

Approved March 25, 2020

Mendon Police Station Building Committee Meeting  
Former Taft Public Library  
Mendon, MA 01756  
Wednesday, March 11, 2020  
6:00 p.m.

- I. Tour of Construction Site – the Committee members toured the construction site with Mary Bulso, Pete Gaudreau, Jackie Rudd and Kevin Witzell

- II. Call to Order

The meeting was called to order indoors at 6:27 pm by Joe Cronin.

Building Committee Members Present:

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

Others Present:

Mary Bulso, Owner's Project Manager, Central Mass Projects  
Peter Gaudreau, Jackie Rudd, Kevin Witzell, Kaestle Boos Associates  
Michelle Sanford, Reporter, Upton/Mendon Town Crier  
Simon Vandervalk, Mendon Resident

- III. Approval of Meeting Minutes – February 5, 2020

MOTION: A motion was made by Mike Ammendolia, seconded by Linda Thompson to accept the meeting minutes from February 5, 2020.

DISCUSSION: None

VOTED: Approved on a unanimous vote

- IV. Review Open Action Items on Decisions and Actions Log

- Communication to Mendon Historic District Commission regarding illuminated sign. – JP reported that he informed the Mendon Historic District Commission of the plans for an illuminated sign out front of the future police station. There was nothing for the Commission to vote on as this was informative in nature only, and nobody expressed any concerns about the sign.
- Update on installation of batt insulation on second level of existing structure. – Chief Kurczy informed the Committee that the insulation was installed and that there are several bags of insulation left. Rather than returning them for credit, they will be saved for potential use in the future. The cost of the materials was \$810.85, and the installation cost was \$400. Chief Kurczy brought the invoice for the materials to the meeting for review, but he did not have an invoice for

the installation. He will request one from the installer. The Committee will vote on payment for the materials later in the meeting.

ACTION: Request an invoice for the installation of the insulation. – Chief Kurczy

- Future annual inspections of the new lift – Don explained that the elevator at the new Taft library is maintained by Otis Elevator and that they work with the state on the inspection scheduling. Another company maintains the lift in the Town Hall and they similarly schedule the annual inspections. The lift going into the new police station is provided by Savaria. Kevin explained that they offer a five year warranty and they will be the ones responsible for coordinating the annual inspection. Chief Kurczy will be the Town's primary contact for scheduling these inspections.
- Dedication of new station to former Police Chief Mathew Manton on Memorial Day – The Committee will pursue this once more confidence in the completion date of the project is known. Tower has not yet provided an updated schedule to KBA but promised to do so by the end of the week. Don will contact the Select Board to communicate the Committee's desire to dedicate the new station to the former police chief killed in the line of duty on Memorial Day, a fitting tribute. Don will ask to be put on the agenda for the Select Board's next meeting on March 24<sup>th</sup>.

ACTION: Contact Select Board to get on their next agenda to discuss the dedication of the new station along with other project updates. – Don

- 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 –The Committee will revisit this later in the project based on the status of the budget.

## V. Budget Update

Don distributed a budget summary to the Committee. Don summarized that there is \$155,670 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 (demo of existing police station and final paving of the parking lot). The details are as follows:

Total Funding Available	\$6,452,298
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Construction Costs

Base Bid Contract Amount	\$4,972,000
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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
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Current Construction Contract Amount	\$5,480,216
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Budgeted Soft Costs	\$639,306
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Soft Cost Changes to date	Budget	Overage
Architect/Engineering Fees	\$380,000	-\$1,785
Project Manager Fee	\$186,000	\$0
Abatement, Geo/Survey, Testing	\$45,000	\$22,180
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		\$177,107

Current Total Project Amount	\$6,296,629
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<b>Current Funds Remaining</b>	<b>\$155,670</b>
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Contingency Summary:	
Original Alternates Amount	\$520,000
Original Contingency Amount	\$320,993
Total Contingency used to date	\$337,192
Percent Contingency used to date	105%
Project Completion percentage	66%

Don asked if any anticipated big ticket items are expected and Pete stated that some anticipated credits are expected but that he doesn't expect any large expenses in the foreseeable future.

