

Permanent Building Committee Meeting
Minutes of Tuesday, January 10, 2016
Town Hall, Room 130

Call to Order: Jon Wine called the meeting to order at 7:04 p.m.

Meeting Attendees:

PBC Members

Diane Jurmain, Craig Schultze, Pat Sheehan, Jon Wine, Kim Borst (Department Assistant)

Ex-Officio Member

Catherine MacInnes (BOS)

Other Attendees

Julie Allen (Agostini Construction), Rick Barrett (Fire Chief), Brian Main (Project Manager), Jim McKay (DPW), Chris Soffayer (Police Chief)

DPW Update

Jon Wine, Wayne Klocko, and Jim McKay met with SGH to ask them to redefine the scope. Due to the budget, scope has been reduced to putting an elastomer surface on the roof and fixing the ventilation issue. It was determined that the insulation that was originally included in the scope will be done at another time due to cost. SGH is going to go back to the DPW with RW Sullivan and their roofer to confirm that everyone is on the same page with the scope and to confirm that there is enough money in the budget to proceed.

8:16 p.m. - Jim McKay left the meeting.

Budget

Kim Borst presented the committee with the latest budget update. The committee reviewed all possible expenditures that are known at this time and compared against the remaining budget.

In looking at what was left in some of the line items, it was determined that there were a few that could be decreased in order to add some money back into the Construction Contingency.

The committee agreed to decrease the following line items and add that money to Construction Contingency:

- Move \$13,000 from A & E – Environmental Permitting to Construction Contingency
- Move \$4,000 from Technology Design to Construction Contingency
- Move \$5,000 from Construction Accounting to Construction Contingency
- Move \$10,000 from Technology Equipment to Construction Contingency

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In an effort to have the budget be as accurate as possible for the next meeting, the committee decided to approve funding for the following items that have not been presented in a change order yet, but are known to be coming down the pike and need to be addressed.

Money will be moved from Construction Contingency to Construction for:

- Fire alarm zone modules, \$5,000
- Floor leveling - overtime premium, \$1,500
- Moisture barrier FD, \$2,000
- Rear light at the fire station, \$2,000

Additionally, the following budget modifications were discussed and agreed upon:

- Move \$5,000 from Construction Contingency and add it to FF & E for possible additional items/old bills
- Move \$8,000 from Construction Contingency and add it to Clerk Construction Site Manager for additional salary due to delay of project

Additional Work/Change Order Requests

The carport which is listed as an add alt for the police station and requests for additional work to fix problems that have come up were brought to the table. A hard look at the budget by the committee revealed that if we fix all the issues that have come up with the fire station and police station, a carport for the police station cannot be funded at this time.

Chief Barrett and Chief Soffayer both expressed concern about all of the design issues that have come up with this project. They feel that the Police/Fire project budget should not be paying to correct the issues with design, that the architect should be held accountable. They cited recent examples including a major heating issue with the lobby at the Police Station and the stairs to the second floor of the fire station needing to be re-built. Pat Sheehan asked Brian Main to put together a list of recent additional work that is a result of design error.

Brian Main presented Change Order #23 in the amount of \$30,806.00 to the committee which is comprised of:

- COR 56, 911 conduits & boxes at the Police Station, \$2,535.00
- COR 124, exterior wall masonry at Decon room, \$5,540.00
- COR 125, infill and cap abandoned dry well, \$2,310.00
- COR 148, rework stair ceiling for headroom, \$1,490.00
- COR 149, rebuild stair and add rubber mat, \$3,000.00
- COR 157, slider at center of watch room window, \$483.00
- COR 159, add plywood to electric and IT rooms, \$2,113.00
- COR 160, 3 new conduits for phone and cable TV, \$13,335.00

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Jon Wine made a motion to recommend to the Selectmen that they approve Change Order #23 in the amount of \$30,806.00. Craig Schultze seconded the motion and it passed unanimously.

Agostini Payment Application

Agostini's application for payment #251-18 for December in the amount of \$384,346.64 was reviewed by the committee.

Craig Schultze made a motion to pay Agostini Construction Co., Inc. \$384,346.64 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

Invoices

A bills payable schedule for Eaton/Wright Line for installation of the dispatch console was reviewed.

Craig Schultze made a motion to pay Eaton/Wright Line \$1,438.04. The motion was seconded by Pat Sheehan and it passed unanimously.

A bills payable schedule for MassCor for two chairs for the Fire Station was reviewed.

Craig Schultze made a motion to pay MassCor \$317.00. The motion was seconded by Pat Sheehan and it passed unanimously.

A bills payable schedule for Compass Project Management for professional services rendered from April 1, 2016 – November 30, 2016 was reviewed.

Craig Schultze made a motion to pay Compass Project Management \$2,251.68. The motion was seconded by Jon Wine and it passed unanimously.

A bills payable schedule for an expense report for Brian Main was reviewed.

Craig Schultze made a motion to pay Brian Main \$225.38. The motion was seconded by Diane Jurmain and it passed unanimously.

Minutes

Minutes from the last meeting were held over due to an absent committee member needed for approval.

Adjournment

Pat Sheehan made a motion to adjourn the meeting at 8:48 p.m. The motion was seconded by Jon Wine and passed unanimously.

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Submitted by:
Kimberly Borst
Secretary, Permanent Building Committee

The next meeting of the Permanent Building Committee is scheduled for January 24, 2017 at 7 p.m.