

Approved May 13, 2020

Mendon Police Station Building Committee Meeting
Mendon, MA 01756
Wednesday, May 6, 2020
6:00 p.m.

Virtual Meeting via Hangouts Meet: <https://meet.google.com/geb-kdgr-qgb>
Or Phone: 1-515-218-2209 PIN 514 910 917#

I. Call to Order

Joe Cronin took roll call to identify the members present. Only four Building Committee members were present so the meeting could not be called to order due to the lack of a quorum. As a result Joe decided to proceed with project updates and any items that required a vote would be passed over.

Building Committee Members Present:

Joe Cronin, Police Chief Dave Kurczy, Don Morin and Linda Thompson

Others Present:

Mary Bulso, Owner's Project Manager, Central Mass Projects
Peter Gaudreau, Construction Administrator, Kaestle Boos Associates
David McKinley, Landscape Architect, Kaestle Boos Associates

Don provided an update on the Select Board meeting on May 1, 2020. He shared Change Order Proposal #58 from Tower regarding the costs to resume work inside the building on May 4th with COVID-19 guidelines in place and without. The Select Board decided to comply with the Governor's guidance and continue to keep the Town buildings closed until May 18th. The Board will determine whether to resume work inside the building after the May 18th guidance is issued. Don informed the Board that there will be costs associated with a delay to the project, including costs for the architect, OPM, generator, heat/electricity and builder's risk insurance. This insurance expires on May 20th and an invoice to extend the insurance for an additional three months should be received in time for the next meeting.

Mary gave an update on the project. Sidewalks have been poured along the front and one side of the main lot today. Due to lots of rain in April the site work has taken longer than anticipated, but the contractor hopes to complete the work during the week of May 18th. The Guerriere and Halnon site survey had an incorrect elevation at the door threshold but this didn't impact the laying of the curbing by the contractor. The contractor installed the granite per the drawings. After the granite was installed the concrete sub made Tower aware that the slopes did not comply with the 2% max slope for ADA compliance. KBA will share their response to the Change Order Proposal from the GC later in the meeting. Lee Figgins has reviewed the testing work performed by Yankee based on his daily logs and supplied it to Mary. Mary will

compare this against the invoices to determine what costs belong to the Town and what costs may belong to the contractor. Don asked if Mary needed any help with this and she said she has all the invoices and would share her findings with Don when she is finished to have another set of eyes review the work. The parking lot sub grade is being removed now and no major issues have been encountered. No boulders have been found, only some smaller rocks too small to measure. The building is secure and the temporary fence has been removed. Mary has asked the contractor to clean up the rear of the site. Don asked if the Town had a key to the secured building for emergency purposes and Mary stated that Tower worked with Fire Chief Kessler on this.

At this time (6:12pm) Moritz Schmid joined the call so Joe officially called the meeting to order.

Joe and Don explained the ground rules for the meeting as it was being conducted remotely, consistent with Governor Baker's Executive Order of March 12, 2020 due to the current State of Emergency in the Commonwealth as a result of the outbreak of the "COVID-19 Virus."

II. Approval of Meeting Minutes – April 29, 2020

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to accept the meeting minutes from April 29, 2020.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

III. Review Open Action Items on Decisions and Actions Log

- Payment for labor of batt insulation install – Chief Kurczy provided an invoice for payment in the amount of \$400 to reimburse him for paying for the labor of the batt insulation installation in the upper level of the former fire station.

MOTION: A motion was made by Don Morin, seconded by Moritz Schmid to approve payment of \$400 to Chief Kurczy to reimburse him for the labor to install the batt insulation in the upper level of the former fire station.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

- Furniture Options –The Committee will revisit this later in the project.
- Salvage LED lighting from existing police station prior to demo – The Committee will pursue this when the current station is to be demolished.

IV. OPM Update

- Mary gave a quick review of the information she shared earlier in the meeting (see above).

V. Architect Update

- Pete stated that there is no update to RFI #105 regarding the low water pressure in the new building as the subcontractor can't get into the building yet.
- KBA has prepared a Response to Change Order Proposal # 59 regarding the incorrect installation of the granite curbing that was reviewed at the previous meeting. KBA is rejecting the proposal due to the following:

“Tower did not coordinate the drawing requirements before the curbing was installed. If they had submitted a RFI, KBA would have raised the curb. The issue is that the site drawings call for no more than a 2% slope and the grading plans call for something greater than that. This is a clear conflict in the documents that should have been flagged to KBA's attention before it was installed. This is a coordination issue that Tower failed to identify in a timely manner.”

