

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

Date: June 5, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 10:07am

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Mike Howell, Committee Member
- Tim Tobin, Committee Member (Tim left at 11am)

- Blythe Robinson, Town Manager
- Ron Goodale, Fire Chief

- Vertex: Jon Lemieux, Steve Kirby and Bryan Fors
- MKA: Doug Manley
- Pezzuco: Dan Valcourt, Director of Operations and Tony Pereira, Superintendent

C: Summary of Action Items

New Action Items:

1. Requested a rough sketch of the electrical work for temporary office space from Ken Picard
2. Need to provide Pezzuco with list of e-mails of those people who need access to documents.

Previous Action Items:

1. Vertex will do a door inventory to make sure every door has a new lock including main door upstairs.
2. Need to switch the electrical service (National Grid) for temporary office space. - **DONE**
3. Does anything need to be done regarding water and sewer for temporary space?
4. Need to notify the dumpster company to relocate dumpster to temporary office after June 21. - **DONE**
5. Contact post office about relocated Town Hall Mailbox – **DONE will be located by Library**
6. Drop-box for Treasurer-Collectors office – temporary or permanent?
7. Doug to provide Kelly with agenda items for Pre-construction meeting June 5 - **DONE**
8. Blythe to ask DPW to erect sign (local residents only) School and Warren Street once construction starts.
9. Vertex to provide Bryan Fors resume for committee to review.
10. Vertex to get quotes from cleaners once painting and wiring is done.

D: Discussion Items

1. Committee Business:

- a. **Town hall relocation**

Town hall employees are moving out June 21. Movers will be moving that day. Goal is to be totally out July 1.

If painting quotes are reasonable - committee would like to go ahead and include painting ceiling. Vertex to get additional quotes for painting walls and cleaning.

Vault in town clerks office - Wakefield moving will not charge for moving and only \$45 per month for storage.

b. Bills to approve:

George McDonnell submitted a bill for his time (24 hours @ \$30/hour) \$720 and \$227.67 for materials from Koopman Lumber. The committee conditionally approved by majority pending Vertex review of invoices from Koopman itemizing supplies.

GrayBar \$3,172.27 for electrical supplies required for church. The committee conditionally approved by majority pending Vetex review of electrician's plan for temporary space.

c. Meeting minutes:

Meeting minutes of May 29 as revised to include changes related to the Treasurer-Collectors vault and painting ceiling in temporary town hall offices. Approved by majority.

2. Pre-Construction Meeting:

We met with Dan Valcourt and Tony Pererria from Pezzuco Construction.. MKA and Vertex prepared an agenda for this meeting. The items listed below are from that agenda.

a. Contract Status

Pezzuco contract was approved by BoS May 21. Town counsel has approved contract and it is being sent back by return mail.

b. Key Contract Provisions

Notice to Proceed – will be July 1

Performance/Payment Bonds – have been paid

Mobilization Date – July 1

Substantial Completion Date –

Final Completion Date – we discussed the desire for re-dedication ceremony 9/23/14

Insurance Certificate - Received

Wage Rates/Certified Payroll – Will go to Sandy, Vertex to pickup

OSHA Cards – each worker needs at least OSHA 10 certification – Pezzuco and Subs, Vertex to keep cards on file.

Statement of State Tax compliance – submitted with bid

Certificate of Corporate Vote of Authorization – submitted with bid

Non-collusion Affidavit – submitted with bid

c. Project Communication Protocol

Information flow will be Pezzuco → MKA → Vertex. Pezzuco uses electronic share file system with all documents and files on Project page on Pezzuco web site. Need to provide Pezzuco with list of e-mails of those people who need access to documents. Shop drawings can be printed on-site.

d. Project Manager and Field Superintendent

Dan Valcourt will be the Project Manager and Tony Pereira will be the Field Superintendent

e. Subcontractors

Pezzuco will provide a directory of all subs.

f. Safety, Clean-up and Security

Tony is responsible for safety.

We discussed a temporary fire alarm. Chief Goodale would like a temporary fire alarm maintained throughout construction. Pezzuco will confirm with subs.

Fire Chief needs to know when the Master Alarm Box is off-line. Chief would prefer to maintain the Master Alarm box as long as possible – prior to reconditioning.

Smoke and heat detectors would need to be maintained by the electrical subcontractor.

g. Permits

Doug Manley spoke to the Building Commissioner and provided affidavits to Pezzuco. All fees are waived. Should be able to get the building permit today.

h. Work Hours

Once construction begins, usual work hours will be 7am – 3:30pm

i. Contractor's Use of Site

Pezzuco will provide a site plan showing location of staging area, office, toilets, dumpster, and security fencing.

j. Worker Parking

All workers will be asked to park in the town lot behind Holy Angels church.

k. Street Closing

Warren Street will be closed beginning July 1 at Nelson Street down to Main Street. Pezzuco will provide fencing all around construction site. Town may use sign boards to warn of street closing.

l. Schedule of Values/Requisitions

Blythe needs this to get builders risk insurance. Pezzuco to provide Div 2 to 16. Vertex will review all requisitions and recommend action to Building Committee.

m. Shop Drawings/Submittals/Submittal Log

All drawings are electronic. Final drawings – two hard copies to Vertex.

n. MHC Review Status

Doug Manley to keep MHC abreast of progress. Mass Historical has option to review and perform inspections.

o. Substitutions

MKA must approve any proposed substitutions.

p. Requests for Information

All RFIs will be on the share file system or can be handled through Vertex.

q. Construction Schedule

Demolition subcontractor needs to be first one in. Pezzuco needs some of the subs to give them their schedules. Need to determine exterior work and how it ties to interior work. Pezzuco still needs to get a few subs selected.

Pezzuco needs to be aware of long lead items – mechanical, elevator, HVAC, generator, etc.

Salvage items – the town has found a buyer for the old generator – if it is possible for them to remove it safely. Pezzuco needs to ask the demolition sub about this. Fire alarm panel can be salvaged.

r. Project Sign

Doug presented a draft of the project sign – we had a few minor corrections.

s. Town Hall Mailbox Relocation

Will be relocated to Library. Pezzuco will handle relocation – possible 3rd week of June.

t. Treasurer's Safe

Town has a buyer – need to talk to demo sub about this – to make it possible to remove safe.

u. Field Meetings and General Meeting Schedule

Pezzuco proposed bi-weekly Owner's Meetings on Monday afternoons – to be held at Holy Angels (upstairs). Pezzuco will have a weekly meeting with subs.

v. Existing Conditions Document

Photos will be taken to document existing conditions. Will be available to town for posting

w. Record Documents and Closeout

Punch list, certified payrolls, and PDFs of all drawings

x. One-year Warranty Walk-thru

Sept 2015

y. Other Topics:

Requested Pezzuco try to salvage some bricks from the two additions.

MKA to provide CAD files of the coordination drawings to Pezzuco – re: headroom issues

Utilities – National Grid electrical service ends June 30th at current site

Nstar – temporary generator needs to be disconnected and gas shut off

Pezzuco will self-perform excavation and carpentry, will sub out demo, window restoration, shoring, etc.

Suggested that parts from one of the roll-up doors on the 2nd floor be salvaged for possible use in restoring the other door.

E: Next Meeting

Bi-weekly construction meetings to begin in July...

F: Meeting Adjourned

The meeting was adjourned at 11:55 am without objection.

Submitted by Steve Rakitin, Secretary