

Approved November 4, 2020

Mendon Police Station Building Committee Meeting  
Mendon, MA 01756  
Wednesday, October 14, 2020  
6:30 p.m.

Join via Microsoft Teams Meeting or  
Phone: 347-467-1434 Conference ID: 106 048 740#

I. Call to Order

The meeting was called to order at 6:33 pm by Joe Cronin.

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:

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

Others Present:

Mary Bulso, Owner's Project Manager, Central Mass Projects

II. Approval of Meeting Minutes – September 30, 2020

MOTION: A motion was made by Don Morin, seconded by JP Parnas to accept the meeting minutes from September 30, 2020.

DISCUSSION: Don mentioned that he updated the date at the top of the minutes that originally said September 16 instead of September 30.

VOTED: Approved on a unanimous vote via roll call

III. Review Open Action Items on Decisions and Actions Log

- Town Well Pressure Switch and Pump Replacement – Don stated that there was no new information to share.
- COVID-19 Expense Reimbursement – Don stated that he spoke with Patrick Fitzgerald from Tower Construction and Tower believes they are entitled to the full amount requested and did not want to discuss it further. It is now in the hands of Tower's legal counsel and Mendon's Town Counsel.
- Signet Key Card on Door to Main Lobby – Chief Kurczy stated that the key card has not yet been installed, and that he has requested a quote for an additional card reader for the door at the top of the stairs to the second floor.

- Placement of Mantoni Memorial – Chief Kurczy stated that he has been in contact with Ackerman, the company storing the memorial and they can install it quickly. The Chief prefers to wait until the spring to place the memorial when perhaps a grand opening and dedication can be held.

#### IV. OPM Update

- Mary informed the Committee that all attic stock materials are reportedly in. She added that Pete Gaudreau was supposed to be on site earlier in the day to verify everything was received, but she did not hear from Pete and he was not present at the meeting.
- Mary explained that specific blanks must be used to make any new keys, and they need to be cut by a qualified locksmith as special equipment is needed. Chief Kurczy stated that he has plenty of spare keys so extra blanks are not needed at this time. Joe asked how long it might take to get new blanks if they are needed. Mary agreed to check.

ACTION: Check on the lead time to order new key blanks should they be needed. – Mary

- Mary added that the landscaper was due back on site this week. Chief Kurczy stated that the grass is long and hasn't been getting cut.
- Mary shared that the detention equipment arrived this week but the table shipped was the incorrect item. It will need to be replaced, hopefully by the end of the month.
- The plumbing subcontractor was onsite earlier in the week and reported that the sewer line has a cracked tee pipe. The contractor also suspects that the line to the street might be partially blocked. They will need to return to investigate further. Chief Kurczy isn't sure if the system has been alarming any more.
- Mary informed the Committee that Tower has cleaned the interior of the windows again. Tower has asked KBA for direction regarding who owns the exterior touch up of the boots, the painter or the roofer.

#### V. Architect Update

- Pete was not present at the meeting so Joe walked through each of KBA's items on the agenda to review the known status of each.
- A dimmer has been added to the blue lights out front, and the flickering sign out front has been repaired. Chief Kurczy stated that Officer Erskine will check the dimmer to confirm that it does what is needed.
- No update has been received on COP #056 Rev. 2 (COVID-19 Expenses for Site Work).
- The Committee received COP #071 from Tower seeking to reduce the National Grid credit requested by the Town's from \$1268.65 to \$445.73. As the disputed charges are from May through July, Don will send this proposal to Town Counsel to include with the other COVID-related proposal being disputed (COP #058).

- Training sign-in sheets have been received, but no videos have been provided by Tower.
- As Pete wasn't at the meeting, the punch list was not reviewed. Don asked if the Committee needed to provide additional time for Tower to complete the punch list items as it has done twice already, but Mary stated that it wasn't necessary.
- The Committee had a question regarding the balance to be paid to Tower after the most recent request on application #020 as it didn't align with the latest punch list received. As Pete wasn't available to answer, the Committee decided to push this review to the next meeting. Mary stated that the Town has thirty days to approve the payment request.

VI. Invoice Approvals, Chair/OPM Spending Approvals

- Nothing new to review.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

- None

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to post a meeting for Wednesday, November 4<sup>th</sup> at 6:30pm to review open action items; review any new invoices and get updates from Mary and Pete.

IX. Adjournment

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

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 7:03 p.m.

Minutes by Don Morin