Pete asked if the Committee was okay with this response and the Committee agreed.

- Tower is putting a sleeve under the sidewalk adjacent to the headstone so that low level lighting can be installed in the future. An outlet near the door is available to support this lighting.
- Preliminary Change Order #13 was presented for \$2000 to cover the cost of the removal of the unforeseen foundation when doing site work. Pete is not going to process this change order until he has other items to add to it.
- The rings in the concrete have been removed but cannot be replaced within the new concrete. Tower wants to turn the rings back over to the Town. Pete stated that the rings could be removed from the existing concrete and epoxied into the new concrete if the Town wants to go this route. Another option is to place the entire concrete block in a grassy area. Don stated that he reached out to the Historical Commission and they are posted for a meeting Thursday night May 7th. He will attend their meeting and ask for guidance on how to proceed.

ACTION: Work with Mendon Historical Commission to determine what to do with the rings that they wanted to be retained outside the entrance to the former fire station. – Don

- Request for payment #15 from Tower was received by KBA and KBA recommended some changes and sent it back. They have not yet received an updated version yet. The request will be brought to the meeting next week.
- Joe asked about an email from Pete regarding the parking lot compaction testing. KBA recommends compaction testing be performed but asked if the Town would like to save money by waiving it. Joe, Mary and Moritz agreed with KBA and thought that the testing should be performed. KBA will inform Tower that the Town wants to proceed with the compaction testing.

- Don stated that he will need a hard copy of Change Order #12 that was approved at the last meeting for submission to the Town Accountant. He suggested that Pete provide a copy when he submits a hard copy of the request for payment #15 from Tower.
- Don informed the Committee that Dan Byer, Mendon Parks & Recreation Director reached out to Mary and Pete to ask questions about the site so it could be easily maintained by the Town in the future. He also shared information about the site plantings with Anne Mazar. Anne suggested a minor change and David McKinley agreed to replace a Bradford pear tree with a Shadblow tree. It should not cost any more, and may even cost a little less. David also shared the makeup of the wildflower mix with Anne at her request. Don and Joe thanked David for his prompt attention to Anne's concerns. Mary echoed this appreciation as Anne has been very supportive of this and other projects in Town.

VI. Budget Review, Invoice Approvals, Chair/OPM Spending Approvals

- Don gave a budget update. Not much has changed since the last review. The contingency line item has been overspent by 5% and ~\$150K remains in the overall budget to support alternates #2 and #3 to demo the existing police station and finish the parking lot. This number will be reduced due to the extension of the project so it will remain to be seen if enough money will remain to complete the two remaining alternates.
- Linda informed the Committee that an invoice from KBA was received for 1.2 hours for a senior engineer consultation from LGCI for additional geotechnical services in the amount of \$176.40 with \$88.20 being CPA eligible and \$88.20 from the capital account.

MOTION: A motion was made by Don Morin, seconded by Moritz Linda Thompson to approve payment of \$176.40 to KBA for geotechnical services with 50% coming from the CPA account and 50% coming from the capital account.

DISCUSSION: Don stated that this item is in the budget and that this expenditure takes this line item up to ~88% of the spending target.

VOTED: Approved on a unanimous vote via roll call

- Don added that he and Linda received a second invoice from KBA for closeout documents in the amount of \$9000. Don asked Michael McKeon if this was accurate as it would consume 50% of the closeout budget. Michael responded that he wants to spread the closeout amount over three months instead of two and that a new invoice will be issued. He felt this was fair as they haven't increased their contracted amount. Don thanked Michael for his generosity in not increasing their contract amount.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting: None

- Joe informed the Committee that Michelle Sanford reached out to him and Don to ask some questions for an article in the upcoming Town Crier. Linda asked if

Michele asked about the schedule for the project and, if so, what was shared. Joe stated that per the contractor there are about 23 working days left to complete the indoor work. Don added that this would take about 4-5 calendar weeks and would be followed by three weeks of punch list items and closeout work. He added that in the best case scenario the building work would resume on May 18th and last about eight weeks, leading to a completion date in mid-July. If the May 18th start date slips, the end date will correspondingly push out.

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a virtual meeting for Wednesday, May 13th, 2020 at 6pm to do a quick check-in on the project as things are very dynamic and weekly meetings seem to make sense. If there is nothing to discuss, the meeting can be postponed to the following week.

IX. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 6:39 p.m.

Minutes by Don Morin