

MOTION: A motion was made by Tim Aicardi, seconded by Linda Thompson to accept the meeting minutes from January 28, 2020.

DISCUSSION: None

VOTED: Approved on a unanimous vote

III. Review Open Action Items on Decisions and Actions Log

- Update on new illuminated sign from new vendor. – Mary stated that she reached out to Graffiti Works, a sign company in Northbridge and is awaiting a response. Don asked if Mary was able to connect with Viewpoint Sign and Awning in Northborough and she stated she didn't have contact information for them. Don provided Mary with their phone number. At this point Peter Gaudreau asked if we were talking about the sign out front near the street and we said yes. He stated that this was going to be provided by Cassandra Sign as part of the project. The Committee was not originally aware of this and asked that Pete confirm this with Tower and Mary.
- Communication to Mendon Historic District Commission regarding illuminated sign in the historic district – JP was not yet present at the meeting but Don informed the Committee that JP stated that the Commission would be meeting on February 24th and that he would be bringing this item up at that time.

- Update on installation of batt insulation on second level of existing structure. – Chief Kurczy stated that the insulation would be delivered on Friday, February 7th and installed on Saturday, February 8th. Don informed the Chief that he would be around on Friday if he should need assistance with moving the insulation up to the second floor of the existing building.
- Dedication of new station to former Police Chief Mathew Manton on Memorial Day – 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. Tim added that the lighting could possibly be used in the lower level of the former library where we were holding the meeting.
- Furniture Options – Mary asked if the Committee wanted to pursue furniture on the state bid list. Chief Kurczy mentioned that there may be refurbished furniture available at a Worcester location. The Committee will revisit this later in the project when budget funding numbers are better known.

IV. Budget Update

Don distributed a budget summary to the Committee. Don summarized that there is \$158,671 remaining in the budget that is not yet allocated and or spent. These funds are needed to cover any unforeseen conditions, furniture, and the two alternates that were not awarded to the general contractor. The details are as follows:

Total Project 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
Change Order 9 Several credits	-\$12,261
Total Construction Changes to date	\$508,216
Current Construction Contract Amount	\$5,480,216

Soft Costs

Budgeted Soft Costs	\$639,306	
Soft Cost Changes to date	Budget	Overage
Architect/Engineering Fees	\$380,000	-\$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	\$6,293,627	
Current Funds Remaining	\$158,671	
Contingency Summary		
Original Alternates Amount	\$520,000	
Original Contingency Amount	\$320,993	
Total Contingency used to date	\$334,190	
Percent Contingency used to date	104%	
Project Complete percentage	56%	

Chief Kurczy added that Representative Brian Murray donated \$100 to the Police Station building project from his remaining donations account.

V. OPM Update

Mary handed out her OPM progress report.

- Painters are now on site working at night this week. This will allow for the odors from the paint to dissipate before additional contractors arrive on site. They are currently painting in the sally port and detention areas.
- The transformer for permanent power is expected to be completed any day now. A switch needed to be re-ordered as the incorrect one was provided by the electrical contractor.
- Tower's carpenters are finishing up the external trim and siding in the coming weeks.
- Testing of the soils for the cistern via test pits showed an acceptable level of moisture and compaction. This item is now closed.
- Pre-construction meeting for the resilient floor is scheduled for February 11th.

- The current schedule still calls for substantial completion by April 30, 2020. The schedule was received from Tower earlier today. Pete handed out a copy of the schedule for the Committee to review, and agreed to email a soft-copy to Don so he could distribute it to the full Committee.
- Joe asked Mary about the \$90 credit from Tower for Yankee Engineering being canceled after arriving on site in December. Mary said that she would work with KBA to get this credit added to the next monthly request for payment from Tower.

VI. Architect Update

- Pete informed that Committee that he misspoke at the prior meeting and that there is a holding tank for the sally port, not a tight tank.
- The work to connect the new building to the current septic system is in progress. An issue with the existing septic system was identified by the subcontractor, and this information was forwarded to the Select Board and the Board of Health by Don. This is an ongoing issue that is not the responsibility of this project.
- Pete reminded the Committee that Change Order #9 was approved at the prior meeting, and that there is no new Change Order #10 yet. He will update the Committee if/when any additional changes are needed.
- Pete next provided the Request for Payment #12 from Tower Construction.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the request for payment from Tower Construction dated 1/28/20 for general contractor services in the amount of \$557,446.25 with \$374,514.13 coming from the capital expenditure account and \$182,932.12 coming from the CPA account.

DISCUSSION: Pete confirmed that the paperwork supporting the materials currently stored was attached, and the schedule was received.

VOTED: Approved on a unanimous vote

Pete informed the Committee that all the items in the structural engineer's report have been addressed by Tower and the only item remaining is to receive some structural special inspection reports from Yankee Engineering.

Pete next informed the Committee that another credit is possible for the walkway and driveway adjacent to the existing structure on the easement side of the building. A turnaround in front of the building is not needed if Chief Kurczy does not intend to use it for a parking spot out front. Tim Aicardi suggested making a twelve foot asphalt driveway on that side of the building which can act as an emergency egress from the side door as well as a means to refill the propane tank. Pete agreed to price out the savings from this change and will bring it to the next meeting.

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

Linda next informed the Committee that an invoice was received from Central Mass Projects dated 2/4/2020 for OPM/Site Rep services for the month of January in the amount of \$7892.50.

MOTION: A motion was made by Eric Peterson, seconded by Don Morin to approve the invoice from Central Mass Projects dated 2/4/2020 for OPM/Site Rep services for the month of January in the amount of \$7892.50 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don informed that Committee that the funds awarded for OPM work would likely be 100% consumed with the February and/or March invoice.

VOTED: Approved on a unanimous vote

Linda informed the Committee that an invoice was received from Kaestle Boos Associates dated 1/31/20 for construction administration services for the month of January in the amount of \$5142.86.

MOTION: A motion was made by Eric Peterson, seconded by Don Morin to approve the invoice from Kaestle Boos Associates dated 1/31/20 for construction administration services for the month of January in the amount of \$5142.86 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don explained that there was one more month of funds remaining in the construction administration portion of the funding. After that \$18,000 is remaining for closeout work.

VOTED: Approved on a unanimous vote

Linda informed the Committee that a second invoice was received from Kaestle Boos Associates dated 1/31/20 for additional geotechnical services from LGCI from May of 2019 in the amount of \$1047.90.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the invoice from Kaestle Boos Associates dated 1/31/20 for additional geotechnical services from LGCI from May of 2019 in the amount of \$1047.90 with 100% coming from the capital expenditure account.

DISCUSSION: Don explained that he received this request from Melinda Brainerd at KBA last week and kicked it back asking for additional information. Melinda provided paperwork showing that this work was completed but not paid as she was unaware of two amendments that were made to the original geotechnical services agreement and didn't realize that more funds were available. Don worked with Melinda to get an updated invoice and verified that in fact this work was completed.

VOTED: Approved on a unanimous vote

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 Wednesday, March 11, 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 get a budget and schedule update.

X. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 6:47 p.m.

Minutes by Don Morin