

Approved June 24, 2020

Mendon Police Station Building Committee Meeting  
Mendon, MA 01756  
Wednesday, June 10, 2020  
6:30 p.m.

Join via Microsoft Teams Meeting or  
Phone: 347-467-1434 Conference ID: 998 677 408#

I. Call to Order

The meeting was called to order at 6:34 pm by Joe Cronin.

Don informed the attendees that all materials were shared with the Committee members via email the day prior to the meeting.

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."

Joe took roll call to identify the members present.

Building Committee Members Present:

Tim Aicardi, Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas and Moritz Schmid

Others Present:

Peter Gaudreau, Construction Administrator, Kaestle Boos Associates (KBA)

II. Approval of Meeting Minutes – May 27, 2020

MOTION: A motion was made by Don Morin, seconded by JP Parnas to accept the meeting minutes from May 27, 2020.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

III. Review Open Action Items on Decisions and Actions Log

- Update on Low Voltage Lighting for Mantoni Memorial – Don informed the Committee that Mendon resident Bill Alexander has installed the wiring and transformer for the low voltage lighting to be used to illuminate the Mantoni Memorial. He will return to install the lighting once the memorial is put in place. Don added that six inches of gravel have been up in place where the monument will be located.

- Update on Regional Dispatch (need for leased Generator) – Chief Kurczy stated that he has no idea when a decision will be made regarding whether Mendon will join the Metacomet regional dispatch group or not. It will likely take some time for this decision to be made. Therefore, the dispatch center in the current police station will need to remain active for the foreseeable future. The current police station is on a leased generator. The Town will need to look into whether the current police station can be tied into the new generator.

ACTION: Look into getting a quote to tie the current police station into the new generator so the leased generator can be removed. – Chief Kurczy / Don

Actions for later in the project:

- Plans for Rings / Story Board with Historical Commission – The Committee will revisit this later in the project.
- 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 was not feeling well so she was unable to attend the meeting.

#### V. Architect Update

- In Mary's absence Pete gave a project update. The berm is installed but not painted. Cones and caution tape are in place to alert drivers not to drive over the berm. It is up to the Select Board to determine long term plans for whether cars should be allowed to drive over the berm. Joe asked if gravel was installed behind the berm and Pete said yes.
- Installation of signage is in process. Remaining signage to be installed include the Mendon Police lettering above the main entrance canopy, the vertical illuminated sign by the street and the training room seals for the Town and Mendon Police that will be hung on the wall.
- Flooring is almost complete. Painting is being performed at night. MEP work is proceeding. Window shades and blinds are being installed. KBA is awaiting reports from Tower. They have one for the roof but not the lift. Others are pending. The lift is 90% complete and should be finished in two weeks.
- Tower is targeting substantial completion of the project by the end of June.
- With regard to punch list items, Tower will submit theirs to KBA first. KBA will review and add their items. Tower will then have sixty days to finish all punch list items.
- Given the uncertain status of regional dispatch, nothing has changed with regard to E911 work. It is still on hold.
- The new generator is installed, but training had to be postponed. It will be rescheduled for a future date.

- RFI # 109 for the fire alarm has been issued regarding the need for two copper phone lines. KBA is awaiting feedback from their consultant. The Fire Chief has put together a document stating that two dedicated copper lines are no longer required and in fact not recommended. Pete added that a phone line at the lift is not required by code but was included in the design should something change and the Town decides to add a shaft to the building. At this point Lawney Tinio, who was listening as he was facilitating the Microsoft Teams setup stated that Verizon no longer wants to support copper lines and that cellular dialers over FIOS are the preferred way to go. The Building Inspector is also okay with foregoing the two dedicated copper lines. KBA will share their consultant's response to the RFI when they receive it.
- Pete updated the Committee on RFI #105 with regard to the water pressure in the new building. Tower states that their installation is per the specification and that "an observation for the engineer to review is in the Town Hall building, the outlet of the tank is 1". From there it goes through a 1" meter and then reduces to 3/4" line. There is a 1/2" water line going to the library and a 3/4" water line that goes to the existing police station. This 3/4" line is what the new 2" line is connected to which is going to cause a pressure drop going from a smaller pipe to a much larger pipe." KBA had their consultant, GGD issue a recommendation to the Town to replace the existing pressure switch with a 60 psi switch with a 15 psi adjustable differential. This recommendation has been forwarded to the Town and Dan Byer is looking into this. He has obtained a quote of \$350 to do the work but there is some concern whether the existing well pump can support the higher pressure. Dan will work with the Select Board and Water Commission to determine next steps. JP asked what the major concern with the water pressure was and Joe stated that one cannot flush toilets continuously in the new building.
- Pete next shared Request for Payment #016 from Tower for general contractor services for the month of May in the amount of \$181,530.28. The critical path method (CPM) schedule has not yet been received from Tower.