## VI. OPM Update

Mary handed out her OPM progress report and explained the following:

- A replacement for Pole #2 has been installed. National Grid's work is complete. Comcast and Verizon still need to move their wires. The Town is currently in contract negotiations with both Comcast and Verizon. Mary and Bob Moran of National Grid met with the Mendon Town Administrator Kim Newman and suggested that contract negotiations include pole #2 work.
- Pete Gaudreau next handed out Request for Authorization No. 98 from Tower Construction regarding the new telephone pole. The location and extent of the guy wire for the new pole requires the loss of one parking spot and some modifications to the asphalt, granite curb materials, topsoil and seed. Pete reviewed the modified drawings with the Committee and added that a possibility exists for Comcast or Verizon to need to add another guy wire to support the pole. That won't be known until they arrive to perform their work.
- Windows are all installed. Window testing needs to be scheduled. Tower has offered a credit of \$3424 if the Town foregoes the window testing. Mary asked the Committee for feedback on this and Joe Cronin suggested that Tim Aicardi be contacted for his input. Chief Kurczy agreed to reach out to Tim for his input.

ACTION: Contact Tim Aicardi to ask his opinion on whether window testing can be foregone for a credit of \$3424. – Chief Kurczy

- The exterior siding is complete. Millwork and finishes are ongoing. The painter has been working during off hours.
- The resilient floor preconstruction meeting was held. Santangelo Flooring estimates 2-3 weeks to install all flooring.
- The current schedule still calls for substantial completion by April 30, 2020.
- Mary and Pete shared the three phase plans for site layout work in the parking lot scheduled for April. The work will be spread over three weeks and will be a major disruption to the main parking between the Town Hall and the new police station. Don agreed to communicate this to the Select Board at their next meeting.

## VII. Architect Update

- Kevin informed the Committee that Jackie Rudd has decided to leave KBA and will be relocating with her family to Montana. This will likely be Jackie's last meeting with the Committee and the members thanked Jackie for her contribution to this project and wished her well in the future.
- Pete informed the Committee that the illuminated sign out front is in fabrication and is expected to be completed the week of April 27<sup>th</sup>.
- Pete next handed out copies of Preliminary Change Order #10 for review. It consists of the following items:
  - Change to FTR – Women's locker room: \$2338.53
  - Add UH-10 Power at Evidence 212: \$898.64
  - Mods to Propane Tank Driveway: (\$9.39)
  - Credit for Window Returns @ Addition: (\$1818.47)
  - Credit for Gun Cleaning Hood @ Armory: (578.40)

- Credit for Briggs Window Testing: (\$3424)
- Add GWB @ Stair/Delete @ Wing Wall: (\$0)
- The Committee asked KBA to look into the following items:
  - Ask if a credit can be received for the radiant panels that were changed to fin tube radiation in the women's locker room, even if a restocking fee is charged.
  - Ask if FTR is needed or if enough heat is provided from the existing HVAC system upstairs.
  - Add the \$90 credit for Yankee Engineering being canceled after arrival on site when the contractor wasn't ready back in December.

MOTION: A motion was made by Don Morin, seconded by Eric Peterson to approve the preliminary change order #10 (currently resulting in an overall credit of \$2593.09 pending KBA following up on the items listed above, possibly increasing this credit amount.

DISCUSSION: No additional discussion

VOTED: Approved on a unanimous vote

- Pete next provided the Request for Payment #13 from Tower Construction.

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to approve the request for payment from Tower Construction dated 3/10/20 for general contractor services in the amount of \$634,152.22 with \$423,507.28 coming from the capital expenditure account and \$210,644.94 coming from the CPA account pending receipt of a schedule update from Tower.

DISCUSSION: Don asked if materials currently stored were validated and Mary said that she and Lee had done so. Joe asked how this invoice amount compared to the forecasted cash flow from Tower and Don said that it was greater than what was forecasted for the month of February.