**MOTION:** A motion was made by Don Morin, seconded by JP Parnas to approve the request for payment from Tower Construction in the amount of \$181,530.28 for general contractor services for the month of May with \$118,258.75 coming from the capital account and \$63,271.53 coming from the CPA account pending receipt of the CPM schedule.

**DISCUSSION:** JP mentioned that the automated testing item was at 100% and asked if this was accurate. Pete stated that testing was complete but that they were awaiting the report.

**VOTED:** Approved on a unanimous vote via roll call

## VI. Budget Update, Invoice Approvals, Chair/OPM Spending Approvals

- Don shared an update on the budget. To date the project has overspent the contingency line by 10%. This is causing the project to dip into funds that were originally intended for alternates #2 and #3: demo of the existing police station and final paving of the parking lot. The Town has a little less than \$140K left for

these two alternates, but the project is probably going to need to take more funds to support some COVID-19 related expenses. Don thanked JP for assisting him with the budget review by putting a second set of eyes on all the numbers to verify their accuracy. Joe also thanked JP for this.

- Don stated that a few invoices required review and thanked Linda Thompson for generating the vouchers that will be submitted to the Town Accountant with Chairman Cronin's signature.
- Don informed the Committee that an invoice was received from Kaestle Boos Associates for closeout services for the month of May in the amount of \$6000.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the request for payment from Kaestle Boos Associates for closeout services for the month of May in the amount of \$6000 with 50% coming from the capital expenditure account and 50% from the CPA account.

DISCUSSION: Don explained that this was the second of three monthly installments of \$6000 for closeout services from KBA.

VOTED: Approved on a unanimous vote via roll call

- Don informed the Committee that an invoice was received from Yankee Engineering in the amount of \$40 for field monitoring services and lab work for the month of May.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the request for payment from Yankee Engineering for field monitoring services and lab work for the month of May in the amount of \$40 with 50% coming from the capital expenditure account and 50% from the CPA account.

DISCUSSION: Don explained that the original invoice was actually for \$440 but that he had discovered that Yankee had overbilled the Town for some services earlier in the project by \$400. Yankee agreed and issued a credit for that amount, resulting in the smaller charge. Joe thanked Don for catching this error.

VOTED: Approved on a unanimous vote via roll call

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

Chief Kurczy informed the Committee that he has asked Signet for quotes for a few items to be added back into the scope of the security work. These items include an outdoor camera to see the entire parking area, a monitor to assist with viewing all the cameras as one is not enough to see all the views effectively, and a card reader with interface and cabling. These items were removed earlier in the project when Chief Kurczy worked with Kevin Witzell from KBA to find some cost savings, but these items are essential and need to be restored. Chief Kurczy received the quotes for these items the day before the meeting and Don shared them with the full Committee earlier in the day. Don explained that the quotes were \$998.63 for the additional camera, \$1212 for the additional monitor, and \$2027.70 for the card reader with interface and cabling, for a total of \$4238.53.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to approve the request for funding to support the additional outdoor camera, monitor, and card reader, interface and cabling in the amount of \$4238.53 with 50% coming from the capital expenditure account and 50% coming from the CPA account.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

Don mentioned that a Freedom of Information Act (FOIA) email was received by Andrea Bicki, Administrative Assistant to Police Chief Kurczy for certified payrolls for the Mendon Police Station project. The email came from the marketing representative for the International Association of Heat & Frost Insulators and Allied Workers Local Union No. 6. The request was forwarded to Mary Bulso and Mary agreed to respond to the request. Joe added that the Town had received another FOIA request earlier in the project for certified payrolls that Mary took care of.

ACTION: Respond to the FOIA request for certified payrolls from the International Association of Heat & Frost Insulators and Allied Workers Local Union No. 6. – Mary

#### VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a virtual meeting for Wednesday, June 24<sup>th</sup>, 2020 at 6:30pm to review open actions, get a project and schedule update from Mary, an architect update from Pete and review any new invoices.

#### IX. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 7:10 p.m.

Minutes by Don Morin