VOTED: Approved on a unanimous vote (pending receipt of schedule from Tower)

Pete informed the Committee the one item remaining in the structural engineer's report to receive some structural special inspection reports from Yankee Engineering is still pending.

## VIII. Invoice Approvals; Chair/OPM Spending Approvals, Budget Review

Linda informed the Committee that an invoice was received from Kaestle Boos Associates dated 2/28/20 for additional geotechnical services from LGCI performed from November of 2019 through January of 2020 in the amount of \$2254.06.

MOTION: A motion was made by Don Morin, seconded by Chief Kurczy to approve the invoice from Kaestle Boos Associates dated 2/28/20 for additional geotechnical services from LGCI performed from November of 2019 through

January of 2020 in the amount of \$2254.09 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don explained that this is part of the previously approved budget for additional geotechnical services and that a little over \$2000 remains in the budget for the remainder of the project.

VOTED: Approved on a unanimous vote

Linda informed the Committee that a second invoice was received from Kaestle Boos Associates dated 2/28/20 for construction administration services for the month of February in the amount of \$5140.83.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the invoice from Kaestle Boos Associates dated 2/28/20 for construction administration services for the month of February in the amount of \$5140.83 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don explained that this completes the construction administration portion of the budgeted funding. \$18,000 remains in the budget for closeout work.

VOTED: Approved on a unanimous vote

Linda informed the Committee that an invoice was received from Central Mass Projects dated 3/10/2020 for OPM/Site Rep services for the month of February in the amount of \$7853.

MOTION: A motion was made by Don Morin, seconded by Mike Ammendolia to approve the invoice from Central Mass Projects dated 3/10/2020 for OPM/Site Rep services for the month of February in the amount of \$7853 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don informed the Committee that these funds awarded for OPM work for February have now consumed 100% of the amount budgeted. There is no money left in the budget for additional OPM services. Joe suggested Mary inform the Committee of her plans for the remainder of the project at the next meeting.

VOTED: Approved on a unanimous vote

Don informed the Committee that an invoice was received from Signet Electronic Systems dated 3/11/2020 for equipment and labor for the security system in the amount of \$37,100.

MOTION: A motion was made by Don Morin, seconded by Mike Ammendolia to approve the invoice from Signet Electronic Systems dated 3/11/2020 for equipment and labor for the security system in the amount of \$37,100 with 50% coming from the capital expenditure account and 50% from CPA funds.

DISCUSSION: Don informed that Committee that this brings this line up to about 46.63% of the total budgeted and asked Pete and Mary how far along Signet was with the work. Pete stated that they are about 50% complete so that this invoice request was reasonable.

VOTED: Approved on a unanimous vote

Chief Kurczy next mentioned that he would like to swap out two stationary cameras currently planned for the evidence room with 360 degree cameras to provide better coverage. If we leave the cameras alone, there will be some areas of the room that will not be covered. The additional cost is \$2234.32.

MOTION: A motion was made by Don Morin, seconded by Chief Kurczy to approve a change to the security system contract by replacing two stationary cameras with 360 degree cameras in the amount of \$2234.32.

DISCUSSION: Don explained that should the Committee approve this, we would need to take the proposal to the Select Board for their signature as it's a modification to the existing contract that the Town has with Signet.

VOTED: Approved on a unanimous vote

ACTION: Schedule time on the next meeting of the Select Board to obtain their approval and signature on the Signet change proposal. – Don

Chief Kurczy informed the Committee that he had the invoice from Koopman Lumber & Hardware dated 3/1/2020 for insulation materials for \$810.85.

MOTION: A motion was made by Mike Ammendolia, seconded by Don Morin to approve the invoice from Koopman Lumber & Hardware dated 3/1/2020 for insulation materials in the amount of \$810.85.

DISCUSSION: None

VOTED: Approved on a unanimous vote

IX. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

X. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Wednesday, March 25, 2020 to get a tour of the construction site, review and approve these minutes, review open action items and discuss remaining contract requirements and budget status for OPM and architectural services.

XI. 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 7:30 p.m.

Minutes by Don Morin